CDM Credentialing Exam

CANDIDATE HANDBOOK & APPLICATION

MARCH 2020

YEAR-ROUND COMPUTER-BASED TESTING

CDM® | CFPP®
Certified Dietary Manager
Certified Food Protection Professional

PROCESS / ELIGIBILITY / EXAM
APPLICATION / SCORING & RESULTS
GET STARTED.

3-11-2020
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THE CDM CREDENTIALING EXAM: WHAT YOU NEED TO KNOW

CDM CREDENTIALING EXAM BACKGROUND

Offered since 1985, the CDM Credentialing Exam is part of the competency assurance program for dietary managers. A Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®) has the education and experience to competently perform the responsibilities of a dietary manager and has proven this by passing the nationally-recognized CDM Credentialing Exam and fulfilling the requirements needed to maintain certified status. CDM, CFPPs work together with Registered Dietitian Nutritionists (RDNs) to provide quality nutritional care for clients in a variety of non-commercial settings and perform a myriad of specialized tasks and roles within a foodservice operation.

The Certifying Board for Dietary Managers (CBDM®) is the credentialing agency responsible for establishing and upholding policies for and the administration of the CDM, CFPP Certification Program and has autonomy in decision-making for all essential certification policies and activities. The CDM Credentialing Exam is administered by PSI Services, LLC (PSI). A survey is conducted and analyzed every five years in which CDM, CFPPs are asked to review the exam content outline and identify the percentage of time spent performing tasks related to each category of the exam. The CBDM then utilizes the survey results to finalize the exam content outline and develop the exam based on the outline. The CDM, CFPP Certification Program is accredited by the National Commission for Certifying Agencies (NCCA®). The exam content outline is available at www.CBDMonline.org/exam-prep.

The CDM Credentialing Exam is intended to measure the knowledge and abilities of individuals who wish to enter, continue and/or advance in the discipline of managing and/or directing food service operations. Candidates for the CDM Credentialing Exam must show verifiable evidence of meeting formal education requirements (including coursework in nutrition and foodservice management) as well as varying levels of non-commercial foodservice management experience required to competently perform the responsibilities of a Certified Dietary Manager.

Earning and maintaining the CDM, CFPP credential demonstrates to employers, surveyors and the public, that CDMs have the knowledge, skills and abilities to perform the responsibilities as included in the Exam Content outline. All CDM, CFPPs are required to uphold the CDM Code of Ethics as published on www.CBDMonline.org/cdm-cfpp-credential-code-of-ethics.

YEAR-ROUND COMPUTER-BASED TESTING

The Certified Dietary Manager (CDM) Credentialing Exam is available year-round at test centers established by our examination services provider, PSI. This means candidates can schedule their computer-based exam on the date and at the test center location of their choice after they meet current eligibility requirements (as confirmed by CBDM) and receive an e-mail confirmation from PSI inviting them to schedule their exam. After the date that PSI sends the e-mail confirmation to schedule the exam, exam candidates have 90 days in which to schedule and take their exam. Certification exam fees are not transferable to other parties/individuals, are not refundable, and cannot be canceled.

EXAM STEPS

1. Meet a current pathway of eligibility

2. Complete application (pages A, B, C). If applying under Pathway III or V, you must also complete the Employment Verification Form available at www.cbdmonline.org/docs/default-source/legacy-docs/docs/examapp_path3 and submit a position description for each form submitted. Title on position description must match position title on form.

3. Submit application with payment and all required documents to ANFP. Note: Submit only once; do not fax and mail or fax twice. Doing so may result in payment being processed twice. Visit www.CBDMonline.org to download the registration form or to register online. Fees are not transferable or refunded.

Frequently Asked Questions (FAQs) on exam registration are answered at www.cbdmonline.org/exam-prep/credentialing-exam-faq.

4. Receive a confirmation e-mail from CBDM about meeting exam eligibility requirements.
You are eligible to take the exam if you meet the requirements of one of the pathways outlined below.

