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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.

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

CBDM has autonomy in decision-making for all essential certification policies and activities as demonstrated in the CBDM Policies and Procedures Manual, and in accordance with 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](http://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.
A Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) has met eligibility requirements for and passed a nationally recognized credentialing examination offered by the Certifying Board for Dietary Managers. Continuing education is required to maintain this credential. CDM, CFPPs have the education and experience to competently perform the responsibilities of a foodservice manager in a non-commercial setting. The CDM, CFPP is qualified to perform the tasks within the following domains:

### Nutrition

<table>
<thead>
<tr>
<th>Competency</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gather Nutrition Data</td>
<td>• Interview and identify client specific nutritional needs/problems</td>
</tr>
<tr>
<td></td>
<td>• Review nutrition screening data and calculate nutrient intake</td>
</tr>
<tr>
<td></td>
<td>• Document in the medical record</td>
</tr>
<tr>
<td></td>
<td>• Identify food customs and nutrition preferences based on race,</td>
</tr>
<tr>
<td></td>
<td>culture, religion, and food intolerances</td>
</tr>
<tr>
<td>Apply Nutrition Data</td>
<td>• Implement and include in the nutrition care plan prescribed diet</td>
</tr>
<tr>
<td></td>
<td>orders, special nourishments, supplemental feedings</td>
</tr>
<tr>
<td></td>
<td>• Modify diet plan as needed following standards of nutrition care/</td>
</tr>
<tr>
<td></td>
<td>evidence-based guidelines</td>
</tr>
<tr>
<td></td>
<td>• Utilize standard nutrition care procedures following ethical and</td>
</tr>
<tr>
<td></td>
<td>confidentiality principles and practices</td>
</tr>
<tr>
<td></td>
<td>• Participate in care conferences and review effectiveness of</td>
</tr>
<tr>
<td></td>
<td>nutrition care</td>
</tr>
<tr>
<td>Provide Nutrition Education</td>
<td>• Utilize evidence-based educational materials to teach clients and</td>
</tr>
<tr>
<td></td>
<td>staff about basic diet information</td>
</tr>
<tr>
<td></td>
<td>• Honor specific client preferences and the appropriateness of</td>
</tr>
<tr>
<td></td>
<td>acceptable food substitutions</td>
</tr>
</tbody>
</table>

### Food Service

<table>
<thead>
<tr>
<th>Competency</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure Effectiveness of Standardized Recipes</td>
<td>• Implement elements of a standardized recipe including portion</td>
</tr>
<tr>
<td></td>
<td>control, cooking procedures, HACCP guidelines, food preparation</td>
</tr>
<tr>
<td></td>
<td>procedures, nutritional analysis, cost analysis and client's</td>
</tr>
<tr>
<td></td>
<td>acceptance</td>
</tr>
<tr>
<td>Specify Standards/Procedures for Preparing Food</td>
<td>• Develop menus and implement procedures to monitor food quality,</td>
</tr>
<tr>
<td></td>
<td>appearance and temperature, production, and food waste in</td>
</tr>
<tr>
<td></td>
<td>accordance with established national guidelines</td>
</tr>
</tbody>
</table>
### Food Service (continued)

<table>
<thead>
<tr>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supervise the Production and Distribution of Food</strong></td>
</tr>
<tr>
<td>- Define and monitor food delivery procedures including special event preparation, production and menu forecasting, labor and scheduling</td>
</tr>
<tr>
<td>- Effectively manage efficiency (time, cost) of foodservice system</td>
</tr>
<tr>
<td><strong>Monitor Meal Service Delivery</strong></td>
</tr>
<tr>
<td>- Oversee meal service for diet accuracy, portion sizes, temperature, texture modifications, overall presentation, and quality</td>
</tr>
<tr>
<td>- Ensure accurate preparation and serving of therapeutic diets and nutritional supplements</td>
</tr>
<tr>
<td><strong>Implement Continuous Quality Improvement Procedures for Foodservice Department (QAPI)</strong></td>
</tr>
<tr>
<td>- Define and monitor foodservice standards</td>
</tr>
<tr>
<td>- Implement written protocols and tools to audit for effective quality indicators</td>
</tr>
<tr>
<td><strong>Modify Standardized Menus</strong></td>
</tr>
<tr>
<td>- Adhere to regulatory nutritional guidelines</td>
</tr>
<tr>
<td>- Utilize approved diet manuals to support menu development and modifications to honor client cultural preferences/intolerances</td>
</tr>
</tbody>
</table>

