

CERTIFYING BOARD FOR DIETARY MANAGERS

PRIOR APPROVAL HANDBOOK

FALL 2018



CBDM[®] | Certifying Board for
Dietary Managers

The credentialing agency for
Association of Nutrition & Foodservice Professionals **ANFP**[®]

PURPOSE OF THE CBDM PRIOR APPROVAL PROGRAM

The purpose of the CBDM Prior Approval Program is to recognize continuing education (CE) providers that have met the CBDM education standards and guidelines. This guide provides information on CBDM standards, requirements, and benefits of the Prior Approval Program. It also provides application information and CBDM procedures for monitoring approved programs.

The CBDM prior approval process is completely voluntary and is initiated by the program sponsor/coordinator requesting approval. Prior approval status does not constitute endorsement of a program sponsor or its materials by the CBDM or ANFP. The program sponsor is responsible for maintaining the content and quality of any program that has received prior approval.

The CBDM Prior Approval Program is intended for organizations interested in providing continuing education (CE) hours to CDM, CFPP credential holders.

The CBDM encourages organizations to apply in order to be recognized as a CBDM Prior Approval provider if their programs meet CBDM standards of quality education.

THE MISSION OF THE CBDM

The mission of the Certifying Board for Dietary Managers is to promote excellence and industry best practices through administering and maintaining the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential for foodservice professionals.

EDUCATIONAL OBJECTIVES AND OBLIGATIONS

Program sponsors must:

- Provide CDM, CFPP credential-holders with quality programs in which attendees can report and receive CE hours.
- Provide clearly stated and measurable learning objectives that are appropriate for the type and length of CE activity in terms of content and number of learning objectives.
- Ensure content and instructional design of the program is appropriate for the learning outcomes.
- Provide qualified personnel/staff/speaker/faculty to deliver the program in accordance with CBDM requirements.

BENEFITS OF PRIOR APPROVAL PROGRAM FOR PROVIDERS

RECOGNITION

Prior approved programs are recognized by ANFP, foodservice industry professionals, and employers as meeting CBDM standards and requirements for continuing education. As a result, prior approved programs are viewed with high regard and respect in the industry.

Participants will recognize a high quality program that is rich in content and delivers their objectives for lifelong learning to enhance professional development in line with CBDM standards for continuing competency.

MARKETING OPPORTUNITIES

- Use CBDM Prior Approval logo (in accordance with CBDM specifications), which may be added to marketing and other activities promoting your approved program.
- Confirmed number of CE hours.
- Ease of submission of CE hours for attendees.
- Increased awareness and exposure of programs to a captive and engaged audience of more than 14,000 foodservice professionals via “Find CE” program listing/directory on the ANFP website.

PROGRAM TYPES AND FEES

UNLIMITED CE PROVIDER/RENEWAL PROGRAM

The Unlimited CE Provider/Renewal Program is an all-inclusive package providing organizations the ability and flexibility to request an unlimited number of CE programs to be prior-approved on demand for a period of one year. Each program must be submitted through the CE Provider Portal with required supporting documentation for approval.

All prior approval programs are assigned a unique prior approval number that is valid from the date of issuance, expiring 12/31 of the third year and remains active as long as the Unlimited CE Provider annual fee is paid. Annual invoices are created in October and are due by 12/31 of the current year.

After the third year of approval, programs become renewable for an additional three years, allowing the sponsoring organization to renew the education by re-applying for approval through the CE Provider Portal and providing documentation of the program. The Unlimited CE Provider/Renewal Program includes new upcoming programs and covers previously-approved programs up to a maximum of six years.

ONGOING PROGRAM

A single, ongoing program can be purchased or viewed anytime and offered year round (i.e., online courses, books, archived webinars). The approval of this program type starts from the approval date and expires one year from that date.

ONE-TIME PROGRAM

A one-time program is a program such as a live meeting or live webinar that is offered on specific dates. It can have multiple dates and locations throughout the year as long as speaker and program content are the same. A one-time program is offered for \$50 for initial approval, and \$50 for each additional offering.

