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 handbook 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 Approved provider if their programs meet CBDM standards of quality education.

MISSION OF THE CBDM
The mission of the Certifying Board for Dietary Managers (CBDM) 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. The CBDM is the credentialing agency for establishing and upholding policies for and administration of the CDM, CFPP Certification Program.

EDUCATIONAL OBJECTIVES AND OBLIGATIONS
Program sponsors must:
- Provide CDM, CFPP credential holders with quality programs that 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 are 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 competence.

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 15,000 foodservice professionals via “Find CE” program listing/directory on the ANFP website.

FIND CE | CE PROVIDER SEARCH
All Prior Approved programs are available on the ANFP website’s Find CE page. Individuals can search by CE type, competence level or topic, location, provider name, and more. Providers can boost the visibility of their CE program(s) with a featured listing. All featured programs that meet search criteria will be listed first and will be highlighted with a featured CE logo.
- 1 - 5 months per program: $50/month
- 6 - 12 months per program: $25/month
- Feature 6 or more programs per month: $25 per program
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 and will be automatically approved with required supporting documentation. All unlimited providers will be subject to an audit process. See Appendix G for details.

All Prior Approved 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 required documentation for 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.

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Non-Profit Fee</th>
<th>For-Profit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlimited Program/Renewal Program</td>
<td>$350</td>
<td>$700</td>
</tr>
<tr>
<td>Ongoing Program (per program)</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>One-Time Program</td>
<td>$50</td>
<td>$50</td>
</tr>
</tbody>
</table>

Late Fees

<table>
<thead>
<tr>
<th>Late Fees</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submissions received less than 30 days in advance</td>
<td>$50</td>
</tr>
<tr>
<td>Submissions received less than 15 days in advance</td>
<td>$75</td>
</tr>
</tbody>
</table>

GENERAL APPLICATION PROCESS
To apply for Prior Approval, applicants must:

- Read the entire Prior Approval Handbook.
- First time users of the CE Provider Portal must submit an account set up application to priorapprovals@CBDMonline.org. There will be an option on this application to apply for the Unlimited CE Provider program. Submit the account setup application with appropriate payment to priorapprovals@CBDMonline.org.
- An IRS determination letter is required with initial non-profit applications.
- All applications are submitted through the CE Provider Portal which can be accessed at www.CBDMonline.org/priorapproval.

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 non-unlimited provider programs 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 and all other information pertinent to the approval.

CBDM Prior Approved CE Provider Logo: ANFP encourages Prior Approved providers to use the CBDM Approved CE Provider logo on all activities/materials related to the approved continuing education. The logo will be provided upon
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 Method
- 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
- Web-based education
- Online courses that are self-paced or live
- Books (CDM, CFPPs are limited to reporting six CE hours for books in a three-year recertification period)
- Food/Trade Show (CDM, CFPPs are limited to reporting five CE hours for a three-year recertification period)

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 by ANFP or CBDM.” Prior Approval numbers should only be used on certificates of completion and not in any advertising.

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. For ineligible activities, refer to Appendix A.

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 Prior Approved 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 written response to the complaint or concern within 30 days.

Prior Approved program sponsors who 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 who attend a CBDM Prior Approved Program must self-report CE hours online via the My Certification page as a Prior Approved program, upload the certificate of completion provided by program coordinator (which includes Prior Approval number), and save the certificate in their files for at least two consecutive three-year CE cycles for auditing/verification purposes.

CE hour requirements for the three-year recertification period:

- Nine of the 45 CE hours must pertain to Sanitation and Safety. Additional hours will be automatically converted to General CE hours.
- One of the 45 CE hours must pertain to Professional Ethics. Additional hours will be automatically converted to General CE hours.
- A maximum of five CE hours can be earned and reported for Trade/Food shows.
- A maximum of six CE hours can be earned and reported for Books.

Effective June 1, 2019, CDMs are now required to submit all CE hours electronically by the end of their three-year recertification period. When submitting a CE program, all required documentation must also be electronically uploaded via the My Certification page. Physical, e-mailed, or faxed documentation sent to CBDM will not be accepted or returned. If a program is not Prior Approved, several different forms of required documentation are required, and the documentation must be uploaded at the time the CE is submitted.

CE hours can be earned and reported while the individual is actively certified and only during the current three-year period. Once CE hours have been earned for a specific program, the program cannot be resubmitted for credit again, regardless of whether it is a new recertification period. Also, extra CE hours do not carry over from one three-year period to another. Credit can only be earned once for any given program. View the additional information on maintaining your credential here.

