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

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 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, 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 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.

According to the privacy policy posted on the CBDM website, 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.
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 education and experience to competently perform the responsibilities of a Certified Dietary Manager, Certified Food Protection Professional. 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.
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 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 minimum 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. Effective June 1, 2019, required documentation must be submitted when a CE activity is reported.

- Report your CE hours and upload required documentation for each completed CE activity via the My Certification page in your ANFP 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.
MAINTAINING THE CDM, CFPP CREDENTIAL

**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 an individual activates their certification, the individual 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 certificant’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 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 CBDM for consideration of sanctions.

**Certification Status Types**

- **Active** — Meets the recertification requirements.
- **Pending Renewal** — In third year of three-year recertification period. Must meet all recertification requirements by May 31 of this year.
- **Inactive** — Failed to meet the recertification requirements.
- **Terminated** — No longer certified. Must retest in accordance with CBDM policy to become certified again.

**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](mailto:info@CBDMonline.org).

**Earning Continuing Education (CE)**

Every three years, 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 CE hours must be completed while actively certified and during 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 subsequent recertification period.**

Individuals have many options for earning CE toward their 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. Be aware that some activity types have a limit on number of hours that can be reported in a three-year recertification period.

Individuals may attend a program that has been Prior Approved for CE by the CBDM, or may submit a program they have already attended that they 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. Effective June 1, 2019, required documentation must be electronically uploaded when a CE activity is reported.
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 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.

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 individuals 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 this will be indicated by the program description.

Calculating CE Hours

Calculation of CE hours is based on the minutes of attendance/participation time in structured learning activities. 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>
</tr>
</thead>
<tbody>
<tr>
<td>60 Minutes</td>
<td>1.00</td>
</tr>
<tr>
<td>45 Minutes</td>
<td>0.75</td>
</tr>
<tr>
<td>30 Minutes</td>
<td>0.50</td>
</tr>
<tr>
<td>15 Minutes</td>
<td>0.25</td>
</tr>
</tbody>
</table>

Continuing Competence Levels

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.

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.

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.
CDM, CFPP CE Recertification Requirements at a Glance

Minimum CE Requirement: 45 hours. Must meet Sanitation & Safety and Ethics hour requirements for each three-year recertification period.

### 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

### Required Documentation
Criteria apply, varies by activity type
- Certificate of Completion
- Program Agenda
- Summary of Purpose and Evaluation
- Transcript for College Course
- Program Outline, Course Syllabus, Marketing Materials for Presentations
- Copy of Publication for Authoring

### CE Self-Reporting
Self-report CE programs and upload required documentation electronically via the My Certification page of your ANFP record.

- 35 General CE Hours
- 9 Sanitation & Safety CE Hours
- 1 Ethics CE Hour

Minimum CE Requirement: 45 hours. Must meet Sanitation & Safety and Ethics hour requirements for each three-year recertification period.
QUALIFYING ACTIVITIES FOR CONTINUING EDUCATION

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 activity types, according to the below-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 information, in addition to uploading the certificate of completion. ANFP Prior Approved online/education 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 CDM, CFPPs/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
### Required Documentation Types

**Documentation Requirements:** All checked items are required for each activity type and must be uploaded to the My Certification page of your ANFP record.

**Prior-Approved Programs** must be submitted as the Prior Approved Course program type. Enter the Program ID as listed on the certificate of completion, provide requested information and upload the Certificate of completion with your name and date on it.

**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.

### CE Activity Types

<table>
<thead>
<tr>
<th>CE Activity Types</th>
<th>Educations Programs Meeting, In-Service, Online Course, etc.</th>
<th>College Credit Course Work</th>
<th>Trade/Food Show Exhibits</th>
<th>Teaching/Presenting</th>
<th>Authoring Article</th>
<th>Precepting</th>
<th>Field Trips/Tours</th>
<th>Journal Clubs</th>
<th>Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE hours per three-year CE period</td>
<td>Max 36 CE hours</td>
<td>Max 5 CE hours</td>
<td>Max 4 CE hours</td>
<td>Max 5 CE hours</td>
<td>Max 5 CE hours</td>
<td>Max 6 CE hours per three-year CE period</td>
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</tr>
</tbody>
</table>

### Notes

- This chart summarizes CBDM policy for required documentation. For comprehensive related policy, refer to the preceding pages.

