

**Documentation Requirements:** All checked items are required for each activity type and must be uploaded when submitting the CE program.

**Prior-Approved Programs** must be submitted as the Prior Approved Course program type. Enter Program ID listed on certificate of completion, provide requested information and upload certificate of completion with your name and date on it.

## CE ACTIVITY TYPES

REQUIRED DOCUMENTATION TYPES

	Educational Programs Meeting, In-Service, Online Course, etc.	College Credit Course Work	Trade/Food Show Exhibits	Teaching/ Presenting	Authoring Article	Precepting	Field Trips/ Tours	Journal Clubs	Books	Volunteer Leadership
		Max 36 CE hours per three-year CE period	Max 5 CE hours per three-year CE period		Max 4 CE hours per three-year CE period	Max 5 CE hours per three-year CE period			Max 6 CE hours per three-year CE period	Max 6 CE hours per three-year CE period (2 per year)
<b>Proof of Attendance:</b> Certificate of Completion: Must include program & attendee name, date, hours earned or Letter of Verification on provider letterhead with all required information.	✓		✓					✓		✓
<b>Agenda with Timeline &amp; Objectives:</b> Must include learning objectives and program agenda with timeline. For books, provide copy of table of contents, title page, and copyright page.	✓			✓			✓		✓	
<b>Summary of Purpose &amp; Evaluation:</b> Must write brief description of why the program was a valuable learning experience and how it will impact own current or future professional practice.	✓	✓	✓	✓	✓		✓	✓	✓	✓
<b>Transcript:</b> Must include credit, course date, and grade of C or higher.		✓								
<b>Copy of Article in Publication:</b> Must include summary, bibliography & references					✓					
<b>Copy of Evaluation Tool, Promotion &amp; Outline/Syllabus of Course</b>		✓		✓				✓		
<b>Verification of Hours from ANFP-Approved School or from ACEND-Accredited Program:</b> Documented on Field Experience, Verification Form, and signed by RDN Preceptor.						✓				
<b>Volunteer Leadership</b> Position Description										✓

NOTE: This chart summarizes CBDM policy for required documentation. For comprehensive related policy, refer to the CBDM Guide to Maintaining your CDM, CFPP Credential available on [www.CBDMonline.org](http://www.CBDMonline.org).

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