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# CE Audit Webinar

CE Audit & Recertification  
Requirements



>Welcome

# Agenda

- Eligible CE and Recertification Requirements
- CE Audit Purpose and Policies
- CE Audit and Recertification Policies
- CE Audit Selection Criteria
- Self-Reporting CE and Uploading
- Required Documentation



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# CE Audit Policy and Process

**CBDM**<sup>®</sup> | **Certifying Board for  
Dietary Managers**

*The credentialing agency for*

Association of Nutrition & Foodservice Professionals **ANFP**<sup>®</sup>

# CE Audit Purpose

- Industry best practice
- Upholds integrity of CDM, CFPP credential
- Helps CDM, CFPPs gain professional advantage with CE that meets defined standards
- Validates recertification requirements have been met

# CE Requirement Policy

- **Every three years, must complete minimum required CE hours**
  - Total of 45 CE hours
  - 9 of the CE hours must pertain to Sanitation & Safety
  - 1 of the CE hours must pertain to Professional Ethics
- **Must self-report and upload all required documentation by May 31 of third year**

# CE Requirement Policy

## **Eligible Content Areas for CE programs**

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

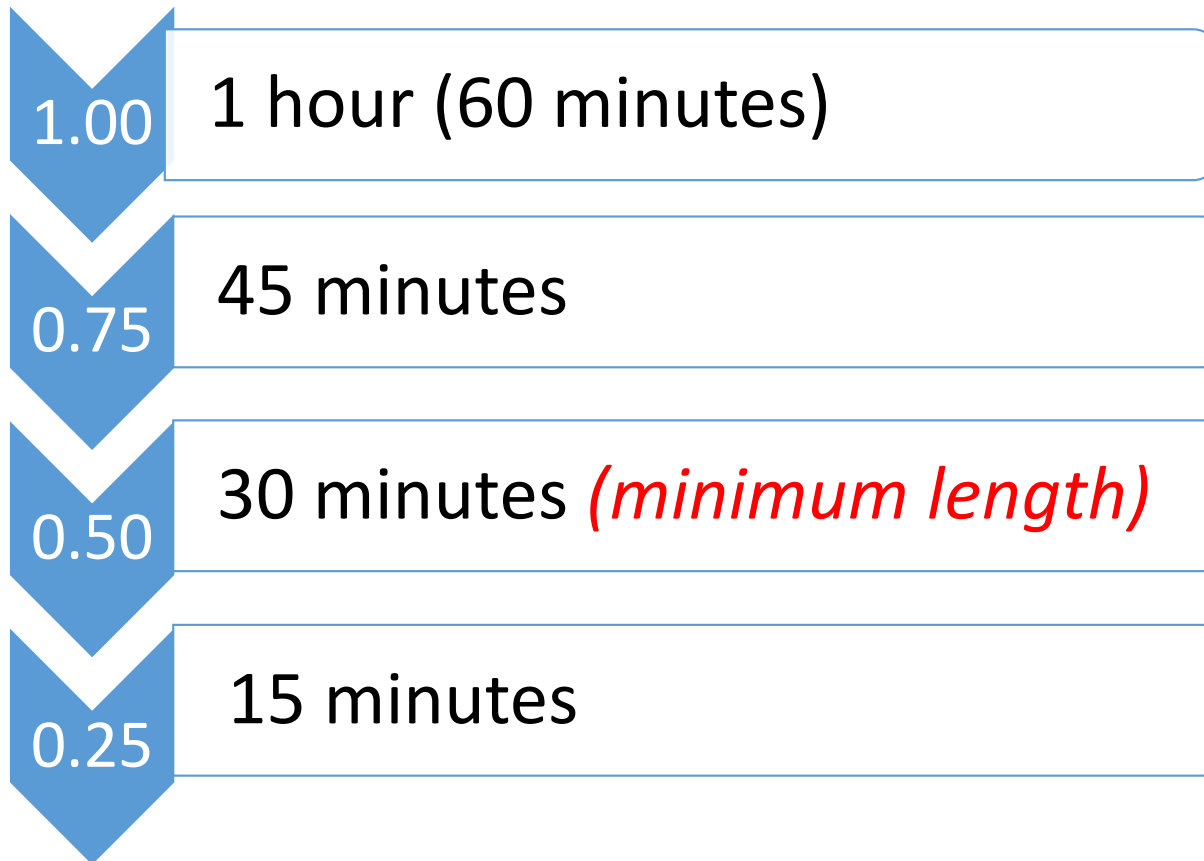


# CE Requirement Policy

## **Acceptable Types of CE Activity**

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

# CE Requirement Policy



# CE Requirement Policy

- Program can be completed only once
- Only exception is ServSafe which can be reported once every three-year recertification period
- Excess hours cannot be carried over to next recertification period
- Must meet all recertification requirements

