CBDM Guide to Maintaining Your CDM® | CFPP® Credential

CODE OF ETHICS / SCOPE OF PRACTICE / CREDENTIAL MAINTENANCE / CE SELF-REPORTING / AUDITING OF CE RECORDS

1.27.20
The Certifying Board for Dietary Managers (CBDM) has a formal policy, the Code of Ethics for the Certified Dietary Manager, and procedures which incorporate due process, for the discipline of certificants. The Code of Ethics and procedures include the sanction of revocation of the credential, for conduct which clearly indicates incompetence, unethical behavior, and physical or mental impairment affecting the performance of the Certified Dietary Manager.

The CBDM believes it is in the best interests of the profession and the public it serves that a Code of Ethics provides guidance to CDMs in their professional practice and conduct. CDMs have voluntarily developed a Code of Ethics to reflect the ethical principles guiding the CDM and to outline commitments and obligations of the CDM to self, client, society, and the profession.

The Code of Ethics applies in its entirety to all CDMs (including those who are not ANFP members). The aforementioned are referred to in the Code as “Certified Dietary Managers.”

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

The CBDM has a whistleblowers policy and does not tolerate retaliation against individuals who report incidents to the CBDM.

The CBDM, CFPP Code of Ethics can be found at: www.CBDMonline.org/codeofethics.
The CBDM has defined a scope of practice, which is validated by an extensive job analysis study conducted by a third party, and describes the procedures, actions, and processes that a CDM, CFPP is permitted to undertake in keeping with the terms of their professional certification. A Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) has passed the nationally-recognized CDM Credentialing Exam offered by the Certifying Board for Dietary Managers (CBDM). Continuing education is required to maintain this credential. The exam is written by content experts, and administered by an independent examination services provider. The exam consists of 140 questions that have been pre-tested and proven valid and reliable, plus an additional 20 questions that are being pre-tested for use on future exams. Questions cover five competency areas that fall under these major headings: Nutrition, Foodservice, Personnel and Communications, Sanitation and Food Safety, and Business Operations. The CDM, CFPP credential indicates that an individual has the training and experience to competently perform the responsibilities of a Certified Dietary Manager. CDM, CFPPs work together with Registered Dietitian Nutrionists (RDNs) to provide quality nutritional care in a variety of non-commercial settings for clients and perform the following tasks on a regular basis:

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

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

Purpose
The CDM, CFPP Certification Program requires that Certified Dietary Managers maintain certification and demonstrate ongoing competence by maintaining continuing education. The following terms are integral to the certification program and are defined as follows:

Recertification - Requirements and procedures established as part of the certification program that certificants must meet to maintain competence and renew their certification.

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

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

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

Benefits of Recertification:
• Represents ongoing recognition and professional growth.
• Demonstrates commitment 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 need to:
• Pay your certification maintenance fee every year.
• Earn the required 45 hours of continuing education (CE) every three years. Of the 45 CE hours, nine CE hours must pertain to Sanitation and Safety, and beginning June 1, 2019, one CE hour must pertain to Professional Ethics.
• Report your CE hours and upload required documentation via the My Certification page in your record.
• CE hours cannot be earned and reported until at least 24 hours after the certification has been activated or reinstated
• Individuals whose certification status is inactive are not eligible to earn and report CE hours.

• NOTE: Reported CE activities are maintained as part of the information in your record.

Authorized Use of the CDM, CFPP Credential
After activation of certification, the CDM, CFPP credential may be used as long as certification is active, valid, and in good standing. Certificants must comply with all recertification requirements to maintain use of the credential. Individuals in violation of this policy will be served a cease and desist notice from the CBDM via e-mail and a hard copy letter. Continued violation will be reviewed by the CBDM for consideration of sanctions.

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

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

Calculating CE Hours
Calculation of CE hours is based on the minutes of attendance/participation time. One CE hour is equivalent to 60 minutes of attendance/participation. A minimum of 30 minutes of attendance/participation is required for CE credit. Thereafter, credit will be accrued in 15 minute increments (Example: 60 minutes = 1.0 hour, 30 minutes = 0.5 hour, 15 minutes = 0.25 hour).

