

CDM Credentialing Exam Work Experience Requirements

What meets CBDM requirements for non-commercial foodservice 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.
- Full time for minimum required duration.

Based on 2,000 hours per year for each required year of experience.
- For Eligibility Pathway III(b), must be at least two 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 eligibility requirements is submitted within 90 days of submitting the exam application.

When is an individual eligible to sit for the exam?

- When CBDM sends an e-mail notice indicating all requirements have been met.

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

For more information, contact CBDM at 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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