



CBDM[®] | Certifying Board for Dietary Managers

The credentialing agency for

NUTRITION & FOODSERVICE PROFESSIONALS TRAINING PROGRAM REQUIREMENTS

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Who is a CDM, CFPP?

A Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®):

- Has the education and work 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.
- Works together with Registered Dietitian Nutritionists (RDNs) to provide quality nutritional care for clients in a variety of non-commercial settings and perform a myriad of specialized tasks and roles within a foodservice operation.
- Is an expert at managing foodservice operations and ensuring food safety.
- Is responsible for implementation of menus, foodservice purchasing, and food preparation as well as applies nutrition principles, documenting nutrition information, managing work teams, and much more.

By earning and maintaining the CDM, CFPP credential, an individual joins the top levels of nutrition and foodservice managers in the field. Being a CDM, CFPP is a proven way to advance a career and make an impact in the foodservice industry.



The [Association of Nutrition & Foodservice Professionals \(ANFP\)](#) is a national not-for-profit association established in 1960 that today has more than 15,000 professionals dedicated to the practice of providing optimum nutritional care through foodservice management. ANFP provides education products, tools and resources, networking opportunities, and advocacy for members regarding issues related to food safety and the foodservice profession. ANFP members have the added benefit of discounted pricing on ANFP education, CE programs and other professional development activities.



The [Certifying Board for Dietary Managers \(CBDM\)](#) is the credentialing agency responsible for establishing and upholding policies for and administration of the CBDM Certification Program. The CDM Credentialing Exam is administered by CBDM.

The [CDM, CFPP Certification Program](#) is accredited by the National Commission for Certifying Agencies (NCCA) and the CBDM is responsible for ensuring that CBDM policy adheres to standards required to maintain the accreditation.

CDM Credentialing Exam

Exam Content – The exam content is derived from a detailed process beginning with a job analysis survey, and the outcome of that study is used to finalize the exam and develop the exam based on the outline. [Access here.](#)

CDM, CFPP Certification Process



CDM, CFPP Certification Process

1. Meet Eligibility Requirements: To qualify for the CDM Credentialing Exam, an individual must meet requirements for a current pathway of eligibility. Each pathway is a combination of formal education from an accredited post-secondary education institution and full-time work experience in non-commercial food service management. Learn more [here](#).



One of the most popular pathways, Pathway I, is for graduates of an **ANFP Approved Nutrition and Foodservice Professional Training Program**.

Accredited post-secondary education institutions can apply to become an approved (not accredited) ANFP Nutrition and Foodservice Professional Training Program provider. ANFP approved training programs have met the requirements established by ANFP of the required minimum of 120 classroom hours and 150 field experience (FE) hours that are determined by the CDM Credentialing Exam Content Outline.

- Of the 150 FE hours, 50 hours are precepted hours.
- For the precepted hours, 25 Nutrition hours must be precepted by an RDN and 25 Foodservice hours must be precepted by an RDN, DTR, or CDM, CFPP.

Students are eligible for [ANFP Pre-Professional membership](#). Graduates of an ANFP approved program who are verified by ANFP to have graduated from that Program are eligible under eligibility Pathway I as well as to apply for ANFP professional membership.

2. Prepare for the exam in a manner of the exam candidate's choice. Study materials are available in the [ANFP Marketplace](#). Other resources are available in the [ANFP Student Resource Center](#).
3. Apply for the exam. To apply for the exam, an individual must submit a completed online exam application with all required documentation and the exam fee for CBDM review and approval. After review of the exam application and verifiable documentation, CBDM notifies individuals via e-mail if they are eligible to sit for the exam or what further requirements must be met. To register online, you will be prompted to log into your ANFP record with your username and password. Learn more [here](#).
4. Once CBDM approved, an individual has 90 days to **schedule and complete their exam** with PSI, the exam services provider. Information about scheduling an exam appointment will be provided to the individual via an e-mail from CBDM. Individuals are encouraged to check their Spam messages to make sure they can access the communication.
5. Complete the exam as scheduled and in accordance with CBDM policy.
 - The exam is computer-based and consists of 160 multiple-choice questions. Examinees are allowed three hours (180 minutes) to complete the exam.
 - Questions are based on professional situations in which a dietary manager would have to make a decision or solve a problem.
 - Scenarios are presented and the examinee must select the appropriate response from among the multiple choices.
 - Exam questions are based on content in two ANFP textbooks: Nutrition Fundamentals and Medical Nutrition Therapy, 3rd Edition (2020), and Foodservice Management - By Design, 3rd Edition (2020). Sanitation and food safety-related questions are also based on the FDA Food Code (2017), available free at www.fda.gov.
6. If an individual passes the exam, they must activate their certification within one year of the date that they passed the exam. Failure to do so results in the certification being terminated. Learn more [here](#).
7. Meet recertification requirements
 - Pay the annual certification fee.
 - Complete and report a minimum of 45 hours of eligible continuing education (CE) every three years, of which nine CE hours must be related to Sanitation and Safety and one CE hour must pertain to Professional Ethics. CE program content must pertain to the areas of Nutrition, Foodservice, Personnel and Communications, Sanitation and Safety, and Business Operations.

