

# Top 10 Tips for Completing and Reporting CBDM Eligible CE Activities

Use these CBDM policy reminders to help ensure you meet the CBDM recertification requirements.

- 1. Monitor how many CE hours you currently have.** Log into your ANFP record and go to the My Certification page. You are required to have a minimum total of 45 hours for each three-year recertification period, of which 9.0 CE hours must pertain to Safety and Sanitation and 1.0 hour must be related to Professional Ethics.
- 2. Complete CE activities when your certification is active.** If completed when your certification is inactive, the CE activity will not count toward recertification requirements and no hours will be recorded to your CE record.
- 3. Complete CE activities related to [content areas](#) covered on the CDM Credentialing Exam and within the [CDM, CFPP Scope of Practice](#).** These topic areas include Nutrition, Foodservice, Personnel and Communications, Sanitation and Safety, and Business Operations.
- 4. Seek to complete CE activities that are at least 30 minutes long.** Activities less than 30 minutes long are not eligible. After the initial 30 minutes, CE activities can be reported in 15-minute (0.25 hour) increments.
- 5. Make sure that CE hours for a planned CE activity do not exceed the maximum allowed number of hours** per three-year reporting period. Excess hours will not be recorded to your CE record and cannot be carried over to a subsequent recertification period. For example, up to 6.0 CE hours can be reported for books, up to 5.0 CE hours can be reported for trade shows, and up to 36.0 CE hours can be reported for college courses.
- 6. Consider completing CBDM Prior Approved programs.** They are a convenient way to meet recertification requirements.
  - Successfully completed ANFP Prior Approved programs, are automatically recorded to your CE record. Search the [ANFP Marketplace](#) for CE programs.
  - Other CBDM Prior Approved programs must be submitted as a Prior Approved activity type with all required information and your certificate of completion uploaded.
  - To locate CBDM Prior Approved programs, use the [Find CE tool](#).
- 7. Make sure you have all required documentation ready to upload when reporting a CE activity.** Effective June 1, 2019, you must upload required documentation when submitting CE programs. To identify the specific required documentation for a CE Activity type, refer to the [CE Activity Types and Required Documentation Table](#).
- 8. Prior to uploading a *Certificate of Completion*, make sure it includes all required information:** Education program sponsor name, program title, your name (blank certificates will not be approved), date completed/attended, and CE hours awarded. This information must match the information submitted for the corresponding CE activity.
- 9. When it is a required document, the uploaded *Program Agenda* must include all required information:** Program title, program date, topics covered, and time allocated per topic. The total time reported must match the allowable time based on the agenda.
- 10. When a required document, the *Summary of Purpose and Evaluation* must be uploaded.** This is something you write and express what you learned from the education activity, how it applies to the foodservice industry, and how you will use what you learned on the job.