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CE Audit Extension & Recertification Requirements

Welcome

Agenda

- Recertification, CE Audit and CE Audit extension policies
- Eligible CE programs during CE Audit
- Self-Reporting CE and uploading required documentation
- Tips for a successful CE Audit outcome

AGENDA

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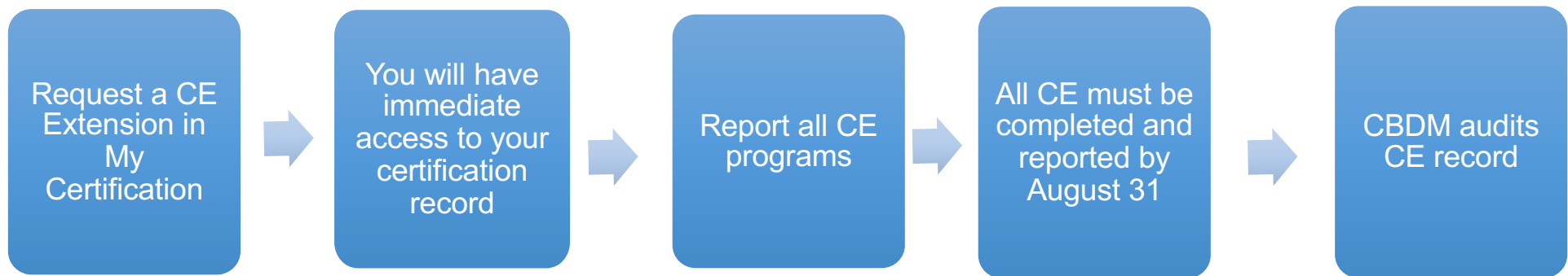
CE Audit
Policy and Process

CE Audit Purpose

- Validates recertification requirements have been met
- Helps CDM, CFPPs gain professional advantage with CE that meets defined standards
- Certification industry best practice

CE Requirement Policy

- **Every three years, must complete the minimum required CE hours by May 31**
  - ✓ Total of 45 CE hours
  - ✓ 9 of the CE hours must be Sanitation & Safety
  - ✓ 1 of the CE hours must be Professional Ethics

- **If you reported more than 0.5 CE but less than the minimum, you will be placed in audit and can request a CE Audit extension which will give you until 11:59 PM CT on August 31 to meet the minimum requirements**

CE Audit Extension Process

| Request a CE Extension in My Certification | → | You will have immediate access to your certification record | → | Report all CE programs | → | All CE must be completed and reported by August 31 | → | CBDM audits CE record |

- The extension period begins as soon as you request it

- Follow the instructions in your CE Audit Selection email ASAP

- Certification status remains active during CE Audit – extension deadline to meet the minimum requirements is 11:59 pm CT on August 31

- To remain in audit, certification fees must be paid to date

CE Audit Extension Process

CE program submissions and documentation reviewed → Deficiencies identified and communicated → Audit outcome communicated

- If you do not meet the minimum requirements by 11:59 PM CT on August 31 your certification will be terminated on September 1
- CBDM reviews all completed records beginning September 1 through October 31
- You will have the opportunity to make corrections as needed, but these must be completed by October 31

CE Audit – Program Documentation Status

Audit- Needs More Information

- Required documentation does not comply with CBDM policy and must be submitted
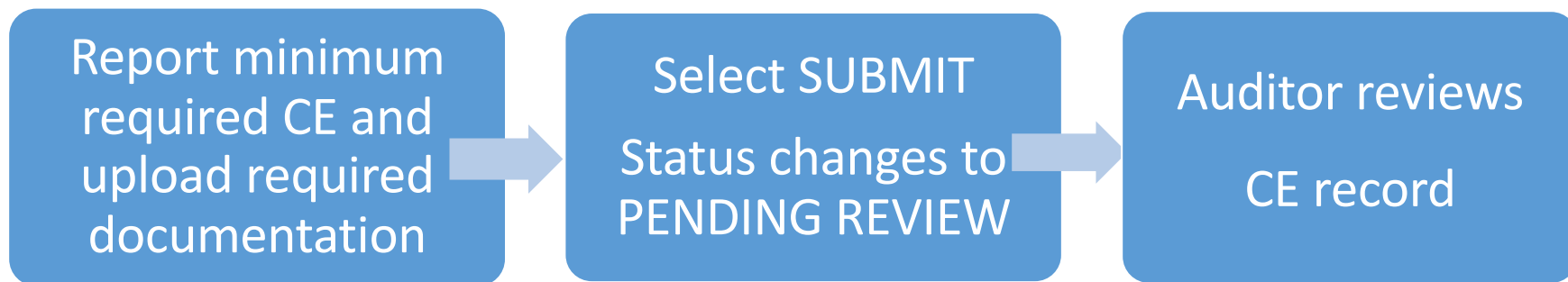- CE hours not approved

