

CDM, CFPP

Career Assessment Tool



CBDM® | Certifying Board for
Dietary Managers
The credentialing agency for
Association of Nutrition & Foodservice Professionals ANFP

Assess Your Skills, Motivations and Goals

As you consider a career in foodservice management as a dietary manager, think about the paths that you can take along your journey. Consider your current competencies, motivations and aspirations. What do you really want to do? What will be rewarding and fulfilling? And, how can you meet that goal?

Not sure? Think about your life experiences so far—personally and professionally. As you look at where you've been and where you want to be, consider the following questions:

What you have enjoyed most in your personal and professional life?

1 _____

2 _____

3 _____

What do you feel you do best?

1 _____

2 _____

3 _____

What are three accomplishments that you are most proud of?

1 _____

2 _____

3 _____

What interests and motivates you?

1 _____

2 _____

3 _____

Begin Your Journey Toward a Fulfilling Career





Now, highlight the items you wrote that you feel would make you successful in a foodservice management career.

These may include enjoyment, success, and skills such as producing a great meal, making others feel comfortable, motivating and training others, leading teams, solving problems, organizing elements of a task, listening and communicating, and working hard to achieve goals. It may involve competence such as strong interpersonal skills, culinary expertise, managing budgets and inventory, ability to meet deadlines, and creative thinking.

See if your list also includes an interest in health, nutrition, and food, too. By now, you probably have an idea whether there is a match! A rewarding career is one that is satisfying and motivates you to want to succeed day after day, and that you look forward to going to work each and every day! It drives you to help your team succeed, serve your clients, and contribute to the success of your company and/or facility.

**If you are ready for a career as a dietary manager—
begin your journey to earn the nationally
recognized CDM, CFPP credential!**

Explore the Possibilities

Want to learn more about what a CDM, CFPP does? Talk with friends and others who work in dietary management or related fields. If allowed, visit a CDM, CFPP at work or “shadow” them for a day to see a CDM, CFPP in action. Watch how they manage a team, ensure safe and sanitary practices, serve their residents, etc. Although each day most likely varies, ask them what you might expect to experience daily, what is most challenging, and what is most fulfilling about their role. Ask what skills and talents they feel make them successful.

So, how can you make a connection? There are many ways to make a connection. Check with a local college or where an ANFP Approved Training Program is offered. Consider applying for a part-time job in a foodservice setting or volunteer in a hospital, nursing home, Meals-on-Wheels program, community program, etc. Any of these may provide more insight into what a CDM, CFPP does at various types of non-commercial foodservice organizations. If you don’t have a connection, consider joining the Association of Nutrition & Foodservice Professionals (ANFP) and contact your local ANFP state chapter at www.ANFPonline.org/chapters.

Take the Journey to Become a CDM, CFPP

If you decided that a career as a dietary manager is for you, then what next? Begin your journey to become a Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP)! More than just initials after your name, this nationally recognized credential demonstrates your competence in Nutrition, Foodservice, Personnel & Communications, Sanitation & Safety, and Business Operations. This achievement can lead to new and exciting career opportunities.

Step 1: Qualify for the CDM Credentialing Exam

To seek the certification, you must meet one of the current pathways of eligibility. Take a look at the list below and decide which one best matches your education and work experience. For more information about eligibility requirements, refer to www.CBDMonline.org/eligibility

Step 2: Register for the CDM Credentialing Exam

Once your exam application is reviewed and approved by the Certifying Board for Dietary Managers (CBDM), you can register for the exam and schedule a date and time to complete it. The online exam is administered year-round at more than 300 PSI Test Centers.

For information about the exam administration process and policy, including how to schedule the exam, refer to the CDM Credentialing Exam Candidate Handbook, available at www.CBDMonline.org/register.

Step 3: Pass the Exam and Activate your CDM, CFPP Certification

After you pass the exam, you must activate your certification within one year. If you are a current member of ANFP, your certification will be activated automatically. However, membership in ANFP is not required. If you have not already joined ANFP, you will receive information about how to activate your certification as well as an invitation to join and enjoy the many member benefits that ANFP membership offers to you as a professional.

Eligibility Pathways

Pathway I: For graduates of an ANFP Approved foodservice manager training program.

Pathway II: For graduates of a two-year, four-year or greater college degree in foodservice management, nutrition, culinary arts or hotel-restaurant management. Transcript must include two courses in foodservice management and one in nutrition.

Pathway IIIa: For graduates of a comprehensive, minimum 90-hour foodservice course curriculum who also have two years of non-commercial foodservice management work experience. Transcript must include two courses in foodservice management and one in nutrition.

