



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

CDM, CFPP Credentialing Exam

STUDY TOOLS & EXAM CONTENT OUTLINE

8-20-24

DISCOVER THE POWER OF THE CREDENTIAL

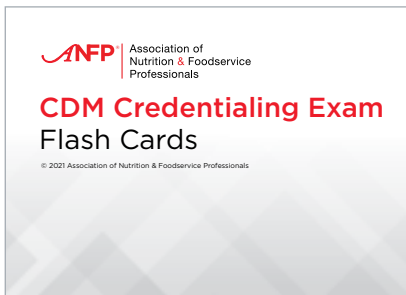
CDM, CFPP CREDENTIALING EXAM STUDY MATERIALS

Study materials and reference textbooks are available to help you prepare for the CDM, CFPP Credentialing Exam. ANFP textbooks are tools that exam candidates may choose to use as they prepare for the exam. The following exam study materials are based on the current Exam Content Outline, found in this brochure. Use this outline to direct your study!

To order materials, visit the [ANFP Marketplace](#).

The study materials and reference books listed below are completely optional. Purchase and/or successful completion of exam review materials are not required in order to sit for the exam and they do not predict or guarantee a passing score on the exam. Candidates may prepare for the exam in a manner of their choice.

The currently available ANFP study materials support the new CDM, CFPP Credentialing Exam content outline effective March 1, 2021 and the corresponding version of the CDM, CFPP Credentialing Exam.

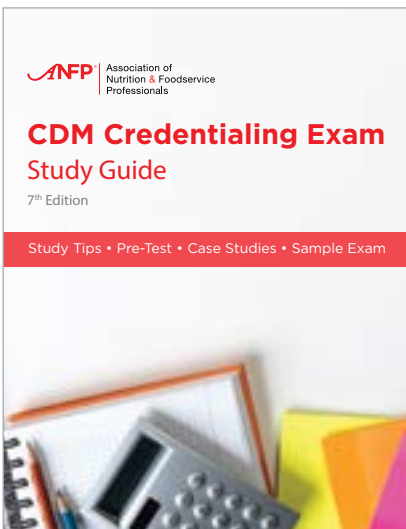


CDM Credentialing Exam Flash Cards

Prepare for the CDM, CFPP Credentialing Exam anywhere at any time with this convenient flashcard set! Small enough to fit in a purse or a pocket, the flashcards are equipped with a convenient ring binder for easy transport. Flip through 100 exam practice questions that are similar to those you will encounter on the CDM, CFPP Credentialing Exam. This resource is ideal for impromptu studying any time you have a few minutes to spare!

ANFP Member Price: \$30 | Non-Member: \$40

PURCHASE



CDM Credentialing Exam Study Guide 7th Edition

Enhance your exam preparedness with the 7th Edition CDM, CFPP Credentialing Exam Study Guide! This hard copy study guide contains a wealth of different resources that are all aimed at strengthening your readiness for the CDM Credentialing Exam.

ANFP Member Price: \$82 | Non-Member: \$99

PURCHASE



CDM Credentialing Exam Online Review Course 3rd Edition

This course is one tool that may help you prepare for the CDM, CFPP Credentialing Exam. It is a web-based tool that can be utilized for a six-month period to help test and strengthen your exam readiness and become more confident with computer-based testing.

ANFP Member Price: \$120 | Non-Member: \$130

PURCHASE



CDM Self-Assessment Exam (Online)

The CDM, CFPP Credentialing Exam is rigorous and takes a great deal of preparation. Maximize your efforts by including this 160-question Online Practice Exam in your preparation strategy. Each question includes a rationale for the correct answer, and is referenced to the textbooks for additional information. This practice exam will enable you to:

- Answer the same number of questions, written in the same format as the actual exam
- Gauge the amount of time the CDM, CFPP Credentialing Exam will take
- Better prepare for the actual exam, by understanding your individual areas of strength and weakness

This tool may help you build your confidence and improve readiness for the CDM, CFPP Credentialing Exam.

ANFP Member Price: \$60 | Non-Member: \$60

NOTE: To purchase the CDM Self-Assessment Exam, you must order directly from the examination services provider at <https://store.lxr.com/product.aspx?id=1865>.