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

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

The CBDM has identified continuing competence levels and is adding these delineations to all ANFP education products and presentations. Additional information including definition of competence levels can be found here: www.ANFPonline.org/CCL.

Qualifying Activities for Continuing Education

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

Continuing education (CE) hours will be granted for the following activities, according to the specified guidelines. 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.

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.
Qualifying Activities for Continuing Education, Cont.

Precepting Dietetic Interns
CE hours for precepting dietetic interns enrolled in colleges accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) through the Academy of Nutrition and Dietetics (AND) will be granted according to the following:

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

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

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

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

1. The article must be published.

2. The article must be original.

3. The article must be industry-related.

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

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

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

Academic Coursework
1. CE hours for academic coursework will be granted according to the following specifications:
   a. 18 CE hours will be awarded for each college credit hour earned, not to exceed 36 CE hours in a three-year recertification period
   b. Must be completed at an accredited post-secondary education institution

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

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

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

Journal Clubs
1. The purpose of the journal club should be an educational meeting in which a group of CDMs/staff members discuss current articles/books providing a forum for a collective effort to obtain new knowledge, promoting awareness of current medical trends, treatments and research findings.

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 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

Reporting CE Hours Earned
You must report CE and upload required documentation of activity/program to the CBDM via the My Certification page.

- Log into your ANFP record to self-report hours and upload documentation. Access the “how-to” tutorial here: www.CBDMonline.org/maintain-your-credentials/ceselfreporting
# CE Documentation Requirements

** Required Documentation Types **

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

** 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.

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

- **Proof of Attendance:** Certificate of Completion: Must include name, date, hours earned or Letter of Verification: Must include name, date, hours earned; be on official letterhead and signed by provider.

- **Agenda with Timeline & Objectives:** Must include at least three measurable learning objectives and program agenda with timeline. For books: Must provide a copy of the table of contents, title page, and copyright page.

- **Summary of Purpose & Evaluation:** Must write brief paragraph describing why the program was a valuable learning experience and how it will impact own current or future professional practice.

- **Transcripts:** Must include credit, course date, and grade of C or higher.

- **Copy of Article in Publication:** Must include summary, bibliography & references

- **Copy of Evaluation Tool, Promotion & Outline/Syllabus of Course**

- **Verification of Hours from ANFP-Approved School or from ACEND-Accredited Program:** Documented on Field Experience, Verification Form, and signed by RDN Preceptor.

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

When to Report CE Hours
You are required to self-report your CE hours online and electronically upload required documentation via the My Certification page by May 31 at the end of your three-year recertification period. Log in to your ANFP record to verify your recertification period.

CE hours cannot be 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.

Step-by-Step Guide to CE Self-Reporting
See Appendix D on page 13 for step-by-step instructions.

Certification Status

Status Types
Certified—Meets the recertification requirements.
Inactive—Failed to complete the recertification requirements.

Membership & Certification Fees
Visit 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 ANFP’s PDS at 800-323-1908 or CBDM at info@CBDMonline.org.

Auditing of CE Records

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

CE Audit Selection
Audit selection occurs for one of the following reasons:
• Reporting less than the required 45 CE hours, including nine Sanitation and Safety hours and one Professional Ethics hour (beginning June 1, 2019)
• Reporting duplicate CE activity
• Random selection
• Non-compliance with the CBDM continuing education requirement or regulations/law related to the practice of the professional CDM. For details, refer to the Code of Ethics information on page 2.

Individuals selected for audit will be notified in writing via e-mail at the address on file in their record by June 1 (or the first business day thereafter). They are required to report CE activities electronically and upload required documentation (certificates of attendance and other materials) for each completed activity via the My Certification page. Failure to submit documentation by the deadline will result in audit failure and the certification will be terminated.

Required documentation can include certificates of attendance, program materials, or other information provided by the program sponsor that verifies program date, length, and subject matter (agenda, program outline, handout, meeting summary, or meeting transcript). Additional required documentation may include a summary of purpose and evaluation of what was learned and how it relates to the industry. See page 7 for additional information.