For CDMs who do not have their own computer, there are viable solutions such as mobile devices, tablets, or utilizing public computers.

To learn more about how to self-report CE activity and upload required documentation via the My Certification page, visit the CBDM website and refer to the CBDM Guide to Maintaining Your CDM, CFPP Credential.
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
- Introductions
- Welcome/Orientation
- Networking/Testing
- Registrations
- Wrap-ups/Evaluations
- Breaks
- Meals Without Speakers
- 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 (as listed on the following page) with the application.

*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: Content must pertain to the CDM Scope of Practice. Publication date must be have a copyright date of five years or less. Books will be approved for 5 years and will not be renewable. Outline of the book provided which includes the Table of Contents must be included.

*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.

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. 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 must be submitted.)

FOOD/TRADE SHOW: Applications submitted for food/trade 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 must be submitted.)
APPENDIXES

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 adult learners
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 Prior Approvals (at priorapprovals@CBDMonline.org) for review and approval.

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 on the job?

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. Refer to Appendix A.

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 Prior Approval process).
## SAMPLES OF QUALIFIED PRESENTERS BY TOPIC

### NUTRITION AND MEDICAL NUTRITION THERAPY

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Nutrition</strong></td>
<td>CDM, DTR*</td>
</tr>
<tr>
<td><strong>Basic Modified Diets</strong></td>
<td>CDM, DTR, RDN, CDE</td>
</tr>
<tr>
<td>• Diabetic</td>
<td></td>
</tr>
<tr>
<td>• Constant carbohydrates</td>
<td></td>
</tr>
<tr>
<td>• Low sodium</td>
<td></td>
</tr>
<tr>
<td>• Low fat, low cholesterol</td>
<td></td>
</tr>
<tr>
<td>• Updates on Diets—Food Pyramid/MyPlate</td>
<td></td>
</tr>
<tr>
<td><strong>Advanced Modified Diets</strong></td>
<td>RDN, LD OR CERTIFIED SPECIALIST (SUCH AS SPEECH/LANGUAGE PATHOLOGIST, OCCUPATIONAL THERAPIST FOR DYSPHAGIA DIETS.)</td>
</tr>
<tr>
<td>• Tube feedings</td>
<td></td>
</tr>
<tr>
<td>• Renal diets</td>
<td></td>
</tr>
<tr>
<td>• Bariatric diets</td>
<td></td>
</tr>
<tr>
<td>• Food allergy</td>
<td></td>
</tr>
<tr>
<td>• Texture modification/dysphagia diets</td>
<td></td>
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<tr>
<td>• Cardiac diets</td>
<td></td>
</tr>
</tbody>
</table>

### PERSONNEL AND COMMUNICATIONS

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Presenters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel needs/job functions (conducting personnel needs analyses, task analyses; writing job descriptions, job specifications, developing/updating departmental organizational chart)</td>
<td>CDM, DTR, RDN, FACILITY HR DIRECTOR, ETC.</td>
</tr>
<tr>
<td>• Interview, select, and orient employees</td>
<td></td>
</tr>
<tr>
<td>• Manage department personnel (personnel records, adherence to personnel management laws and practices)</td>
<td></td>
</tr>
<tr>
<td>• Conduct performance evaluations (proper documentation, salary recommendations, promotion criteria)</td>
<td></td>
</tr>
<tr>
<td>• Disciplinary procedures and termination</td>
<td></td>
</tr>
<tr>
<td>• Ethics</td>
<td></td>
</tr>
</tbody>
</table>

### FOOD SERVICE

<table>
<thead>
<tr>
<th>Task</th>
<th>Presenters</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Budgeting</td>
<td>CDM, DTR, RDN, LD, CEC, PURCHASING AGENT, FINANCE/ACCOUNTING SPECIALIST</td>
</tr>
<tr>
<td>• Inventory</td>
<td></td>
</tr>
<tr>
<td>• Scheduling</td>
<td></td>
</tr>
<tr>
<td>• Cost Control</td>
<td></td>
</tr>
<tr>
<td>• Menus</td>
<td></td>
</tr>
<tr>
<td>• Receiving and storage</td>
<td></td>
</tr>
<tr>
<td>• Purchasing</td>
<td></td>
</tr>
<tr>
<td>• Culinary Skills</td>
<td></td>
</tr>
</tbody>
</table>

*See Appendix E for Glossary of Certification Acronyms.*
### SAMPLES OF QUALIFIED PRESENTERS BY TOPIC

#### SANITATION & SAFETY

- Compliance with regulations
- Using HACCP Guidelines
- Crisis management for foodborne illness outbreak
- Proper physical facilities/equipment management
- Disaster preparedness
- Active shooter training
- Pathogens

CDM, RDN, LD, DTR, STATE OR COUNTY REGISTERED SANITARIAN, SERVSAFE CERTIFIED INSTRUCTOR, ETC.