# CE Audit Selection Policy

**0.5-44**

Reporting more than  
0.5 CE but less than  
45 total CE hours

**1-8**

Reporting less than  
9.0 Sanitation/Safety  
CE hours

**0**

Not reporting 1.0  
Ethics CE hour

**Ethics Violation**

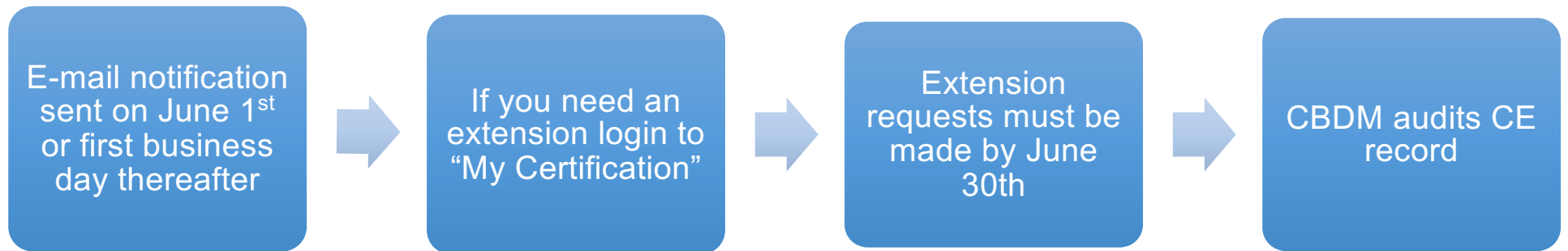
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**Suspected Duplicates**

**45**

**Random Selection**

# CE Audit Process



- Certification status remains active during CE audit if certification fees are current and paid to date.
- Extension not automatically granted – you must login to the My Certification page of your record and request the extension prior June 30. The sooner the better to allow more time to meet requirements.