### Personnel Management & Communications

<table>
<thead>
<tr>
<th>Competency</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Define Personnel Needs and Job Functions</strong></td>
<td>- Develop written job descriptions, personnel/task analysis</td>
</tr>
<tr>
<td></td>
<td>- Participate in marketing open positions and updating departmental organizational chart</td>
</tr>
<tr>
<td><strong>Interview, Select, and Onboard Employees</strong></td>
<td>- Conduct interviews, select and onboard new employees in accordance with organization policies and procedures</td>
</tr>
<tr>
<td></td>
<td>- Follow organization’s protocols for selection and onboarding of new employees while complying with fair employment laws/practices for hiring and discharging of department staff</td>
</tr>
<tr>
<td><strong>Provide Ongoing Education and Training</strong></td>
<td>- Provide and keep record of education and in-service training for staff, including regulatory required trainings, i.e. sanitation, safety, customer service, ethics, disaster preparedness, infection control etc. as deemed appropriate per federal, state and organization policies</td>
</tr>
<tr>
<td><strong>Develop and Maintain Employee Time Schedules and Assignments</strong></td>
<td>- Identify and document overall staffing needs</td>
</tr>
<tr>
<td></td>
<td>- Prepare and maintain time schedules and work assignments to meet department needs</td>
</tr>
<tr>
<td><strong>Manage Goals and Priorities for Department</strong></td>
<td>- Establish short-term and long-term goals and expectations in the form of policies and procedures and prioritize appropriately</td>
</tr>
<tr>
<td></td>
<td>- Clearly communicate goals, within department and organization</td>
</tr>
<tr>
<td></td>
<td>- Establish contingency plan for department to meet priorities, utilizing available resources</td>
</tr>
</tbody>
</table>
### Personnel Management & Communications (continued)

| Manage Department Personnel | • Maintain personnel records, conduct evaluations, coaching sessions, and recommend salary and wage adjustments  
• Supervise, coach, discipline and terminate employees according to organization policies  
• Comply with management laws and practices (e.g., union contracts, FMLA, etc.) |
| Manage Professional Interactions | • Participate in regulatory agency surveys/activities demonstrating professionalism with interaction with federal, state and local surveyors and inspectors and adhering to the CDM, CFPP Code of Ethics  
• Communicate with other health professionals and participate in interdisciplinary team client care conferences  
• Direct own professional development, while sharing relevant and applicable information with team members |
| Implement Departmental Changes | • Identify problems and develop an effective plan of action for solution  
• Implement changes within the department as needed; evaluate the effectiveness of the change |

### Sanitation and Safety

<table>
<thead>
<tr>
<th>Competency</th>
<th>Task</th>
</tr>
</thead>
</table>
| Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations | • Comply with federal safety and sanitation regulations and guidelines  
• Educate and train employees according to safety and sanitation policies and procedures for cleaning and equipment maintenance and enforce and audit compliance |
| Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standards | • Procure food, water and supplies as specified from approved purveyors and identify food quality and grading  
• Protect food in all phases of handling to prevent foodborne illnesses from occurring due to improper handling  
• Ensure proper safe food packaging, labeling, dating, and storage practices in delivery and food rotation process  
• Purchase, store, and ensure safe use of chemicals and cleaning agents |
| Protect Food in All Phases of Preparation Following HACCP Guidelines | • Recognize, identify, and monitor potentially hazardous foods to prevent the spread of pathogens and an outbreak of a foodborne illness  
• Implement food production protocols that control time and temperature, cross contamination, and safe critical limits  
• Establish an effective Emergency/Disaster Plan to ensure a safe food supply is on hand and a crisis management plan in place in the event of a foodborne illness outbreak or any other local or national emergency/disaster  
• Ensure compliance through documentation and corrective action plans when critical limits are exceeded |
| Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines | • Manage a safe and sanitary foodservice environment  
• Follow all federal and state environmental food safety and sanitation regulations  
• Utilize written procedures/audit checklists for maintaining all equipment following manufacturers guidelines for safe use and sanitation  
• Conduct workflow analysis/workflow simplification procedures to improve overall departmental layout |
### Business Operations

