CBDM GUIDE

TO MAINTAINING YOUR CDM® | CFPP® CREDENTIAL

6.1.2020
Offered since 1985, the CDM 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 Credentialing Exam and fulfilling the requirements needed to maintain certified status.

CDM, CFPPs work together with 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.

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

The 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 the CBDM Bylaws.
CBDM Mission
Promote excellence and industry best practices through administering and maintaining the Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) credential for foodservice professionals.

CBDM Vision
Every foodservice operation will employ a CDM, CFPP.

CBDM Values Statement
The Certifying Board for Dietary Managers values

- Integrity
- CDM, CFPP certification process
- Collaboration
- Continuing education
- Industry excellence
- Commitment to customers
- Physical or mental impairment affecting the performance of the Certified Dietary Manager

CODE OF ETHICS FOR CERTIFIED DIETARY MANAGERS
The Certifying Board for Dietary Managers (CBDM) has a formal policy, the Code of Ethics for the Certified Dietary Manager, and procedures which incorporate due process, for the discipline of certificants. 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.

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

Violation of the Code of Ethics as discovered by or reported to the 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.

The CBDM has a whistleblowers policy and does not tolerate retaliation against individuals who report incidents to the CBDM. The CDM, CFPP Code of Ethics can be found at: [www.CBDMonline.org/codeofethics](http://www.CBDMonline.org/codeofethics).

According to the privacy policy posted on the CBDM website, the CBDM maintains confidentiality of candidate and certificant data and information. No information will be released without written permission from the applicant, candidate, or certificant unless required by court order or other legal process.
The CBDM has defined a scope of practice, which is validated by an extensive job analysis study conducted by a third party, and describes the procedures, actions, and processes that a CDM, CFPP is permitted to undertake in keeping with the terms of their professional certification. A Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) has passed the nationally-recognized CDM Credentialing Exam offered by the Certifying Board for Dietary Managers (CBDM). Continuing education is required to maintain this credential. The exam is written by content experts, and administered by an independent examination services provider. The exam consists of 140 questions that have been pre-tested and proven valid and reliable, plus an additional 20 questions that are being pre-tested for use on future exams. Questions cover five competency areas that fall under these major headings: Nutrition, Foodservice, Personnel and Communications, Sanitation and Safety, and Business Operations. The CDM, CFPP credential indicates that an individual has the training and experience to competently perform the responsibilities of a Certified Dietary Manager. CDM, CFPPs work together with Registered Dietitian Nutritionists (RDNs) to provide quality nutritional care in a variety of non-commercial settings for clients and perform the following tasks on a regular basis*:

- Conduct routine client nutritional screening which includes food/fluid intake information
- Calculate nutrient intake
- Identify nutrition problems using established guidelines to distinguish between routine and at risk individuals
- Identify food customs and nutrition preferences based on race, culture, religion, and food intolerances
- Implement diet plans and diet orders using appropriate modifications
- Utilize standard nutrition care procedures following ethical and confidentiality principles and practices
- Document nutritional screening data in the medical record and complete forms (i.e. care plans, MDS, etc.)
- Review intake records, conduct visual meal rounds, and document food intake
- Participate in care conferences and review effectiveness of nutrition care
- Provide basic diet information using evidence based educational materials
- Develop and implement menus that meet individual nutritional needs in accordance with established national guidelines
- Specify standards and procedures for food preparation
- Continuously improve care and service using quality management techniques including quality control standards and food waste policies
- Supervise preparation and serving of therapeutic diets and nutritional supplements
- Manage a sanitary foodservice environment
- Protect food in all phases of preparation, holding, service, cooling, and transportation
- Purchase, receive, and store food following established sanitation and quality standards
- Purchase, store, and ensure safe use of chemicals and cleaning agents
- Manage equipment use and maintenance
- Develop work schedules, prepare work assignments
- Manage goals and priorities for the department, establishing short and long term goals and communicating internally and externally
- Interview, hire, and train employees
- Conduct employee performance evaluations
- Recommend salary and wage adjustments for employees
- Supervise, discipline, and terminate employees
- Supervise business operations of foodservice department, implementing cost effective procedures and managing revenue-generating services
- Prepare purchase specifications and orders for food, supplies, and equipment
- Develop annual budget and operate within budget parameters
- Develop and implement department policies and procedures
- Comply with federal and state regulations related to effective food and nutrition services

*Validated by the 2014 Dietary Manager Job Analysis Study performed by Applied Measurement Professionals, Inc., and required by the National Commission for Certifying Agencies (NCCA). The CBDM Certification Program is accredited by the NCCA.
CDM, CFPP CERTIFICATION PROGRAM

Purpose
The CDM, CFPP 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 certification program that certificants must meet to maintain competence and renew their certification.