	Non-Profit	For-Profit
Unlimited Program/Renewal Program	\$350	\$700
Ongoing Program	\$100	\$200
One-Time Program	\$50	\$50

GENERAL APPLICATION PROCESS

To apply for prior approval, applicants must:

- Read the entire Prior Approval Handbook.
- Unlimited CE providers submit applications through the CE Provider Portal at www.CBDMonline.org/priorapproval. If you are interested in becoming an Unlimited CE Provider, complete the prior approval application for your first program submission and send to priorapprovals@ANFPonline.org with the appropriate program payment.
 - An IRS determination letter is required with initial non-profit application.
- For ongoing or one-time programs, complete the prior approval application and submit by e-mail, fax, or mail.
 - E-mail: priorapprovals@ANFPonline.org
 - Fax: 630-587-6308
 - Mail: CBDM
 - Prior Approvals
 - 406 Surrey Woods Drive
 - St. Charles, IL 60174
- Submit all required supporting documentation and fees.

Program sponsors must submit application, fees, and supporting material at least eight weeks before the first date of program/event to allow time for processing, corrections, and advance publicity.

Applications for prior approval are reviewed thoroughly before approval is awarded. Sponsoring organizations will be notified within 30 days if the application is not complete and given the opportunity to submit additional materials. All information must be received before the presentation/delivery of the CE program or processing will not continue and application will be considered inactive.

After the application is approved, the sponsoring organization will receive a confirmation e-mail containing the prior

approval number, the number of CE hours the program has been approved for, the dates for which the program is valid, and all other information pertinent to the approval.

EVALUATION PROCESS

The CBDM will evaluate the proposed program for its content, quality, and appropriateness of the following characteristics:

- Title
- Instructor Qualifications
- Agenda
- Course Overview and Delivery
- Target Audience
- Total Number of CE Hours Requested
- Continuing Competence Level (I, II, III)*
- Program Topics**

The CBDM will deny approval to programs that fail to meet CBDM requirements and expectations.

**Continuing Competence levels are being used to help certificants identify how specific programs may meet their learning needs. See Appendix C.*

***Program topics are being used to determine how the program meets CDM, CFPP competencies. These selections will be used as a search tool for learners to find programs based on competence level.*

TEACHING METHODS

The program must meet one or more of the teaching methodologies indicated below:

- Live meeting—face-to-face seminar, meeting, or workshop
- Audio seminar/webinar—seminar or webinar administered via phone and/or Internet
- Independent study—quizzes and/or books
- Web-based education
- Online courses that are self-paced or live

REQUIRED SUPPORTING DOCUMENTATION

In addition to the application, CBDM requires documentation to be submitted at the time of application for processing. Applications will not be processed without all required documentation. Refer to Appendix A for all required documents for each program offering.

MARKETING GUIDELINES

Once the program is approved, it may be advertised by the sponsor using the following statement: “This program has been approved for fulfilling the continuing education requirements of the Certifying Board for Dietary Managers (CBDM). Granting prior approval does not constitute endorsement of the program content or its program sponsor.”

CALCULATING NUMBER OF CE HOURS

Calculation of CE hours is based on the minutes of attendance/participation time. One CE hour is equivalent to 60 minutes of attendance/participation. A minimum of 30 minutes of attendance/participation is required for CE credit. After 30 minutes, CE credit will be accrued in 15 minute increments.

MONITORING AND FOLLOW-UP PROCESS

The CBDM will monitor prior approved programs on an ongoing basis to ensure the requirements are met. The program sponsors will be monitored in the following ways:

- The CBDM may intermittently request program attendance information to gather feedback from attendees on the program sponsor performance in meeting the requirements for prior approval.
- The CBDM may request program materials or copies of certificates of attendance, or may attend activities to audit the effectiveness of each program.
- Prior Approval Program attendees are encouraged to contact the CBDM if they feel a program sponsor is not meeting the requirements for prior approval.

COMPLAINTS OR CONCERNS

If the CBDM receives a complaint and/or identifies via the monitoring process that a program sponsor may not be in compliance with the requirements set for prior approval, the CBDM will contact the program sponsor in writing to request documentation for investigation and request a response to the complaint or concern within 30 days.

Program sponsors that do not comply with the CBDM request or the documentation does not support compliance with the requirements for prior approval, will be notified of revocation of prior approval status.

REPORTING CE HOURS

CDM, CFPP program attendees that attend a CBDM Prior Approval Program must self-report CE hours online and retain certificate of completion provided by program coordinator (which includes prior approval number) in their files for at least two consecutive three-year CE cycles for auditing/verification purposes. CDMs are to report CE in one of the following ways:

- Online: Go to www.CBDMonline.org and log into their profile to self report.
- By Mail/Fax: Complete the CE Report Form (available online at www.ANFPonline.org) and return to CBDM, 406 Surrey Woods Drive, St. Charles, IL 60174 prior to May 31 of their three-year CE cycle. Or, fax completed form to 630.587.6308.