**Pathway I:** for graduates of an ANFP-approved foodservice manager training program. Candidate's name must appear on the official graduate list that is sent to ANFP by the college/school.

**Pathway II:** for graduates of a two-year, four-year or greater, college degree in foodservice management, nutrition, culinary arts, or hotel-restaurant management. Candidates must submit a copy of their transcript* with exam application. Transcript requirements must include a minimum of one course in nutrition and two courses in foodservice management.

**Pathway III(a):** for graduates of a comprehensive, minimum 90-hour, foodservice course curriculum, who also have two years of full-time non-commercial foodservice management experience.** Candidates must submit a copy of their transcript* and employment verification with exam application. Transcript requirements must include a minimum of one course in nutrition and two courses in foodservice management.

**Pathway III(b):** for graduates of the classroom and online instructional portion of an ANFP-approved foodservice manager training program, who also have two years of full-time non-commercial foodservice management experience.** Candidates must submit a copy of a certificate of course completion, their name must appear on the official graduate listing that is sent to ANFP by the college/school and they must submit employment verification with exam application.

**Pathway IV:** for current and former members of the U.S. military who have graduated from an approved military dietary manager training program and have attained the grade of E-5. Candidates must submit their documentation of military training and pay grade when applying under Pathway IV to determine eligibility. Documentation must show completion of a minimum of one course in nutrition and two courses in foodservice management. Note that exam fee may be reimbursable through the Montgomery GI Bill; visit www.gibill.va.gov for information.

**Pathway V:** for graduates with an alternate two-year, four-year or higher degree. Candidates must have a minimum of five years of full-time non-commercial foodservice management experience.** Candidates must submit a copy of their transcript* and employment verification with exam application. Transcript requirements must include a minimum of one course in nutrition and two courses in foodservice management.

*All coursework must be completed through an accredited post-secondary institution and a passing grade of C or higher earned.

**Non-commercial foodservice operations serve food as a support within an institution such as hospitals, nursing homes, schools, military, correctional facilities, or community feeding programs and are typically subsidized by the institution from which they operate. They have third-party oversight by agencies such as TJC, local and/or state health departments, CMS, etc.

If you have any questions regarding the eligibility pathways, please contact ANFP Professional Development Services (PDS) at 800.323.1908 or CBDM at info@CBDMonline.org.
EXAM APPLICATION PROCESS

There are two ways to register for the exam. You may mail, e-mail, or fax the application with required documentation to CBDM as directed on the form available in this Handbook as well as online as a downloadable form at www.CBDMonline.org/get-certified/register. Alternately, you can register online via a link on that web page. Refer to that web page for more information on submitting the application and payment processing.

The Certifying Board for Dietary Managers (CBDM) reviews each paper or electronic application to verify information and documentation to determine eligibility. Please keep a photocopy of your paper application in case of lost mail, or send the form via certified mail. If applying by fax, do not also mail the application; you will be registered and charged twice. If your application is incomplete, you will be notified by CBDM via e-mail at the e-mail address on file in your record of information needed. After your eligibility is approved by CBDM and your application is successfully processed, you will receive an automatic e-mail confirmation and receipt from CBDM. Be sure to check your spam folder if the e-mail is not received in your inbox. If you have not received registration confirmation within one week, contact ANFP PDS at 800.323.1908. **Your application will not be reviewed for eligibility until all required documentation is received.** It is your responsibility to submit the required documentation to verify that you meet the eligibility requirements.

About 7 to 14 days after receiving CBDM's confirmation of eligibility, you will receive an e-mail from PSI at the e-mail address on file in your record. The e-mail will provide detailed instructions, including your assigned unique identification number, and how to schedule your exam appointment. The exam must be scheduled and completed within 90 days of the e-mail being sent.

It is your responsibility to keep current your contact information on file in your record. CBDM, ANFP, and PSI are not responsible for missed communications due to incorrect e-mail or mailing addresses in your record, or for e-mail messages you failed to access from your spam folder.