**Continuing Education** - Education and training activities that certificants engage in to receive credit for the purpose of maintaining competence and renewing certification.

**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.

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.

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

- Pay your certification fee every year.
- Earn the required 45 hours of continuing education (CE) every three years. Of the 45 CE hours, nine CE hours must pertain to Sanitation and Safety, and beginning June 1, 2019, one CE hour must pertain to Professional Ethics. If you fail to meet this requirement, you will be selected for the CE Audit.
- Report your CE hours and upload required documentation for each completed CE activity via the My Certification page in your record.

CE hours cannot be earned and reported until at least 24 hours after the certification has been activated or reinstated. Individuals whose certification status is inactive are not eligible to earn and report CE hours.

Reported CE activities and uploaded required documentation are maintained as part of the information in your record.

**STEP 1** Pay annual certification fee

**STEP 2** Complete required CE during three-year period

**STEP 3** Report CE and upload required documentation (ongoing)
Authorized Use of the CDM, CFPP Credential

Individuals who qualify under a current pathway of eligibility, take, and pass the CDM 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 activation of your certification, the CDM, CFPP credential may be used as long as certification is active, valid, and in good standing. The credential is typically used without periods, after the certificants’ name, following any academic degree, if applicable (e.g., Jane Doe, BS, 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 to 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 the CBDM for consideration of sanctions.

Certification Status Types
- **Certified** — Meets the recertification requirements.
- **Inactive** — Failed to meet the recertification requirements.

Membership & Certification Fees
Visit [www.ANFPonline.org](http://www.ANFPonline.org) for the most up-to-date information on fees and due dates.

Individuals who are inactive when their three-year recertification period ended may be eligible for reinstatement (all fees apply and must be paid). For more information, please contact CBDM at 800.323.1908 or info@CBDMonline.org.

Earning Continuing Education (CE)

Every three years, Certified Dietary Managers, Certified Food Protection Professionals (CDM, CFPPs) are required to earn 45 continuing education hours. Nine of the 45 CE hours must pertain to Sanitation and Safety. Beginning June 1, 2019, one of the 45 CE hours must pertain to Professional Ethics. All other CE must be related to the fields of Nutrition, Foodservice, Personnel and Communications, Sanitation and Safety, and Business Operations.

All hours must be completed while actively certified and in the current three-year recertification period. No duplicate programs/titles are ever allowed, including programs/titles from facility-contracted service companies. CE hours can be earned only once for any given program and cannot be resubmitted for credit again regardless of whether the program is completed in a new recertification period.

You can enjoy many options for earning CE toward the CDM, CFPP recertification requirements: Seminars, in-services, approved books and articles, and online courses, to name a few! Browse the ANFP Products & Services Catalog for CE choices, or visit the Earn CE Now section of the ANFP website.

You may attend a program that has been Prior Approved for CE by the CBDM, or you may submit a program you have already attended that you feel may qualify for CE based on CBDM guidelines for program length, content, etc.

For more information on the types of eligible CE programs/activities and required documentation that must be uploaded for each type of CE activity, please refer to the next section of this Guide. Please note that some activity types have limits on the number of hours that can be earned in a three-year recertification period.
CBDM Prior Approved Programs

Through the Prior Approval process, programs that received CBDM Prior Approval have been submitted to the 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 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.

Examples of CBDM Prior Approved programs include those offered by ANFP such as the ANFP Annual Conference and Expo (ACE) and ANFP Chapter meetings, provided that chapter meeting planners have submitted the program in advance and have met the requirements to be a CBDM Prior Approved program. Planners of industry-related meetings may apply for Prior Approval from the CBDM and can confirm with you whether a meeting has been designated CBDM Prior Approved for CE. ANFP Food Protection Connection articles, Nutrition Connection articles, most ANFP online courses, and some ANFP books are also CBDM Prior Approved for CE, and the program description will indicate this.

Calculating CE Hours

Calculation of CE hours is based on the minutes of attendance/participation time. One CE hour is equivalent to 60 minutes of attendance/participation. A minimum of 30 minutes of attendance/participation is required for a program to be eligible toward recertification requirements. Thereafter, CE hours will be accrued in 15 minute increments. CE hours can not be reported for breaks, meals, test time during a class, award sessions, or networking activities.