A PROGRAM OFFERINGS AND REQUIRED DOCUMENTATION

All education programs must pertain to Nutrition and Medical Nutrition Therapy, Foodservice Personnel and Communications, Sanitation and Food Safety, Business Operations, and Leadership in Health Care as they relate to foodservice management.

Activities ineligible for CE include:

- Business Meetings
- Networking/Testing
- Breaks
- Introductions
- Registrations
- Meals Without Speakers
- Welcome/Orientation
- Wrap-ups/Evaluations
- Vendor Equipment Training

PROGRAM TYPES

When selecting the type of program offered for continuing education, review the definitions below and provide the appropriate supporting documentation.

*Renewable/ongoing program types.

WEBINAR: One-time offering on a specific date. A summary or webinar slides are required with application.

***ARCHIVED WEBINAR:** Live webinar that will be offered as a recording after the live event. A summary or webinar slides are required with the application.

***BOOK:** The Table of Contents is required with the application.

***ONLINE COURSE:** The CBDM reserves the right to request temporary access to an online course in addition to the required supporting documentation. The course outline is required with the application.

***VIDEO COURSE:** The CBDM reserves the right to request temporary access to an online course in addition to the required supporting documentation. The video course outline is required with the application.

ONGOING SEMINAR/MEETING: Offered on multiple dates and locations throughout the year. A timeline agenda is required. Additional offerings can be added after submission if program speaker(s) and content remain the same. Submit an application with appropriate payment to priorapprovals@ANFPonline.org.

INTRA-COMPANY ONGOING: Offered on multiple dates and locations throughout the year. A timeline agenda is required. Additional offerings can be added after submission if program speaker(s) and content remain the same. Submit an application with appropriate payment to priorapprovals@ANFPonline.org. This will not be advertised to ANFP members.

SEMINAR/MEETING: One-time offering on a specific date. A timeline agenda is required.

INTRA-COMPANY SEMINAR/MEETING: One-time offering on a specific date. A timeline agenda is required. This will not be advertised to ANFP members.

FIELD TRIP/TOUR: Applications submitted for field trips or tours hours require the following:

- Instead of speaker bios, submit a description of the tour.
- All other documentation (learning objectives, agenda, evaluation, and certificate of attendance should be submitted.)

FOOD SHOW: Applications submitted for food show hours require the following:

- Instead of speaker bios, submit a vendor list
- Instead of the timeline agenda, submit the flyer
- All other documentation (learning objectives, evaluation, and certificate of attendance should be submitted.)

A

PROGRAM OFFERINGS AND REQUIRED DOCUMENTATION

REQUIRED DOCUMENTATION

SPEAKER/TRAINER/INSTRUCTOR REQUIREMENTS

Program sponsors must submit speaker/trainer/instructor resume, bio, and/or credentials. Speakers/Trainers/Instructors should:

- 1) Be competent in the subject matter
- 2) Present materials on current information
- 3) Be knowledgeable and skilled in training methods appropriate for adults
- 4) Utilize training methods appropriate to meet educational objectives and learning outcomes for content related to Nutrition and Medical Nutrition Therapy, Human Resources, Food Service Management, Sanitation & Food Safety, Leadership, and Health Care.

Refer to Appendix B for examples of qualified presenters by content area.

Please Note: Any changes to the program or its trainer after approval has been granted must be reported to the CBDM.

LEARNING OBJECTIVES

Outcome-oriented learning objectives should indicate the following:

- What will the program accomplish?
- Why is this session considered a valuable educational experience?
- How will the session help attendees?

PROGRAM AGENDA WITH TIMELINE

The program agenda should include at the very minimum an hour-by-hour content outline, speaker name, and credentials. Refer to the program type definitions for additional supporting documentation requirements.

PROGRAM EVALUATION

Program sponsors must develop and use evaluation mechanisms that:

- Are appropriate to the objectives and educational methods
- Measure whether the objectives have been met
- Assess program content, instructor effectiveness and overall administration.

CERTIFICATE OF ATTENDANCE

A sample of the certificate of completion must be included with the application. Attendees must be provided with a certificate of completion upon completion of the program. The certificate of successful completion must include name of the attendee, title of program, date of program, number of hours approved, CBDM Prior Approval logo, and prior approval number (provided upon completion of approval process).