<table>
<thead>
<tr>
<th>Competency</th>
<th>Task</th>
</tr>
</thead>
</table>
| **Manage a Budget** | • Develop annual budget and operate within budget parameters  
• Manage actual costs to budget in calculating costs for daily PPD, equipment, supplies and labor for the food service department |
| **Prepare Specifications for Capital Purchases** | • Evaluate capital equipment needs, existing condition and future requirements  
• Develop justification and prepare specifications for replacement as needed for new capital equipment |
| **Plan and Budget for Improvements in the Department Design and Layout** | • Conduct and evaluate departmental workflow needs, research current design concepts  
• Prepare proposals for construction or renovation in layouts and designs |
| **Assist in the Purchasing Process** | • Implement purchasing processes including group purchasing, bidding, returns, recalls and inventory management practices  
• Adhere to budget restrictions, purchasing policies and maintain inventory records |
| **Manage Revenue Generating Services** | • Supervise business operations of foodservice department, implementing cost effective procedures and managing revenue-generating services |
| **Implement Cost Effective Procedures** | • Implement cost saving measures for inventory control, purchasing and operation of foodservice department  
• Report actual costs vs. budget variances |

### References

- CBDM Scope of Practice 1.20.2020
- CDM Credentialing Exam Detailed Content Outline 2020
- CBDM Professional Standards of Practice
- 2017 & 2019 FDA Food Code
- CMS Long Term Care State Operations Manual (SOM), Appendix PP Food and Nutrition Services §483.60 November 2017
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, renew their certification and keep their certification current.

**Continuing Education** - Education and training activities that certificants engage in to receive credit for the purpose of maintaining competence and renewing certification. Eligible CE Programs must meet CBDM criteria.

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

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

**Authorized Use of the CDM, CFPP Credential**

Individuals who qualify under a current pathway of eligibility, take, and pass the CDM 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 or represent themselves as being certified. Individuals in violation of this policy will be served a written cease and desist notice from the CBDM via e-mail and a hard copy letter. Continued violation will be reviewed by CBDM for consideration of sanctions.

**Certification Status Types and Definitions**

Below are the certification status types that you may see when you log into your ANFP record and access your My Certification page.

**In Progress** — You have begun the process to qualify for and take the CDM Credentialing Exam.

**Active** — You are currently CDM, CFPP certified. Be sure to continue self-reporting CE programs and uploading required documentation. Make sure your certification fees are current and paid to date. If your certification is not active, you cannot use the CDM, CFPP credential and cannot earn/report CE programs.

**Inactive** — Your CDM, CFPP certification is currently inactive. You are not allowed to use the CDM, CFPP credential and you can no longer earn/report CE while your certification is inactive. You are eligible for the certification to be reinstated when certification and reinstatement fees are paid prior to the end of your current three-year recertification period. If your certification is inactive on May 31 of the third year of your current recertification period, your certification will be terminated.

**Pending Activation** — Congratulations on passing the CDM Credentialing Exam! Though not required, if you are an ANFP member when you pass the exam, your certification is automatically activated. If you are not an ANFP member, you are not certified until you activate the certification and must do so by one year from the date that you pass the exam. Failure to do so will result in your certification being terminated.
Pending Renewal — Your three-year recertification period ends May 31 this year. Make sure you meet all recertification requirements including certification fees being paid to date as well as earning/submitting the minimum required CE hours and uploading the required documentation for submitted CE programs.

Terminated — A notice was sent to you about your CDM, CFPP certification being terminated. Your certification may have been terminated for reasons including the following:

- Not activating the certification within one year of passing the CDM Credentialing Exam
- Not keeping certification fees current and paid to date
- Not meeting CE recertification requirements
- Not passing the CE Audit

To re-earn the CDM, CFPP credential, you 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 your certification within one year of passing the exam.

RecertByExam — You were once certified as a CDM, CFPP and are no longer certified. Your certification was terminated for not complying with CBDM policy. To re-earn the CDM, CFPP credential, you 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 your certification within one year of passing the exam.

MAINTAINING THE CDM, CFPP CREDENTIAL

Benefits of Recertification

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

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

- 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 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 your certification has been activated or reinstated. Individuals whose certification status is inactive are not eligible to earn and report CE hours. When reported, CE programs completed while certification is inactive will be posted as zero hours in an individual's CE record.