# CE Audit Process



# CE Audit Process

## Pass Audit

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

## Fail Audit

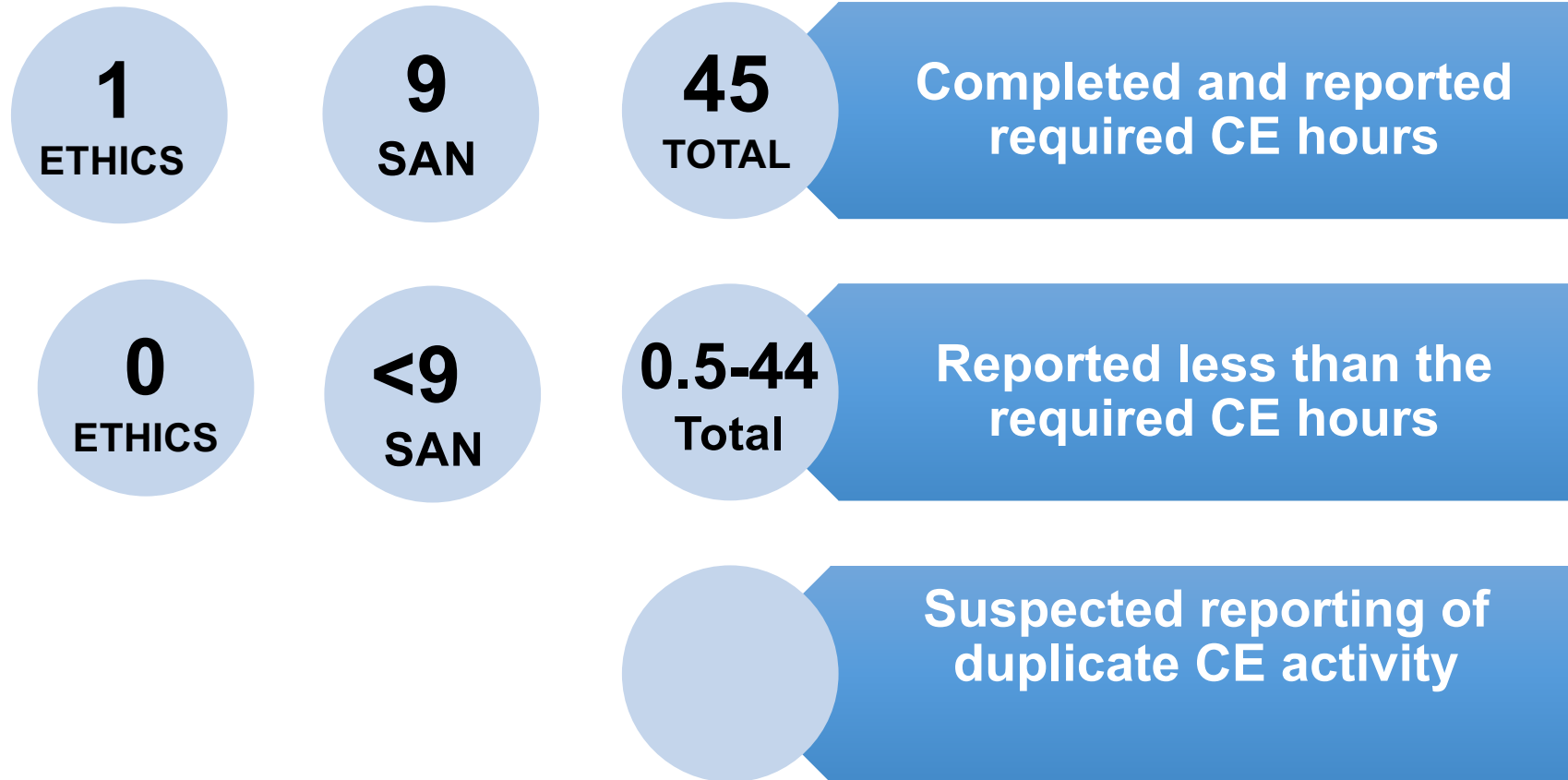
- **Certification terminated; can no longer use CDM, CFPP credential**
- **Must re-test to become certified again**
- **May appeal CE audit outcome within 15 days of e-mailed notice of audit outcome**

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# CE Audit Required Actions



# CE Audit Selection



# CE Audit Selection

**1**

ETHICS

**9**

SAN

**45**

TOTAL

**Completed and reported required  
CE hours**

- You were randomly selected

# CE Audit Selection

**0**

ETHICS

**<9**

SAN

**0.5-**

**44**

TOTAL

**Reported less than the required  
CE hours**

- Login to your “My Certification” page by 11:59 PM CT on June 30 to request an extension or if you do not intend to continue with the audit process you can choose to terminate your certification.
- Report CE programs and upload required documentation by the extended deadline of 11:59 PM CT on August 31.
- CE records are reviewed from September 1 – October 31

# CE Audit Fail

## Fail Audit

- Certification terminated
- Can no longer use CDM, CFPP credential or represent self as being certified
- Must retest to re-earn certification
- May appeal CE Audit outcome

# CE Audit Reminders

- Extensions are not automatically granted
- Must be eligible for an extension and request it by 11:59 PM CT on June 30
- If approved for an extension, you will have additional time to meet CE Audit and recertification requirements
- Contact your auditor for more information