B

SAMPLES OF QUALIFIED PRESENTERS BY TOPIC

NUTRITION AND MEDICAL NUTRITION THERAPY	
Basic Nutrition	CDM, DTR*
Basic Modified Diets <ul style="list-style-type: none"> • Diabetic • Constant Carbohydrates • Low Sodium • Low Fat, Low Cholesterol • Updates on Diets—Food Pyramid/MyPlate 	CDM, DTR, RDN, CDE
Advanced Modified Diets <ul style="list-style-type: none"> • Tube Feedings • Renal Diets • Bariatric Diets • Food Allergy • Texture Modification/Dysphagia Diets • Cardiac 	RDN, LD OR CERTIFIED SPECIALIST (SUCH AS SPEECH/LANGUAGE PATHOLOGIST, OCCUPATIONAL THERAPIST FOR DYSPHAGIA DIETS.)
PERSONNEL AND COMMUNICATIONS	
<ul style="list-style-type: none"> • Personnel needs/job functions (conducting personnel needs analyses, task analyses; writing job descriptions, job specifications, developing/ updating departmental organizational chart) • Interview, select, and orient employees • Manage department personnel (personnel records, adherence to personnel management laws and practices) • Conduct performance evaluations (proper documentation, salary recommendations, promotion criteria) • Disciplinary procedures and termination 	CDM, DTR, RDN, FACILITY HR DIRECTOR, ETC.
FOOD SERVICE	
<ul style="list-style-type: none"> • Budgeting • Inventory • Scheduling • Cost Control • Menus • Receiving and storage • Purchasing • Culinary Skills 	CDM, DTR, RDN, LD, CEC, PURCHASING AGENT, FINANCE/ ACCOUNTING SPECIALIST
SANITATION & FOOD SAFETY	
<ul style="list-style-type: none"> • Compliance with regulations • Using HACCP Guidelines • Crisis management for foodborne illness outbreak • Proper physical facilities/equipment management 	CDM, RDN, LD, DTR, STATE OR COUNTY REGISTERED SANITARIAN, SERVSAFE CERTIFIED INSTRUCTOR, ETC.
LEADERSHIP	
<ul style="list-style-type: none"> • Conflict management • Strategic thinking • Team building • High level communication skills 	CDM, RDN, LD, DTR, ADMINISTRATOR, DEPARTMENT DIRECTOR
HEALTH CARE AS IT RELATES TO FOODSERVICE	
<ul style="list-style-type: none"> • Trends, forecasting • Organizational dynamics 	CDM, RDN, DTR, ADMINISTRATOR, DEPARTMENT DIRECTOR, RN, MSW

*See Appendix E for Glossary of Certification Acronyms.

C CONTINUING COMPETENCE LEVELS

LEVEL I

Assumes that the participant has entry-level knowledge of the topic. The desired outcome is to ensure a foundation of basic concepts of the subject matter.

LEVEL II

Assumes that the participant has a foundation of basic concepts of the topic. The desired outcome is to enhance knowledge and facilitate application of knowledge to practice.

LEVEL III

Assumes that the participant has thorough knowledge of the topic. The desired outcome is to integrate analysis and application of knowledge, incorporating continuous quality improvement into best practice.

**Continuing Competence levels are being used to help certificants identify how specific programs may meet their learning needs.*

D TOPICS

NUTRITION

- Gather Data - Document nutrition information in the medical records
- Gather Data - Interview for nutrition related information
- Gather Data - Obtain routine nutrition screening data
- Gather Data - Identify nutrition problems and client rights
- Apply Data - Modify diet plans
- Apply Data - Implement physician's dietary orders
- Apply Data - Apply standard nutrition care
- Apply Data - Review effectiveness of nutrition care
- Apply Data - Manage special nourishments and supplemental feedings
- Provide Education - Assist clients with food selection
- Provide Education - Use nutrition education materials
- Provide Education - Adapt teaching to client's educational needs: evaluate client readiness and ability to learn

FOODSERVICE

- Manage standardized recipes
- Specify standards and procedures for preparing food
- Supervise the production and distribution of food
- Monitor meal service
- Implement Continuous Quality Improvement Procedures for Foodservice Department
- Modify standard menus