Reported CE activities and uploaded required documentation are maintained as part of the information in your record.
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, and one of the 45 CE hours must pertain to Professional Ethics. All other CE must be related to the fields of Nutrition, Food Service, 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 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.

Program types eligible toward CDM, CFPP recertification requirements include seminars, in-services, approved books and articles, and online courses. For CE programs made available by ANFP, browse the ANFP Products & Services Catalog, 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 complete and report a program that has been Prior Approved for CE by CBDM, or a program administered by another CE provider 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. A CE program cannot be submitted until all required documentation has been uploaded. Effective June 1, 2019, required documentation must be electronically uploaded when a CE activity is reported.

**Paying Annual Certification Fees**

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

Visit [www.ANFPonline.org](http://www.ANFPonline.org) for the most up-to-date information on fees and due dates. Individuals whose certification is 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).

**Completing and Reporting Minimum Required 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, and one of the 45 CE hours must pertain to Professional Ethics. All other CE must be related to the fields of Nutrition, Food Service, 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 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.

Program types eligible toward CDM, CFPP recertification requirements include seminars, in-services, approved books and articles, and online courses. For CE programs made available by ANFP, browse the ANFP Products & Services Catalog, 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 complete and report a program that has been Prior Approved for CE by CBDM, or a program administered by another CE provider 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. A CE program cannot be submitted until all required documentation has been uploaded. 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 (PA) 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](http://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 education that is CBDM Prior Approved for CE will be indicated as such in the program description.
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.

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 (1.0 hour) of attendance/participation. A minimum of 30 minutes (0.50 hour) of attendance/participation is required for a program to be eligible toward recertification requirements. Thereafter, CE hours will be accrued in 15 minute increments (0.25 hour). CE hours 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>
</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.

It is not required to complete ANFP or CBDM Prior Approved programs to meet recertification requirements. For information on reporting these CE activity types, refer to the following section on Qualifying Activities for CE.
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

Required Documentation
Criteria apply, varies by activity type
- Certificate of Completion
- Program Agenda with Timeline
- 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.

Eligible Activity Types
Criteria apply including maximum hours per 3-year recertification period.
- 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
- Volunteer Leadership
QUALIFYING ACTIVITIES FOR CONTINUING EDUCATION

All continuing education must be related to the CDM, CFPP Scope of Practice: Nutrition, Food Service, 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. When reporting a CE program, 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.

To submit CBDM Prior Approved Programs not administered by ANFP, you must do the following:
• Report it as a Prior Approved program type via the My Certification page of your ANFP record.
• Submit the Prior Approval number as listed on the certificate of completion. Note that some fields auto-populate based on the Prior Approval number. Do not change this information.
• Provide all other required information.
• Upload the certificate of completion, making sure it has all required elements including your name, program title, date completed, program sponsor, Prior Approved number, and number of CE hours awarded.

Prior Approved online/education programs administered by ANFP are audit proof and automatically entered into your CE record on your My Certification page when the program is fully completed, when your certification is active. Please allow about 24 hours for CE to be posted after certification is activated or reinstated.

**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

**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

**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

**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:

- Agenda with timeline and objectives
- Proof of attendance from sponsoring organization with name, date, location, and hours earned
- 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

Volunteer Leadership
1. Requests for CE for voluntary leadership will be based on the following:
   A. Organization for which activities are contributed must be related to a domain in the Detailed Content Outline
   B. The activity must be at a leadership level and in a non-compensated role
   C. A maximum of two CE may be accrued per year, with a total of six CE in a three-year recertification period
2. The following must be included when submitting CE for volunteer leadership activities:
   A. Dates of service
   B. Letter of verification with dates of service from the organization
   C. Position description for the volunteer role
   D. Summary of purpose and evaluation.
All checked Required Documentation Types are required for each CE Activity Type.

