

Top 10 Tips to Meet CDM, CFPP Recertification Requirements

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

1. **Monitor how many CE hours you reported on the My Certification page of your ANFP record.** Log into your ANFP record and go the My Certification Page. Use this tool to learn about [certification status definitions](#).
2. **Make a plan for how you will meet the minimum required CE hours.** You are required to complete and report a minimum total of 45 hours. Nine CE hours must pertain to Safety and Sanitation and 1.0 CE hour must be related to Professional Ethics.
3. **Complete and submit CE activities by May 31 of the last year of your three-year recertification period.** You must report CE activities and upload required documentation via the My Certification page of your ANFP record. Failure to complete and report the minimum required CE hours will result in being placed in the CE Audit process.
4. **Keep your certification active by paying the annual certification fees.** CE activities completed when your certification is inactive are not eligible toward your recertification requirements and no CE hours will be posted to your CE record for those activities.
5. **Complete CE activities related to [content areas](#) covered on the CDM, CFPP 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.
6. **Make sure CE activities you complete are at least 30 minutes long.** Programs less than 30 minutes long are not eligible CE activities. After the initial 30 minutes, activities can be reported in 15-minute (0.25 hour) increments.
7. **Consider completing CBDM Prior Approved programs.** They are a convenient way to meet recertification requirements and are CE Audit proof when submitted properly. To locate CBDM Prior Approved programs, use the [Find CE Tool](#) available when you log into your ANFP record.
8. **Be aware that some activity types have a maximum allowed number of hours per three-year reporting period.** Hours reported in excess of the maximum allowed will not count toward recertification requirements.
 - For books, you can report up to 6.0 CE per book.
 - For trade shows, you can report up to 5.0 CE hours per three-year recertification period.
 - For college courses, you can report up to 36.0 CE hours per three-year recertification period.
9. **Have available and upload all required documentation.** Although it varies by CE activity type, required documentation usually includes your certificate of completion, agenda with timeline and your personally written summary of purpose and evaluation. Effective June 1, 2019, you must upload required documentation in order to be able to submit a CE activity.
10. **Before uploading your certificate of completion, make sure it complies with CBDM policy.** It must match information reported for the activity and include all of the following: name of program sponsor, program title, your name (blank certificates will not be approved), date completed/attended and CE hours awarded.