Certifying Board for Dietary Managers

PRIOR APPROVAL HANDBOOK

for ANFP Chapters | 2020

CBDM® | Certifying Board for Dietary Managers

The credentialing agency for
Association of Nutrition & Foodservice Professionals *ANFP*®

2-17-2020

PURPOSE OF THE CBDM PRIOR APPROVAL PROGRAM

The purpose of the CBDM Prior Approval Program is to recognize continuing education (CE) providers that have met the CBDM education standards and guidelines. This handbook provides information on CBDM standards, requirements, and benefits of the Prior Approval Program. It also provides application information and CBDM procedures for monitoring approved programs.

The CBDM prior approval process is completely voluntary and is initiated by the chapter program chair/coordinator requesting approval. Prior Approval status does not constitute endorsement of a chapter or its materials by the CBDM or ANFP. The chapter is responsible for maintaining the content and quality of any program that has received prior approval.

The CBDM Prior Approval Program is intended for organizations interested in providing continuing education (CE) hours to CDM, CFPP credential holders. The CBDM encourages chapters to apply in order to be recognized as a CBDM Prior Approval Program if providing quality education that meets CBDM standards of education.

THE MISSION OF THE CBDM

The mission of the Certifying Board for Dietary Managers (CBDM) is to promote excellence and industry best practices through administering and maintaining the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential for foodservice professionals.

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

EDUCATIONAL OBJECTIVES AND OBLIGATIONS

Chapters must:

- Provide CDM, CFPP credential holders with quality programs that attendees can earn and report CE hours.
- Provide clearly stated and measurable learning objectives that are appropriate for the type and length of CE activity in terms of content and number of learning objectives.
- Ensure content and instructional design of the program are appropriate for the learning outcomes.
- Provide qualified personnel/staff/speaker/faculty to deliver the program in accordance with CBDM requirements.

BENEFITS OF PRIOR APPROVAL PROGRAM FOR PROVIDERS TO ANFP CHAPTERS

RECOGNITION

Prior Approved programs are recognized by ANFP, foodservice industry professionals, and employers as meeting CBDM standards and requirements for continuing education. As a result, Prior Approved programs are viewed with high regard and respect in the industry. Participants will recognize a high-quality program that is rich in content and delivers the objective of lifelong learning to enhance and improve their careers and professional development in line with CBDM standards for continuing competence.

MARKETING OPPORTUNITIES

- Use CBDM Prior Approval logo (in accordance with CBDM specifications), which may be added to marketing and other activities promoting your approved program.
- Confirmed number of CE hours.
- Ease of submission of CE hours for attendees.
- Increased awareness and exposure of programs to a captive and engaged audience of more than 15,000 foodservice professionals via "Find CE" program listing/directory on the ANFP website.

All Prior Approved programs are available on the ANFP website's Find CE page. Individuals can search by CE type, competence level or topic, location, provider name, and more. Providers can boost the visibility of their CE program(s) with a featured listing. All featured programs that meet search criteria will be listed first and will be highlighted with a featured CE logo.

- 1-5 months per program: $50/month
- 6-12 months per program: $25/month
- Feature 6 or more programs per month: $25 per program

GENERAL APPLICATION PROCESS

To apply for Prior Approval, applicants must:

- Read the entire Prior Approval Handbook.
- Fill out Prior Approval application and submit by email, fax, or mail.
- Submit all required supporting documentation and fees.
- As a benefit to ANFP Chapters, fees for processing a Prior Approval application are waived. However, a $50 late fee will be charged if applications are submitted with less than 30 days allowed for processing.

All education programs must pertain to Nutrition and Medical Nutrition Therapy, Foodservice Personnel and Communications, Sanitation and Food Safety, Business Operations, and Leadership Health Care as they relate to foodservice management.

It is suggested that ANFP Chapters submit applications and supporting material at least eight weeks prior tot he start date of the program/event to allow time for processing, corrections, and advance publicity. Anticipate a four to six-week timeframe for approval from the date the application is received. Chapters that fail to submit the Prior Approval Application at least 30 days prior to the start of their program/event will be charged a $50 fee in order to expedite the approval process.

Applications for Prior Approval are reviewed thoroughly before approval is awarded. Chapters will be notified within 30 days of submission if the application is not complete and given the opportunity to submit additional materials. All information must be received before the presentation/delivery of the CE program or processing will not continue and application will be considered inactive.