According to the privacy policy posted on the CBDM website, the CBDM maintains confidentiality of candidate and certificant data and information. No information will be released without written permission from the applicant, candidate, or certificant unless required by court order or other legal process.

DENIAL OF ELIGIBILITY

You may be denied the right to sit for the exam if you:
- Fail to meet one of the current eligibility pathways.
- Falsify any information on the examination application.
- Violate registration or examination rules. Disciplinary actions will be determined by the CBDM on a per-case basis.
- Fail to report address and e-mail changes to CBDM, resulting in you not receiving information crucial for the exam.
- Fail to submit proper documentation within the required timeframe.

The CBDM provides applicants who are denied eligibility an opportunity to appeal. All appeals must be submitted to the CBDM in writing (e-mail is preferred) to Appeals@CBDMonline.org. The CBDM will convene to hear appeals quarterly after the deadline date for submitting appeals. Deadlines for submitting appeals are March 31, June 30, September 30, and December 31.

The decision of the CBDM will be conveyed in writing to the appellant via e-mail and hard copy letter sent to the address on file in the individual’s record within 15 days of their quarterly meeting after the above deadlines. If the appellant wishes to appeal the CBDM’s decision, appeals must be submitted in writing to the CBDM Appeals Committee (Appeals@CBDMonline.org) within 15 days of the date on the e-mailed and mailed notification from the CBDM. The CBDM Appeals Committee decision will be conveyed in writing via e-mail and hard copy letter to the appellant within 15 days of the CBDM Appeals Committee meeting. All decisions of the CBDM Appeals Committee are final.

EXAM FORMAT & ADMINISTRATION

The three-hour exam will be delivered by computer at more than 300 PSI Test Centers throughout the United States. PSI is a leading provider of certification exams for professional organizations. Exams are administered by appointment, Monday through Friday, excluding holidays. Saturday appointments may be scheduled based on availability. Available dates will be indicated when scheduling your exam with PSI.

TEST CENTERS

PSI Test Centers have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. A current listing of PSI Test Centers, including addresses and driving directions, may be viewed at www.goAMP.com. Specific address information will be provided when you schedule an exam appointment.
The exam is only administered in English, and there are no provisions for translation. The exam is offered at PSI Test Centers throughout the United States of America (U.S.) Candidates who request a special site outside the U.S. will be required to pay an additional fee for set up and administration.

**SCHEDULING YOUR EXAM**

After CBDM sends you confirmation of eligibility and PSI sends you information on how to schedule your exam (excluding holidays), you will have a 90-day period (beginning the date of PSI’s e-mail notice) during which you must schedule and take your exam. Candidates are scheduled on a first-come, first-served basis. Schedule ASAP for best selections at your preferred Test Center location as well as preferred date and time.

There are two ways to schedule your exam:

**Online scheduling:** Go to [www.goAMP.com](http://www.goAMP.com) at any time and select “Candidates.” Follow the step-by-step instructions to choose your exam date and location, and register for your appointment.

**Telephone scheduling:** Call PSI toll-free at 888.519.9901 to schedule an exam appointment. This number is answered from 7:00 am to 9:00 pm (CST) on Monday through Thursday; 7:00 am to 7:00 pm (CST) on Friday; and 8:30 am to 5:00 (CST) pm on Saturday.

When you schedule your exam appointment, be prepared to confirm a location and a preferred date and time for testing. Your exam may be administered as early as 48 hours after you schedule it. You will be asked to provide your unique identification number as indicated in your e-mail from PSI. You will be notified of the time to report to the Test Center and will be sent an e-mail confirmation notice from PSI.