<table>
<thead>
<tr>
<th>PROGRAM LENGTH</th>
<th># OF CE HOURS</th>
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<tbody>
<tr>
<td>60 Minutes</td>
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<tr>
<td>45 Minutes</td>
<td>0.75</td>
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<tr>
<td>30 Minutes</td>
<td>0.50</td>
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<tr>
<td>15 Minutes</td>
<td>0.25</td>
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Continuing Competence Levels

The CBDM is moving from a continuing education model toward a continuing competence model for maintaining the CDM, CFPP credential. CDM, CFPPs should identify their own individual needs for professional competence and then develop a plan for completing specific continuing education to meet those needs.

The CBDM has a Gap Analysis Tool designed to assist you in identifying your needs and focusing/prioritizing your CE opportunities. Access the tool here: [www.CBDMonline.org/cdm-resources/gap-analysis-tool](http://www.CBDMonline.org/cdm-resources/gap-analysis-tool).

The CBDM has identified continuing competence levels and added these delineations to all ANFP education products and other Prior Approved programs. Find additional information about competence levels at [www.ANFPonline.org/CCL](http://www.ANFPonline.org/CCL).
CDM, CFPP CE Recertification Requirements at a Glance

Minimum CE Requirement: 45 hours. Must meet Sanitation & Safety and Ethics hour requirements.

**Required Documentation**
- Certificate of Completion
- Program Agenda
- Program Outline, Course Syllabus, Marketing Materials for Presentations
- Copy of Publication for Authoring

**Eligible Content Areas**
- Nutrition
- Foodservice
- Personnel & Communications
- Sanitation & Safety
- Business Operations

**Eligible Activity Types**
- In-Services
- Meetings and Seminars
- Trade/Food Show Exhibits
- Webinars
- Field Trips/Tours
- Teaching/Presenting
- Precepting
- Authoring Articles
- Computer/Web-Based Courses
- Academic College Courses
- Journal Clubs
- Books

**CE Self-Reporting**
Self-report CE programs and documentation electronically via the My Certification page of your record.

**Criteria apply including maximum hours per 3-year recertification period.**

**CE Self-Reporting Requirements**
- Certificate of Completion
- Program Agenda
- Program Outline, Course Syllabus, Marketing Materials for Presentations
- Copy of Publication for Authoring

**Self-report CE Programs and Documentation**
- Must meet Sanitation & Safety and Ethics hour requirements.

**Minimum CE Requirement:**
- 35 General CE Hours
- 9 Sanitation & Safety CE Hours
- 1 Ethics CE Hour

Total: 45 hours
All continuing education must be related to the areas of Nutrition, Foodservice, Personnel and Communication, Sanitation and Safety, and Business Operations.

Continuing education (CE) hours will be granted for the following activities, according to the specified CBDM policy. Proof of attendance and other required documentation must also be uploaded via the My Certification page. The title of the program submitted must match the title on the certificate of completion. The certificate of completion must include your name, program title, date of program completion, program sponsor, program location and number of CE hours awarded.

For CBDM Prior Approved Programs, you must report it as a Prior Approved program type via the My Certification page, submit the Prior Approval number as listed on the certificate of completion, and provide all other required documentation, in addition to uploading the certificate of completion. ANFP Prior Approved programs are audit proof and will automatically be entered into your CE record on your My Certification page when the program is fully completed.

In-service Training Attended
1. Hours for in-service training must be a combined minimum of 30 minutes in length. An established evaluation method must be in place and submitted to CBDM as required. Training employees or new employee orientation do not qualify for CE hours.

2. The following required documentation must be provided:
   A. Program agenda with timeline and objectives
   B. Proof of attendance with in-service time, location, and hours earned
   C. Summary of purpose and evaluation of what was learned and how it applies to the industry

Meetings/Seminars
1. CE hours are those hours spent listening to or participating in a CE session. All scheduled time for registration/welcome, breaks and lunch are deducted from the total time of the program. A speaker during a luncheon is calculated as one-half (1/2) the time. Example: A one-hour luncheon with a speaker would equal one-half (1/2) CE hour. Company/facility business portions of meetings do not qualify for CE hours.

2. The following required documentation must be provided:
   A. Program agenda with timeline and objectives
   B. Proof of attendance with name, date, location, and hours earned
   C. Summary of purpose and evaluation of what was learned and how it applies to the industry

Trade/Food Show Exhibits
1. Any meeting that has a minimum of one hour scheduled for a trade/food show is allocated a minimum of one CE hour. Additional hours are based on the amount of time after the first hour, in half-hour increments, allocated to the show. The maximum number of CE hours for trade/food shows is five per three-year recertification period.

