CBDM GUIDE

TO MAINTAINING YOUR

CDM, CFPP CREDENTIAL

APRIL 2024

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ABOUT THE CERTIFYING BOARD FOR DIETARY MANAGERS (CBDM)

Offered since 1985, the CDM, CFPP Credentialing Exam is part of the competency assurance program for dietary managers. A 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, CFPP Credentialing Exam and fulfilling the requirements needed to maintain certified status.

CDM, CFPPs work together with interdisciplinary teams (IDT) including RDNs to provide quality nutritional care for clients in a variety of non-commercial settings and perform a myriad of specialized roles within a foodservice operation.

CBDM is the credentialing agency responsible for establishing and upholding policies for and the administration of the CBDM Certification Program.

CBDM has autonomy in decision-making for all essential certification policies and activities as demonstrated in the CBDM Policies and Procedures Manual and in accordance with CBDM bylaws.

CBDM MISSION

Promote excellence and industry best practices in foodservice management and safety through administering and maintaining the Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) credential.

CBDM VISION

The CDM, CFPP will be the recognized professional in foodservice operations.

CBDM VALUES STATEMENT

The Certifying Board for Dietary Managers values:

- Integrity
    - CDM, CFPP certification process
    - Professional Ethics

- Continuing Competence
    - Lifelong Learning and Leadership

- Excellence
    - Foodservice Management
    - Credentialing Standards

- Commitment to Stakeholders
    - CDM, CFPPs
    - Public
    - Employers
    - Clients & Families
    - Vendors
    - Team Members & Volunteers
    - Regulatory Agencies

CODE OF ETHICS FOR CDM, CFPPs

The Certifying Board for Dietary Managers (CBDM) has a formal policy, the Code of Ethics for the Certified Dietary Manager, Certified Food Protection Professional, and procedures which incorporate due process for the discipline of credential holders. The Code of Ethics and procedures include the sanction of revocation of the credential, for conduct which clearly indicates

incompetence, unethical behavior, and physical or mental impairment affecting the performance of the Certified Dietary Manager, Certified Food Protection Professional.

CBDM believes it is in the best interests of the profession and the public it serves that the CDM, CFPP Code of Ethics provides guidance to CDM, CFPPs in their professional practice and conduct. CDM, CFPPs have voluntarily developed a Code of Ethics to reflect the ethical principles guiding the CDM, CFPP and to outline commitments and obligations of the CDM, CFPP to self, client, society, and the profession. The Code of Ethics applies in its entirety to all CDM, CFPPs (including those who are not ANFP members).

Violation of the CDM, CFPP Code of Ethics as discovered by or reported to CBDM will be reviewed for determination of sanction to be imposed on the individual who was in violation. Notice will be served to the individual via e-mail and hard copy letter. Such individuals may appeal the decision in accordance with the appeals policy.

CBDM has a whistleblower policy and does not tolerate retaliation against individuals who report incidents to the CBDM. Visit www.cbdmonline.org/cdm-resources/cdm-cfpp-credential-code-of-ethics or click the button below to access the CDM, CFPP Code of Ethics.

CDM, CFPP CODE OF ETHICS

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

MESSAGE FROM THE CBDM CHAIR
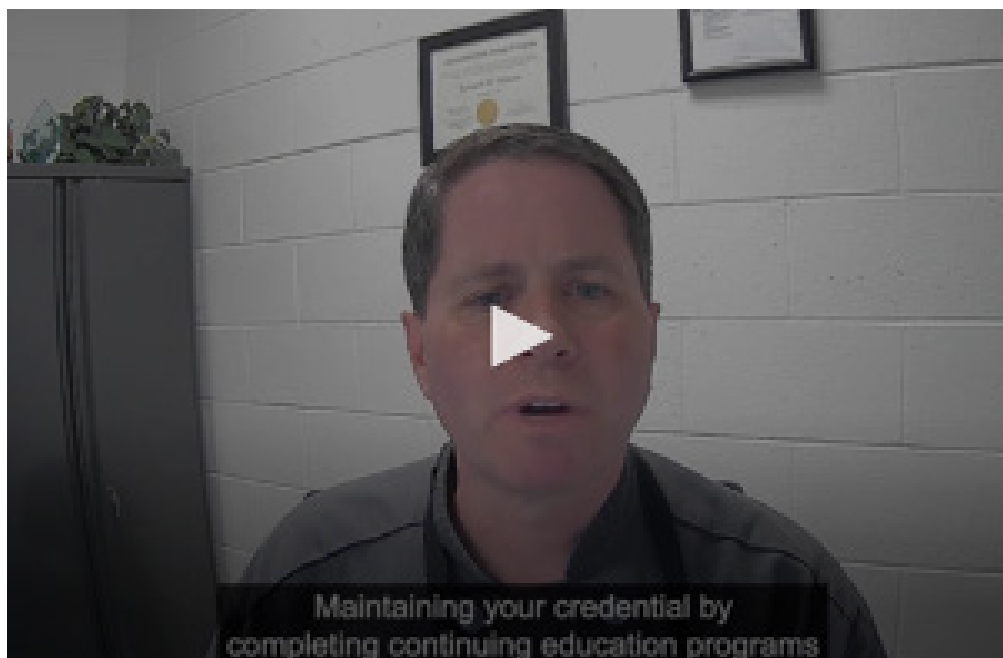
CDM, CFPP SCOPE OF PRACTICE

A **Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP)** has met eligibility requirements for and passed a nationally recognized credentialing examination offered by the Certifying Board for Dietary Managers. Continuing education is required to maintain this credential. CDM, CFPPs have the education and experience to competently perform the responsibilities of a foodservice manager in a non-commercial setting. The CDM, CFPP is qualified to perform the tasks within the following domains:

NUTRITION   **FOODSERVICE**   **PERSONNEL & COMMUNICATIONS**   **SANITATION & SAFETY**   **BUSINESS OPERATIONS**

Validated by the 2019 Job Analysis Study for the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) performed by PSI Services and required by the National Commission for Certifying Agencies (NCCA). The CBDM Certification Program is accredited by the NCCA. Visit www.cbdmonline.org/cdm-resources/cdm-cfpp-scope-of-practice or click the button below to access the CDM, CFPP Scope of Practice.