<table>
<thead>
<tr>
<th>CE ACTIVITY TYPES</th>
<th>Educational 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>
<th>Volunteer Leadership</th>
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<tbody>
<tr>
<td>Documentation Requirements: All checked items are required for each activity type and must be uploaded when submitting the CE program. Prior-Approved Programs must be submitted as the Prior Approved Course program type. Enter Program ID listed on certificate of completion, provide requested information and upload certificate of completion with your name and date on it.</td>
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<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>
<td>Max 6 CE hours per three-year CE period</td>
<td>Max 6 CE hours per three-year CE period (2 per year)</td>
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<tr>
<td>Proof of Attendance: Certificate of Completion: Must include program &amp; attendee name, date, hours earned or Letter of Verification on provider letterhead with all required information.</td>
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<td>Agenda with Timeline &amp; Objectives: Must include learning objectives and program agenda with timeline. For books, provide copy of table of contents, title page, and copyright page.</td>
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<td>Summary of Purpose &amp; Evaluation: Must write brief description of why the program was a valuable learning experience and how it will impact own current or future professional practice.</td>
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<td>Transcript: Must include credit, course date, and grade of C or higher.</td>
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<td>Copy of Article in Publication: Must include summary, bibliography &amp; references</td>
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<td>Copy of Evaluation Tool, Promotion &amp; Outline/Syllabus of Course</td>
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<td>Verification of Hours from ANFP-Approved School or from ACEND-Accredited Program: Documented on Field Experience, Verification Form, and signed by RDN Preceptor.</td>
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<td>Volunteer Leadership Position Description</td>
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NOTE: This chart summarizes CBDM policy for required documentation. For comprehensive related policy, refer to the preceding pages.
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 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.

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

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

- For most CE program types, programs must be a minimum of 30 minutes long. After that, program time can be reported in 15-minute increments.

- Time reported for a program must be for 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.
Criteria for Most Commonly Required Documentation

Criteria for the three most commonly required types of documentation are as follows. Some CE program types may require other documentation as described in the preceding section, Qualifying Activities for Continuing Education. Information in the documentation must information reported for the program.

- **Proof of Attendance or the Certificate of Completion** must include the following information.
  - Your full name
  - Program sponsor name
  - Program title
  - Date of program
  - CE hours awarded for completing the program
    - The CE hours you report for a program must match the CE hours listed on the certificate of completion.
    - If the number of CE hours is not on the certificate, the agenda must show the time allocated for each topic. The total amount of CE reported must match what is reflected on the agenda.

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

- **Program Agenda** must include the following information and must match information on the certificate of completion.
  - Program title and date
  - Topics covered
  - Measurable learning objectives
  - Time allocated to each of the program topics
    - Time on agenda is used to verify allowed/eligible hours and number of CE hours submitted for a program.

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

- **Summary of Purpose and Evaluation** is something that you personally write and then upload.
  - This is your personal evaluation of the program relative to your role as a CDM, CFPP and how it will benefit you in your role. It is NOT the evaluation that you may have submitted to the program sponsor at the conclusion of the program.
  - It must include your personal statement and description of what you personally learned from the program, how it relates to the foodservice industry and how you will apply your learning to what you do on the job as a CDM, CFPP.
  - Type your Summary of Purpose and Evaluation in a Word document and upload when you report the program.
Preparing to Upload Required Documentation for CE Programs

To make it more efficient, before you begin the reporting and uploading process, it is recommended to have available the electronic files for everything that you will be uploading.

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

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. Based on the Prior Approved number, some fields will auto-populate and should not be changed. Provide all other requested information.
5. Select “Add Document.” Upload all required documentation as specified. Make sure all criteria are met for the required type of documentation. If your CE record is audited and the required documentation for a program does not meet CBDM criteria, the CE program will be rejected and not count toward recertification requirements. 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 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. It is also an industry best practice for certification programs.

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

CDM, CFPPs are required to submit all CE hours electronically by the end of their three-year recertification period via the My Certification page of their ANFP record. Effective June 1, 2019, to submit a CE program, 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.

CE Audit Selection
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 notification from CBDM at the e-mail address on file in their ANFP record regarding required actions to meet recertification and CE Audit requirements.

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) may be selected for the CE Audit.

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 may 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.
If your CE record is selected for the CE Audit process, you may see some of the following CE Audit status types in your ANFP record when you access your My Certification Page.

**Audit Failed** — You were selected for and failed the CE Audit. Your certification has been terminated. Notice was sent to you regarding this change in certification status. To re-earn the CDM, CFPP credential, you 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 your certification within one year of passing the exam.

**Audit Passed** — Congratulations! You passed the CE Audit and have begun a new three-year recertification period effective as indicated in the notice sent to you from the CBDM. Be sure to keep your CDM, CFPP certification active by paying certification fees annually and meeting all recertification requirements.