2. The following specifications must be provided:
   A. Proof of attendance with date and location as well as program/list of exhibitors
   B. Summary of purpose and evaluation of what was learned and how it applies to the industry

Audio/Video/Webinar Presentations
1. Requests for hours for audio/video presentations must be a combined minimum of 30 minutes in length.

2. The following required documentation must be provided:
   A. Program agenda with timeline and objectives
   B. Proof of attendance with name, date, location, and hours earned
   C. Summary of purpose and evaluation of what was learned and how it applies to the industry

Field Trips/Tours
1. Field trips/tours pertaining to the foodservice field must be a minimum of one hour in length and will be allocated a maximum of one CE hour.

2. The following required documentation must be provided:
   A. Program agenda with date, location, timeline, and objectives
   B. Summary of purpose and evaluation of what was learned and how it applies to the industry
Teaching/Presenting
CE hours for teaching/presenting will be granted according to the following:

1. For ongoing CE courses such as foodservice manager training programs, one CE hour for every ten hours of class taught, will be granted.

2. For one-time only presentations or courses, one CE hour for each hour of the presentation will be granted. Courses/programs taught multiple times/dates can be reported only once.

3. The following specifications must be met:
   a. Content of program must be industry related to foodservice management as opposed to facility policy
   b. Must be outside of facility in-service requirements
   c. May only be submitted once for credit
   d. Must be a minimum of one hour in length

4. The following required documentation must be provided:
   a. Copy of handouts, course outline/syllabus, and course promotional materials such as a brochure/notice of advertising sample
   b. Program agenda with timeline and objectives
   c. Summary of purpose and evaluation of what presenter learned and how it applies to the industry

Precepting Foodservice Manager Training Program Students
Continuing education hours for precepting foodservice manager training program students enrolled in ANFP-approved schools will be granted according to the following:

1. One CE hour is granted for each hour of precepting, up to five hours for the preceptor’s three-year recertification period.

2. Verification of student enrollment in an ANFP-approved school from the school/college must be provided.

3. Verification of hours spent precepting must be documented on the RDN preceptor’s facility letterhead and signed by the RDN preceptor, and submitted as required documentation.

Precepting Dietetic Interns
CE hours for precepting 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) will be granted according to the following:

1. One CE hour is granted for each hour of precepting, up to five CE hours for the preceptor’s three-year recertification period.

2. Verification of student enrollment in an ACEND accredited program from the school/college must be provided.

3. Verification of hours spent precepting must be documented on the Field Experience Verification Form, signed by the RDN Preceptor, and submitted as required documentation.

Authoring Articles
Up to four CE hours per three-year recertification period may be earned by writing articles, according to the following specifications:

1. The article must be published.
2. The article must be original.
3. The article must be industry-related.
4. The following required documentation must be provided:
   a. Copy of article in publication including summary of article purpose, and bibliography/references
   b. Summary of what the author learned and how the article would apply to or benefit dietary managers

Computer/Web Based Courses
1. Requests for computer/web-based courses must be a combined minimum of 30 minutes in length.

2. The following required documentation must be provided:
   A. Agenda with timeline and objectives
   B. Proof of attendance with name, date, and hours earned
   C. Summary or purpose and evaluation of what was learned and how it applies to the industry
**Academic Coursework**
1. CE hours for academic coursework will be granted according to the following specifications:
   a. 18 CE hours will be awarded for each college credit hour earned, not to exceed 36 CE hours in a three-year recertification period
   b. Must be completed at an accredited post-secondary education institution

2. The following required documentation must be provided:
   a. Transcript showing completion of course, date, and passing grade of C or higher
   b. Official course description/outline/syllabus as published by the school
   c. Summary of purpose and evaluation of what was learned, how it relates to industry standards, and how it enhances competency of a CDM, CFPP

**Industry-Related Exchange Programs**
CE hours for industry-related exchange programs require that the following documentation be provided:

A. Agenda with timeline and objectives
B. Proof of attendance from sponsoring organization with name, date, location, and hours earned
C. Summary of purpose and evaluation of what was learned and how it relates to the industry