**CDM, CFPP
SCOPE OF PRACTICE**

Professional Practice Standards serve as the basis for quality dietetic practice for CDM, CFPPs. They serve as a guide for self-evaluation to determine the education and skills needed to advance an individual's level of practice. Visit www.cbdmonline.org/cdm-resources/practice-standards or click the button below to view the Professional Practice Standards.

**PROFESSIONAL
PRACTICE STANDARDS**

CBDM CERTIFICATION PROGRAM

PURPOSE

The CBDM Certification Program requires that Certified Dietary Managers, Certified Food Protection Professionals maintain certification and demonstrate ongoing competence by completing continuing education. The following terms are integral to the certification program and are defined as follows:

Recertification - Requirements and procedures established as part of the CBDM Certification Program credential holders must meet to maintain competence, renew their certification and remain actively certified.

Continuing Education - Education and training activities that CDM, CFPPs engage in to earn credit for the purpose of maintaining continued competence and renewing certification. Eligible CE Programs must meet CBDM criteria.

Competence - The ability to perform a task, function, or role at a level that meets or exceeds prescribed standards in the work environment. Competencies are observable behaviors that encompass the knowledge, skills, and personal characteristics that are at or above acceptable levels of performance in the work environment.

Continuing Competence - Demonstrating specified levels of knowledge, skills, or abilities throughout an individual's professional career.

AUTHORIZED USE OF THE CDM, CFPP CREDENTIAL

Individuals who qualify under a current pathway of eligibility, take, and pass the CDM, CFPP Credentialing Exam as well as activate their certification according to CBDM policies are awarded the credential Certified Dietary Manager, Certified Food Protection Professional (CDM®,CFPP®).

After an individual activates their certification, they may use the CDM, CFPP credential as long as their certification is active, valid, and in good standing. The credential is typically used without periods, after the credential holder's name, following any academic degree, if applicable (e.g., Jane Doe, BS, CDM, CFPP).

Credential holders must comply with all recertification requirements to maintain the 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 via e-mail and a hard copy letter. Continued violation will be reviewed by CBDM for consideration of additional action.

VERIFICATION OF CDM, CFPP STATUS

Verification of CDM, CFPP Status may be obtained in multiple ways:

- Online through the verification system using an individual's ANFP member number
- Accessing a roster by state or first name/last name
- E-mailing or calling CBDM

If the correct information is provided (ID number or correct name, city, and state as listed in our record) and the individual is certified, status will be verified as of the current date. If an individual is not certified, the verification system will indicate, "The number you entered is not a valid certification ID." The Professional Services Department may indicate via phone or e-mail that "we do not have a record of a CDM, CFPP by that name and ID number at this time."

Visit https://nf.anfponline.org/eweb/DynamicPage.aspx?site=ANFP&webcode=CDMVerifySearch or click the button below to verify credentials.

[VERIFY CREDENTIALS]

CERTIFICATION STATUS TYPES AND DEFINITIONS

Your current certification status can be found on the My Certification page of your ANFP record. It is helpful to become familiar with certification status types and definitions that you may see in your record during different periods of your certification cycle. Visit https://www.cbdmonline.org/ce-audit/CE-audit-definitions or click the button below to view certification status types.

[CERTIFICATION STATUS TYPES]

MAINTAINING THE CDM, CFPP CREDENTIAL
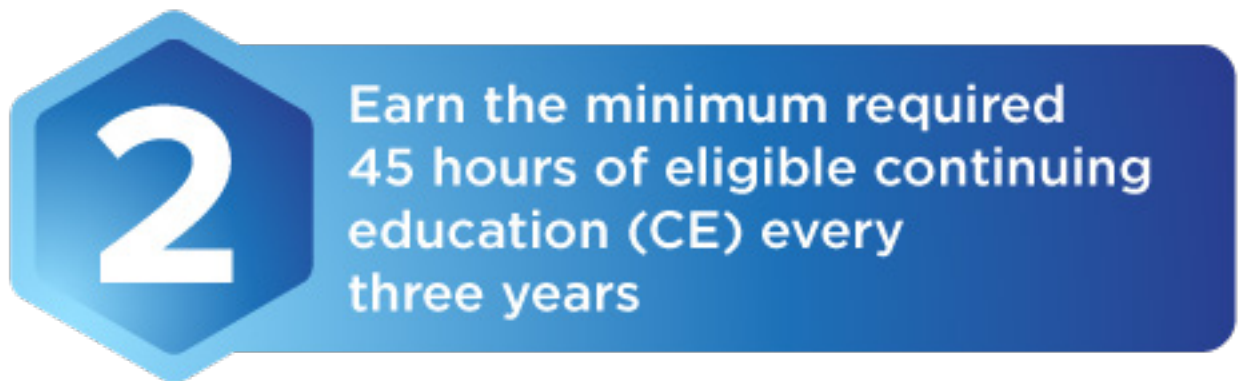
BENEFITS OF RECERTIFICATION

- Represents ongoing recognition and professional growth
- Demonstrates commitment to and competence in the nutrition and foodservice industry
- Validates specific competency in the areas of sanitation, safety, and professional ethics
- Enhances professional credibility in a competitive job market