PERSONNEL AND COMMUNICATION

- Define personnel needs and job functions
- Interview, select, and orient employees
- Provide ongoing education
- Develop and maintain employee time schedules and assignments
- Manage goals and priorities for department
- Manage department personnel
- Manage professional communications
- Implement changes in foodservice department

SANITATION AND SAFETY

- Manage personnel to ensure compliance with safety and sanitation regulations
- Manage purchasing, receiving, storage, and distribution of food and supplies following established sanitation and quality standard
- Protect Food in all phases of preparation using HACCP Guidelines
- Manage physical facilities to ensure compliance with safety and sanitation guidelines

BUSINESS OPERATIONS

- Manage a budget
- Prepare specifications for capital purchases
- Plan and budget for improvements in the department design and layout
- Assist in the purchasing process
- Manage revenue generating services
- Implement cost effective procedures

***Program topics are being used to determine how the program meets CDM, CFPP competencies. These selections will be used as a search tool for learners to find programs based on competence level.*

E

GLOSSARY OF CERTIFICATION ACRONYMS

CREDENTIAL	DESCRIPTION
RD	Registered Dietitian
RDN	Registered Dietitian Nutritionist
LD	Licensed Dietitian
DTR	Dietetic Technician, Registered
CDM, CFPP	Certified Dietary Manager, Certified Food Protection Professional
RN	Registered Nurse
LPN	Licensed Practical Nurse
MSN	Masters of Science in Nursing
NHA	Nursing Home Administrator
LMSW	Licensed Masters in Social Work
PHR	Professional in Human Resources
RPT	Registered Physical Therapist
OT	Occupational Therapist
CEC	Certified Executive Chef
CDE	Certified Diabetes Educator
FMP	Foodservice Management Professional

F

FREQUENTLY ASKED QUESTIONS

WHY IS THE PRIOR APPROVAL PROGRAM A BENEFIT TO ORGANIZATIONS?

Meeting the CBDM standards and requirements for continuing education places your program in a position to be viewed with high regard and respect by industry professionals seeking quality programs that deliver rich content objectives of life-long learning to improve their careers and enhance their professional development, while increasing awareness and providing greater exposure to your programs/events.

IS MY PROGRAM PROMOTED ON ANFP'S WEBSITE ANYWHERE?

Yes. Prior Approved Programs are listed in a secure area of the website to increase awareness and exposure of programs to CDMs.

THE PRIOR APPROVAL APPLICATION INSTRUCTS ME TO SEND IN ALL DOCUMENTATION EIGHT WEEKS IN ADVANCE. WHAT IF I AM INSIDE OF THAT TIME?

Due to the large number of requests we receive, we request a minimum of eight weeks advance notice to allow enough time to review and process applications, address any corrections and secure missing information. We cannot guarantee that we will get to your application in time for your program/event if submitted less than eight weeks before the program/event.

WHAT HAPPENS IF I AM MISSING ANY INFORMATION WHEN I SEND IN THE PRIOR APPROVAL APPLICATION?

You will be contacted by a staff representative if it is determined that there is missing information during the application and supporting documentation review process.

WHO CAN I CONTACT IF I HAVE MORE QUESTIONS?

Staff representatives are available via phone at 800.323.1908 (Monday through Friday 8am - 5pm CST) and via email at priorapprovals@ANFPonline.org to answer any questions you may have.

APPLICATION INSTRUCTIONS & GUIDELINES

INSTRUCTIONS

1. Read the entire Prior Approval Handbook.
2. Fill out the Prior Approval Application.
3. Submit via:
 - Prior approval portal for unlimited providers
 - E-mail, fax, or mail for ongoing and one-time programs.