PURCHASE



CDM Credentialing Exam: Math Workbook Practice 2020

Working with math formulas is an integral part of a CDM, CFPP's daily work. There are formulas dedicated to calculating and controlling costs, food costs, labor, nutrition, recipes, inventory, and more. This math workbook is designed to assist in the practice of math formulas commonly used in the foodservice department by teaching the reasoning behind each formula.

Use this resource to work through 40 problems, discover correct answers, and learn about the rationale behind each answer. This workbook is a useful resource for those preparing for the CDM, CFPP Credentialing Exam or as a refresher for current CDM, CFPPs to use on the job.

Digital PDF Version

ANFP Member Price: \$15 | Non-Member: \$25

Hard Copy

ANFP Member Price: \$20 | Non-Member: \$30

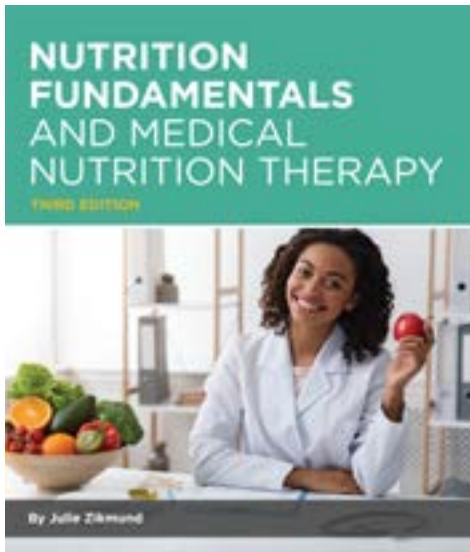
DIGITAL PDF

HARD COPY



ANFP TEXTBOOKS

These textbooks contain a treasure trove of information highly relevant to practice and CDM, CFPP Credentialing Exam preparation. They represent the gold standard in study aids and are written in a clear, user-friendly style — ideal for students and busy professionals.



Nutrition Fundamentals and Medical Nutrition Therapy 3rd Edition

The author's road map in writing this textbook is based on the Standards of Practice for the CDM, CFPP and the role of nutrition care as a critical component of client care. These tasks represent current practice in the United States. Evidence-based nutrition is the foundation of nutrition care and practice for the future Certified Dietary Manager.

TXT401 | ANFP Member Price: \$115 | Non-Member: \$149
The prices listed above include shipping & handling.
Purchase today at www.ANFPonline.org/market

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Foodservice Management - By Design 3rd Edition

The authors' design in writing this textbook is based on tasks that a team of CDM, CFPPs has identified as common to most foodservice operations. These tasks represent current practice in the United States. As the driving force of any foodservice department, "The Menu" is the starting point of the Foodservice Management—By Design textbook. The authors have structured the content and flow of material to build from that central concept.

TXT402 | ANFP Member Price: \$120 | Non-Member: \$154
The prices listed above include shipping & handling.
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"Textbooks designed for **efficient use** of your valuable time."

CDM, CFPP CREDENTIALING EXAM CONTENT OUTLINE

Effective 03/01/2021

The three-hour (180 minute) computer-based exam consists of 160 multiple-choice questions. There are 140 scored questions on the exam and 20 unscored items that are being pretested for use on future exams. Questions are based on professional situations in which a dietary manager would have to make a decision or solve a problem. The examinee must carefully read the scenario and select the appropriate response from among multiple choices. Exam questions are based on content in two ANFP textbooks, Nutrition Fundamentals and Medical Nutrition Therapy, 3rd Edition (2020), and Foodservice Management - By Design, 3rd Edition (2020). Sanitation and safety-related questions are also based on the FDA Food Code (2017), available free at www.fda.gov.

Below is a detailed outline of information covered on the CDM, CFPP Credentialing Exam that you must know to be successful on the exam, as well as the percentage of questions on the exam from each content area. You may use the following pages to help focus your review efforts for the exam. See pages 2-4 for information about tools that ANFP makes available to exam candidates.

