CDM Credentialing Exam
CANDIDATE HANDBOOK & APPLICATION

YEAR-ROUND COMPUTER-BASED TESTING

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

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

6-1-20
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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, CFPP Code of Ethics as published on www.CBDMonline.org/cdm-cfpp-credential-code-of-ethics.

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. Activate your certification within one year of passing the exam.

You are not certified until you complete all of these steps.
CDM CREDENTIALING EXAM STEPS

1. Meet a current pathway of eligibility.

2. Complete exam application (pages A-D).
   - 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 application form or to apply online. Fees are not transferable, refundable, and cannot be canceled.

4. Receive a confirmation e-mail from CBDM about meeting exam eligibility requirements.

5. Receive an e-mail invitation from PSI to schedule your exam (about 7 to 14 days after CBDM’s notice of eligibility). Exam must be scheduled and completed within 90 days of the date on the e-mail notice.

6. Schedule an exam date and Test Center location with PSI.

7. Take the exam as scheduled. Be sure to bring to the Test Center the required IDs and, if you choose, a battery-operated, basic function calculator with no print capability.

After you pass the exam, you will receive an e-mail from CBDM about activating your certification, which must be done within one year of passing the exam. You are not certified until you activate your certification. To keep the certification active, you must also pay the annual certification fees and fully meet the recertification requirements. You cannot begin earning and reporting CE until your certification is activated. For more information, refer to the CBDM Guide to Maintaining Your CDM, CFPP Credential available on www.CBDMonline.org.

Frequently-Asked Questions (FAQs) on exam registration are answered at www.CBDMonline.org/exam-prep/credentialing-exam-faq.
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 work 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 work 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 work 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.
CDM CREDENTIALING EXAM APPLICATION PROCESS

There are two ways to register for the exam. You may mail, e-mail, or fax the application with payment and 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 application to verify all submitted information and determine eligibility.

- 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 payment will be processed 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.

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.

After your eligibility is approved by CBDM and your application and payment is successfully processed, you will receive an e-mail confirmation and receipt of payment 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 CBDM at info@CBDMonline.org or 800.323.1908.

Certification exam fees are not transferable to other parties/individuals, are not refundable, and cannot be canceled.

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. If you fail to do so, you will forfeit the exam registration fee and be required to re-apply for the exam and pay the full application fee to register for the exam again.
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. Also, ANFP and CBDM are not responsible for any missed communications regarding any ANFP or CBDM matters for individuals who chose to opt out or unsubscribe from messages sent by ANFP or CBDM.

According to the privacy policy posted on www.CBDMonline.org, 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 fully 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 time frame.

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 appeal must include a compelling reason and documentation to support the reason for your appeal. 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 appeal must include a compelling reason and documentation to support the reason for your appeal. 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.

CDM CREDENTIALING EXAM CONTENT

The exam consists of 160 multiple-choice questions based on professional situations in which a foodservice manager would have to make a decision or solve a problem. Questions are based on content covered in two ANFP textbooks – Nutrition Fundamentals and Medical Nutrition Therapy and Foodservice Management - By Design, and the current FDA Food Code. There are 140 scored items on the exam and 20 unscored items being pre-tested for use on future examinations, which also allows for issuance of score reports on the day of exam administration. For a detailed exam content outline, including the number and type of questions from each content area, visit www.CBDMonline.org/docs/default-source/legacy-docs/docs/exambrochure2.

CDM CREDENTIALING EXAM ADMINISTRATION

The three-hour (180 minute) exam is administered on computer at more than 300 PSI Test Centers throughout the United States of America (U.S.). PSI, our examination services provider, is a leading provider of certification exams for professional organizations. 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 your exam appointment.

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. 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.

The exam is only administered in English and there are no provisions for translation. The exam is offered at PSI Test Centers in the U.S. Candidates who request a testing site outside of the U.S. will be required to pay an additional fee for set up and administration.
To request special accommodations for testing, you must do the following:

1. 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 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.

   • Provide required documentation from the diagnosing physician or licensed professional detailing the diagnosis.
   • If extended testing time is being requested, specify the exact amount of additional time required.

2. After receiving notification that the special accommodations have been approved by PSI, you must call PSI at 833.333.4755 to schedule your exam.