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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 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 beginning June 1, 2019, 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 ANFP 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, 2019, 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.

Criteria for CE programs to be eligible toward recertification requirements include the following.

- Education programs submitted for CE toward recertification requirements must be on topics related to content covered on the exam. This includes Nutrition, Foodservice, Personnel and Communications, Healthcare, Sanitation and Safety, and Business Operations.

- 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 only the education portions 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 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.

- CE hours completed/reported when certification status is inactive are not eligible and will be posted as zero hours in the CE record.

- For program types that have a maximum number of hours allowed in a three-year certification period, hours reported in excess of the maximum allowed hours are not eligible and only up to the maximum allowed hours will be posted to the CE record.

- Effective June 1, 2019, programs cannot be submitted to the CE record until all required documentation is uploaded.

- CE hours earned in excess of the required minimum CE hours do not carry over from one, three-year recertification period to another.
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.ANFPonline.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 CBDM 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. View a tutorial below on how to submit CE programs or visit 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.

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

Individuals who fail to meet the minimum required CE by 11:59 p.m. CT on May 31 of the third year of their three-year recertification period will be placed into the CE Audit. Such individuals will be sent an e-mail communication from CBDM at the e-mail address on file in their ANFP record regarding required actions to meet recertification and CE Audit requirements.

CE Audit Selection
Each year, CDM, CFPPs whose three-year recertification period ends May 31 may also 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) may be selected for the CE Audit.

CE Audit and Appeals Process
CBDM made a policy change in January 2019 requiring CDM, CFPPs to meet all CE requirements (45 total continuing education hours, including nine Sanitation/Safety CE hours and one 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, 2021, 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 e-mail 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 or 800.323.1908, select option 1 (Monday - Friday, 8:00 a.m. - 5:00 p.m. CT).

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 CDM, CFPP Scope of Practice
• 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 hours awarded

Your CE auditor will also 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.
Required Documentation for CE Activities

Required documentation must be uploaded electronically via the My Certification page of an individual’s ANFP record for each CE program reported. Required documentation varies by CE activity type and 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 the individual’s ANFP record when the program is fully completed.

CDM, CFPPs should retain for their personal records 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.

- If your certification becomes inactive during the CE Audit process, you will fail the CE Audit and your certification will be terminated.

- Excess 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 their certification within one year of passing the exam. They may test at any time with no waiting period.

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 CBDM.

Individuals selected for the CE Audit will be notified of such in writing by June 1 (or the first business day thereafter) via e-mail 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.
CE Audit Process, Steps, and Timeline

June 1 (or the first business day thereafter) - CBDM sends e-mail notification of selection for the CE Audit to the e-mail address on file in the certificant’s ANFP record.

June 1 – June 30 – Certificant must contact CBDM to acknowledge receipt of the CE Audit selection e-mail notification as directed in the notification of CE Audit selection. If eligible for an extension, the CE Audited certificant must request for review and approval the CE Audit extension by 11:59 p.m. CT on 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 e-mailed and mailed to the address on file in the individual's ANFP record.

July 1 – August 31 – CBDM reviews reported CE records in the order in which they are submitted and received from those being CE Audited. Throughout this period, CE Audited individuals will be sent e-mails from CBDM and/or their CE Audit or 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 e-mail at the address on file in their ANFP record.

• If the CE Audit outcome is Audit Passed, the individual’s 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 individual’s 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 the individual’s record. These individuals 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.

• If a CE Audit 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 11:59 p.m. CT on November 30 as specified in the notice e-mailed to the address on file in the individual's record. By the stated deadline, the CE record will again be audited and notice of CE Audit outcome e-mailed to the address on file in the individual's ANFP record.