**Audit - Did Not Respond** — You were selected for the CE Audit. Numerous communications were sent to you at the email and mailing address on file in your record and you did not take the required actions. As a result, you have failed the CE Audit and your CDM, CFPP certification has been terminated. To re-earn the credential, you 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 your certification within one year of passing the exam.

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

**What does this mean for me?** For individuals whose three-year recertification period ends May 31, 2023, your certification will not be terminated for not meeting the CE hour requirements. As long as your certification is active on May 31 of the third year of your recertification period, you will automatically be placed in the CE Audit process and be required to pass the CE Audit in order to be actively certified. 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 CBDM policy updates or other matters regarding the CBDM Certification Program. You may also contact CBDM at info@CBDMonline.org or 800.323.1908, select option 1 (Monday - Friday, 8:00 a.m. - 5:00 p.m. CT).

During the CE Audit, submitted CE programs are reviewed for compliance with CBDM policies, including 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
- Reported CE hours is accurate as verified by the program agenda
- 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

CE auditors also send e-mails regarding actions required to meet all requirements and are available to answer questions. CE records are reviewed in the order in which they are submitted and received.

**CE Audit Status Types and Definitions**

If your CE record is selected for the CE Audit process, you may see some of the following CE Audit status types in your ANFP record when you access your My Certification Page.
Audit Pending Notification — You were selected for CE Audit and have been notified via email for required steps/actions. To avoid failing the CE Audit and having your CDM, CFPP certification terminated, you must take all required actions as indicated in the emailed notice, including acknowledgment of receipt of the CE selection notification.

Audit - Pending Documentation — You were selected for the audit of your CE record. You are required to upload all required documentation via the My Certification page of your record for all submitted CE programs. You currently have programs for which required documentation is missing or does not comply with CBDM policy. Check your CE record or contact your CE auditor.

Audit - Pending Review — You were selected for the audit of your CE record and your CE record is currently under review. CBDM is in the process of reviewing CE records in the order in which they were submitted and received. During this time, you cannot access your CE record and cannot submit CE programs or upload required documentation. When you are removed from this status, notice will be sent by CBDM or your CE auditor.

Audit - Pending Review AP — You were selected for audit of your CE record. You submitted CBDM Prior Approved, audit-proof (AP) programs for the minimum required CE hours. CBDM is in the process of reviewing CE records in the order in which they were submitted and received. During this time, you cannot access your CE record and cannot submit CE programs or upload required documentation. After your record is reviewed, notice will be sent from CBDM when you have passed the CE Audit and your new three-year recertification begins.

Audit - Pending CE Balance — You were selected for the audit of your CE record. CBDM has determined that some of your reported CE and/or required documentation did not comply with CBDM policy and less than the required CE hours are approved. You have been granted an extension to meet the CE Audit requirements by November 30 of the year you are in the CE Audit. Failure to do so will result in failing the CE Audit and your CDM, CFPP certification being terminated.

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 foodservice industry.

For a CBDM Prior Approved program, the program must be submitted as a Prior Approved (PA) program type via the My Certification page, the PA 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 if your certification is currently active and when the program is fully completed. Please allow about 24 hours for the program to be posted to your record.

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

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, until the CE Audit process is complete, and for as long as your annual certification fees are paid up to date.

- If your certification becomes inactive during the CE Audit process, you may fail the CE Audit and your certification will be terminated. Make sure you stay current on your certification fees.

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

- If you pass the CE Audit, your next recertification period begins as indicated in the e-mail sent by your auditor and ends May 31 three years later. If you were in the CE Audit extension process, your next recertification period will be shortened.

- Anyone failing the CE Audit and seeking to become certified again must retake and successfully pass the CDM Credentialing Exam, including qualifying under a current pathway of eligibility, submitting an exam application with fees for CBDM review and approval, and activating their 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 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 are not approved for a CE Audit extension and 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.

Individuals who fail the Audit and have not yet submitted an appeal during the CE Audit process have the right to submit an appeal of the Audit Fail decision to CBDM in writing within 30 days of the e-mailed certification termination notice send date and in accordance with CBDM policy.

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 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 who were not eligible for a CE Audit extension 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. Individuals who fail the Audit and have not yet submitted an appeal during the CE Audit process have the right to submit an appeal of the Audit Fail decision to CBDM in writing within 30 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.
CE Audit Extension Eligibility Requirements

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

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

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 individual's 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.