After the application is approved, the chapter chair/coordinator will receive a confirmation e-mail containing the Prior Approval number, the number of CE hours the program has been approved for, the dates for which the program is valid, and all other information pertinent to the approval.

Complete applications with supporting documents should be submitted in one of the following ways:

E-Mail: priorapprovals@CBDMonline.org

Fax: 630.587.6308

Mail: CBDM
Prior Approvals
406 Surrey Woods Drive
St. Charles, IL 60174

All supporting documents should be submitted in PDF or Word format. The application should be organized with application first, followed in order by the timeline agenda, learning objectives, biographies, evaluation, and certificate of attendance. The order of the learning objectives and biographies should follow the order of the timeline agenda. Please call 800.323.1908 with any questions about the application process or send email to priorapprovals@CBDMonline.org.

EVALUATION PROCESS

The CBDM will evaluate the proposed program for its content, quality, and appropriateness of the following characteristics:

- Title
- Instructor Qualifications
- Agenda
- Target Audience
- Total Number of CE Hours Requested
- Continuing Competence Level (I, II, III)*
- Program Topics**

The CBDM will deny approval to programs that fail to meet CBDM requirements and expectations.

Continuing Competence levels are being used to help certificants identify how specific programs may meet their learning needs.

**Program topics are being used to determine how the program meets CDM, CFPP competencies. These selections will be used as a search tool for learners to find programs based on competence level.*

MARKETING GUIDELINES

Once the program is approved, it may be advertised by the sponsor using the following statement "This program has been approved for fulfilling the continuing education requirements of the Certifying Board for Dietary Managers (CBDM). Granting prior approval does not constitute endorsement of the program content or its program sponsor by ANFP or CBDM." Prior Approval numbers should only be used on certificates of completion and not in any advertising.

CALCULATING NUMBER OF 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. After 30 minutes, CE credit will be accrued in 15 minute increments. For ineligible activities, refer to Appendix B.

MONITORING AND FOLLOW-UP PROCESS

The CBDM will monitor Prior Approved programs on an ongoing basis to ensure the requirements are met. Chapters will be monitored in the following ways:

- The CBDM may intermittently request program attendance information to gather feedback from attendees on the program sponsor performance in meeting the requirements for prior approval.
- The CBDM may request program materials or copies of certificates of attendance, or may attend activities to audit the effectiveness of each program.
- Prior Approval Program attendees are encouraged to contact the CBDM if they feel a program sponsor is not meeting the requirements for prior approval.

COMPLAINTS OR CONCERNS

If the CBDM receives a complaint and/or identifies via the monitoring process that a program sponsor may not be in compliance with the requirements set for prior approval, the CBDM will contact the program sponsor in writing to request documentation for investigation and request a response to the complaint or concern within 30 days.

Program sponsors that do not comply with the CBDM request or the documentation does not support compliance with the requirements for prior approval, will be notified of revocation of prior approval status.

PRIOR APPROVAL APPLICATION

See pages 12-13 for application, complete and submit to the CBDM by e-mail, fax, or mail with all supporting documentation.

REPORTING CE HOURS

CDM, CFPP program attendees who attend a CBDM Prior Approved Program must self-report CE hours online via the My Certification page as a Prior Approved program, upload the certificate of completion provided by program coordinator (which includes Prior Approval number), and save the certificate in their files for at least two consecutive three-year CE cycles for auditing/verification purposes.

CE hour requirements for the three-year recertification period:

- Nine of the CE hours must pertain to Sanitation and Safety. Additional hours will be automatically converted to General CE hours.
- One of the 45 CE hours must pertain to Professional Ethics. Additional hours will be automatically converted to General CE hours.
- A maximum of five CE hours can be earned and reported for Trade/Food shows.
- A maximum of six CE hours can be earned and reported for books.

Effective June 1, 2019, CDMs are now required to submit all CE hours electronically by the end of their three-year recertification period. 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 a program is not Prior Approved, several different forms of required documentation are required, and the documentation must be uploaded at the time the CE is submitted.