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

• CBDM reviews reported CE records in the order in which they are submitted and received from those being CE Audited and granted a CE Audit extension. Throughout this CE Audit extension period, CE Audited individuals will be sent e-mails from 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 and payment be received for current-year annual certification fees in order to remain in CE Audit.

October 1 (or first business day thereafter) - CE Audited individuals who fail to pay and have their certification fees received by September 30 are removed from the CE Audit and certification is terminated on this date. Notice of termination is e-mailed 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 e-mail notice send date and in accordance with CBDM policy.

November 30 (11:59 p.m. CT) - 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 and CE Audit requirements will have their certification terminated and notified on this date of the CE Audit outcome via e-mail and mail at the address on file in their ANFP record. These individuals 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.
CE Audit Extension
Only individuals selected for the CE Audit may be eligible to request an extension.

Individuals whose CE record is being audited who do not meet recertification requirements by June 30, and do not request or are not granted an extension by June 30, will fail the CE Audit and their 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 the individuals ANFP record. To use the CDM, CFPP credential or represent themself as being CDM, CFPP certified, individuals must re-earn the certification in accordance with CBDM policy.

Eligibility Requirements for an Extension during the CE Audit
Individuals who are selected for the CE Audit may be eligible to request an extension to meet recertification and CE Audit requirements (for both CE hours and required documentation) if their circumstance falls under one of the following three categories.

Before inquiring about eligibility for an extension, individuals must first acknowledge being selected for the CE Audit process in the manner as indicated in the e-mail notice sent on June 1 and then take ALL listed steps for a given circumstance.

A. Only a portion of the required CE hours was earned. The total minimum required 45 CE hours and/or nine Sanitation and Safety CE hours and/or Professional Ethics CE hour was not reported.
   - Between June 1 prior to the June 30 deadline, all of the required documentation for each CE program in the CE record must be uploaded. Additional CE programs cannot be submitted between June 1 and June 30.
   - Upon completion, the green button that says SUBMIT CE FOR REVIEW must be selected to alert CBDM that the record is ready to be reviewed. Once a CE record is submitted, it can no longer be accessed to review or add documentation.
   - If CE Audit requirements cannot be met by June 30, contact CBDM via phone at 800.323.1908, select option 1 (Monday - Friday, 8:00 a.m. - 5:00 p.m. CT) to inquire about the CE Audit extension eligibility requirements.
   - The request must be made prior to June 30.

B. No CE hours have been reported for the individual’s current three-year recertification period.
   - Prior to June 30, contact CBDM via phone at 800.323.1908, select option 1 (Monday - Friday, 8:00 a.m. - 5:00 p.m. CT) to inquire about the CE Audit extension eligibility requirements.

C. All the required CE hours have been earned/reported and most of required documentation has been uploaded for the reported programs, however, not all supporting documentation for some of the reported CE hours can be located or obtained.
   - Prior to June 30, contact CBDM via phone at 800.323.1908, select option 1 (Monday - Friday, 8:00 a.m. - 5:00 p.m. CT) to inquire about the CE Audit extension eligibility requirements.
   - Ask CBDM to reject and remove from your CE record the CE hours that you reported and for which you cannot locate the required documents. Please be aware that this means that you will now need to complete and report additional CE hours to meet the minimum CE hour requirement.

Individuals are not approved for a CE Audit Extension until their CE auditor sends e-mail notification that the CE Audit extension has been granted.

Individuals granted an extension during the CE Audit, will have an additional six months after their current three-year recertification cycle ends on May 31, i.e., until November 30 of the year in which their CE record is being audited.
CE Audit Extension Process, Steps, and Timeline

- **June 1 - August 31:** CE programs can be completed but cannot be submitted until September 1
  - CBDM reviews CE records in the order in which they are submitted and received.
  - CE record cannot be accessed to view, add documentation, etc. during this time.
  - If an ANFP online course is fully completed, the program will be automatically recorded in the CE record but it will not be posted until September 1.
  - If other CE programs, including CBDM Prior Approved programs administered by education providers other than ANFP, are completed, they cannot be reported until September 1.
  - Even if all required CE hours are completed prior to September 1, CE records will NOT be reviewed until the CE Audit extension begins on September 1. This also means that the CE Auditor will not provide feedback about reported CE programs or CE Audit status until after September 1.