CDMs should retain copies of all documentation uploaded to the My Certification page for two consecutive three-year recertification periods.

Individuals who fail to respond to the audit request by the specified due date or are found to have submitted false information may be denied certification renewal and their certification may be terminated.

CE Audit Process Steps and Timeline

• June 1 (or first business day thereafter) - CBDM sends e-mail notification of selection for the audit to the e-mail address on file in the certificant’s record.
• Certificant must contact CBDM via phone or e-mail to acknowledge receipt of audit notice.
• June 1 - June 30 - CDMs being audited must upload required documentation for all CE submitted to the CBDM via the My Certification page by June 30.
• Retain copies of all documentation uploaded via the My Certification page for two consecutive three-year recertification cycles.
• June 30 - August 31 - CBDM reviews CE documentation that CDMs in audit electronically uploaded in the order in which it is received from those being audited.
• July 1 (or first business day thereafter) - Audited individuals who fail to electronically upload required CE documentation via the My Certification page will be CE audit-failed and their certification will be terminated. Notice of termination will be e-mailed and mailed to the address on file in the individual’s record.
• September 1 (or first business day thereafter) - Audited individuals will be notified by this date of the audit outcome via e-mail at the address on file in their record:
• Continuation of certified active status
• Additional time granted for extension upon request if eligible. If an extension is granted, individuals must meet all deadlines as communicated in e-mail notice to the individuals e-mail address on file in their record. By the stated deadline, the CE record will again be audited and notice sent via e-mail and/or mail of the audit outcome.
• Denial of recertification - These individuals will also receive a mailed notice at the address on file in their record and will have 15 days to appeal any adverse outcome to the CBDM in writing. If an appeal is denied, certification fees for the current year are refunded within about 60 days.
• Certified status will remain active during the CE audit until the CE audit process is complete and for as long as annual certification maintenance fees are paid up to date.
• September 1 - November 30 - 90-day extension period during which CDMs eligible for the extension earn, report, and electronically upload required documentation via the My Certification page.
Appeals

Appeals Process

The appellant is defined as the individual submitting an appeal.

• Appeals must be received within 15 days of the e-mailed notice of certification termination, of the date of the CBDM’s e-mailed notice of the CE audit outcome, or the date of the CBDM’s e-mailed notice of ethical violation.

• July 15 (or first business day thereafter) - Deadline for appeals of July 1 (or first business day thereafter) e-mail notice of certification termination for failing to meet requirements of audit. Appeals must be submitted to the CBDM in writing.

• September 15 (or first business day thereafter) - Deadline for appeals of the CE audit outcome decision. Appeals must be submitted to the CBDM in writing.
  • Deadlines for submitting appeals are March 31, June 30, September 30, and December 31. The CBDM will hear appeals at meetings scheduled after each of these dates. Notice of the CBDM’s decision will be mailed and e-mailed to the appellant (at the address on file in their record) within 15 days of the meeting.

• All appeals must be submitted in writing (e-mail is preferred) to CBDM:
  • E-mail: Appeals@CBDMonline.org
  • Mail: CBDM Appeals, 406 Surrey Woods Drive, St. Charles, IL 60174

• Appellants will be notified via e-mail and mail (at the address on file in their record) within 15 days following the CBDM meeting.

• If the appellant wishes to appeal the CBDM decision, appeals must be submitted in writing to the CBDM Appeals Committee within 15 days of the date in the e-mailed notice of the CBDM decision on the initial appeal.
  • E-mail: Appeals@CBDMonline.org
  • Mail: CBDM Appeals Committee, 406 Surrey Woods Drive, St. Charles, IL 60174

• All decisions of the CBDM Appeals Committee are final.

The CBDM Appeals Committee consists of the ANFP Board Chair, the Immediate Past CBDM Chair, and another Past CBDM Chair.

Questions? Contact us.