Learn more [here](#) about eligible CE programs, the CBDM policy for maintaining the CDM, CFPP certification, including CE requirements, how to report CE and the CE Audit process.

Overview

There are several purposes for the ANFP Nutrition & Foodservice Professional Training Program Requirements to:

- Provide guidance to schools to meet requirements
- Ensure that learner success is the focus
- Facilitate approval to become an ANFP approved training program

There is a continued focus on learner success rather than solely on college or program administrative characteristics. There are four requirements focusing on four components of learner success:

Components of Learner Success			
Requirement I Organizational Culture	Requirement II College Accountability	Requirement III Academic and Learning Outcomes	Requirement IV Program Measures/ Improvement
Accreditation: Form 1.1 Signature Required Page 9	Supporting Learners: Form 2.1 A for face-to-face programs Form 2.1 B for online and hybrid programs Page 22 or 23	Curriculum: Form 3.1 A and Form 3.1 B Pages 39-52	Learner Assessment: Form 4.1 Page 66
Program Staff Qualifications: Form 1.2 A and 1.2 B Pages 12-14	Admissions and Testing: Form 2.2 Page 25	Online Course Readiness (online and hybrid programs) Form 3.2 Page 53	Continuous Quality Improvement: Form 4.2 Page 73
Program Design: Form 1.3 Page 15	Field Experience: Form 2.3 A and 2.3 B Pages 27-30	Learning Community: Form 3.3 A or Form 3.3 B Page 60	Publication of Learner Success: Form 4.3 Page 75
Use of ANFP Pre-Approved Curriculum and Course Listing: Form 1.4 Page 17	Program Director's Commitment: Form 2.4 A Signature Required Form 2.4 B (Optional) Pages 34 and 36	Faculty and Advisory Commitment: Form 3.4 Page 63	
Program Communication: Form 1.5 Signature Required Page 19	Resources: Form 2.5 A for face-to-face programs Form 2.5 B for online and hybrid programs Page 36		

Note: Links to each form in this document are provided by clicking on the indicated form number.

Procedures for Submitting Your Program for Approval or Re-Approval

Following these procedures will expedite the approval of your program. Use this table as a quick checklist to make sure all steps for the entire process are completed.

Step 1	Step 2	Step 3
Meeting the Training Program Requirements	Formatting Requirements	Submitting Your Program (Electronically)
Forms 1.1 - 4.3 in the Requirements packet must be completed and included (as indicated). These forms may be duplicated.	All documents must be typed and uploaded, and must be legible. Photocopies must be clear.	Program is to be submitted electronically. (Dropbox or other document sharing). Files organized in folders by each Requirement I-IV. Each document named with form number (i.e. 2.1)
		Submit review fee at time of program application submission by contacting the ANFP Education Department.
		The Program Director must keep a copy of the program documents at the College.
		Send Document Links to: education@ANFPonline.org

The review process takes 90 days from receipt at ANFP. Students enrolled in a program during the review time period would be eligible to take the CDM Credentialing Exam if CBDM approves an individual's eligibility and program approval is granted before an individual's graduation from the program. ANFP reserves the right to return any program application that is not prepared according to the procedure above.

Following Program Approval

Use of the ANFP Logo

A copy of the ANFP approved training program logo is in the [Instructor Resource Center](#) for use by approved programs. Programs must incorporate the ANFP Training Program logo to notate their approval status as an ANFP Approved Training Program. The logo may be used in hard copy or electronic versions of promotional, instructional or reference materials; as well as on the program's website. Such use must always be in close proximity with the approved program's information. Guidelines for use are described in the Instructor Resource Center.