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 and prior to the June 30 deadline, all of the required documentation for each CE program in the individual's 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 at 800.323.1908, select option 1 (Monday - Friday, 8:00 a.m. - 5:00 p.m. CT) or info@CBDMonline.org 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 at 800.323.1908, select option 1 (Monday - Friday, 8:00 a.m. - 5:00 p.m. CT) or info@CBDMonline.org 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 at 800.323.1908, select option 1 (Monday - Friday, 8:00 a.m. - 5:00 p.m. CT) or info@CBDMonline.org 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

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

- **June 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 period 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 extension period closes):** CE record can be accessed to report new activities and upload required documentation.
  - 90-day CE Audit extension period during which CE Audited individuals who request and are CBDM approved for an extension can earn, report, and upload required documentation for CE activities via the My Certification page of their ANFP record. The following occurs during this time period:
    - Individuals submit CE programs and required documentation as soon as the programs are completed and continue submitting completed programs and required documentation until the minimum required CE hours have been met.
    - Once the 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.**
    - Individuals 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 CBDM reviewed in the order in which they are submitted and received.
    - CE record cannot be accessed when it is under review.
    - 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 their certification is terminated on this date. Notice of termination is e-mailed and mailed to the address on file in the individual’s record. Individuals who fail the Audit and have not yet submitted an appeal during the CE Audit process have the right to submit an appeal of the Audit Fail decision to the CBDM in writing within 30 days of the e-mail notice send date and in accordance with CBDM policy.

- **11:59 p.m. CT on November 30:** Deadline for CE Audited individuals who were granted an extension to meet all recertification and CE Audit requirements. Failure to do so results in failing the CE Audit and certification being terminated. An individual’s access to their CE record closes at this point and no more CE can be reported.
• **December 1 (or first business day thereafter):** Date by which CE Auditor sends e-mail notification of the CE Audit outcome to the e-mail address on file in 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.
    • An individual's next three-year recertification period begins as indicated in the e-mail notification of passing the CE Audit and ends May 31 three years later.
    • Because of the extension granted during the CE Audit process, the recertification period is shorter for subsequent renewal cycle.
    • Excess CE hours reported do not carry over to the next recertification cycle.
    • CE programs completed during the extension period and prior to the date of e-mail notification of passing the CE Audit do not count for the next recertification period.
    • Until CBDM sends e-mail notification that all CE Audit requirements have been met, an individual has not passed the CE 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 of failing the CE Audit is also mailed to the address on file in the individual's record.
  • Individuals who fail the CE Audit and have not yet submitted an appeal during the CE Audit process, have the right to submit an appeal of the Audit Fail decision to CBDM in writing within 30 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.

Resources available on [www.CBDMonline.org/ce-audit](http://www.CBDMonline.org/ce-audit) include a tutorial video.
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 selected for 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.

• 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. You must then meet all recertification and CE Audit requirements.

• 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 one CE hour pertaining to Professional Ethics.

• Earn, report and upload required documentation for extra CE hours so that if your CE record is 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 to be made to a CE program that you reported 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 and the program was not previously completed.

• Upon successful completion of an ANFP online course (including completing activities, quizzes, tests, and course evaluation), CE hours will be recorded automatically on your My Certification page! For ANFP CE programs, the certificate of completion does not need to be uploaded.

• 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, are eligible for, and are 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.

• Only CE earned while your certification is active is eligible toward recertification and CE Audit requirements.

• 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](http://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 30 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 30-day deadline will not be presented to and heard by CBDM.

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

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

Written notice of CBDM’s determination of the appeal will be e-mailed and mailed to the appellant at the address on file in the appellant’s ANFP record within 30 days of the CBDM meeting.

**If you are appealing the outcome of the CE Audit,**

- Certification status during the appeal process remains inactive and terminated. You are no longer authorized to use the CDM, CFPP credential or represent yourself as certified 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 inactive and terminated. 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 request must be submitted and time-stamped by no later than 11:59 p.m. CT 30 days from the date of the CBDM e-mail notification of CBDM’s determination on the initial appeal.

- Appeals received later than the 30-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 in their ANFP record within 30 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

Certifying Board for Dietary Managers

Phone: 800.323.1908 | Fax: 630.587.6308
info@CBDMonline.org | www.CBDMonline.org

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

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