Audit- Approved

- Documentation requirements met
- CE hours approved

CE Audit Status – *PENDING REVIEW*

- Cannot report CE programs or add documentation for any programs

- Can complete CE programs and report after record is no longer in *Pending Review* status

- Auditor informs you when review has been completed

SUBMIT for Review

Report minimum required CE and upload required documentation → Select SUBMIT Status changes to PENDING REVIEW → Auditor reviews CE record

If your record requires additional information, your auditor will reach out by email. You will be required to make the corrections and then SUBMIT for review. All corrections must be made by 11:59 PM CT on October 31.

CE Audit Outcome

Pass Audit
- New recertification period begins
- Must pay annual certification fee to be active
- Can earn and report CE only when certification is active

Fail Audit
- Certification terminated; can no longer use CDM, CFPP credential
- Must re-test to become certified again
- May appeal CE audit outcome within 15 days of e-mailed notice of audit outcome

Appealing CE Audit Outcome

- **Must submit in writing as directed by CBDM Policy**
- **Must submit within 15 days of date of e-mail from Auditor with audit outcome**
- **Refer to Audit and Appeals pages on CBDMonline.org**

CE Requirement Policy

Eligible Content Areas for CE programs

- ✓ Nutrition
- ✓ Foodservice
- ✓ Sanitation & Safety
- ✓ Personnel Management
- ✓ Business Operations

CE Requirement Policy

Acceptable Types of CE Activity

- Seminar
- Webinar
- In-Service
- Online Course
- Trade Show
- Journal Articles
- College Course

CE Requirement Policy

1.00 1 hour (60 minutes)