To maintain the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential, you must do the following:

1 Pay your certification fee every year

2 Earn the minimum required 45 hours of eligible continuing education (CE) every three years

3 Report your CE hours and upload required documentation for each CE activity

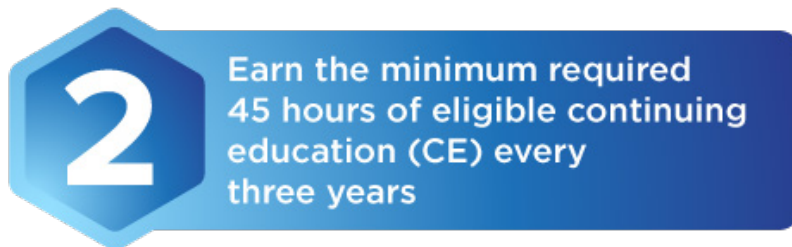**1** Pay your certification fee every year

PAYING ANNUAL CERTIFICATION FEES

To remain actively certified, annual certification fees must be paid by established deadlines. Certification fees are non-refundable and non-transferable unless a credential holder is selected for CE Audit and terminated, at which time certification fees are refunded in accordance with CBDM policy. ANFP membership fees can be paid at the same time. Although ANFP membership is not required to be actively certified, there are many benefits to ANFP membership, including access to reduced prices and free CE Programs.

CE hours cannot be earned and reported until at least 24 hours after your certification has been activated or reinstated. Individuals whose certification status is inactive are not eligible to earn and report CE hours. When reported, CE programs completed while certification is inactive will be posted as zero hours in an individual's record. Visit https://www.anfponline.org/anfp-membership/anfp-member-information or click the button below for more information.

ANNUAL DUES RENEWAL

2 Earn the minimum required 45 hours of eligible continuing education (CE) every three years

EARN THE MINIMUM REQUIRED CONTINUING EDUCATION (CE) HOURS DURING THREE-YEAR RECERTIFICATION PERIOD

CDM, CFPPs are required to earn 45 continuing education hours every three years. Nine of the 45 CE hours must pertain to Sanitation and Safety, and one of the 45 CE hours must pertain to Professional Ethics.

All continuing education activities must be related to the CDM, CFPP Scope of Practice which includes the areas of Nutrition, Foodservice, Personnel and Communication, Sanitation and Safety, and Business Operations.

Qualifying activities eligible toward CDM, CFPP recertification requirements include:

- In-service training attended
- Meetings/Seminars
- Trade/Food show exhibits
- Field trips/tours
- Teaching/Presenting
- Precepting ANFP Foodservice Manager Training Program students and dietetic interns enrolled in colleges accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) through the

Academy of Nutrition and Dietetics (AND)
- Authoring articles
- Computer/Web-based courses/Webinars
- Academic coursework
- Industry-related exchange programs
- Journal clubs
- Books
- Volunteer leadership
- Professional journal reading

Please note that some activity types have a limit on number of hours that can be reported in a three-year recertification period. View all documentation requirements and guidelines for the above qualifying activities at www.CBDMonline.org/maintain-your-credentials/qualifying-ce-activities-required-documentation or click the button below.

QUALIFYING ACTIVITIES

CRITERIA FOR CE PROGRAMS TO BE ELIGIBLE TOWARD RECERTIFICATION REQUIREMENTS

- Education programs must be related to the CDM, CFPP Scope of Practice. This includes the domains of Nutrition, Foodservice, Personnel and Communications, Sanitation and Safety, and Business Operations.
- For most CE program types, programs must be a minimum of 30 minutes long. After that, program time can be reported in 15-minute increments.
- Time reported for a program must be for the education component of the program. Time for breaks, meals, exam completion, networking, etc. is not eligible toward recertification requirements and should not be included in the total time reported for the program.
- CE hours can be earned only once for any given program. Once CE hours have been earned for a specific program, the program cannot be resubmitted for CE hours again, regardless of whether it is completed in a subsequent three-year recertification period. Suspected duplicate programs will be labeled as Duplicate in an individual's CE record and reported CE hours will not be eligible. The only exception is a ServSafe Food Manager Course.
- CE hours completed when certification status is **inactive** are not eligible and will be posted as zero hours in the CE record.
- Some program types have a maximum number of hours allowed in a three-year certification period. Hours reported more than the maximum are not eligible, only the maximum allowed hours will be posted to the CE record. Hours submitted over the maximum will be recorded as zero.
- CE hours earned in excess of the required minimum CE hours do not carry over from one, three-year recertification period to another.

CBDM PRIOR APPROVED PROGRAMS

CDM, CFPPs may complete and report a program that has been Prior Approved by CBDM.

Programs that receive CBDM Prior Approval have been submitted by the program provider to CBDM for review and approval before an event takes place. These educational activities are evaluated for CE hours value based on program content, length, and other criteria that help guarantee a quality program is delivered and is relevant to the CDM, CFPP Scope of Practice. Requests for Prior Approval should be submitted by a program administrator at least eight weeks before an event takes place. Only the program coordinators/administrators may submit a program for CBDM Prior Approval through the CBDM Prior Approval application process. For more information, visit: www.CBDMonline.org/priorapproval or click the button below.