If special accommodations are being requested, complete the two-page Request for Special Examination Accommodations Form available at [www.cbdmonline.org/docs/default-source/legacy-docs/docs/specialaccom](http://www.cbdmonline.org/docs/default-source/legacy-docs/docs/specialaccom) and submit it with the exam application at least 45 days prior to the desired exam date. Do not schedule an exam appointment before receiving notification of the status of your request for special accommodations. For more information about accommodations, please see below.

**Equal Opportunity for CDM, CFPP Certification Program**

The Certifying Board for Dietary Managers (CBDM) does not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, marital status, disability, or any other protected characteristic. They make every reasonable effort to accommodate exam applicants with a disability, as defined by the Americans With Disabilities Act of 1990. Reasonable testing accommodations are available to applicants who have a diagnosed physical and learning disability and provide appropriate documentation. PSI accommodates the CBDM's request to comply with the ADA.

Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of scheduling that wheelchair access is necessary.

Candidates with visual, sensory, physical, or learning disabilities that would prevent them from taking the exam under standard conditions may request special accommodations. Requests will be reviewed by PSI.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to CBDM at least 45 calendar days prior to the desired exam date by completing the Request for Special Examination Accommodations form available at [www.cbdmonline.org/docs/default-source/legacy-docs/docs/specialaccom.pdf](http://www.cbdmonline.org/docs/default-source/legacy-docs/docs/specialaccom.pdf) and submitting it with the exam application. PSI will review the submitted forms and contact you via e-mail at the e-mail address on file in your record regarding the decision for accommodations.

Candidates approved for special accommodations by PSI must call PSI at 888.519.9901 to schedule their exam.

**EXAM DAY INFORMATION**

On the day of your exam, report to the Test Center no later than your scheduled appointment time. If you arrive more than 15 minutes after the scheduled testing time, you will not be admitted. You must provide two forms of identification, one of which must be a non-expired government ID which includes your photo and signature.

IMPORTANT: See box on the following page for more information about ID requirements. Examinees who fail to provide acceptable identification will not be admitted for testing. No rescheduling or refunds will be permitted.

After your identification has been confirmed, you will go to a testing carrel and enter your ID number into the computer. Your photo, taken before beginning the exam, will remain on your screen throughout the exam. Prior to taking the exam, you will be given an opportunity to take a short practice test on the computer. The time you use for the practice exam is NOT counted as part of your CDM exam time or score.
No personal items, valuables, or weapons are allowed in the Test Center. No watches, hats, wallets, keys, pagers, or cell phones are allowed in the testing room unless they are securely locked in the locker which will be provided for you in the testing room. Large coats and jackets must be left outside the testing room. If any personal items are observed or heard (cell phones, alarms) in the testing room after the exam is started, you will be dismissed and the exam fee forfeited. PSI security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities.

You may bring a silent, non-programmable calculator without alphabetic keypad or printing capabilities into the testing room. You will be provided with pencils and scratch paper.

No questions concerning the content of the exam may be asked during the exam and no talking is allowed. Eating, drinking, or smoking is not permitted in the Test Center. You may take a break whenever you wish, but you will not be allowed additional time. No guests, visitors, or family members are allowed in the testing room or reception areas.

Exam candidates may submit feedback about the testing experience to the Test Center proctor or in writing to CBDM. PSI provides the CBDM monthly incident reports for review and determination of resolution.

**BECOME CERTIFIED**

To earn the CDM, CFPP credential, you must do the following:

1. Qualify for the CDM Credentialing Exam through one of the current exam eligibility pathways (outlined on Application page A) and submit an application.
2. Pass the CDM Credentialing Exam.
3. Submit the appropriate fee and activate certification within one year of passing the exam.

You are not certified until you complete all of these steps.

**EXAM SCORING & RESULTS**

During the exam, questions may be unanswered or bookmarked for return later in the session. Before exiting the exam, be sure to answer each question. There's no penalty for guessing, but unanswered items will be treated as wrong answers. PSI is responsible for the validity and integrity of scores they report. Occurrences such as a computer malfunction or candidate misconduct may cause a score to be suspect. PSI reserves the right to void or withhold exam results if violation of its regulations is discovered.