There are two ways to schedule your exam:

• **Online scheduling:** Go to www.goAMP.com 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 833.333.4755 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 test center location as well as 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.

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

The 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 PSI Test Centers. Candidates must advise PSI at the time of scheduling their exam 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.

To request special accommodations for testing, you must do the following:

1. 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 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.

   • Provide required documentation from the diagnosing physician or licensed professional detailing the diagnosis.
   • If extended testing time is being requested, specify the exact amount of additional time required.

2. After receiving notification that the special accommodations have been approved by PSI, you must call PSI at 833.333.4755 to schedule your exam.
CANCELLATIONS & RESCHEDULING

If you cancel or do not report for your exam as scheduled, no refunds will be given.

You may reschedule your exam appointment ONCE within your 90-day window at no charge by calling PSI at 833.333.4755 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 scheduled exam appointment.

• You fail to report for your scheduled exam appointment.

• You don’t follow PSI’s ID and Test Center policy.

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

If you are 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 800-323-1908) immediately to determine next steps.

Inclement Weather, Power Failure or Emergencies

In the event of inclement weather or emergencies on the day of your scheduled exam appointment, PSI will determine whether circumstances warrant the cancellation and rescheduling of an exam. Visit www.goAMP.com prior to the exam to determine if PSI has been advised that any Test Centers are closed. If cancelled, candidates will receive notification about rescheduling procedures.

Prior to Scheduling

No refunds are granted. If an emergency requires cancellation prior to scheduling the exam, appropriate documentation must be provided to CBDM via e-mail at info@CBDMonline.org and the request must be approved by CBDM. A processing fee will be charged.

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 and will be considered a no show. You must provide two forms of identification, one of which must be a non-expired government ID which includes your photo and signature.
EXAM DAY INFORMATION

IMPORTANT! WHAT TO BRING TO THE EXAM:

To gain admission to the Test Center, you must present two forms of identification (ID).

1. The primary form of ID must be government issued, current, and include your photo and signature. Examples of valid primary forms of ID are: driver’s license with photo, state ID card with photo, passport, military ID card with photo. **No expired or temporary IDs allowed.**

2. The secondary form of ID must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).

If your name on your exam registration record is different than it appears on your ID, you must bring proof of your name change (e.g., marriage license, divorce decree, or court order).

**If you fail to provide required identification, you will not be admitted for testing and it is considered a missed appointment. No rescheduling or refund of fees will be permitted.** To register for the exam again, you must meet a current pathway of eligibility and submit an exam application with fees for review and approval.

**You may bring a silent, non-programmable, battery-operated calculator without alphabetic keypad or printing capabilities into the testing room (optional) and it must be approved by the test center administrator. You will be provided with pencils and scratch paper.**

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. The practice exam is NOT counted as part of your exam score or the three hours (180 minutes) allowed to complete the CDM Credentialing Exam.

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.

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 to complete the exam. 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.

**EXAM SCORING & RESULTS**

During the exam, questions may be unanswered or bookmarked for return later in the testing session. Before exiting the exam, be sure to answer each question. There’s no penalty for guessing, but unanswered items will be scored as incorrect. 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.

**Passing Score Information**

Historically, answering about 70% is of the scored items has been required to pass the exam. Your score report will indicate the exact number of test items that you must answer correctly to pass the exam as well as the number of test items that you answered correctly out of the possible 140 scored items. (The 20 pretest questions are not scored and are not included in the total score.) Your report will also indicate if you passed or failed the exam. Individuals who do not pass the exam will also receive a breakdown of their score by the exam content area.
The passing score is determined by a cut-score study called a modified Angoff procedure. This statistical study relies on subject matter experts - in our case, CDM, CFPPs and Registered Dietitian Nutritionists (RDNs), to estimate the difficulty of each question for a ‘minimally competent practitioner,’ or dietary manager that is considered entry level. The data is then used to determine the score required to pass the exam. On average, about 75% of candidates pass the exam on their first attempt. The pass rate statistics are published semiannually at www.CBDMonline.org/exam-prep/credentialing-exam-faq.

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.”