#### LEADERSHIP

- Conflict management
- Strategic thinking
- Team building
- High level communication skills

CDM, RDN, LD, DTR, ADMINISTRATOR, DEPARTMENT DIRECTOR

#### HEALTH CARE AS IT RELATES TO FOOD SERVICE

- Trends, forecasting
- Organizational dynamics

CDM, RDN, DTR, ADMINISTRATOR, DEPARTMENT DIRECTOR, RN, LMSW

*See Appendix E for Glossary of Certification Acronyms.*
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.

TOPICS

Below are the 36 topic areas outlined in the CBDM exam content outline. When completing the application, select up to four topics to list on the application.

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.
GLOSSARY OF CERTIFICATION ACRONYMS

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

FREQUENTLY ASKED QUESTIONS

WHY IS THE PRIOR APPROVAL PROGRAM A BENEFIT TO ORGANIZATIONS?
Meeting the CBDM standards and requirements for eligible 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 lifelong 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 the CE Provider Search 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. Late fees will apply to requests sent less than 30 days in advance.

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@CBDMonline.org to answer any questions you may have.
AUDIT

Unlimited providers automatically approved upon submission of all documentation and assigning of all fields in CE portal. A prior approval number will be automatically generated and listed in Current CE on the CE Provider home page.

ANFP will randomly audit programs. If a concern is brought up to ANFP or program is in question from internal audit or by any other means, a letter will be sent to provider requesting additional information or further documentation within 30 days.

If response is addressed and is satisfactory, provider will be notified in writing within 15 days and no further action is needed.

If concerns of programs are partially substantiated, further communication with provider will continue to either find a solution for enhancement of the programs or withdrawal of the program within the following 60 days.

If response to letter does not occur, or if ANFP feels the program does not benefit the education needs of the CDM, CFPP profession, the approved status of that program will be revoked. A letter will be sent of the decision, along with the appeal process. Any refund requests of the unlimited provider fee will not be refunded.

A provider can appeal the decision by filing a written notification of the intent to appeal. The letter should be directed to Professional Development Services, ANFP. Professional Development Services will refer the intent to the CBDM. A response from CBDM will be sent by letter within 30 days of receipt of the letter.
### GUIDELINES

<table>
<thead>
<tr>
<th><strong>GUIDELINES</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROGRAM TYPE</strong></td>
<td>Check one. See Appendix A.</td>
</tr>
<tr>
<td><strong>PROGRAM TITLE</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>PROGRAM SPEAKER</strong></td>
<td>See Appendix B.</td>
</tr>
</tbody>
</table>
| **NUMBER OF CE HOURS REQUESTED** | Continuing education (CE) 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. *Do not count time for introductions, breaks, lunch, etc.* Enter the amount of CE requested above each category and add up the total.  
**Ethics:** Topics must pertain to professional ethics - including business/code of conduct, confidentiality, conflict of interest, diversity and inclusion, HIPAA/privacy, and patient rights/dignity  
**Sanitation and safety:** Topics related to safe food handling and storage, infection control, time/temp regulations, HACCP principles, food allergies, HIV/AIDS, hygiene, disaster planning, pandemic disease, and active shooter training  
**Food/Trade Show:** Time spent viewing food show exhibits based on brochure/agenda.  
**General Topics:** Topics related to nutrition, management, or health care (see handbook for details on acceptable programs). |
| **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 who have the CDM, CFPP credential. |
| **PROGRAM START/END DATE** | Enter the first and last date of the event. |
| **PROGRAM CITY/STATE** | Provide city and state where the program 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 on the ANFP website. |

The hours requested can be adjusted to reflect the continuing education policy guidelines of the Certifying Board for Dietary Managers relating to activities that are not eligible for credit.

**Activities Not Eligible for CE include:**

- Business Meetings
- Introductions,
- Welcome/Orientation
- Networking/Testing
- Registrations
- Wrap-ups/Evaluations
- Breaks
- Meals Without Speakers (Meals with Speakers = 1/2 the time period.)
- Vendor Equipment Training, Testing