Exam results: After you have completed the exam and answered the questions regarding your testing experience, you will be instructed to report to the Test Center proctor to receive your hard copy score report. The score report will include your photograph and your exam results indicating “Pass” or “Fail.” Passing score information and statistics for the exam are available on the CBDM website at www.cbdmonline.org/exam-prep/credentialing-exam-faq. ANFP will e-mail information (to the e-mail address on file in your record) about the CDM, CFPP Certification Program to individuals who pass the exam, including information about the required step to activate your certification within one year of passing the exam. You are not certified until you activate your certification.

**If you pass the exam:**

- If you are an ANFP member when you pass the exam and maintain your Professional membership with ANFP, you will automatically be upgraded to Certified Status with the initial certification fee waived one time. CBDM will send your certificate and letter in the mail to the address on file in your record.
- If you are not an ANFP member when you pass the exam, you may choose to activate your credential as a member or non-member. You must activate your certification within one year of the date you pass the exam. After activation is completed, CBDM will send your certificate and letter via mail to the address on file in your record.
- Failing to activate the certification within one year of the date you passed the exam will result in the certification being terminated. To be eligible for certified status again, you must submit a new exam application with fees for review and approval, meet the current eligibility requirements, and receive a passing score on the exam.
- Learn more information about certification activation on the Activation page of www.cbdmonline.org

**If you do not pass the exam:** If you do not pass and wish to re-take the exam, you may reapply, but there must be at least 90 days between the day you took the exam and the next scheduled exam. You must complete and submit a new application, fully meet the current eligibility requirements, and pay the full registration fee each time you take the exam. You may continue to take the exam until you receive a passing score.

All candidates wishing to retest must meet the 90-day wait period. This wait period policy allows individuals time to review their score report, which provides feedback on their performance on each of the content areas assessed, and to prepare accordingly to retake the exam. While the CBDM has more than one active form of
If you cancel or do not report for your exam, no refunds will be given. You may reschedule your exam appointment ONCE within your 90-day window at no charge by calling PSI at 888.519.9901 by 3:00 pm (CST) at least two business days prior to your scheduled appointment. For example: If your exam is scheduled on Monday, you must contact PSI by the previous Wednesday at 3:00 pm (CST) to reschedule the exam. If your exam is scheduled on Friday, you must contact PSI by the previous Tuesday at 3:00 PM (CST), etc.

Missed Appointments: You will forfeit your exam registration and all exam fees under the following circumstances. No exceptions will be made to the following:

• You wish to reschedule an exam but fail to contact PSI at least two business days prior to the scheduled testing session.
• You wish to reschedule a second time.
• You appear more than 15 minutes late for the exam.
• You fail to report for your exam appointment.
• You don’t follow PSI’s ID and Test Center rules.

A new, complete application and exam fee will be required to reapply and current eligibility requirements must be fully met.

If a candidate is unable to take their exam at the scheduled time due to an emergency, and appropriate documentation is provided to CBDM that would justify rescheduling the exam without reapplication, the request must be approved by CBDM and a $75 rescheduling fee will be charged. If an emergency affects your scheduled exam, please contact CBDM (info@CBDMonline.org or 1-800-323-1908) immediately to determine next steps.

Inclement Weather, Power Failure or Emergencies: In the event of inclement weather or emergencies on
AUTHORIZED USE OF THE CDM, CFPP CREDENTIAL

After activation of certification, the CDM, CFPP credential may be used as long as certification is active, valid, and in good standing. Certificants must comply with all certification requirements to maintain use of the credential.
Your information MUST be complete and approved by CBDM to register for the exam.