1. NUTRITION

20%

A. Gather Nutrition Data

1. Document nutrition information in medical records
 - a. chart in medical records
 - b. enter data using a computer (e.g., Electronic Medical Record)
 - c. use nutrition information
2. Interview for nutrition related information
 - a. ask appropriate nutrition questions of clients (e.g., allergies, preferences)
 - b. gather client information from relevant sources (e.g., caregivers, interdisciplinary teams)
 - c. recognize nonverbal responses and communication cues
 - d. record information gathered
 - e. use ethical and confidentiality principles and practices
 - f. identify food customs and preferences (e.g., race, culture, religion, age)
3. Obtain routine nutrition screening data
 - a. use established guidelines to distinguish between routine and at risk clients
 - b. gather client data from relevant sources (e.g. medical record, referrals, interviews)
 - c. complete client forms (e.g., MDS)
 - d. comply with federal regulations related to evaluating client status and care
 - e. calculate nutrient intake
 - f. document relevant nutrition related information (e.g., laboratory values, BMI)
4. Identify nutrition problems and client rights
 - a. verify information to ensure accuracy
 - b. review documentation for nutrition care follow up
 - c. honor client rights (e.g., HIPAA)

B. Apply Nutrition Data

1. Modify diet plans
 - a. develop menus
 - b. implement nutrition plan into meals/foods to be served
 - c. respect client needs and food habits
 - d. use nutrition analysis data to modify menus for:
 - (1) calories, carbohydrates, proteins, fats, and minerals
 - (2) fiber content, texture, or feeding needs
 - (3) medical or other personal condition (including allergies)
 - (4) racial, cultural, age, and religious differences
2. Implement the written diet orders
 - a. recognize medical and nutrition terminology
 - b. provide nutrition that reflects the written diet order
 - c. include client input on diet prescribed by the provider
 - d. recognize appropriateness of diet order for diagnosis
 - e. explain importance of adhering to written diet orders
3. Apply standard nutrition care
 - a. review client's nutritional needs using evidence based guidelines
 - b. assess nutrition content of foods
 - c. identify sources to consult to assist in implementing nutrition care plans (e.g., IDT)

4. Review effectiveness of the nutrition care plan
5. Manage special nourishments and supplemental feedings according to the written diet order
 - a. identify clients who need nourishments or supplemental feeding
 - b. identify appropriate supplemental products
 - c. monitor the delivery of nourishments and supplements
 - d. audit the acceptance of nourishments or supplements

C. Provide Nutrition Education

1. Assist clients with food selection based on written diet order
 - a. review dietary requirements of client
 - b. determine client's knowledge and needs
 - c. suggest acceptable food substitutes based on client preferences
 - d. verify substitutes in terms of availability and facility practices
2. Use nutrition education materials
 - a. develop a plan for nutrition education
 - b. select educational materials and resources
 - c. use resource materials and equipment in teaching

2. FOODSERVICE 21%

A. Ensure Effectiveness of Standardized Recipes

1. Identify elements of a standardized recipe (e.g., yield, ingredients)
2. Compute portions using food charts/references
3. Develop cooking procedures, including HACCP guidelines
4. Calculate cost and nutrition content of standardized recipes
5. Evaluate client acceptance of new recipes

B. Specify Standards and Procedures for Preparing Food

1. Develop food quality control standards, (e.g., appearance, temperature, acceptance)
2. Implement procedures to monitor food production
3. Develop procedures for monitoring food waste

C. Supervise the Production and Distribution of Food

1. Define procedures for type of food service
2. Monitor adherence to delivery schedules and procedures
3. Keep records for monitoring and accountability
4. Calculate efficiency (time, cost) of foodservice system
5. Define schedules for foodservice production
6. Define production needs for special event food preparation
7. Forecast menus, recipes, diet census, preparation/production sheets, tally sheets, and retail needs

D. Monitor Meal Service

1. Verify
 - a. diet accuracy
 - b. portion size (quantity)
 - c. temperature
 - d. texture
 - e. presentation (color, shape)
 - f. quality
2. Assure compliance of meals served as posted

E. Implement Continuous Quality Improvement Procedures for Foodservice Department (e.g., QAPI)

1. Define objectives and standards for foodservice
2. Monitor quality indicators
3. Implement necessary procedural changes
4. Interpret data for reports
5. Implement auditing tool to determine the effectiveness of quality indicators (e.g., food acceptance survey, plate waste study)
6. Analyze data to make recommendations

F. Modify Standardized Menus

1. Use nutritional resources (e.g., tables, charts, diet manuals)
2. Use standard servings and recipes
3. Adhere to regulatory requirements regarding diet needs
4. Develop menu to consider cultural preferences