- **September 1 (CE Audit extension period begins) - 11:59 p.m. CT on November 30 (CE Audit closes):** CE record can be accessed to report new activities and upload required documentation.
  - Submit CE programs and required documentation as soon as the programs are completed and continue submitting completed programs until the minimum required CE hours have been met.
  - Once minimum CE hours have been reported and all required documentation has been submitted, the CE record must be submitted for review by selecting the green button that says **SUBMIT CE FOR REVIEW.** Records that are not submitted will not be reviewed.
  - Submit the CE record as soon as possible to allow time for the CE auditor to review the record and provide feedback about deficiencies that must be removed.
  - Meeting the minimum CE hour requirement alone is not enough to pass the CE Audit. All required documentation must also be submitted and approved.
  - CE records are reviewed in the order in which they are submitted and received.
  - CE record cannot be accessed when it is under review.

- **11:59 p.m. CT on November 30:** Deadline to meet all recertification and CE Audit requirements. Failure to do so results in failing the CE Audit and certification being terminated.

- **December 1:** Date by which CE Auditor sends e-mail notification of the CE Audit outcome to the e-mail address on file in an individual’s ANFP record. No further review will be done of CE records after this date and individuals can take no further action to meet recertification requirements.
  - For individuals who **pass the CE Audit,** their 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.
    - 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.
    - Until CBDM sends e-mail notification that all CE Audit requirements have been met, an individual has not passed the audit.
  - Individuals who **fail the CE Audit** are no longer certified and are no longer allowed to use the CDM, CFPP credential or represent themselves as being CDM, CFPP certified until they re-earn the certification in accordance with CBDM policy. Written notice is also mailed to the address on file in the individual’s record.

Resources available on [www.CBDMonline.org/ce-audit](http://www.CBDMonline.org/ce-audit) include tutorial video, certification and CE Audit status definitions, and FAQs.
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 and received 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 ANFP record.

• Scan copies of documentation for completed CE activities in preparation to electronically upload the required documentation via the My Certification page of your ANFP record.

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

• Failure to meet recertification requirements by 11:59 p.m. CT on May 31 of the third year of your three-year recertification period will result in being placed in the CE Audit process.

• 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, 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 recertification 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 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.

• CBDM Prior Approved programs administered 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.

• 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 who request and are eligible for and granted an extension during the CE Audit may complete additional 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 a CE Audit extension is not requested or granted during the CE Audit and you pass the CE Audit, the hours earned after 11:59 p.m. on 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 sent by CBDM when you pass the CE Audit.

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

Appeal to CBDM
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 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.

Appeals will be presented to and heard by CBDM at their next scheduled meeting.

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

If you are appealing the outcome of the CE Audit,

- Certification status during the appeal process is inactive and remains terminated. You are no longer authorized to use the CDM, CFPP credential until you re-earn it in accordance with CBDM policy.
- After CBDM sends written notice of their 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. Also, you will no longer have access to your CE record.

Appeal to CBDM Appeals Committee
An appellant may appeal CBDM’s decision by submitting their written intent to appeal to appeals@CBDMonline.org. The e-mail must also include the appellant’s name, e-mail address, and mailing address as currently listed in their ANFP record. The CBDM Appeals Committee will be presented the same appeal that the appellant submitted to CBDM. No new information will be accepted from appellant or presented to the CBDM Appeals Committee. The e-mail must be submitted and time-stamped by no later than 11:59 p.m. CT 15 days from the date of the CBDM e-mail notification of CBDM’s determination on the initial appeal. Appeals received later than the 15-day deadline will not be presented to and heard by the CBDM Appeals Committee.

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 ANFP record within 15 days of their meeting.

All decisions of the CBDM Appeals Committee are final.