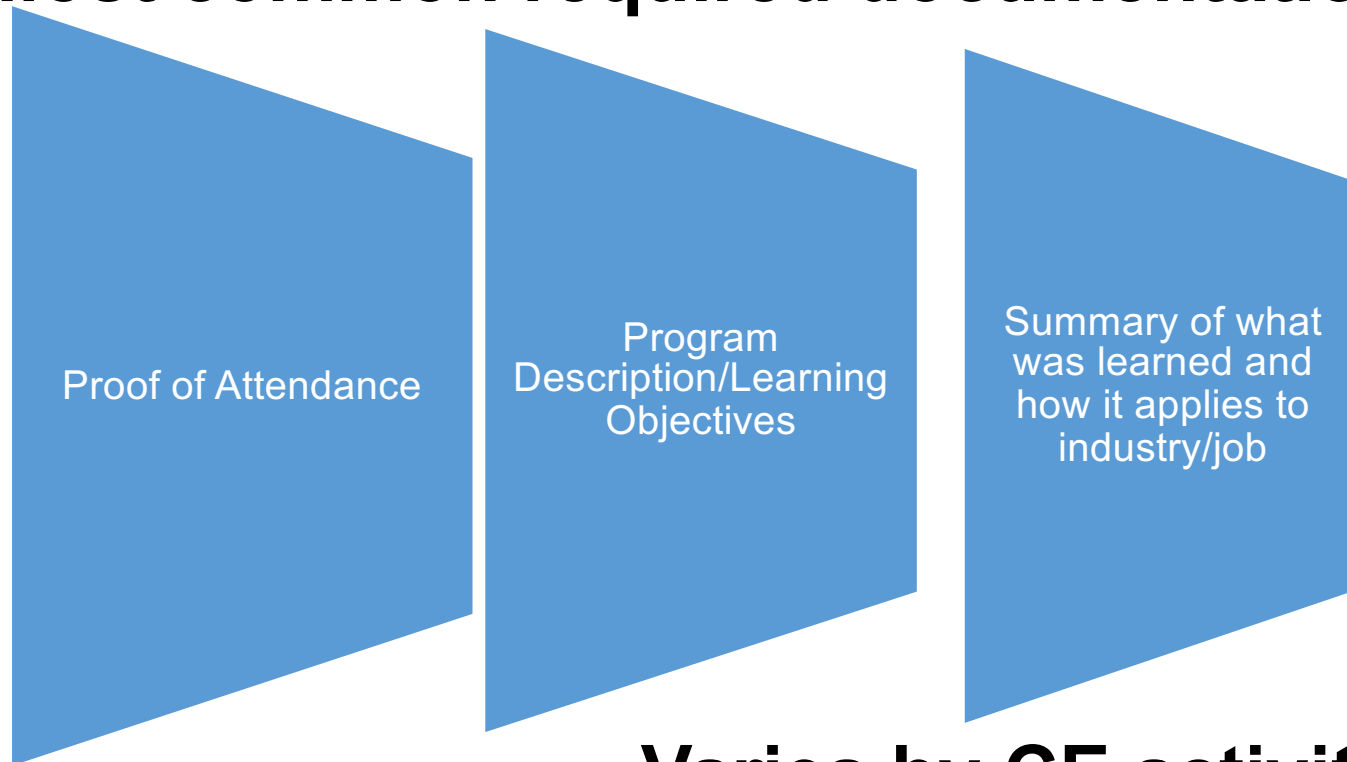
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# Submitting Required Documentation

# Required Documentation

## Most common required documentation



**Varies by CE activity program type**

# Required Documentation

## Proof of Attendance

- Your 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 or program description
- 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 your summary in the provided text box
- What you learned and how you will apply learnings

# Required Documentation

- Each required document must be submitted electronically
- Must be uploaded via the *My Certification* page of your ANFP record
- Faxed, mailed or emailed 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
  - *Results in error message*
  - *Document cannot be opened*
  - *Document will be rejected*

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# Demonstration: Uploading Required Documentation

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# CE Audit Reminders

# CBDM Prior Approved Programs

- **Select *Prior Approved* for activity type**
- **Enter Prior Approval number from certificate of completion**
  - Several fields automatically populate
- **Do not change the pre-populated fields**
- **Enter program date and location**
- **Upload certificate of completion**

# ANFP Online Courses

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



# Reminders

- Monitor CE activity on the *My Certification* page of your ANFP record
- Submit CE activities as you complete them
- CE activity can be reported only once
- Keep copies of submitted documentation
- CE activity can be completed/submitted only when your certification is active

# Reminders

- Excess hours do not carry over
- Once you select *SUBMIT*, CE record can not be accessed
- When CE record is *PENDING REVIEW*, you cannot access or edit CE record
- Monitor your e-mail box for critical communications

# Reminders

To pass the CE Audit, you must:

- If necessary, request an extension via your “My Certification” page prior to 11:59 PM CT on June 30<sup>th</sup>.
- Complete/report minimum required CE hours **AND**
- Upload all required documentation for each reported CE activity for CBDM review/approval **AND**
- Meet all deadlines
  - *Failure to do so results in failed audit and terminated certification*

# For More Information

- CBDM Guide to Maintaining your CDM, CFPP Credential on [www.CBDMonline.org](http://www.CBDMonline.org)
- Contact your Auditor
- Contact CBDM
  - 800.323.1908, select option 1
  - [info@CBDMonline.org](mailto:info@CBDMonline.org)



**THANK YOU**