CBDM PRIOR APPROVALS

Examples of CBDM Prior Approved programs include those offered by ANFP such as the ANFP Annual Conference and Expo (ACE) and ANFP Chapter meetings. Planners of other industry-related programs and meetings may apply for Prior Approval from the CBDM and can confirm with individuals whether a meeting or program has been designated CBDM Prior Approved for CE. Program sponsors are encouraged to designate all CBDM Prior Approved Programs with the gold logo next to this paragraph.

ANFP education that is CBDM Prior Approved for CE will be indicated as such in the program description.

It is not required to complete ANFP or CBDM Prior Approved programs to meet recertification requirements.

CALCULATING CE HOURS

The calculation of CE hours is based on the minutes of attendance/participation time in structured learning activities.

PROGRAM LENGTH	# OF CE HOURS
75 Minutes	1.25
60 Minutes	1.0
45 Minutes	0.75
30 Minutes	0.50

- One CE hour is equivalent to 60 minutes (1.0 hour) of attendance/participation.
- A minimum of 30 minutes (0.50 hour) of attendance/participation is required for a program to be eligible toward recertification requirements.
- Thereafter, CE hours will be accrued in 15-minute increments (0.25 hour).
- CE hours cannot be reported for breaks, meals, test time during a class, award sessions, or networking activities.

CONTINUING COMPETENCE LEVELS

CBDM uses a continuing competence model for maintaining the CDM, CFPP credential. CDM, CFPPs will be asked to complete a Self-Assessment Tool, when they begin a new, three-year recertification period, beginning with those whose new recertification cycle started June 1, 2023.

You can read more about Continuing Competence at www.CBDMonline.org/continuing-competence or by clicking the button below.

CONTINUING COMPETENCE

CBDM has identified continuing competence levels and added these delineations to all ANFP education products and other CBDM Prior Approved programs. Find additional information about competence levels at www.ANFPonline.org/CCL or click the button below.

LEVEL ASSIGNMENTS

REPORT YOUR CE HOURS AND UPLOAD THE REQUIRED DOCUMENTATION FOR EACH CE ACTIVITY

All CDM, CFPPs are required to earn, self-report and upload required documentation via the My Certification page of their ANFP record for a minimum of 45 continuing education (CE) hours by 11:59 p.m. CT on May 31 of the last year of their three-year recertification period. Nine of the 45 CE hours must pertain to Sanitation and Safety, and one CE hour must pertain to Professional Ethics. Physical, e-mailed, or faxed documentation sent to CBDM will not be accepted or returned. If you do not have your own computer, there are other viable solutions such as using mobile devices, tablets, or public computers that may be available at a local library. Failure to submit all required CE will result in being placed into the CE Audit.

- You can earn more than nine CE hours in Sanitation and Safety and more than one hour in Professional Ethics. These additional CE hours will automatically be deducted from the total required.
- CE hours can be earned and reported only while actively certified and in your current three-year recertification period.
- To verify when your recertification period ends, log into the My Certification page of your ANFP record.
- You should retain copies of your documentation for your personal records.

CRITERIA FOR MOST COMMONLY REQUIRED DOCUMENTATION

Criteria for the three most commonly required types of documentation are as follows:

Proof of Attendance or the Certificate of Completion must include the following information:

- Your full name
- Program sponsor name
- Program title
- Date of program
- CE hours awarded for completing the program
  - The CE hours you report for a program must match the CE hours listed on the certificate of completion or can be edited to reduce the number if you did not attend the entire event.
  - If the number of CE hours is not on the certificate, the agenda must show the time allocated for each topic. The total amount of CE reported must match what is reflected on the agenda.

NOTES:

- **If you are reporting a CBDM Prior Approved program, this is the only document that you must upload. It must meet the above criteria and have the CBDM Prior Approval number on it.**
- **Alternately, you may have the program sponsor provide a letter on company letterhead that includes the above information as proof of your completion of the program. This letter will then need to be uploaded.**

Program description and/or learning objectives can include the following information and must match the information on the certificate of completion:

- Program title (must include)
- Topics covered or program description
- Measurable learning objectives
- Time allocated to each of the program topics
- Time on agenda is used to verify allowed/eligible hours and number of CE hours submitted for a program

NOTES:

- If a program description is not available for a short program, e.g., only one hour long, or you are unable to obtain the agenda for a program, you may request the program provider submit a signed letter on letterhead that contains the required information to verify the program is eligible for CE. This letter will then need to be uploaded.
- If the information on the certificate and program description does not match, the documentation will be rejected if your record is audited

Summary of what was learned and how it applies to the industry/job is a brief summary that you type in the text box provided when reporting your program.

- Your summary can be a brief 2-3 sentences describing what you learned from the program, how it relates to the foodservice industry and how you will apply your learning to what you do on the job as a CDM, CFPP.

TIPS FOR MANAGING YOUR REQUIRED DOCUMENTATION

Before you begin the reporting and uploading process, it is recommended to have the electronic files you will be uploading available.

- You may already have a Word or Excel document or a PDF of a program certificate or other materials that the program sponsor provided you.
- If not, you may need to scan the documents and save them as a PDF to your computer or other device. Another option is to take a photo of the document with your phone and save the photo to your computer.
- When you save the document in preparation for uploading it to your CE record, **the file name must NOT have symbols or other characters in the file name**. If you upload a document with a file name that has symbols or other characters, it will result in an error and CBDM will not be able to open it.

STEP-BY-STEP GUIDE TO CE SELF REPORTING

To ensure CE activities are recognized and recorded in your CE record, please do not complete CE activities until at least 24 hours after your certification has been activated and reinstated to allow the system time to recognize your new status.