Name ___________________________________________  Last  First  Middle Initial

If you have ever taken the exam under a different name or have been an ANFP or a DMA member under another name, give former name ___________________________________________

Mailing Address ________________________________________________________________

City                                                                                   State                  Zip

Work phone (_____) ___________________________ Home phone (_____) __________________

Cell phone (_____) ___________________________

E-mail address (Required) __________________________

If you are an ANFP member, check category:

[ ] Professional          [ ] Allied Professional          [ ] Pre-Professional

ANFP membership number __________________________________

[ ] Membership number is pending                  [ ] Non-member

Eligibility Pathway you are registering for (See page 2 for Exam Eligibility information)

[ ] Pathway I: for graduates of an ANFP-approved foodservice manager training program. Candidate’s name must appear on the official graduate list that is sent to ANFP by the college/school.

[ ] Pathway II: for graduates of a two-year, four-year or greater, college degree in foodservice management, nutrition, culinary arts, or hotel-restaurant management. Candidates must submit a copy of their transcript* with exam application. Transcript requirements must include a minimum of one course in nutrition and two courses in foodservice management.

[ ] Pathway III(a): for graduates of a comprehensive, minimum 90-hour, foodservice course curriculum, who also have two years of full-time non-commercial foodservice management experience. Candidates must submit a copy of their transcript* and employment verification with exam application. Transcript requirements must include a minimum of one course in nutrition and two courses in foodservice management.

[ ] Pathway III(b): for graduates of the classroom and online instructional portion of an ANFP-approved foodservice manager training program, who also have two years of full-time non-commercial foodservice management experience. Candidates must submit a copy of a certificate of course completion, their name must appear on the official graduate listing that is sent to ANFP by the college/school and they must submit employment verification with exam application.

[ ] Pathway IV: for current and former members of the U.S. military who have graduated from an approved military dietary manager training program and have attained the grade of E-5. Candidates must submit their documentation of military training and pay grade when applying under Pathway IV to determine eligibility. Documentation must show completion of a minimum of one course in nutrition and two courses in foodservice management. Note that exam fee may be reimbursable through the Montgomery GI Bill; visit www.gibill.va.gov for information.

[ ] Pathway V: for graduates with an alternate two-year, four-year or higher degree. Candidates must have a minimum of five years of full-time non-commercial foodservice management experience. Candidates must submit a copy of their transcript* and employment verification with exam application. Transcript requirements must include a minimum of one course in nutrition and two courses in foodservice management.

*All coursework must be completed through an accredited post-secondary educational institution and a passing grade of C or higher earned.

Pathway II, III, IV & V Transcript Requirements

• One course in Nutrition
• Two courses in Foodservice Management
• Date of program completion or degree earned
• Passing grade of C or higher

Pathways III and V require Employment Verification Form and Position Description

IMPORTANT NOTES

• If applying by fax, do not mail application; you will be registered and charged twice.

• No purchase orders will be accepted.

• If your employer is paying the exam fee, please mail payment with your application.

• Checks returned by the issuing bank for non-sufficient funds or stop-payments are subject to a $25 service charge. You will not be allowed to test unless all fees are paid in full.

College/School Information: (Complete only if applying under Pathway I)*

College/school where you completed your training or degree program (Please give exact names)

Location of College/School (City/State) __________________________________________

Completion Date (mm/dd/yyyy) _____________________________ College/School Code __________________

(Obtain 6-Digit Codes at www.cbdmonline.org/get-certified/eligibility/school-codes)

*If you completed the program under a different name, please provide a copy of your marriage license or other legal document confirming the change in name.
A. How did you learn about this exam?
1 = Instructor told me
2 = Employer told me
3 = ANFP state chapter
4 = ANFP website
5 = Friend told me

B. What motivated you to take this exam?
1 = Required by regulations
2 = Required by employer
3 = Dietitian/Instructor recommendation
4 = Personal growth and satisfaction
5 = To begin the process of becoming a CDM, CFPP

C. Indicate the professional setting you MOST often work in:
1 = Hospital
2 = Nursing home
3 = School
4 = Assisted living facility/retirement community
5 = Correctional
6 = Business or Industry
7 = Other (Military, etc.)