CE hours can be earned and reported while the individual is actively certified and only during the current three-year period. Once CE hours have been earned for a specific program, the program cannot be resubmitted for credit again, regardless of whether it is a new recertification period. Also, extra CE hours do not carry over from one three-year period to another. Credit can only be earned once for any given program. View the additional information on maintaining your credential here.

For CDMs who do not have their own computer, there are viable solutions such as mobile devices, tablets, or utilizing public computers.

To learn more about how to report CE activity and upload required documentation via the My Certification page, visit the CBDM website and refer to the CBDM Guide to Maintaining Your CDM, CFPP Credential.

Questions? Contact Us.

Certifying Board for Dietary Managers
406 Surrey Woods Dr
St. Charles, IL 60174

800-323-1908 | info@CBDMonline.org

APPENDIXES

SAMPLES OF QUALIFIED PRESENTERS BY TOPIC

NUTRITION AND MEDICAL NUTRITION THERAPY	*Not all inclusive*
Basic Nutrition	CDM, DTR*
Basic Modified Diets • Diabetic • Constant carbohydrates • Low sodium • Low fat, low cholesterol • Updates on diets—food pyramid/MyPlate	CDM, DTR, RDN, CDE
Advanced Modified Diets • Tube feedings • Renal diets • Bariatric diets • Food allergy • Texture modification/dysphagia diets • Cardiac diets	RDN, LD or certified specialist (such as speech/language pathologist, occupational therapist for dysphagia diets.)
PERSONNEL AND COMMUNICATIONS	
• Personnel needs/job functions (conducting personnel needs analyses, task analyses; writing job descriptions, job specifications, developing/updating departmental organizational chart) • Interview, select, and orient employees • Manage department personnel (personnel records, adherence to personnel management laws and practices) • Conduct performance evaluations (proper documentation, salary recommendations, promotion criteria) • Disciplinary procedures and termination	CDM, DTR, RDN, facility HR director, etc.
FOOD SERVICE	
• Budgeting • Menus • Inventory • Receiving and storage • Scheduling • Purchasing • Cost Control • Culinary Skills	CDM, DTR, RDN, LD, CEC, purchasing agent, finance/accounting specialist
SANITATION & SAFETY	
• Compliance with regulations • Using HACCP Guidelines • Crisis management for foodborne illness outbreak • Proper physical facilities/equipment management • Disaster preparedness • Active shooter training • Pathogens	CDM, RDN, LD, DTR, state or county registered Sanitarian, ServSafe certified instructor, etc.
LEADERSHIP	
• Conflict management • Team building • Strategic thinking • High level communication skills	CDM, RDN, LD, DTR, administrator, department director
HEALTH CARE AS IT RELATES TO FOOD SERVICE	
• Trends, forecasting • Organizational dynamics	CDM, RDN, DTR, administrator, department director, RN, LMSW

APPENDIXES

APPENDIX B

REQUIRED APPLICATION & SUPPORTING DOCUMENTATION

CBDM requires the following documents be submitted with a completed application in order to review the education for CBDM approval. Applications will not be processed without all required documentation.

In ANFPConnect, you will find example applications, a "how to" on writing learning objectives, the ANFP Speaker Directory, and other helpful meeting planning tools. Log in to your ANFP Member account, select ANFPConnect, and click the sign in button at the top right. All documents can be found under Volunteer Resources, Meeting Resources.

1. SPEAKER/TRAINER/INSTRUCTOR REQUIREMENTS

Chapters must submit speaker/trainer/instructor resume, bio, and/or credentials. Speakers/Trainers/Instructors should:

1. Be competent in the subject matter
2. Present materials on current information
3. Be knowledgeable and skilled in training methods appropriate for adults
4. Utilize training methods appropriate to meet educational objectives and learning outcomes for content related to Nutrition and Medical Nutrition Therapy, Human Resources, Food Service Management, Sanitation & Safety, Leadership and Health Care

Refer to **Appendix A** for examples of qualified presenters by content area.

2. PROGRAM TIMELINE AGENDA WITH LEARNING OBJECTIVES

The program agenda should include at the very minimum an hour-by-hour content outline, speaker name and credentials, number, and type of CE, with learning objectives, that indicates the following:

• What will the program accomplish?
• Why is this session considered an important educational experience?
• How will the session help attendees?