1. Login at www.ANFPonline.org to self-report CE and upload the required documentation.

2. Under "My Account Links," go to "My Certification."

3. Select "Report CE."

4. Select the CE activity category that you completed by clicking "Report Activity."

5. For all CBDM Prior Approved programs, select "Prior Approved Courses" for program type and enter the CBDM approved provider number as listed on your certificate of completion. Based on the Prior Approved number, some fields will auto-populate and should not be changed. Provide all other requested information.

6. Select "Choose File" to upload all required documentation as specified. Make sure all criteria are met for the required type of documentation. Select your file and choose "open" to upload.

7. Type your summary of what was learned and how it applies to industry/job in the provided text box.

8. Select "Report" or "Save & Add Another" when done.

9. "Submitted" status will show on your CE record for programs for which the CE hours were submitted and required documentation was uploaded electronically.

10. Continue this process for each CE activity that you have completed and wish to submit for the current recertification period.

To ensure CE activities are recognized and recorded in your CE record, please do not complete CE activities until at least 24 hours after your certification has been activated and reinstated.

Prior Approved online/education programs administered by ANFP are audit-proof and automatically entered into your CE record on your My Certification page when the program is fully completed.

View a tutorial below (or at www.CBDMonline.org/maintain-your-credentials/ceselfreporting) on how to submit CE programs.
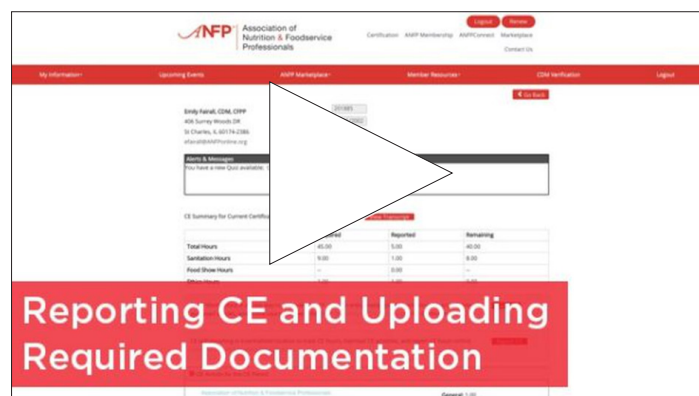
STRATEGIES TO HELP MAINTAIN YOUR CREDENTIAL

Activate your certification within one year from the date that you pass the exam. Failure to activate to certified status within one year of passing the CDM, CFPP Credentialing Exam will require qualifying for the exam under a current pathway of eligibility, submitting an exam application with fees for review and approval, and passing the exam to be eligible for certified status again.

Check e-mails regularly for important notices from ANFP and CBDM. Among other communications, reduced rate or free CE opportunity notices are sent throughout the year.

Make sure the contact information in your record is accurate. You are responsible for keeping your contact information on file in your record up to date. ANFP and CBDM are not responsible for missed communications due to incorrect e-mail or mailing address in your record or for e-mail messages you failed to access from a spam folder. Also, ANFP and CBDM are not responsible for any missed communications regarding any ANFP or CBDM matters if you chose to opt-out or unsubscribe from messages sent by ANFP or CBDM.

Log into the My Certification page of your ANFP record to verify when your recertification period ends.

Pace yourself - try to complete and report 15 CE hours and upload the required documentation annually for each of the three years in your recertification period. Don't wait until the last few weeks or months of your recertification period to complete the required 45 CE hours.

Scan copies of documentation for CE activities as you complete them in preparation to electronically upload the required documentation.

Only CE earned while your **certification is active** is eligible for recertification and CE Audit requirements.

If you require edits to be made to a CE program that you reported please contact CBDM for assistance at 800.323.1908 or info@CBDMonline.org.

Consider completing CBDM Prior Approved programs. When reported as a "Prior Approved Course" via the My Certification page, the certificate of completion is the only required document that must be uploaded.

CBDM Prior Approved Programs by ANFP and available through the ANFP Marketplace are CE Audit-proof and guaranteed approved for CE credit when all requirements for completion are met and the program was not previously completed. Upon successful completion of an ANFP online course (including completing activities, quizzes, tests, and course evaluation), CE hours will be recorded automatically on your My Certification page! For ANFP CE programs, the certificate of completion does not need to be uploaded.

VISIT **FIND CE** to search for all CBDM Prior Approved programs. You can search by CE type, competency level, competency topics, keywords, provider name, location and more.

Click the button below to view the Top 10 Tips to Maintain Your CDM, CFPP Credential.

TOP 10 TIPS TO MAINTAINING YOUR CDM, CFPP CREDENTIAL

CE AUDIT AND APPEALS PROCESS

OVERVIEW AND PURPOSE OF CE AUDIT

The purpose of the CE Audit is to ensure compliance with CBDM recertification requirements to maintain the CDM, CFPP credential. It is an industry best practice for certification programs.

As credentialed professionals, CDM, CFPPs have worked hard to earn and maintain their professional certification. CBDM policies and procedures for CE Self Reporting and the CE Audit are designed to uphold the integrity of the credential and help CDM, CFPPs gain a professional edge that meets defined standards and demonstrates continued competence.

CDM, CFPPs are required to submit all CE hours electronically by the end of their three-year recertification period via the My Certification page of their ANFP record. Physical, e-mailed, or faxed documentation sent to the CBDM will not be accepted or returned.