**Journal Clubs**
1. The purpose of the journal club should be an educational meeting in which a group of CDMs/staff members discuss current articles/books providing a forum for a collective effort to obtain new knowledge, promoting awareness of current medical trends, treatments and research finding.
2. CE hours may be earned for participating in journal clubs to discuss books/articles. The following specifications must be met:
   a. Prior Approval must be obtained from CBDM
   b. Sponsored by facility, which posts and distributes copies of book/article and journal club questions to staff
   c. Meeting time and location determined and publicized
   d. A minimum of three participants
   e. A minimum of 1 1/2 hours. Must be led by a facilitator who is in supervisory role
   f. Discussion questions are provided in writing; answers documented in writing following meeting
   g. Sign-in sheet on letterhead provided with
      • Date
      • Names of participants
      • Book/article title
      • Objectives
      • CE hours requested

3. When reporting journal clubs for CE, the following required documentation must be provided:
   a. Proof of attendance including date, location, and hours earned as well as a discussion outline
   b. Summary of purpose and evaluation of what was learned and how it applies to the industry

**Books**
1. Requests for CE for books will be based on the following:
   a. Content must pertain to the CDM, CFPP Scope of Practice
   b. A maximum of six CE hours may be accrued in a three-year recertification period
   c. Must have a publication date of five years or less

2. When reporting books for CE, the following required documentation must be provided:
   a. Book title page
   b. Book copyright page
   c. Outline or table of contents
   d. Summary of purpose and evaluation of what was learned and how it applies to the industry
**CE ACTIVITY TYPES**

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<tr>
<th>Documentation Types</th>
<th>Educational Programs</th>
<th>College Credit Programs</th>
<th>Trade/Food Show Exhibits</th>
<th>Teaching/ Presenting</th>
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<th>Precepting</th>
<th>Field Trips/ Tours</th>
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<th>Books</th>
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<td>All checked Required Documentation Types are required for each CE Activity Type.</td>
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<tr>
<td>Max 36 CE hours per three-year CE period</td>
<td>Max 5 CE hours per three-year CE period</td>
<td>Max 4 CE hours per three-year CE period</td>
<td>Max 5 CE hours per three-year CE period</td>
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<td>Max 6 CE hours per three-year CE period</td>
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**Required Documentation Types**

- **Proof of Attendance:** Certificate of Completion: Must include name, date, hours earned or Letter of Verification: Must include name, date, hours earned; be on official letterhead and signed by provider.
- **Agenda with Timeline & Objectives:** Must include at least three measurable learning objectives and program agenda with timeline. For books: Must provide a copy of the table of contents, title page, and copyright page.
- **Summary of Purpose & Evaluation:** Must write brief paragraph describing why the program was a valuable learning experience and how it will impact own current or future professional practice.
- **Transcripts:** Must include credit, course date, and grade of C or higher.
- **Copy of Article in Publication:** Must include summary, bibliography & references.
- **Copy of Evaluation Tool, Promotion & Outline/Syllabus of Course**
- **Verification of Hours from ANFP-Approved School or from ACEND-Accredited Program:** Documented on Field Experience, Verification Form, and signed by RDN Preceptor.

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SELF-REPORTING CE HOURS EARNED

June 2014 began the self-reporting process whereby CDM, CFPPs were required to track and submit their own CE hours into their record for the current three-year recertification period.

All CDM, CFPPs are required to earn, self-report and upload required documentation via the My Certification page of their record for a minimum of 45 continuing education (CE) hours by 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 beginning June 1, 2019, and one CE hour must pertain to Professional Ethics. You are permitted to earn more than nine CE hours in Sanitation and Safety and more than one hour in Professional Ethics. Additional CE hours will be automatically converted to General CE hours. CE hours can be earned and reported only while actively certified and in the current three-year recertification period. To verify when your recertification period ends, log into the My Certification page of your record.

Effective June 1, 2019, CDM, CFPPs are required to submit all CE hours electronically by the end of their three-year recertification period. Effective June 1, 2020, when submitting a CE program, all required documentation must also be electronically uploaded via the My Certification page. 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.

Education programs submitted for CE toward recertification requirements must be on topics related to Nutrition, Foodservice, Personnel and Communications, Healthcare, Sanitation and Safety, and Business Operations. 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 a new three-year recertification period. Also, CE hours earned in excess of the required minimum CE hours do not carry over from one, three-year period to another. View additional information on recertification requirements at [www.CBDMonline.org/maintain-your-credentials/maintaining-your-credentials](http://www.CBDMonline.org/maintain-your-credentials/maintaining-your-credentials).

For more information on the types of eligible CE programs/activities and required documentation that must be uploaded for each type of CE activity, please refer to the Qualifying Activities for Continuing Education section of this Guide.