Notification to ANFP

- Faculty changes (names/addresses/phone numbers/resumes/Commission on Dietetic Registration [CDR] cards), must be submitted to ANFP within two weeks of the change.
- With student's permission, student names/addresses should be e-mailed to ANFP each month or whenever students enroll. An interactive form is available in the ANFP Instructor Resource Center for ease of reporting student contact information. (Note: Only provide those students who have consented to having their personal data submitted to ANFP.) Applications for scholarships will not be considered until the applicant's name has been submitted to ANFP by the College.
- Graduate lists shall be e-mailed to ANFP within two weeks of graduation. Upon graduation and ANFP's processing of the graduation list, the graduate is eligible to submit an application and payment for the CDM Credentialing Exam. CBDM cannot process the exam application until the graduation information is confirmed.

Annual Maintenance Fee

- Approved schools pay an annual maintenance fee due no later than 12/1. See Appendix C for more information.

Certificate of Completion Provided to Student

- Upon completion of the program, each graduate must be provided a certificate of completion verifying successful completion of program. Certificate must contain:
 - Name of school
 - ANFP approved training program logo
 - Date graduated
 - Student name
 - Program Director signature

An example of a certificate is provided in the Instructor Resource Center.

A sample certificate will need to be submitted with your application for review and approval. The title of the program cannot use the title Certified Dietary Manager or CBDM.

Requirement I: Organizational Culture

1.1 Accreditation

ANFP Training Programs are established in post-secondary accredited colleges, institutions, and programs recognized by the Council for Higher Education Association (CHEA), www.chea.org or the United States Department of Education (ED), www.ed.gov/.

To verify status for CHEA, visit <http://www.chea.org/search/search.asp>.

To verify status for ED, visit <http://ope.ed.gov/accreditation/Search.aspx>.



Complete Form 1.1 with all dates and signatures.

- Post-secondary Colleges, Institutions, and Programs must be accredited and listed as such on the CHEA or ED websites.
- Proof of accreditation must be included along with dates of the current accreditation.



Complete Form 1.1 with all dates and signatures.

- Post-secondary Colleges must be accredited and listed as such on the CHEA or ED websites.
- Proof of accreditation must be included along with dates of the current accreditation.

Requirement I: Organizational Culture

Form 1.1 - Accreditation

Form 1.1 - Accreditation	
Program Title (Full program name, no abbreviations)	
Application Date	
Name of College	
Address of College	
City, State, Zip	
Telephone Number to appear on ANFP website	
College website address (Note: Your program will be advertised on the ANFP website)	
Contact Name/E-mail to be listed on the website	
College Accreditation (agency or commission recognized by CHEA or ED)	
Accreditation Start and End Dates	
Maximum Program Enrollment Capacity	
Program Director's Name (please print)	
Preferred Mailing Address	
City, State, Zip	
Work Telephone	
Work Fax Number	
Home Telephone	
Preferred E-mail Address	
Program Director's Signature	

form continued on next page

Requirement I: Organizational Culture

Form 1.1 - Accreditation (cont.)

Form 1.1 - Accreditation (cont.)	
Program Administrator's Name (please print)	
Title	
Work Telephone	
Work Fax Number	
Preferred E-mail Address	
As administrator, I agree to notify ANFP within two weeks of a change in the program director and/or administrator. I also agree to forward to ANFP the resume of the new program director, along with the notification letter.	
Program Administrator's Signature	
Finance Department Contact	Name: E-mail: Address: City, State, Zip:
Type of Program	<input type="checkbox"/> Face-to-Face <input type="checkbox"/> Online <input type="checkbox"/> In-State Only <input type="checkbox"/> Nationally <input type="checkbox"/> Hybrid <input type="checkbox"/> Correspondence
Department Administering Program (i.e., workforce development, culinary)	
Type of Award Granted	<input type="checkbox"/> Certificate <input type="checkbox"/> Four-Year Degree <input type="checkbox"/> Two-Year Degree in: <input type="checkbox"/> Culinary Arts <input type="checkbox"/> Dietetic Technician <input type="checkbox"/> Foodservice Management <input type="checkbox"/> Other:
Length of Program (in months)	
Cost of Program (including textbooks)	
ANFP Pre-Approved Curriculum Used	<input type="checkbox"/> Yes - Copyright Date: <input type="checkbox"/> No
ANFP Textbooks Used	<input type="checkbox"/> Nutrition Fundamentals and Medical Nutrition Therapy <input type="checkbox"/> Foodservice Management - By Design

Requirement I: Organizational Culture

1.2 Program Staff Qualifications

The program personnel meet the qualifications defined by ANFP.

FACULTY – a qualified professional with at least two years of practitioner competency who has teaching responsibility at the program site.