CE AUDIT SELECTION

Individuals who fail to meet the minimum required CE (45 CE hours; nine of the 45 CE hours must pertain to Sanitation and Safety, and one of the 45 CE hours must pertain to Professional Ethics) by 11:59 p.m. CT on May 31 of the third year of their three-year recertification period may be placed into the CE Audit. If your certification is active and you have reported more than 0.5 CE but less than 45 CE on May 31 of the third year end of your certification period, you will be automatically placed into CE Audit. You will be sent an e-mail notification from CBDM at the e-mail address on file in your ANFP record regarding required actions to meet recertification and CE Audit requirements. **If you have submitted 0 CE hours by the end of your recertification cycle, your certification will be terminated, and you will need to qualify under a current pathway of eligibility, submit an exam application with fees and retest to become certified again.**

Each year, CDM, CFPPs whose three-year recertification period ends May 31 may be randomly selected for the CE Audit. Also, CDM, CFPPs who do not comply with regulations and laws related to the practice of the professional CDM, CFPP (refer to the Code of Ethics at www.CBDMonline.org) may be selected for the CE Audit.

If you submit information that is intentionally deceptive, this is unethical. Examples include falsifying CE records and resubmitting CE programs for which CE credit has already been earned and reported. Anyone who has committed an ethical violation may lose their certification and be subject to sanctions as determined by CBDM.

If you are selected for the CE Audit, you will be notified in writing on June 1 (or the first business day thereafter) via the e-mail address on file in your record. Your CE record (including reported CE activities and uploaded required documentation) will be reviewed for compliance with CBDM recertification and CE Audit policy. If you do not meet recertification and CE Audit requirements by the stated deadlines, you will be CE Audit Failed, and your certification will be terminated.

To avoid missing critical communications about required actions and deadlines, please make sure your contact information in your ANFP record is accurate and current.

Watch your e-mails for CBDM policy updates or other matters regarding the CBDM Certification Program. You may also contact CBDM at info@CBDMonline.org or 800.323.1908, select option 1 (Monday - Friday, 8:00 a.m. - 5:00 p.m. CT).
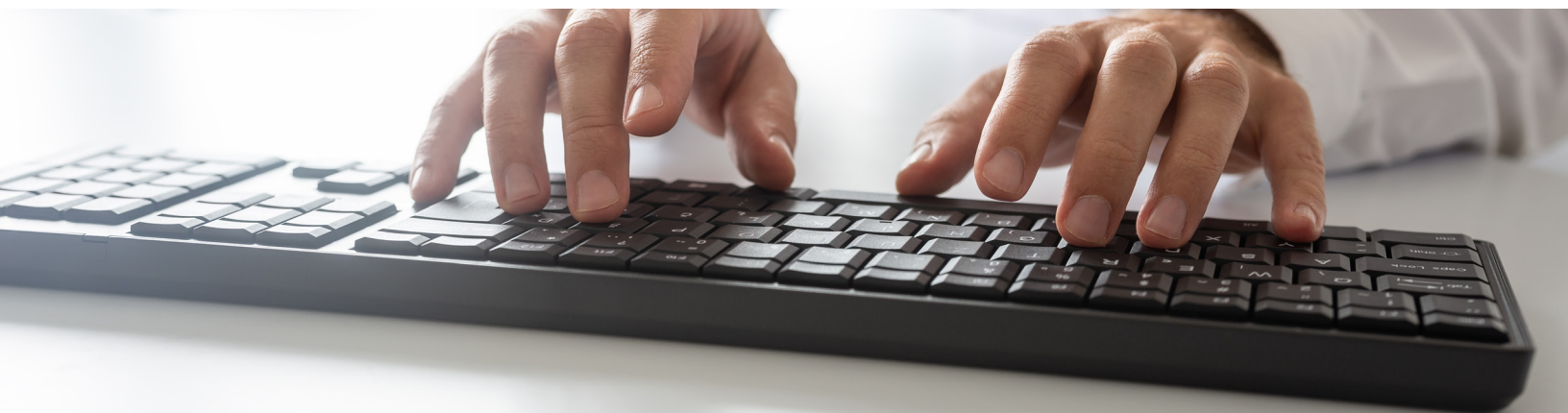
During the CE Audit, submitted CE programs are reviewed for compliance with CBDM policies, including but not limited to the following:

- Program is at least 30 minutes long
- Program content relates to CDM, CFPP Scope of Practice
- Program is not a duplicate entry in the current or during a prior recertification period
- Reported CE hours are accurate as verified by the program agenda or certificate of completion
- All required documentation is submitted and each document complies with CBDM policy
- Certificate of completion includes your name, program title, date, and CE hours awraded

CE auditors also send e-mails regarding actions required to meet all requirements and are available to answer questions.

CE AUDIT STATUS TYPES AND DEFINITIONS

If your CE record is selected for the CE Audit process, you may see one of many CE Audit status types in your ANFP record when you access your My Certification Page. Visit https://www. cbdmonline.org/ce-audit/CE-audit-definitions or click the button below to view certification status definitions.

CERTIFICATION & CE AUDIT STATUS DEFINITIONS

CE AUDIT REMINDERS

- Certification status remains active during the CE Audit process, until the CE Audit process is complete, and for as long as your annual certification fees are paid up to date.
- If your certification becomes inactive during the CE Audit process, you may fail the CE Audit and your certification will be terminated. Make sure you stay current on your certification fees.
- Excess CE hours earned and reported during the CE Audit do not apply or carry over to the next recertification period.
- If you pass the CE Audit, your next recertification period begins as indicated in the e-mail sent by your auditor and ends May 31 three years later. If you were in the CE Audit extension process, your next recertification period will be shortened.
- If you fail the CE Audit and seek to become certified again, you must retake and successfully pass the CDM, CFPP Credentialing Exam, including qualifying under a current pathway of eligibility, submitting an exam application with fees for CBDM review and approval, and activating your certification within one year of passing the exam. You may test at any time with no waiting period.