GUIDELINES	
PROGRAM TYPE	Check one. See Appendix A.
PROGRAM TITLE	Indicate the exact title of the program that will be recorded on all permanent record forms, advance publicity notices, printed program schedule, and certificate of attendance.
PROGRAM SPEAKER	See Appendix B.
NUMBER OF CE HOURS REQUESTED	<p>Continuing education hours are those hours spent participating in a continuing education session. A minimum of 30 minutes of attendance/participation is required for CE credit. After 30 minutes, CE credit will be accrued in 15 minute increments.</p> <p>*Do not count time for introductions, breaks, lunch, etc.</p> <p>Enter the amount of CE requested above each category and add up the total.</p> <p>Sanitation: Topics that cover food safety and sanitation issues.</p> <p>Food Show: Time spent viewing food show exhibits based on brochure/agenda.</p> <p>General Topics: Topics related to nutrition, management, or health care (see handbook for details on acceptable programs).</p>
COMPETENCE LEVELS	See Appendix C.
COMPETENCE TOPICS	See Appendix D (Up to four can be chosen).
ESTIMATED NUMBER OF CDM, CFPP ATTENDEES	Indicate the projected number of attendees that have the CDM, CFPP credential.
PROGRAM START/END DATE	<p>Fill in the month and year for both the first and last day of the program.</p> <p>When adding a date to a previously-approved live meeting or live webinar, e-mail date(s) and location information along with prior approval number to priorapprovals@ANFPonline.org. Program content and speakers must remain the same.</p>
PROGRAM CITY/STATE	Provide city and state where the meeting will take place.
PROVIDER INFORMATION	The main point of contact in charge of organizing the event. This individual will be contacted for any missing information and/or follow-up to the program.
PAYMENT INFO/CHECKLIST	Complete payment information including signature and review application to confirm all documents have been included.
REGISTRATION CONTACT INFO FOR PROGRAM	Indicate registration contact information to publicize to ANFP members and provide clear guidance on where to register for the program. Be sure to include contact name, phone number, e-mail, and/or website address.
DESCRIPTION OF OVERALL PROGRAM	Description of the education provided to be used in the "Find CE" directory of the ANFP website.

PRIOR APPROVAL APPLICATION

PROGRAM INFORMATION

Unlimited CE Providers must use the Prior Approval Portal starting 11/1/2018.

Program Type:

- | | | |
|---|--|--|
| <input type="checkbox"/> Webinar | <input type="checkbox"/> Video Course | <input type="checkbox"/> Intra-Company Ongoing |
| <input type="checkbox"/> Archived Webinar | <input type="checkbox"/> Ongoing Seminar Meeting | <input type="checkbox"/> Field Trip/Tour |
| <input type="checkbox"/> Book | <input type="checkbox"/> Seminar/Meeting | <input type="checkbox"/> Food Show |
| <input type="checkbox"/> Online Course | <input type="checkbox"/> Intra-Company Seminar/Meeting | |

Program Title: _____

Program Speaker: (If multiple, list as various and provide all bios/resumes) _____

Number of CE Hours Requested:

Sanitation: _____ Food Show: _____ General: _____ **Total Hours:** _____

- Do not count time for introductions, breaks, or lunch
- Please indicate sanitation hours on agenda.
- Food show hours are equivalent to the amount of time designated in printed program brochure.

Competence Level: (Refer to Appendix C) Level I Level II Level III

Competence Topics: (List up to four. Refer to Appendix D)

Estimated Number of CDM, CFPP Attendees: _____ Prior Approval #: _____

Program Start Date: _____ Program End Date: _____

City: _____ State: _____

PROVIDER INFORMATION

Name: _____ Phone Number: _____

Company: _____ Website URL: _____

E-mail Address: _____

Address: _____

City: _____ State: _____ Zip: _____

PAYMENT METHOD

- Money Order or Check payable to ANFP
Credit Card
- Visa Mastercard Discover AMEX
- Name on Card: _____
- Credit Card #: _____
- CVV #: _____ Exp.: _____
- Billing Address: _____
- Signature: _____
- Amount: _____

*CVV code is the 3 or 4 digit code located on the front or back of the credit card.

APPLICATION CHECKLIST

- Please include the following with this application:
- Printed Program with agenda or outline for ongoing programs
 - Learning Objectives for each education session
 - Speaker/Trainer/Author Information (bio, resume, and credentials)
 - Sample Program Evaluation
 - Sample Certificate of Completion (with space for CBDM Approval Number and CE hours earned)
 - Prior Approval Application Form + Program Details

*Incomplete applications will not be processed.

PRIOR APPROVAL PROGRAM DETAILS

REGISTRATION

This information will be used to market the program and is listed in the directory on the website.

Contact Name: _____ Phone Number: _____

E-mail Address: _____ URL: _____

DESCRIPTION OF OVERALL PROGRAM TO BE USED ON THE WEBSITE

WHY IS THIS PROGRAM/SESSION CONSIDERED A VALUABLE EDUCATIONAL EXPERIENCE FOR CDM, CFPPS?

CBDM[®] | Certifying Board for
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The credentialing agency for
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WWW.CBDMONLINE.ORG