**Step-by-Step Guide to CE Self-Reporting**

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

1. Log in at [www.CBDMonline.org](http://www.CBDMonline.org) to self report CE and upload required documentation.
2. Under “My Account Links,” go to “My Certification.”
3. Select “Report CE.”
4. Complete all pertinent fields for your CE activity. If it is a Prior Approved program, be sure to select “Prior Approved” for program type and enter the CBDM approved provider number as listed on your certificate of completion. Provide all other requested information.
5. Select “Add Document.” Upload all required documentation as specified. Select “Save” after uploading each document.
6. Select “Submit” after uploading the required documentation as specified for each CE activity reported. “Submitted” status will show for programs for which the CE hours were submitted and required documentation was uploaded electronically.
7. Continue this process for each CE activity that you have completed and wish to submit for the current recertification period.

If you need to edit an entry on your My Certification page, please e-mail info@CBDMonline.org or call 800.323.1908. Access the tutorial at [www.CBDMonline.org/maintain-your-credentials/ceselfreporting](http://www.CBDMonline.org/maintain-your-credentials/ceselfreporting).
Overview and Purpose of CE Audit

The purpose of the CE Audit is to assure compliance with the CBDM recertification requirements to maintain the CDM, CFPP credential.

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.

Effective June 1, 2019, 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 record. Also, all required documentation for each reported program must be electronically uploaded via the My Certification page. Physical, emailed or faxed documentation sent to the CBDM will not be accepted or returned.

To become certified again as a CDM, CFPP, an individual must qualify for the exam under a current pathway of eligibility, submit an exam application with fees for review and approval, pass the CDM Credentialing Exam, and activate their certification within one year of passing the exam.

CE Audit Selection

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 on [www.CBDMonline.org](http://www.CBDMonline.org)) may be selected for the CE Audit.

The CBDM made a policy change in January 2019 requiring CDM, CFPPs to meet all CE requirements (45 total continuing education hours, including 9 Sanitation/Safety CE hours and 1 Professional Ethics CE hour) by May 31 of the last year of their three-year recertification period. Individuals not meeting this requirement, would have their CDM, CFPP credential terminated. This policy was to be implemented as of May 31, 2020.

Due to the current COVID-19 pandemic and the unprecedented challenges that we find our professional dealing with, the CBDM has made the decision to postpone implementation of this policy. Therefore, current recertification policies will remain in place.

What this mean for me? For individuals whose three-year recertification period ends this year, i.e., May 31, 2020, your certification will not be terminated for not meeting the CE hour requirements. You will automatically be placed in the CE Audit process. Notification of your selection for CE Audit will be e-mailed to you at the email address on file in your record. To avoid missing critical communications about required actions and deadlines, make sure your contact information in your record is accurate and current. Failure to meet all recertification and CE Audit requirements will result in your certification being terminated.

Watch your e-mails for updates to CBDM polices or other matters regarding the CDM, CFPP Certification Program. You may also contact CBDM at [info@CBDMonline.org](mailto:info@CBDMonline.org) or 800.323.1908, select option 1 (Monday - Friday, 8:00 a.m. - 5:00 p.m. CST).

During the CE Audit, the CE programs will be reviewed for compliance with CBDM policies, including and not limited to the following:

- Program at least 30 minutes long
- Program content relates to
- Program is not a duplicate entry in current or during a prior recertification period
- All required documentation is submitted and each document complies with CBDM policy
- Certificate of completion includes your name, program title, date, and CE awarded

Your CE auditor will send you e-mails regarding actions required to meet all requirements and is also available to answer your questions. CE records are reviewed in the order in which they are submitted and received.
If an individual submits 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. An individual who has committed an ethical violation will lose their certification and be subject to sanctions as determined by the CBDM.

Individuals selected for the CE Audit will be notified of such in writing by June 1 (or the first business day thereafter) via email at the address on file in their record. Their CE record (including reported CE activities and uploaded required documentation) will be reviewed for compliance with CBDM recertification and CE Audit policy. Failure to meet recertification and CE Audit requirements by the stated deadlines will result in being CE Audit Failed and their certification will be terminated.

**Required Documentation for CE Activities**

Required documentation must be uploaded electronically via the My Certification page of your record for each CE program reported. Required documentation can include a certificate of completion/attendance, program materials or other information provided by the program sponsor that verifies program date, length and subject matter as well as your participation in the program. Such documentation may include the program agenda or content outline, handouts, event/meeting summary, or event/meeting summary. Additional required documentation may include a summary of purpose and evaluation of what was learned and how it related to the industry.