CE AUDIT PROCESS, STEPS, AND TIMELINE
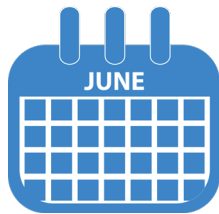
JUNE 1 (OR THE FIRST BUSINESS DAY THEREAFTER)

CBDM sends an e-mail notification to everyone selected for the CE Audit to the e-mail address on file in their ANFP record. If you are not selected for CE Audit, your new recertification period will begin immediately on June 1, and you will be notified by e-mail.

JUNE 1 - JUNE 30:

If you have submitted more than 0.5 CE hours but less than 45 CE hours, you will be placed in the CE Audit process. You will be required to acknowledge receipt of the CE Audit selection on your My Certification page by 11:59 p.m. CT on **June 30**. Instructions will be outlined in your CE Audit selection e-mail. You will have the option to:

- Accept the extension and remain certified (you will have until August 31st to earn and report CE hours to meet the requirement).
- Choose to not continue with the audit process. This will terminate your certification immediately.

JULY 1 (OR THE FIRST BUSINESS DAY THEREAFTER)

If you were selected for audit because you did not meet the minimum requirement and you did not accept the extension in your ANFP record under My Certification by the June 30 deadline, you will be CE Audit Failed, and your certification will be terminated.

- Notice of certification termination is e-mailed and mailed to the address on file in your ANFP record.
- If you fail the Audit, you have the right to submit an appeal of the Audit Fail decision to CBDM in writing within 15 days of the e-mailed certification termination notice send date and in accordance with CBDM policy.

JUNE 1 - JULY 31

If you have met the minimum requirements (45 CE hours; nine of which must pertain to Sanitation and Safety, and one of which must pertain to Professional Ethics) and have been randomly selected, your record will be placed in Audit-Pending Review. This means CBDM is in the process of reviewing your CE record. During this time, you cannot access the My Certification page. Throughout this period, you will receive e-mails from CBDM and/or your CE auditor regarding the status of pending hours or required documentation needed to meet recertification and CE Audit requirements.

JULY 31 (OR THE FIRST BUSINESS DAY THEREAFTER)

If you were randomly selected for audit you will be notified of the CE Audit outcome via e-mail at the address on file in your ANFP record by this date.

- If the CE Audit outcome is Audit Passed, your certification status is Active and the next recertification period is June 1 of the current CE Audit year to May 31 three years later.
- If the CE Audit outcome is Audit Failed, recertification is denied, and your certification is terminated for failing to meet all recertification and CE Audit requirements.
  - Notice of certification termination is e-mailed and mailed to the address on file in your record.
  - If you fail the Audit, you have the right to submit an appeal of the Audit Fail decision to CBDM in writing within 15 days of the e-mailed certification termination notice send date and in accordance with CBDM policy. If an appeal is denied, certification fees for the current year are refunded within about 60 days.

SEPTEMBER 1 - OCTOBER

- If you requested an extension and met the requirements by the August 31 deadline, CBDM will review CE reported and documentation uploaded to the My Certification page starting September 1 and ending October 31.
- If you requested an extension and did not meet the requirements by the August 31 deadline, you will fail the CE Audit and your certification will be terminated for failing to meet all recertification and CE Audit requirements on September 1.

NOVEMBER 1

CE Audit ends.

Click the buttons below for more information.

TOP 10 TIPS FOR A SUCCESSFUL CE AUDIT

CE AUDIT FAQS

VIEW THE CBDM CE AUDIT POLICY AND PROCESS VIDEO

CE AUDIT EXTENSION ELIGIBILITY REQUIREMENTS

Only individuals selected for the CE Audit may be eligible to request an extension.

NOTE: All dates are for a given year that an individual has been selected for the CE Audit process.

If you are selected for the CE Audit because you reported more than 0.5 CE hours but less than 45 CE hours by 11:59 p.m. CT on May 31, you may be eligible to request an extension to meet recertification and CE Audit requirements. If you receive an extension, you will have until August 31 to meet the requirements. The sooner you request your extension, the quicker you can get started on meeting the requirements.

To acknowledge your CE Audit selection, follow the steps below:

- Log into your ANFP record with your username and password.
  - From the red navigation bar, locate My Information from the dropdown, and select My Certification.
  - You will be prompted with a pop-up asking you to select the option to accept an extension or terminate your certification. Follow the prompts and confirm your selection.

You are not approved for a CE Audit Extension until you receive an e-mail to the address on file indicating the extension has been granted and instructions on how to proceed with the CE Audit Extension.

If you are granted an extension during the CE Audit, you will have an additional three months after your current three-year recertification cycle ends on May 31, i.e., until August 31 at 11:59 p.m. CT of the year in which your CE record is being audited to complete and submit their requirements.

If your CE record is being audited because you did not meet recertification requirements (you reported at least 0.5 CE but less than 45 CE) and did not request an extension by 11:59 p.m. CT on June 30, you will fail the CE Audit and your certification will be terminated on July 1. CBDM sends written notice of failing the CE Audit and certification being terminated at the e-mail and mailing address on file in your ANFP record. To use the CDM, CFPP credential or represent yourself as being CDM, CFPP certified, you must re-earn the certification in accordance with CBDM policy.