Certifying Board for Dietary Managers

406 Surrey Woods Drive
St. Charles, IL 60174
800.323.1908
info@CBDMonline.org
Appendix A— Certification Frequently Asked Questions

What is my three-year continuing education (CE) period?
CE periods begin on June 1 and end three years later on May 31. If annual certification maintenance fees are not paid, certified status is inactive and must be reinstated. Continuing education hours can be earned and reported during active certified status only. If certification is not activated within one year of taking the exam, the certification will be terminated. The recertification cycle will also end at that time.

How are continuing education hours calculated?
Continuing education hours are those hours actually spent participating in a continuing education activity. The minimum time for CE credit is 30 minutes. After the first 30 minutes, CE credit will be accrued in 15 minute increments. All scheduled time for registration/welcome, breaks, lunch, networking, testing and awards are deducted from the total time of the program. A speaker during a luncheon is computed as one-half the time.

What types of educational programs can I participate in for continuing education hours?
Examples include workshops, conferences, seminars, college courses, trade/food shows, journal clubs, in-services, online courses, teleconferences, webinars, and books. Programs must be a combined total of at least 30 minutes long to be eligible for CE. Tours of plants/facilities are limited to one CE hour. Programs must be related to the fields of Nutrition, Food Service, Personnel and Communications, Sanitation and Food Safety, and Business Operations. Once CE hours have been earned for a specific program, that program cannot be resubmitted for credit again, regardless of whether it is a new certification period. Credit can only be earned once for any given program. Please refer to page 7 for more information.

What is required for trade/food shows?
A maximum of five continuing education hours can be earned from viewing exhibits at trade/food shows during a three-year recertification period. Credit is awarded on the basis of time. Trade/food show hours are spent viewing trade/food show exhibits. Food demonstrations, bake-offs, ice carving, and food presentations are considered trade/food show exhibits. The CE hours must be reported and required documentation uploaded via the My Certification page. Required documentation includes proof of attendance, program brochure with list of exhibitors and amount of time allocated to the trade/food show, and a brief description of how the program was a valuable learning experience and how it will impact your current or future professional practice.

Do in-service programs qualify for continuing education hours?
Attending an in-service program at your facility related to Nutrition, Foodservice, Personnel and Communications, and/or Sanitation and Food Safety is an eligible CE activity. Required documentation includes the program agenda with content and learning objectives, topics, date and time frames as well as a copy of the sign-in sheet or verification of attendance from your employer with topic, date and time frames. Business portions of meetings, training employees, facility policies and procedures, or new employee orientations do NOT qualify for CE hours. Additional documentation includes a brief description of why the program was a valuable learning experience and how it will impact your current or future professional practice.

What types of programs are considered “Sanitation and Safety” programs?
Examples include programs that address safe food handling and storage, infection control, time and temperature regulations, foodborne pathogens, food allergies, HACCP principles, disaster preparedness, pandemic disease, and active shooter training. ServSafe training completed during your three-year recertification period can be submitted for Sanitation and Safety hours. The CE hours must be reported and required documentation uploaded to the My Certification page of your record.

What types of programs qualify for a professional ethics program?
Beginning June 1, 2019, one of the required 45 CE hours must pertain to professional ethics. Professional ethics encompasses standards, values and guiding principles related to personal and business behaviors of professionals. Related topics include business/code of conduct, confidentiality, conflict of interest, diversity and inclusion, HIPAA/privacy and patient rights/dignity.

continued...
What is “proof of attendance” and how do I document this?

Proof of attendance is usually a copy of the certificate that was awarded at the educational event that you attended and includes the program title, your name, date and hours earned, or verification from the program provider on official letterhead with their signature. For more information on other required documentation, refer to the chart on page 7. The documentation for each reported program must be electronically uploaded via the My Certification page of your record.

If I earn extra CE hours in my current CE cycle, can I transfer them to the next three-year period?

No. All CE hours must be earned in the current three-year recertification period and are not transferable to future CE periods.

What happens if I don’t meet the requirements for CE and the annual certification fee?