If you pass the exam, you must activate your certification within one year.
• ANFP will e-mail you information (to the e-mail address on file in your record) about the CDM, CFPP Certification Program to you, including the required step to activate your certification within one year of passing the exam. You are not certified until you activate your certification. You cannot use the CDM, CFPP credential or represent yourself as being certified until your certification is activated.

• 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 via 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 your 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 about certification activation and fees at www.CBDMonline.org/get-certified/activate.

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, 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.

For security purposes, the CBDM will not release the exam, in part or whole, including the questions that you missed. If you do not pass the exam, you will receive a breakdown of each competency area assessed on the exam, indicating how well you performed on each content area. The mandatory 90-day wait period allows you time to review your score report and help you determine the areas to concentrate on when preparing to take the exam again. While the CBDM has more than one active form of the exam at all times, there are some questions that overlap on each form, and the requisite retest 90-day wait period helps ensure security of the overall exam. CBDM retains candidate pass/fail exam results as part of the candidate’s record.

Verifying Scoring
Examinees who question or dispute their test score can request to have their score verified, for a fee. PSI verifies scoring by calculating the number of questions the examinee answered correctly at the Test Center, and confirming that the number matches what was reported on the score report. If you wish to have your score verified or sent to another party, you must submit your request in writing to CBDM at info@CBDMonline.org. Include your name, ID number, and the date and location at which you tested.
Once you become certified, you must maintain your credential by completing 45 hours of eligible continuing education (CE) credit every three-year recertification period (of which nine CE hours must pertain to Sanitation and Safety and one CE hour must pertain to Professional Ethics), and paying the annual certification fee. All completed CE programs must be submitted and required documentation must be uploaded via the My Certification page of your ANFP record.

For more information about recertification requirements, please visit: www.CBDMonline.org/maintain-your-credentials.

Your Contact Information
ANFP and CBDM send communications to members, candidates, and certificants based on contact information in their ANFP record. It is the individual’s responsibility to keep all contact information current. ANFP and CBDM are not responsible for missed communications due to incorrect contact information or e-mails not accessed from a spam folder. Also, ANFP and CBDM are not responsible for any missed communications regarding any ANFP or CBDM matters for individuals who chose to opt out or unsubscribe from messages sent by ANFP or CBDM.

Authorized Use of the CDM, CFPP Credential
Individuals who qualify under a current pathway of eligibility, take and pass the CDM Credentialing Exam and activate their certification according to CBDM policies are awarded the credential Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP). After activation of certification, the credential may be used as long as the certification is active, valid and in good standing. The credential should be used without periods, after the certificant’s name, following any academic degree if applicable (e.g. Jane Doe, B.S., CDM, CFPP).

Certificants must comply with all recertification requirements to maintain use of the credential. Failure to do so results in the certification being terminated and the individual may no longer use the credential or represent themselves as being certified. Individuals in violation of this policy will be served a written cease and desist notice from the CBDM. Continued violation will be reviewed by the CBDM for consideration of sanctions.

Please see the CDM Credentialing Exam Application on the following pages.

FEE PAYMENT REQUIREMENTS

• 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, you must mail the 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.

TRANSCRIPT REQUIREMENTS

• One course in Nutrition and two courses in Foodservice Management.
• Transcript issued and branded by the school.
• Date of program completion and degree earned indicated on transcript.
• Passing grade of C or higher earned for required Nutrition and Foodservice Management courses.
• Program and courses must be completed of an accredited post-secondary education institution.
• Pathways III and V require Employment Verification Form and Position Description. Foodservice Management employment must be a full time and at a non-commercial institution.
Your information MUST be complete and approved by CBDM to register for the exam.

Name ____________________________________________

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 work 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 work 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 work 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.

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, you must provide a copy of your marriage license or other legal document confirming the change of name.
DEMOGRAPHIC SURVEY
Please answer each question by circling ONLY ONE number that BEST describes you or your professional experiences in the dietary/foodservice industry. (This information is requested for statistical reasons only and will not affect your eligibility to sit for the exam. All responses will remain confidential, as only group results are reported.)