3. PROGRAM EVALUATION

Chapters must develop and use evaluation methods that:

• Are appropriate to the objectives and educational methods
• Measure whether the objectives have been met
• Assess program content, instructor effectiveness, and overall administration

The Chapter Board can review the attendee evaluations and submit a Speaker Recommendation Form to the ANFP Education Department. Recommendations will be reviewed for inclusion in the ANFP Speaker Directory.

4. CERTIFICATE OF ATTENDANCE

A sample of the certificate of completion must be included with the application. Attendees must be provided with a certificate of completion upon completion of the program. The certificate of successful completion must include name of the attendee, title of program, number of hours approved, CBDM Prior Approval logo, and Prior Approval number (provided upon completion of approval process).

5. COMPLETE APPLICATION

Submit Prior Approval application with all required supporting documentation via e-mail, fax, or mail.

Please note: *Any changes to the program or its trainer after approval has been granted must be reported to the CBDM.*

The hours requested can be adjusted to reflect the continuing education policy guidelines of the Certifying Board for Dietary Managers relating to activities that are not eligible for credit.

Activities Not Eligible for CE Include:

• Business Meetings
• Introductions
• Welcome/Orientation
• Networking/Testing

• Registrations
• Wrap-Ups/Evaluations
• Breaks

• Meals Without Speakers (Meals with Speakers = half the time period)
• Vendor Equipment Training, Testing

APPENDIXES

CONTINUING COMPETENCE LEVELS

CBDM ●●●
continuing competence
where education advances performance

The three competence levels provide an understanding of the educational level of each program, as well as each product within the ANFP Marketplace. Competence levels move from basic knowledge to advanced knowledge (see explanations of each competence level below). Each program should have a designated competence level listed within the description.

LEVEL I
Assumes that the participant has entry-level knowledge of the topic. The desired outcome is to ensure a foundation of basic concepts of the subject matter.

LEVEL II
Assumes that the participant has a foundation of basic concepts of the topic. The desired outcome is to enhance knowledge and facilitate application of knowledge to practice.

LEVEL III
Assumes that the participant has thorough knowledge of the topic. The desired outcome is to integrate analysis and application of knowledge incorporating continuous quality improvement into best practice.

Continuing Competence levels are being used to help certificants identify how specific programs may meet their learning needs.

APPENDIXES

APPENDIX
D

TOPICS

Below are the 36 areas outlined in the CDM Credentialing Exam Content Outline. When completing the application, select up to four topics to list on the application.

NUTRITION
Gather Data - Document nutrition information in the medical records
Gather Data - Interview for nutrition related information
Gather Data - Obtain routine nutrition screening data
Gather Data - Identify nutrition problems and client rights
Apply Data - Modify diet plans
Apply Data - Implement physician's dietary orders
Apply Data - Apply standard nutrition care
Apply Data - Manager special nourishments and supplemental feedings
Provide Education - Assist clients with food selection
Provide Education - Use nutrition education materials
Provide Education - Adapt teaching to client's educational needs: evaluate client readiness and ability to learn

FOODSERVICE
Manage standardized recipes
Specify standards and procedures for preparing food
Supervise the production and distribution of food
Monitor meal service
Implement Continuous Quality Improvement Procedures for Foodservice Department
Modify standard menus

PERSONNEL AND COMMUNICATION
Define personnel needs and job functions
Interview, select, and orient employees
Provide ongoing education
Develop and maintain employee time schedules and assignments
Manage goals and priorities for department
Manage department personnel
Manage professional communications
Implement changes in foodservice department

SANITATION AND SAFETY
Manage personnel to ensure compliance with safety and sanitation regulations
Manage purchasing, receiving, storage, and distribution of food and supplies following established sanitation and quality standard
Protect food in all phases of preparation using HACCP Guidelines

BUSINESS OPERATIONS
Manage a budget
Prepare specifications for capital purchases
Plan and budget for improvements in the department design and layout
Assist in the purchasing process
Manage revenue generating services
Implement cost effective procedures.

**Program topics are being used to determine how the program meets CDM, CFPP competencies. These selections will be used as a search tool for learners to find programs based on competence level.

APPENDIXES

FREQUENTLY ASKED QUESTIONS

WHAT HAPPENS IF A SPEAKER CANCELS AFTER WE HAVE BEEN APPROVED FOR CE HOURS?
Reach out to ANFP to assist with adjusting your agenda to reflect any new CE hour totals or for help in finding a replacement speaker via one of the ANFP speaker resources available.