If you do not meet the CE requirements by the end of each three-year recertification period, you will no longer be certified and your certification may be terminated. Also, if you do not maintain your credential by paying the annual certification maintenance fees, you will no longer be certified. If eligible, you will need to reinstate your credential. You will only be eligible to earn CE once you have completed the reinstatement process. No CE can be earned for education programs completed or reported during your inactive period. If you are not eligible for reinstatement, you will be required to retest to be eligible to regain the credential. To do so, you must meet a current pathway of eligibility, submit an application with fees for review and approval, and receive a passing score on the exam.

Will the CBDM remind me if I am short on CE hours?

Yes. An e-mail reminder is sent in February to CDMs (at the e-mail address on file in their record) who have less than the required total CE hours by the last year of their three-year recertification period. Another e-mail reminder is sent in March to CDMs who are still short of CE hours. The CBDM strongly recommends that all individuals keep track of their CE hours for the current CE recertification period by checking their CE report online in the My Certification page of their record. To ensure communications are received from ANFP and CBDM, individuals are responsible for ensuring that contact information in their ANFP record is current and accurate. ANFP and CBDM are not responsible for missed communications due to incorrect e-mail or mailing addresses in a record, or for e-mail messages not accessed from a Spam folder.

May I submit Subsequent Approval Forms?

You may no longer submit Subsequent Approval Forms. All CE and required documentation must be submitted electronically via the My Certification page of your record. Physical, e-mailed, or faxed documents sent to CBDM will not be accepted or returned.

CE Self-Reporting Questions

How do I know my CE hours will be approved?

CE hours are not approved on a per activity basis, but will be reviewed during the CE audit process. All CDMs are encouraged to refer to pages 5-6 for eligible types of CE activities and required documentation.

How long do I need to keep this documentation for the reported CE hours?

CDMs should retain copies of the documentation uploaded via My Certification for two consecutive three-year recertification periods.

If I purchased ANFP online CE products, will my CE be entered automatically once I complete the online course or online CE magazine articles?

Yes! You do not need to do anything else to submit those hours once you have completed the course or article, quizzes within them, and program evaluation. These programs are audit proof when submitted as a Prior Approved program.

How do I report my CE hours if I do not have a computer?

CDMs are responsible for electronically reporting CE and uploading the required supporting documentation via the My Certification page of their record. There are other options such as mobile devices, tablets, or utilizing public computers, if you do not have a computer of your own.
Appendix B—CE Audit Frequently Asked Questions

What is the purpose of the CE audit?
The CE audit and all CBDM policies are designed to uphold the integrity of the credential, and help CDMs gain a professional edge with continuing education.

How are individuals selected for the CE audit?
Credential holders who are at the end of their three-year recertification period and have reported the minimum requirement of 45 CE hours, including nine related to Sanitation and Safety and one pertaining to Professional Ethics (beginning June 1, 2019), are randomly selected. ALL credential holders who report less than the minimum required CE hours are automatically placed in the CE audit process.

What is my status during the CE audit?
During the CE audit process, certified status will remain active as long as all certification maintenance fees are paid up to date.

How can I check how many CE hours I have reported?
Log in to your profile online at www.CBDMonline.org and select “My Certification” in the menu options. You will see the CE activity that you reported and the required documentation that you uploaded. You will also see the dates for your current three-year recertification period.

What happens if I am unable to provide all the documentation needed for the audit?
Credential holders who failed to keep documentation should do their best to obtain it from the program/education sponsor/provider and electronically upload the required documentation to validate their attendance/participation in an educational program. If unable to obtain and upload required documentation via the My Certification page, the individual will need to complete new educational programs to make up the difference for educational programs for which documentation is missing.

Can I get an extension on completing and reporting CE hours if I am approaching the three-year deadline?
Credential holders should do their best to complete and report the minimum required CE hours by the end of their three-year recertification period. Those who do not complete and report the minimum requirement of CE hours will be subject to the CE audit. After a review of records is submitted, candidates may be given an extension of up to 90 days (November 30), to earn the needed CE. New CE submitted is also subject to the CE audit. To determine if you are eligible for an extension, call ANFP’s Professional Development Services at 800-323-1908 or contact CBDM at info@CBDMonline.org and direct your inquiry to your assigned auditor.