D. In what format was your basic training course offered?
1 = Classroom
2 = Online
3 = Correspondence

E. Which type of training program have you completed?
1 = Dietary Manager program
2 = Diet Tech program
3 = Associate’s, Bachelor’s, or Advanced degree in related field
4 = Culinary Arts program
5 = Military program
6 = Degree in unrelated field, plus work experience

F. How many YEARS OF FULL-TIME WORK EXPERIENCE do you have as a Dietary Manager/Supervisor?
1 = Less than one year
2 = 1 to 3 years
3 = 4 to 6 years
4 = 7 to 9 years
5 = 10 years or more

G. Did you utilize ANFP exam study materials? Circle all that apply.
1 = ANFP textbooks
2 = Credentialing Exam Study Guide
3 = CDM Exam Online Review Course
4 = CDM Computer Based Practice Exam
5 = CDM Exam Review Flash Cards
AUTHORIZATION: RELEASE OF PASS/FAIL RESULTS (Pathway I only)
ANFP-approved training programs value receiving exam results information for their graduates to help them evaluate the effectiveness of their programs. Only pass/fail data will be provided, not your actual score or name.

[ ] Check here if you do not want to authorize release of your results to the school you’ve indicated on this application.

[ ] Check here if you want your administrator to only receive passing results.

Signature

Administrator name/address

[ ] Check here if you do NOT want your e-mail address released to ANFP Chapters.

APPLICATION STATEMENT AND SIGNATURE. All applicants must sign and date.
I certify that, to the best of my knowledge, the information provided in this application is true and accurate. I hereby acknowledge that the receipt and review of this application by the Certifying Board for Dietary Managers does not create any express or implied obligations owed or warranties made to me, nor does such receipt and review of this application by the Certifying Board confer any rights to me with respect to the CDM®, CFPP® Credentialing Exam or the Certified Dietary Manager (CDM®, CFPP®) professional designation. I agree to and shall indemnify, save and hold harmless the Certifying Board and its officers, directors, members, agents, employees, successors and assigns, and each of them, from and against any and all claims, costs and expenses (including legal fees), demands, actions and liability of every kind and/or any failure to act, by one or all of them, now or in the future, in character whatsoever arising directly or indirectly from any action taken, in connection with this application, the CDM®, CFPP® Credentialing Exam or the CDM®, CFPP® professional designation. I also acknowledge that exam questions are the copyrighted property of the Certifying Board for Dietary Managers and cannot be reproduced or repeated. I understand that regulations concerning food safety certification will vary depending on where I work. I acknowledge that it is my own responsibility to verify requirements and acceptance of credentials with all agencies to whom I am accountable. I HAVE READ THE INFORMATION IN THIS HANDBOOK AND THE FOREGOING STATEMENT IN ITS ENTIRETY AND I UNDERSTAND AND AGREE TO ABIDE BY ITS TERMS.

Print name

Signature

Date

FEES AND PAYMENT INFORMATION:
Full payment of $399 must accompany application. No faxed applications accepted without credit/debit card information. Fees are not transferable to other parties/individuals, are not refundable, and cannot be canceled. If an emergency requires cancellation prior to scheduling, appropriate documentation must be provided and the request must be approved. Additionally, a $50 processing fee will be charged.

Method of Payment:
[ ] Check      [ ] Money Order (Please make check or money order payable to ANFP)
[ ] VISA        [ ] MasterCard        [ ] American Express        [ ] Discover        Amount to charge $______________

Cardholder’s name

Cardholder’s signature

Phone number

Number on card

*CVV#     Expiration date (MO/YR) / _______________

**Cardholder billing address

City ___________________________ State ________ Zip ________________

* The CVV Code is the 3 or 4 digit security code located on the front or back of your credit card.
** Credit card will be declined if street address and zip code do not match the cardholder’s address.
An updated version of this brochure can always be found on the CBDM website, www.CBDMonline.org.