

# CDM, CFPP Credentialing Exam Work Experience Requirements

What  
meets CBDM  
requirements for  
non-commercial  
foodservice  
management work  
experience?

- Takes place in a **non-commercial food service facility/institution**.  
  
Facility serves food as support within the institution.  
  
Foodservice operation typically subsidized by institution from which they operate.  
  
Examples include hospitals, nursing homes, schools, military, correctional facilities, and community feeding programs.
- Facility has **third-party agency oversight**.  
  
For example, by TJC, CMS local and/or state health departments.
- Includes **management responsibilities** such as supervising staff, staff hiring/retention/training, developing and managing budgets, managing product inventory, developing menus, etc.
- Full time for minimum required duration.  
  
Based on 2,000 hours per year for each required year of experience.
- For Eligibility Pathway III (a&b) and IV, must be at least two years and for Pathway V at least five years total of full-time relevant work experience.

How does the  
non-commercial  
work experience  
get approved by  
CBDM?

- Only during the online exam application process.
- After completed Employment Verification Form(s) and corresponding employer-provided job description(s) are uploaded during the online exam application process.
- When the required verifiable evidence of meeting all eligibility requirements is submitted within 90 days of submitting the exam application and payment. CBDM reviews the information to make a determination.

When is an  
individual  
eligible to sit  
for the exam?

- When CBDM sends an e-mail notice indicating all requirements have been met for a current pathway under which an individual is applying.  
  
If all eligibility requirements are not fully met within 90 days of submitting an exam application and fees, the application will be voided and exam fees refunded less a \$50 processing fee. To reapply for the exam, a new exam application, documentation and fees must be submitted for CBDM review and approval.

**NOTE:** These criteria summarize CBDM policy for required work experience to sit for the CDM, CFPP Credentialing Exam.

For comprehensive related policy, refer to the [CDM, CFPP Credentialing Exam Candidate Handbook](#).

**For more information**, contact CBDM at [info@CBDMonline.org](mailto:info@CBDMonline.org) or 800.323.1908, select option 1 (Monday - Friday, 8:00 a.m. - 5:00 a.m. CT).

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