For a CBDM Prior Approved program, the program must be submitted as a Prior Approved program type via the My Certification page, the Provider number entered as listed on the certificate of completion, other required information entered as requested, and the certificate of completion uploaded. If the CBDM Prior Approved program is an ANFP program, the program will automatically be entered into your My Certification page when the program is fully completed.

CDM, CFPPs should retain copies of CE record and documentation as submitted via the My Certification page of their record.

*For more information on required documentation for each CE activity type, refer to the Qualifying Activities for Continuing Education section of this Guide.*

**CE Audit Reminders**

- Certification status remains active during the CE Audit process and until the CE Audit process is complete, and for as long as the annual certification fees are paid up to date.

- CE hours earned and reported during the CE Audit do not apply or carry over to the next recertification period.

- Anyone failing the CE Audit and seeking to become recertified must retake and successfully pass the CDM Credentialing Exam, including qualifying under a current pathway of eligibility, submitting an exam application with fees for review and approval, and activating the certification within one year of passing the exam. They 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 email notification of selection for the CE Audit to the e-mail address on file in the certificant’s record.

June 1 – June 30 – Certificant must contact CBDM to acknowledge receipt of the CE Audit selection email notification. If eligible for an extension, the CE Audited certificant must request the extension by June 30.

July 1 (or the first business day thereafter) – CE Audited individuals who fail to submit electronically required CE and documentation for the minimum required CE hours will be CE Audit Failed and their certification will be terminated. Notice of certification termination is emailed and mailed to the address on file in the individual’s record.

July 1 – August 31 – CBDM reviews reported CE programs and documentation uploaded to the My Certification page in the order in which it is submitted and received from those being CE Audited. Throughout this period, CE Audited individuals will receive emails from the CBDM and/or their CE Auditor regarding the status of pending hours or required documentation needed to meet recertification and CE Audit requirements.

September 1 (or first business day thereafter) – By this date, CE Audited individuals will be notified of the CE Audit outcome via email at the address on file in their record.

• If the CE Audit outcome is Audit Passed, the 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 the certification is terminated for failing to meet all recertification and CE Audit requirements. Notice of certification termination is emailed and mailed to the address on file in the Individual’s record. These individuals have the right to submit an appeal of the Audit Fail decision to the CBDM in writing within 15 days of the emailed certification termination notice send date. If an appeal is denied, certification fees for the current year are refunded within about 60 days.

• If an extension was granted upon request by an eligible CE Audited individual, the individual must complete and demonstrate compliance with required CE hours and documentation by the November 30 deadline as specified in the notice emailed to address on file in the record. By the stated deadline, the CE record will again be audited and notice of CE Audit outcome e-mailed and/or mailed to the address on file in the individual’s record.

September 1-November 30 – 90-day extension period during which CE Audited individuals eligible for an extension earn, report and upload required documentation for CE activities via the My certification page of their record.

• The CBDM reviews reported CE programs and documentation uploaded to the My Certification page in the order in which it is submitted and received from those being CE Audited and granted an extension. Throughout this period, CE Audited individuals will receive e-mails from the CBDM and/or their CE Auditor regarding the status of pending hours or required documentation needed to meet recertification and CE Audit requirements.

September 30 – Deadline for CE Audited individuals who were granted an extension to pay annual certification fees for current year in order to remain in CE Audit.

October 1 (or first business day thereafter) – CE Audited individuals who fail to pay certification fees by September 30 are removed from the CE Audit and certification is terminated on this date. Notice of termination is emailed and mailed to the address on file in the individual’s record. These individuals have the right to submit an appeal of the Audit Fail decision to the CBDM in writing within 15 days of the email notice send date.

November 30 - Deadline for CE Audited individuals who were granted an extension to meet all recertification and CE Audit requirements.

December 1 (or first business day thereafter) - CE Audited individuals who failed to meet all recertification requirements will be terminated and notified on this date of the CE Audit outcome via email and mail at the address on file in their record. These individuals have the right to submit an appeal of the Audit Fail decision to the CBDM in writing within 15 days of the email notice send date. If an appeal is denied, certification fees for the current year are refunded within about 60 days.
STRATEGIES TO HELP MEET RECERTIFICATION AND CE AUDIT REQUIREMENTS

- Make sure that you take the required actions to keep your certification status active. CE programs can be earned and reported only when your certification is active.

- Activate your certification within one year from the date that you pass the exam. Failure to do so will result in your certification being terminated.

- Pay annual certification fees on time to avoid late and reinstatement fees as well as to avoid losing your certification. CDM, CFPPs receive their dues invoice during the CE Audit process and should pay the annual certification fee timely. If you are in the CE Audit and have been granted an extension, certification fees must be paid by September 30. Failure to do so will result in your certification being terminated.