WHAT HAPPENS IF WE ADD A SPEAKER AFTER WE HAVE BEEN APPROVED FOR CE HOURS?
Reach out to ANFP to assist with adjusting your agenda to reflect the new CE hour totals.

HOW DO WE MONITOR INDIVIDUALS WHO LEAVE EARLY OR DO NOT ATTEND A FULL SESSION?
Program attendees should report CE hours only for programs for which they attended/fully participated. Falsely reporting CE hours toward CDM, CFPP recertification requirements for programs that were not attended/completed would be considered a violation of the CDM, CFPP Code of Ethics and could result in the certification being terminated. It would be beneficial to mention this at the beginning of the session so that all attendees are aware of and abide by the CDM, CFPP Code of Ethics as well as all CBDM recertification policies.

DOES HAVING A ROUNDTABLE/EXPERT PANEL DISCUSSION ON CURRENT TRENDS COUNT FOR CE HOURS?
This type of presentation will count and will require a written description of the topic(s), objectives, and bios of all the panel members to receive CE hours for the session.

DOES HAVING A SPEAKER PRESENT DURING LUNCH COUNT FOR CE HOURS?
Education sessions that include a lunch or another meal will count as half the allotted scheduled time.

FOR MULTIPLE DAY EVENTS, DO WE NEED A CERTIFICATE OF COMPLETION FOR EACH DAY?
For meetings where attendees can choose to attend one day of a multiple day event, on the CBDM Chapter Prior Approval Application, request a certificate for each day.

FOR MEETINGS ORGANIZED WITH CONCURRENT SESSIONS, HOW DO WE LIST THE CONCURRENT SESSIONS ON THE CERTIFICATE?
Chapters have this as an option to help their members track Continuing Education. A Certificate of Attendance can be created to list the concurrent (breakout) sessions. Attendees can then check those sessions attended. When reviewing for Prior Approval, applications that include concurrent sessions with conflicting CE types, a General CE will be approved. For example: A sanitation CE session and a General CE session are assigned in the same time slot, the application will only be approved for the General CE.

SHOULD PRE- OR POST- CONFERENCE EVENTS HAVE A SEPARATE CERTIFICATE OF COMPLETION?
This is an option, especially if Sanitation or Allergen Certificate training is offered. On the CBDM Prior Approval Application, request a separate certificate for this event.

WHAT SHOULD WE LOOK FOR WHEN PLANNING SPEAKER TOPICS THAT WILL BENEFIT OUR MEMBERSHIP MOST?
Chapters that host annual meetings have the opportunity to provide the minimum required 45 CE hours for the three-year recertification period by offering 15 CE hours per year (planning for three Sanitation and Safety CE hours each year, and including one CE hour pertaining to Professional Ethics in the three-year window). This supports members who may not be able to attend other educational offerings in their state.

CBDM CHAPTER/DISTRICT PRIOR APPROVAL APPLICATION
INSTRUCTIONS & GUIDELINES

INSTRUCTIONS FOR COMPLETING THE PRIOR APPROVAL APPLICATION

1. Read the entire CBDM Prior Approval Handbook.
2. Fill out the Prior Approval Application completing steps 1 - 7.
3. Submit via e-mail, fax, or mail (MUST include supporting documentation).