What documents are acceptable as proof of attendance?
Required documentation can include certificates of attendance, program materials, or other information provided by the program sponsor that verify program date, length, and subject matter (agenda, program outline, handouts, meeting summary, etc). Additional required documentation may include a brief summary of purpose and evaluation of what you learned and how the program applies to the industry. Refer to “Documentation Requirements” on page 7 for details.

How do I submit required documentation for the CE activities?
Effective June 1, 2019, CDMs are required to submit all CE hours electronically and upload required documentation via the My Certification page by the end of their three-year recertification period. Physical, e-mailed, or faxed documentation sent to CBDM will not be accepted or returned. Individuals selected for the CE audit will receive e-mail communication from CBDM on required actions, including how to submit CE activities via the My Certification page.

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

What happens if the CE hours I submitted are not accepted?
If granted an extension, individuals will be given up to 90 days (November 30) to make up the CE hours that are deemed unacceptable. The CE hours must be reported and all required documentation electronically uploaded via the My Certification page. The CE record will then be audited again. If audit requirements are not met by November 30, the certification will be terminated. To be eligible for certification again, you must meet current eligibility requirements, submit an exam application with fees for review and approval, and pass the CDM Credentialing Exam.

continued...
**What happens if I lose my credential?**
Individuals who lose their credential must qualify for the exam under a current pathway of eligibility, submit an exam application with fees for review and approval, and pass the CDM, CFPP Credentialing Exam to be eligible to become certified as a CDM, CFPP again.

**Will my employer be notified of my status?**
CBDM will not pro-actively notify employers of CDM credential holder status at any time. However, employers may become aware of your status via our online verification system.

**Will my employer be notified if I am being audited?**
Employers will not be notified by CBDM and certified status will remain active during the audit as long as certification fees are paid up to date.

**Who can I speak with about the process if I disagree with the outcome of the CE audit?**
You may appeal the decision and must do so within 15 days of the e-mailed notice of audit outcome. Submit your concerns in writing (e-mail is preferred) to the CBDM for review and consideration. Provide detailed information that presents a compelling case for why you would like the CBDM to reconsider their decision. To learn more about the appeal process, refer to that section of this Guide on page 9.

E-mail: Appeals@CBDMonline.org
Mail: CBDM Appeals, 406 Surrey Woods Dr., St. Charles, IL 60174

**What if I pay my dues and certification fees, but I don’t pass the CE audit?**
Certified individuals who do not pass the audit will be refunded their current year certification fees approximately 60 days after the audit process is finalized.

**Will I lose my job for not having a credential?**
This depends on state regulations and requirements of your employer.

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*NOTE: 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 addresses in their record or for e-mail messages not retrieved from a spam folder.*
Appendix C—Strategies for Maintaining Your Three-Year CE Record

• Divide CE hours into three equal amounts. Earning 15 CE hours each year of the three-year recertification period will equal 45 CE hours.

• Use three file folders to organize each year’s proof of attendance and other documentation, identifying each year at the top of the file folder. Be prepared to scan and save these documents electronically so you can upload via the My Certification page.

• Enter CE hours online and upload the required documentation via the My Certification page of your record within one week of completing a program.

• Retain copies of your proof of attendance and other documents for two consecutive three-year recertification periods.

Appendix D—Step-by-Step CE Self-Reporting Guide

1. Log in at www.CBDMonline.org.
2. Under “My Account Links,” go to “My Certification.”
3. Select “Report CE.”
4. Complete all pertinent fields for your CE activity. If it is a Prior Approved program, select “Prior Approved” for program type and enter the CBDM provider number as listed on the 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 “Report” after uploading the documents for all CE activities reported. “Submitted” status will show for all CE hours submitted and documentation uploaded electronically.
7. Continue this process for each CE activity that you submit.

Congratulations!
You have successfully reported CE activity.