- 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.

- To verify when your recertification period ends, log into the My Certification page of your record.

- File hard copies of documentation for completed CE activities. Scan these documents in preparation to electronically upload the required documentation via the My Certification page of your record.

- Within a week of completing a CE program, report the program and electronically upload required documentation via the My Certification page of your record. Retain copies of CE records and documentation as uploaded.

- Failure to meet recertification requirements by May 31 of the third year of your three-year recertification period will result in your CDM, CFPP certification being terminated.

- Log into your CE record regularly to check how many CE hours you have reported and the required documentation that you have uploaded.

- Prior to May 31 of the year that your three-year recertification period ends, make sure that at least 45 CE hours have been submitted and the required documentation uploaded via the My Certification page, including nine CE hours related to Sanitation and Safety and beginning June 1, 2019, one CE hour pertaining to Professional Ethics.

- Earn, report and upload required documentation for extra CE hours so that if you are CE Audited and some CE hours are rejected, you may still have reported enough hours to meet the recertifications and CE Audit requirements.

- If you require edits be made to a CE program that you reported via the My Certification page, please contact CBDM for assistance at 800.323.1908 or info@CBDMonline.org.

- Check e-mails regularly for important notices from ANFP and the 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. All individuals are responsible for keeping current their contact information on file in their record. 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 for individuals who chose to opt out or unsubscribe from messages sent by ANFP or CBDM.

- Consider completing CBDM Prior-Approved programs. When reported as a Prior Approved program type and requested program information is submitted via the My Certification page, the certificate of completion is the only required document that must be uploaded.

- All CBDM Prior Approved programs administered by ANFP and available through the ANFP Marketplace are audit-proof and guaranteed approved for CE credit when all requirements for completion are met.

- 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.

- Continue earning CE hours during the CE Audit process. If your record is not under review by CBDM, you will be able to access your CE record to report CE hours and upload required documentation. Be aware that there are stipulations for how the CE hours may apply.

- Individuals eligible for and granted an extension during the CE Audit may use the CE hours to remove CE deficiencies identified during the CE Audit. The activity must be reported and required documentation uploaded via the My Certification page.

- If an extension is not required or granted during the CE Audit, the hours earned after May 31 of the CE audit year will count toward the next three-year recertification period.

- Your next three-year recertification period begins as indicated in the e-mail notice from CBDM when you pass the audit.

- For additional information, refer to the CE Self-Reporting and CE Audit FAQs on www.CBDMonline.org.
CBDM Appeals Policy

An appellant is defined as the individual submitting an appeal. Written appeals may be submitted to 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, available at www.CBDMonline.org/audit, 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. The completed form must be submitted and time-stamped by no later than 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.

Once you receive a determination on the outcome of your CE Audit, your CE record will no longer be reviewed or no feedback will be provided about the status of your CE, required documentation, missing CE hours, etc. Certification status during the appeal process remains terminated/inactive.

Appeals received during the following timeframes will be presented to and heard by CBDM at their quarterly meeting scheduled following the end date of a given timeframe.

- January 1 – March 31
- April 1 – June 30
- July 1 – September 30
- October 1 – December 31

Written notice of CBDM’s decision will be e-mailed and mailed to the appellant at the address on file on the appellant’s record within 15 days of the CBDM meeting.

If an appellant wishes to appeal CBDM’s decision, a written appeal must be submitted to the CBDM Appeals Committee. The CBDM Appeal Form, available at www.CBDMonline.org/audit, 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 the CBDM Appeals Committee should reconsider CBDM’s decision. The completed form must be submitted and time-stamped by no later than 15 days from the date of the e-mail notification of the CBDM’s decision on the initial appeal. Appeals received later than the 15-day deadline will not be presented to and heard by CBDM.

The CBDM Appeals Committee consists of the ANFP Board Chair, the Immediate Past CBDM Chair, and another Past CBDM Chair. The CBDM Appeals Committee will hear appeals at a meeting scheduled the month following the appeal submittal deadline. Notice of the CBDM Appeals Committee’s decision will be e-mailed and mailed to the appellant at the address on file on their record within 15 days of their meeting.

All decisions of the CBDM Appeals Committee are final.
CODE OF ETHICS / SCOPE OF PRACTICE / CREDENTIAL MAINTENANCE / CE SELF-REPORTING / AUDITING OF CE RECORDS

An updated version of this brochure can always be found at www.CBDMonline.org.

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