Pathway IIIb: For graduates of the classroom and online instructional portion of an ANFP-approved foodservice manager training program who also have two years of non-commercial foodservice management work experience.

Pathway IV: For current and former members of the U.S. Military who have graduated from a 90-hour military dietary manager, foodservice manager, or culinary arts training program who also have two years of noncommercial foodservice management experience. Joint Services Transcript (JST) must include two courses in foodservice management and one in nutrition.

Pathway V: For graduates of an alternate two-year, four-year or higher college degree who also have five years of non-commercial foodservice management work experience. Transcript must include two courses in foodservice management and one in nutrition.

Not Yet Qualified?

If you don't currently qualify for the exam, consider taking an ANFP Approved Foodservice Manager Training Program that would qualify you for the education requirement for Pathway I or IIIb.

A directory of programs that offer in-class, online, and correspondence program options is available on the [CBDM website](#).

Need Financial Assistance for the Training Program or Exam?

The Nutrition and Foodservice Education Foundation (NFEF) is the philanthropic arm of ANFP and makes scholarships to qualified individuals available. Learn more at www.NFEFoundation.org.

Have Questions?

Not sure about whether you qualify or what your next steps should be to earn the CDM, CFPP credential? Please contact CBDM at 800.323.1908 or info@CBDMonline.org.

Keep the Journey Going - Maintain your CDM, CFPP Credential

Earning your CDM, CFPP credential is a great way to launch your career and continue your professional journey. But now what? You will need to maintain your credential by paying annual certification fees and meeting recertification requirements for continuing education (CE). By completing and self-reporting a minimum of 45 CE hours every three years (of which nine CE hours must be related to Sanitation & Safety and one CE hour must pertain to Professional Ethics), you demonstrate your commitment to the profession and dedication to continued competence. Throughout your career, you will discover new trends in the industry, new challenges, and new techniques for getting the job done well. Continuing education keeps you informed and ahead of the curve!



ANFP® Association of Nutrition & Foodservice Professionals

Your Professional Network

Most CDM, CFPPs Choose to Join ANFP!

As the national professional organization representing dietary managers, ANFP serves you throughout your career journey and offers many valuable benefits! Even before you achieve your certification, join ANFP to connect with dietary managers and others in the foodservice industry. You will be teaming up with more than 15,000 professionals dedicated to providing optimum nutritional care through foodservice management.

What does ANFP deliver for you? Enjoy networking with like-minded professionals, a free subscription to *Nutrition & Foodservice Edge* magazine (one of the most respected publications in the industry), discounts on ANFP education and publications (even exam study materials!), access to the online member community, (ANFPConnect), connections with your local chapter, and many more benefits! To learn more, visit www.ANFPonline.org.

Complete the Checklist Throughout Your CDM, CFPP Journey

- ___ Assess your current skills and future aspirations (page 1).
- ___ Learn about the CDM Credentialing Exam. Read the CDM Credentialing Exam Candidate Handbook, available at www.CBDMonline.org.
- ___ Talk with or shadow a CDM, CFPP.
- ___ Expand your professional network. Join ANFP to connect with CDM, CFPPs and other foodservice management professionals. Join online at www.ANFPonline.org or call ANFP at 800.323.1908 for assistance.
- ___ Review the eligibility pathways. Identify the one that best matches your education and work experience. For questions, contact CBDM.
- ___ Work in non-commercial foodservice management to validate your career interest and/or to meet the work experience requirement to qualify for the exam.
- ___ If you do not yet meet the education requirements to qualify for the exam, consider completing an ANFP Approved Foodservice Training Program.
- ___ Check scholarship opportunities available through NFEF.
- ___ Complete required education program and meet foodservice management work experience requirements.
- ___ Complete and submit exam application with required verifiable documentation and payment online.
- ___ Prepare further for the exam. Review the [Exam Content Outline](#). Check out the [ANFP Marketplace](#) for study materials that can assist you with preparing for the exam. Make a study schedule and stick to it.
- ___ If you joined ANFP, log into ANFPCConnect, the ANFP member community, for support from others as you prepare for the exam.
- ___ Take the exam as scheduled.
- ___ After you pass the exam, activate your certification within one year.
- ___ Keep your certification active. Meet all recertification requirements including paying annual fees and submitting the minimum required CE hours and supporting documentation.

Your Future is in Your Hands

By earning the CDM, CFPP credential, you become a peer with elite nutrition and foodservice professionals. Achieving this certification is a proven way to advance your career and demonstrate your commitment to excellence in dietary management. **Being a CDM, CFPP defines you as a highly qualified and valued professional in your field.**