PRIOR APPROVAL APPLICATION GUIDELINES

Program Start Date/End Date	Indicate the first and last day of the program.
Program Title	Indicate the exact title of the program that will be recorded on all permanent record forms, advance publicity notices, printed program schedule, and certificate of attendance.
Program Topic(s)	Check all program topics that apply (see Appendix A).
Program Location	Provide city and state where the meeting will take place.
Estimated Number of CDM, CFPP Attendees	Indicate the projected number of attendees that have the CDM, CFPP credential.
Certificates & Number of CE Hours Requested	Indicate the number of Certificates/Prior Approval numbers you are requesting. Continuing education (CE) hours are those hours spent participating in a continuing education session. A minimum of 30 minutes of attendance/participation is required for CE credit. After 30 minutes, CE credit will be accrued in 15 minute increments. ** Do not count time for introductions, breaks, lunch, etc.* Enter the amount of CE requested above each category and add up the total. **Ethics:** Topics must pertain to professional ethics - including business/code of conduct, confidentiality, conflict of interest, diversity and inclusion, HIPAA/privacy, and patient rights/dignity **Sanitation and Safety:** Topics related to safe food handling and storage, infection control, time/temp regulations, HACCP principles, food allergies, HIV/AIDS, hygiene, disaster planning, pandemic disease, and active shooter training **Food Show:** Time spent viewing food show exhibits based on brochure/agenda. **General Topics:** Topics related to nutrition, management, or health care (see handbook for details on acceptable programs).
Competence Levels	See Appendix D
Competence Topcis	See Appendix E (Up to four can be chosen)
Program Chair/Coordinator	The main point of contact in charge of organizing the event. This individual will be contacted for any missing information and/or follow-up to the program.
Registration Contact Info for Program	Indicate registration contact information to publicize to ANFP members and provide clear guidance on where to register for the program. Be sure to include contact name, phone number, e-mail, and/or website address.
Description of Overall Program	Description of the education provided to be used in the "Find CE" directory on the ANFP website.

CBDM CHAPTER/DISTRICT PRIOR APPROVAL
APPLICATION

CHAPTER/DISTRICT: _____

STEP 1 - PROGRAM INFORMATION

Program Start Date: _____   Program End Date: _____
(Attach a list for additional dates/locations)

Program Title: _____

City:_____   State: _____

Estimated Number of CDM, CFPP Attendees: _____

STEP 2 - CERTIFICATES & NUMBER OF CE HOURS REQUESTED

Number of Certificates Requested: _____

Day 1 Number of CE: General _____ Sanitation/Safety _____ Ethics _____ Food Show _____ Daily Total _____

Day 2 Number of CE: General _____ Sanitation/Safety _____ Ethics _____ Food Show _____ Daily Total _____

Day 3 Number of CE: General _____ Sanitation/Safety _____ Ethics _____ Food Show _____ Daily Total _____

Special Event CE: General _____ Sanitation/Safety _____ Ethics _____ Food Show _____ Daily Total _____

Total Possible CE Hours _____

- Do not count time for introductions, breaks, lunch, etc.
- Please indicate sanitation and ethics hours on agenda.
- Food show hours are equivalent to the amount of time designated in printed program brochure.
- Food/Trade Shows are limited for CDM, CFPPs to report five CE hours per three-year recertification period.

STEP 3 - COMPETENCE LEVELS & TOPICS

Competence Level (Refer to Appendix C):   [ ] Level I   [ ] Level II   [ ] Level III

Competence Topics (List up to four. Refer to Appendix D):

_____   _____

_____   _____

STEP 4 - PROGRAM CHAIR/COORDINATOR INFO
This individual will be contacted for any missing information and/or follow-up to the program.

Company Name/Chapter Name: _____

Company Address: _____

City:_____ State: _____ Zip: _____

Phone:_____ Fax: _____

E-mail Address: _____

STEP 5 - REGISTRATION CONTACT INFO FOR PROGRAM

This information will be used to market the program and listed in the directory.

Contact Name: _____

Phone Number: _____

E-mail Address: _____

URL: _____

STEP 6 - DESCRIPTION OF OVERALL PROGRAM
To be used on the "Find CE" section of the ANFP Website

STEP 7

Please include the following with this application:

[ ] Program Agenda with Timeline

[ ] Program Evaluation

[ ] Sample Certificate of Attendance (with space for CBDM Approval Number and CE hours earned)

[ ] Speaker/Trainer/Instructor Resume/Bio/CV

* Incomplete applications will not be processed.

Application Submission
Submit Prior Approval Application in one of the following ways:

   E-mail: priorapprovals@CBDMonline.org

     Fax: 630.587.6308

Contact us with any questions or concerns via phone at 800.323.1908 or e-mail at priorapprovals@CBDMonline.org.

STEP 8 - METHOD OF PAYMENT*
*Only applicable if you are submitting the application less than four weeks prior to the start of your program/event and need to pay the $50 fee to expedite approval.

Credit card payments may be made by calling 800.323.1908.

Please complete and submit this form to priorapprovals@CBDMonline.org.

CBDM® Certifying Board for
Dietary Managers

The credentialing agency for

Association of Nutrition & Foodservice Professionals **ANFP**®