0.75 45 minutes

0.50 30 minutes *(minimum length)*

0.25 15 minutes
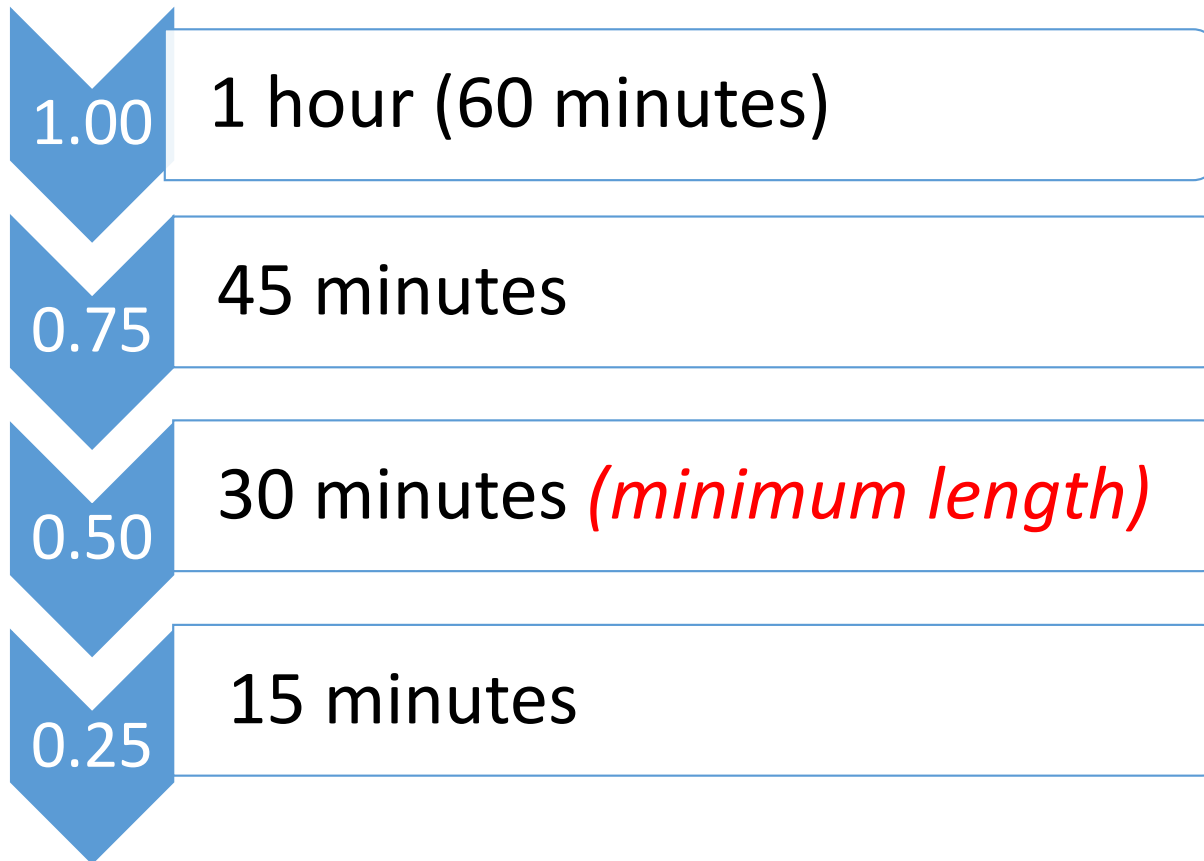
CE Requirement Policy

- Program can be completed only once

- No duplicates allowed

- Only exception is ServSafe. This can be reported once in each three-year recertification period

- Excess hours cannot be carried over to the next recertification period

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Required Documentation

Required Documentation

Most common required documentation

Certificate of Completion

Program Description/Learning Objectives

Summary of what was learned and how it applies to industry/job

Varies by CE activity program type

Required Documentation

Certificate of Completion

- Your full name
- Program sponsor
- Program title
- Date of program
- CE hours awarded for completing program

OR letter from program sponsor with information

Required Documentation

Program Description/Learning Objectives

- Topics covered
- Measurable learning objectives
- Time allocated for each topic

OR **program description with above information**

Required Documentation

Summary of What Was Learned and How it Applies to Industry/Job

- You type this in the text box provided
- What you learned and how you will apply learnings

Required Documentation

- Must be submitted electronically

- Must be uploaded via My Certification page of your ANFP record

- Faxed, mailed or e-mailed documentation will not be accepted or returned

Required Documentation

Have documents ready to upload

- ✓ May be a Word, Excel or pdf file
- ✓ Can scan and save documents
- ✓ File name must NOT have symbols or characters
  - ➢ *Document cannot be opened*
  - ➢ *Document will be rejected*

Demonstration: Reporting CE Program & Uploading Required Documentation

CE must be SUBMITTED for Review

- Make all corrections identified by your auditor
- Click on **SUBMIT CE FOR REVIEW** button
  - ✓ CE records are reviewed in order submitted
  - ✓ Cannot edit CE record when **UNDER REVIEW**
  - ✓ **All records must be complete by 11:59 pm CT on October 31 or you fail the CE Audit**

CE Audit – Program Documentation Status

Audit- Needs more information
- Required documentation does not comply with CBDM policy and must be submitted
- CE hours not approved

Audit- Approved
- Documentation requirements met
- CE hours approved

Audit- Rejected
- Program not eligible content area and/or
- Documentation not in compliance with policy

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CE Audit Reminders

CE Audit Extension

- CE Audit Extension begins immediately after requested. To pass the CE Audit, you must:

  ➢ Complete and report the minimum required CE hours **AND**

  ➢ Upload all required documentation for each reported CE activity

  by 11:59 PM CT on August 31, *Failure to do so results in a failed audit and terminated certification.*

CBDM Prior Approved Programs

- Select Prior Approved for activity type

- Enter Prior Approval number from certificate of completion

  ➢ Several fields then automatically populate

  ➢ Do *not* change pre-populated fields

- Enter program date and location

- Upload certificate of completion if not ANFP online course

ANFP Online Courses

- Automatically reported to CE record after completed
  - ✓ Course
  - ✓ Course quiz
  - ✓ Course evaluation
- No need to self-report; no required documentation
- Allow 24 hours to be posted to CE record

CE Record

- Monitor CE activity on My Certification page of your ANFP record
- Submit CE activities when record is not PENDING REVIEW
- CE activity can be reported only once
- CE activity can be completed/submitted only when your certification is active

CE Activities

- Excess hours do not carry over

- Once you select *REPORT,* CE record can not be accessed to add CE or edit reported programs

- Monitor your e-mail box for critical communications

Requirements to pass CE Audit

Meet Minimum CE Requirements

Upload all required documentation

Annual certification fee current and up to date

For More Information

- ***CBDM Guide to Maintaining your CDM, CFPP Credential*** on www.CBDMonline.org

- Contact your Auditor

- Contact CBDM

  - ➢ 800.323.1908, select option 1

  - ➢ info@CBDMonline.org