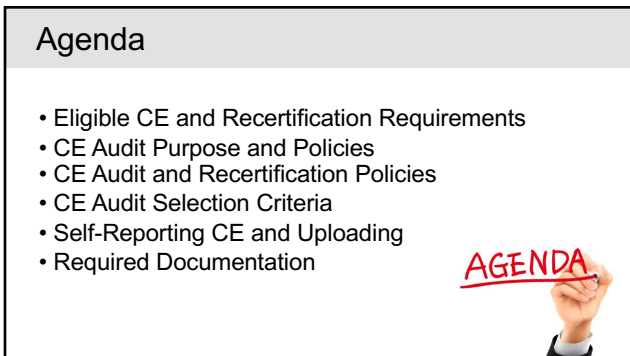




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3

CDM | CFPP
Discover the Power of the Credential

**CE Audit
Policy and Process**

4

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

5

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

6

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**

7

CE Requirement Policy

Eligible Content Areas for CE programs

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

8

CE Requirement Policy

Acceptable Types of CE Activity

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

9

CE Requirement Policy

1.00	1 hour (60 minutes)
0.75	45 minutes
0.50	30 minutes (<i>minimum length</i>)
0.25	15 minutes

10

CE Requirement Policy

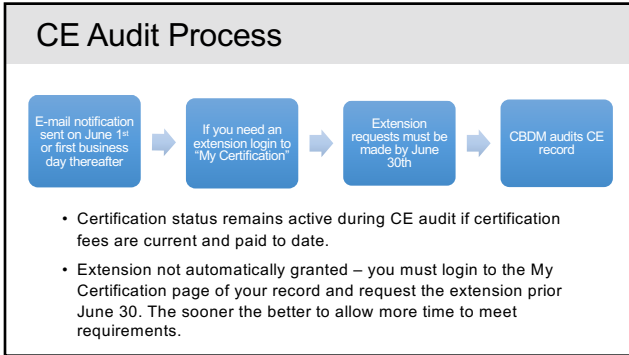
- Program can be completed only once
- Only exception is ServSafe which can be reported once every three-year recertification period
- Excess hours cannot be carried over to next recertification period
- Must meet all recertification requirements

11

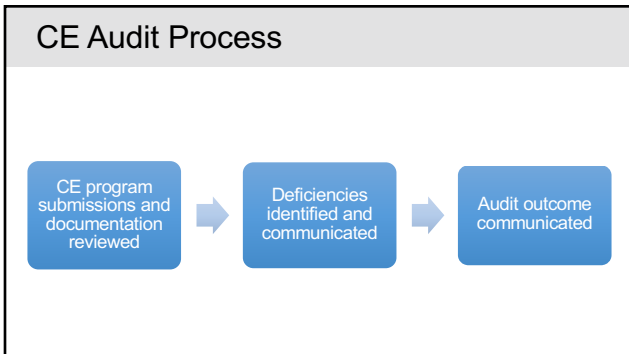
CE Audit Selection Policy

0.5-44	Reporting more than 0.5 CE but less than 45 total CE hours	Ethics Violation
1-8	Reporting less than 9.0 Sanitation/Safety CE hours	* Suspected Duplicates
0	Not reporting 1.0 Ethics CE hour	45 Random Selection

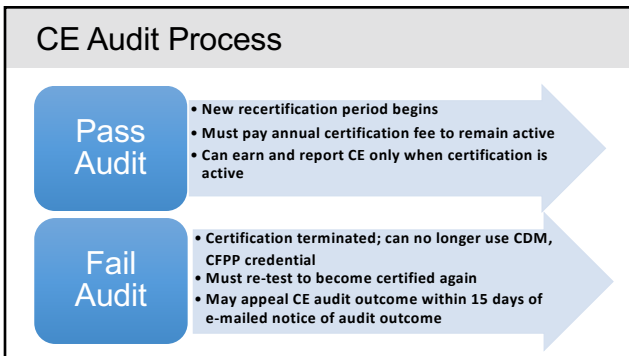
12



13



14



15

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**CE Audit
Required Actions**

16

CE Audit Selection

1 ETHICS	9 SAN	45 TOTAL	Completed and reported required CE hours
0 ETHICS	<9 SAN	0.5-44 Total	Reported less than the required CE hours
			Suspected reporting of duplicate CE activity

17

CE Audit Selection

1 ETHICS	9 SAN	45 TOTAL	Completed and reported required CE hours
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- You were randomly selected

18

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

19

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

20

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

21

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Submitting Required Documentation

22

Required Documentation

Most common required documentation

Proof of Attendance Program Description/Learning Objectives Summary of what was learned and how it applies to industry/job

Varies by CE activity program type

23

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

24

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

25

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

26

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

27

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*

28

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**Demonstration:
Uploading Required
Documentation**

29

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**CE Audit
Reminders**

30

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**

31

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

32

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

33

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

34

Reminders

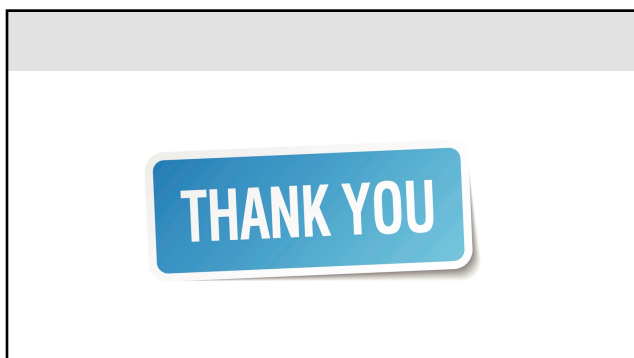
- To pass the CE Audit, you must:
- If necessary, request an extension via your "My Certification" page prior to 11:59 PM CT on June 30th.
 - Complete/report minimum required CE hours **AND**
 - Upload all required documentation for each reported CE activity for CBDM review/approval **AND**
 - Meet all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

35

For More Information

- CBDM Guide to Maintaining your CDM, CFPP Credential on www.CBDOnline.org
- Contact your Auditor
- Contact CBDM
 - 800.323.1908, select option 1
 - info@CBDOnline.org

36



37