3. PERSONNEL AND COMMUNICATIONS

19%

A. Define Personnel Needs and Job Functions

1. Conduct personnel needs analysis
2. Conduct task analysis
3. Write job descriptions
4. Write job specifications
5. Assist with development of advertising for positions
6. Update departmental organizational chart

B. Interview, Select, and Orient Employees

1. Comply with fair employment laws and practices
2. Develop interview procedures for department
3. Describe department procedures and policies to applicants
4. Decide on applicants and record data in file
5. Document selection procedures and policies
6. Orient new employees to facility procedures
7. Provide initial job specific training for new employees
8. Verify completion of training and orientation

C. Provide Ongoing Education

1. Provide follow up after orientation
2. Provide in-service training
 - a. privacy guidelines (e.g., HIPAA, FERPA)
 - b. personal hygiene
 - c. infection control
 - d. hospitality and customer service
 - e. physical and occupational safety
 - f. professional and ethical expectations
 - g. nutrition issues
 - h. crisis management
 - i. other contemporary issues
 - j. safety and sanitation (e.g., allergy)
3. Verify completion of training

D. Develop and Maintain Employee Time Schedules and Assignments

1. Identify overall staffing needs (e.g., calculate full time equivalents)
2. Identify daily tasks
3. Determine capabilities and preferences of employees available
4. Prepare a time schedule
5. Maintain time schedule chart/records
6. Track absence/tardy records in personnel files
7. Develop a work assignment chart
8. Coordinate work assignments

E. Manage Goals and Priorities for Department

1. Develop short term and long term goals for the department
2. Participate in developing policies and procedures (e.g., hygiene standards for personnel according to the FDA Food Code)
3. Identify expectations to establish priorities
4. Compare department goals against resources available (e.g., contingency planning)

F. Manage Department Personnel

1. Maintain personnel records
2. Identify personnel management laws and practices (e.g., union contracts, FMLA, USERRA)
3. Identify promotion and termination criteria
4. Compile documentation for promotion and termination
5. Conduct performance evaluations
6. Recommend salary and wage adjustments
7. Follow disciplinary procedures to correct a problem (e.g., coaching, performance improvement plan)
8. Ensure employees' compliance with procedures (e.g., safe food preparation practices)

G. Manage Professional Interactions

1. Participate in regulatory agency surveys
 - a. identify regulatory standards
 - b. develop an appropriate plan of correction
 - c. demonstrate professional interaction with surveyors
 - d. use regulatory agencies as professional resources
2. Participate in meetings outside the department
 - a. communicate department goals and policies
 - b. identify methods of communicating with other departments
 - c. suggest cooperative ways to solve problems
 - d. participate in state/national professional meetings
3. Communicate client information to other health professionals
 - a. identify what client information needs to be communicated
 - b. identify the need for client referrals
 - c. implement consultant recommendations as appropriate
 - d. honor client rights and confidentiality
4. Participate in client care conferences
 - a. prepare for a client care conference
 - b. participate in a conference to identify client care concerns
 - c. work with the interdisciplinary team to develop solutions
 - d. implement goals and approaches with appropriate follow up
5. Manage department meetings
 - a. post meeting notices and agendas
 - b. plan meeting facilities
 - c. meet with key personnel to develop meeting plans
 - d. conduct meetings (e.g., resolving conflicts, keeping time)
 - e. plan follow up actions resulting from meeting (e.g., minutes)
 - f. conduct a staff complaint/grievance session
6. Adhere to professional code of conduct/ethics

H. Implement Departmental Changes

1. Identify existing problems and needs
2. Prepare justification for changes
3. Implement the plan of action
4. Evaluate the effectiveness of the changes

4. SANITATION AND SAFETY

24%

A. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations

1. Identify federal safety laws/regulations/guidelines
2. Write cleaning procedures for utensils, equipment, and work areas
3. Evaluate equipment in terms of maintenance needs and costs
4. Inspect all areas of department for sanitary conditions
5. Educate employees in safety and sanitation (e.g., master cleaning schedule)
6. Interpret OSHA regulations/guidelines (e.g., SDS, HAZCOM)
7. Enforce employees' compliance with safety and sanitation regulations

B. Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standard

1. Identify appropriate grades and inspections for food
2. Procure food and water from approved sources
3. Verify the quality and quantity of food supplies and equipment received
4. Check supplier invoices against facility purchase order
5. Recognize the hazards associated with types of food packaging
6. Recognize the signs of contamination upon receipt and in storage
7. Process rejections for unacceptable products
8. Label, date, and monitor food to ensure rotation (FIFO)
9. Prevent environmental contamination of food
10. Maintain security procedures

C. Protect Food in all Phases of Preparation Using HACCP Guidelines

1. Identify potentially hazardous foods and foodborne pathogens and their control
2. Recognize the causes, symptoms, and types of foodborne illnesses including biological, chemical, and physical types
3. Monitor time and temperature to limit growth of or destroy microorganisms
4. Prevent cross contamination of food
5. Identify appropriate techniques for temperature retention
6. Ensure the safe cooling of food
7. Establish critical limits
8. Establish the corrective action to be taken when critical limits are exceeded
9. Establish procedures to identify and monitor critical control points (CCP)
10. Establish effective recordkeeping systems that document HACCP
11. Prepare emergency/disaster procedures necessary to assure a safe food supply
12. Develop a crisis management plan to address an outbreak of foodborne illness

D. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines

1. Identify federal safety laws/regulations
2. Conduct routine maintenance inspection of equipment:
 - a. Identify equipment maintenance requirements from manufacturer's manuals
 - b. Correct equipment malfunctions and potential problems
 - c. Monitor preventive maintenance schedule and contracts
3. Organize work flow and use of equipment
 - a. analyze tasks to determine overlapping effort or equipment use
 - b. plan proper placement and use of equipment
 - c. simplify work procedures and steps
 - d. monitor work flow; identify and correct problems
 - e. assure adequate hand washing sinks, lavatory facilities, and supplies
4. identify appropriate environmental controls for water supply, waste disposal, and ventilation
5. follow an integrated pest management (IPM) system
6. prepare a safety inspection checklist
7. write an inspection report on hazards
8. assure cleaning and sanitation of equipment, utensils, chemicals, and space

5. BUSINESS OPERATIONS

16%

A. Manage a Budget

1. Determine facility needs
2. Compute cost of menus (e.g., supplements)
3. Conduct a product price comparison study
4. Calculate daily cost PPD (e.g., food, labor, supplies)
5. Calculate minutes per meal
6. Calculate meals per labor hour
7. Compare actual costs to budget costs
8. Monitor expenses
9. Prepare an estimate of personnel costs for a foodservice department (e.g., salary scales and merit raises, benchmarking)

B. Prepare Specifications for Capital Purchases

1. Review capital equipment needs and requirements
2. Evaluate existing capital equipment condition and life expectancy
3. Evaluate options for replacement of capital equipment
4. Write budget justification for new capital equipment
5. Recommend specifications for new capital equipment

C. Plan and Budget for Improvements in the Department Design and Layout

1. Maintain records of suggestions and complaints received
2. Conduct department improvement discussion session with staff
3. Communicate improvement recommendations
4. Evaluate work flow, essential equipment relative to new department designs or construction
5. Research concepts/products related to department facility design
6. Prepare proposals, specifications for new construction or renovation in layout/design changes

D. Assist in the Purchasing Process

1. Identify purchasing policies and procedures of department (e.g., returns, recalls)
2. Review vendor product/selection (e.g., group purchasing organizations)
3. Establish purchasing specifications
4. Use the ordering and bidding process
5. Evaluate facility needs, budget restrictions, and products available
6. Evaluate product information
7. Be familiar with computer applications
8. Check inventory to identify purchase needs
9. Complete purchase order requisition forms
10. Maintain inventory records
11. Recognize inventory management practices (e.g., FIFO, par stock, physical, perpetual)

E. Manage Revenue Generating Services

1. Supervise cash activities and reports
2. Calculate cost to set prices for retail/catering
3. Plan foodservice and menus for retail/catering
4. Estimate price per unit serving for retail/catering
5. Use cost control techniques to balance revenue budget
6. Research, analyze, and/or promote revenue generating opportunities

F. Implement Cost Effective Procedures

1. Recommend cost saving purchasing practices
2. Recommend cost saving department practices
3. Implement cost effective inventory control practices
4. Report variance of actual costs vs. budget