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

IMPORTANT CHECKLIST! HAVE YOU...?
[ ] Fully read the CDM Credentialing Exam Candidate Handbook and Application
[ ] Included the required Demographic Survey (p. B)
[ ] Included additional required documents, such as transcripts and certificates (See notes for the Pathway you checked on page A.)
[ ] Enclosed exam fees, payable to ANFP (If your employer is paying your fee, be sure application is sent with payment.) Fees are not transferable or refundable.
  NOTE: If no payment is received, your application will be returned.
[ ] Reviewed the exam fee Cancellations & Rescheduling policy
[ ] Read and comprehended Exam Scoring & Results section
[ ] Signed the required application statement on page C, acknowledging your responsibility to verify requirements and acceptance of credentials with all agencies to whom you are accountable

SEND THIS APPLICATION & PAYMENT (PAYABLE TO ANFP) TO:
Association of Nutrition & Foodservice Professionals
406 Surrey Woods Drive
St. Charles, IL 60174

Phone: 800.323.1908 or 630.587.6336
Fax: 630.587.6308

• Use fax only if paying by credit card.
• Do not fax copies of checks.
• Do not fax AND mail.
RELEASE AUTHORIZATION By checking a box below, you authorize release of the designated information to the designated party.

[ ] Check here if you authorize your e-mail address to be released to ANFP Chapters.
[ ] Check here if you authorize release of your exam pass/fail results to the below designated individual, i.e., supervisor, administrator, consulting RDN, etc.

Administrator name and address

For Pathway I applicants only

ANFP-approved training programs value receiving exam result information for their graduates to help them evaluate the effectiveness of their program. Only pass/fail data will be provided, not your actual score.

[ ] Check here if you authorize release of your exam pass/fail results to the school you indicated on this application.

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.
Requirements: Work experience must be equal to a minimum of two years full-time non-commercial foodservice management work experience for Pathway III or five years full-time non-commercial foodservice management work experience for Pathway V.

- Work experience must be in a non-commercial facility/institution and include third-party oversight (see supervisor section below).
- Job description must be attached for each. Job title listed below must match title on job description provided by the employer.

First Name __________________________ Last Name __________________________ Mi ____________
Phone Number (_____)_________________ E-mail Address __________________________

Address __________________________________________________________________________
City __________________ State __________ Zip ________________________________

Employment Information: Employment will be verified for the dates listed below. If at the time of exam registration the work experience or any other eligibility requirements have changed, the exam candidate must meet current eligibility requirements and complete the current Employment Verification Form and exam application.

Employment:
Job Title __________________________ Dates: from ______ to ______
Place of Employment __________________ Work Phone (_____)__________
Address __________________________________________________________________________
City __________________ State __________ Zip ________________________________
Name of Immediate Supervisor __________________ Title ____________________________

Employment Verification Must Be Completed by Immediate Supervisor or Human Resources Manager

The exam candidate should not complete this section. It must be completed by the supervisor.

Candidate employed for above listed position under supervision by above listed person from ______ to ______

Do you attest to the accuracy of the employer-provided job description provided by the candidate listed above?
[ ] Yes [ ] No

Do you attest that the foodservice management work experience is equivalent to two years of full-time work for Pathway III or five years full-time for Pathway V?
[ ] Yes [ ] No

What survey and/or inspection process is completed in the department of employment at the facility listed above? (i.e.: State Health Department, TJC, CMS, etc.) ____________________________

Has candidate performed satisfactorily while employed in the above listed position/job title?
[ ] Yes [ ] No

Are you aware of any information which would adversely reflect on the character or competence of this person?
[ ] Yes [ ] No

I hereby certify that the above information is correct to the best of my knowledge. If I did not supervise the individual for the full dates of employment, I attest that I have verified the accuracy of the job description and employment information provided.

Name of Supervisor or Human Resources Manager (Please Print) __________________________
Signature of Supervisor or Human Resources Manager ____________________________
Date __________________ Work Phone (_____) ____________

Applicant, Please Note: If the required non-commercial foodservice management work experience is not met by your current employer, please photocopy this page, provide previous employment experience, have your former employer complete the Supervisor/Human Resources section, and submit a corresponding job description.

For ANFP Staff Use Only

Initial ________ Verified work experienced by CBDM on ________

The Certifying Board for Dietary Managers reserves the right to verify information supplied on this page. Submit this form and job description with the CDM Credentialing Exam Application to info@CBDMonline.org or fax it to 630.587.6308.