CE AUDIT EXTENSION PROCESS, STEPS, AND TIMELINE

NOTE: Only individuals who were granted the CE Audit Extension are eligible for the following process and deadlines. All CBDM policy applies for eligible types of CE programs and required documentation, including that only CE completed while an individual's certification is active may be eligible toward recertification and CE Audit requirements.

JUNE **JULY** **AUGUST**

JUNE 1 - AUGUST 31

- Your CE programs must be completed and submitted via the My Certification page of their ANFP record to meet the minimum recertification requirements by 11:59 CT on August 31.

SEPTEMBER **OCTOBER** **NOVEMBER**

SEPTEMBER 1

- CE records are CBDM reviewed in the order in which they are submitted and received.
- Throughout this CE Audit extension period, you will be sent e-mails from CBDM and/or your CE Auditor regarding the status of pending hours or required documentation needed to meet recertification and CE Audit requirements.
- If you did not meet the minimum recertification requirements by 11:59 CT on August 31 your CE Audit outcome is Audit Failed, recertification is denied, and your certification is terminated for failing to meet all recertification and CE Audit requirements.
- Notice of certification termination is e-mailed and mailed to the address on file in your record.
- If you fail the Audit, you have the right to submit an appeal of the Audit Fail decision to CBDM in writing within 15 days of the e-mailed certification termination notice send date and in accordance with CBDM policy. If an appeal is denied, certification fees for the current year are refunded within about 60 days.

SEPTEMBER 30

Deadline for CE Audited individuals who were granted an extension to make payment for current-year annual certification fees and remain in CE Audit.

OCTOBER 1 (OR FIRST BUSINESS DAY THEREAFTER)

If you are CE Audited and fail to pay your certification fees by 11:59 p.m. CT on September 30, you are removed from the CE Audit and your certification is terminated on this date. Notice of termination is e-mailed and mailed to the address on file in your ANFP record. If you fail the Audit and have not yet submitted an appeal during the CE Audit process you have the right to submit an appeal of the Audit Fail decision to the CBDM in writing within 15 days of the e-mail notice send date and in accordance with CBDM policy.

11:59 P.M. CT ON OCTOBER 31

This is the deadline if you are CE Audited and was granted an extension to meet all recertification and CE Audit requirements. Failure to do so results in failing the CE Audit and certification being terminated. Your access to your CE record closes at this point and no more CE can be reported or corrected.

NOVEMBER 1 (OR FIRST BUSINESS DAY THEREAFTER)

Date by which CE Auditor sends e-mail notification of the CE Audit outcome to the e-mail address on file in your ANFP record. No further review will be done of CE records after this date and you cannot take further action to meet recertification requirements.

- If you pass the CE Audit, your next three-year CE recertification period begins effective the date of the e-mail notice and ends on May 31 of the third year of the three-year recertification period.
- Your next three-year recertification period begins as indicated in the e-mail notification of passing the CE Audit and ends May 31 three years later.
- Because of the extension granted during the CE Audit process, the recertification period is shorter for subsequent renewal cycle.
- Excess CE hours reported do not carry over to the next recertification cycle.
- CE programs completed during the extension period and prior to the date of e-mail notification of passing the CE Audit do not count for the next recertification period.
- You have not passed the CE Audit until CBDM sends you an e-mail notification that all CE Audit requirements have been met.
- If you fail the CE Audit you are no longer certified and you are no longer allowed to use the CDM, CFPP credential or represent yourself as being CDM, CFPP certified until you re-earn the certification in accordance with CBDM policy. Written notice of failing the CE Audit is also mailed to the address on file in your ANFP record.
- If you fail the CE Audit and have not yet submitted an appeal during the CE Audit process, you have the right to submit an appeal of the Audit Fail decision to CBDM in writing within 15 days of the e-mail notice send date and in accordance with CBDM policy. If an appeal is denied, certification fees for the current year are refunded within about 60 days.

View the CBDM CE Audit Extension Policy and Process webinar for an overview of the Audit Extension information.

CDM|CFPP
CE Audit Extension &
Recertification Requirements

APPEALS

APPEAL TO CBDM

An appellant is defined as the individual submitting an appeal. Written appeals may be submitted to the Certifying Board for Dietary Managers (CBDM), regarding the CE Audit outcome, certification termination, denial of exam eligibility, or an ethical violation.

The CBDM Appeal Form must be used to submit an appeal as directed on the form. The appeal must include a compelling reason as well as verifiable documentation for why CBDM should reconsider their decision. Access the appeals form at https://www.cbdmonline.org/docs/default-source/legacy-docs/docs/audit/cbdm-appeal-form.pdf or by clicking the button below.

CBDM APPEALS FORM

The completed form must be submitted and time-stamped by no later than 11:59 p.m. CT 15 days from the date of the e-mail notification sent by CBDM regarding the reason for which you are submitting the appeal. Appeals received later than the 15-day deadline will not be presented to and heard by CBDM.

A specific appeal may be presented once to CBDM in accordance with CBDM Policy. For example, your CE record was audited, you failed a phase of the CE Audit and won your appeal with CBDM allowing you to be placed back in the CE Audit Process. In this case, you cannot appeal your terminated certification a second time. The only way to become certified again is in accordance with CBDM policy.

Appeals will be presented to and heard by CBDM at their next scheduled quarterly meeting. Written notice of CBDM's determination of the appeal will be e-mailed and mailed to the appellant at the address on file in the appellant's ANFP record within 15 days of the CBDM meeting.

For more information about the Appeals process policy please visit https://www.cbdmonline.org/ce-audit or click the button below.

APPEALS