- Nutrition and Medical Nutrition Therapy classes must be taught by a Registered Dietitian Nutritionist (RDN).
- **Instructors who teach online must have documentation of completion of a formal online instructor training program.**

PROGRAM DIRECTOR – the individual employed by the College, responsible for the ANFP Approved Training Program. Must meet one of the following criteria:

- Registered Dietitian Nutritionist or Licensed Dietitian
- Professional educator with a background in nutrition, health care, and/or foodservice



Complete Form 1.2 A for each faculty member.

- Include a resume for each person completing Form 1.2 A.
- Include a copy of current CDR card for Registered Dietitian Nutritionists teaching the Nutrition and Medical Nutrition Therapy class.



Complete Form 1.2 B for the program director.



Complete Form 1.2 A for each faculty member.

- **Include a resume** for each person completing Form 1.2 A.
- **Include a current CDR card** for Registered Dietitian Nutritionists teaching the Nutrition and Medical Nutrition Therapy class.
- **Include either (1) proof of formal online instructor training for each instructor that teaches an online or hybrid format class, or (2) the policy that shows the requirement or documentation of training.**



Complete Form 1.2 B for the program director.

Requirement I: Organizational Culture

Form 1.2 A - Program Staff Qualifications

Form 1.2 A - Program Staff Qualifications	
Name and Title of Faculty Member (please print)	
Preferred E-mail Address	
List all courses within the ANFP Training Program taught by the faculty member	

Nutrition and Medical Nutrition Therapy classes must be taught by a **Registered Dietitian Nutritionist**. Include a current **CDR card and resume** for each individual and with this completed form.

Requirement I: Organizational Culture

Form 1.2 B - Program Director Qualifications

Form 1.2 B - Program Staff Qualifications	
Name and Title of Program Director (please print)	
Preferred E-mail Address	
A complimentary issue of Nutrition & Foodservice EDGE magazine will be mailed to this address.	
Description of Qualifying Background	
List all courses within the ANFP Training Program taught by the faculty member	

Include a resume with this completed form.

Requirement I: Organizational Culture

1.3 Program Design

The ANFP Training Program is designed for maximum learner success.

- Program goals are aligned with College mission



Complete Form 1.3



Complete Form 1.3

Requirement I: Organizational Culture

Form 1.3 - Program Design

Form 1.3 - Program Design

Mission of the College

Listing of program goals or outcomes

Describe how the program goals are compatible with the mission of the College

Requirement I: Organizational Culture

1.4 Use of ANFP Pre-Approved Curriculum

The curriculum provides a minimum of 120 hours of classroom instruction, following the prescribed curriculum pattern.



Complete Form 1.4



Complete Form 1.4

Requirement I: Organizational Culture

Form 1.4 - Use of ANFP Pre-Approved Curriculum

Form 1.4 - Use of ANFP Pre-Approved Curriculum	
The College has purchased and is using the ANFP Pre-Approved Curriculum	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide Copyright Date	
The College is using the ANFP Textbooks in the program	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>List titles and copyright of textbooks used other than ANFP textbooks</p> <p>Copyright of all materials used should be within 5 years of current application date.</p>	Title:
	Copyright: Author:
	Title:
	Copyright: Author:
	Title:
	Copyright: Author:
	Title:
	Copyright: Author:
	Title:
	Copyright: Author:
	Title:
	Copyright: Author:
	Title:
	Copyright: Author:

Requirement I: Organizational Culture

1.5 Program Communication

Program announcements, publications, communication, and advertising accurately reflect the program offered.

Program Promotional Materials

- Submit printed promotional materials that document the following. If promotional materials are available online, please provide the URL to view the information referenced on Form 1.5
 - ♦ The program has both classroom and field experience components.
 - ♦ The field experience is appropriately precepted according to program requirements.
 - ♦ Students are eligible for Pre-Professional ANFP membership. Graduates are eligible to apply for the CDM Credentialing Exam under eligibility Pathway I and ANFP Professional membership

Program Communication to ANFP

- With student's permission, student contact information will be uploaded to ANFP through the Instructor Resource Center each month or whenever students enroll.
- Graduate verifications will be uploaded to ANFP within two weeks of graduation.
- [Instructor Resource Center login](#) and directions for reporting enrollees and graduates will be provided with approval.
- Certificates that include the required items will be provided to students upon successful completion of the program.
- The program administrator will advise ANFP within two weeks of a change in the program director.
- The program director will advise ANFP within two weeks of change in instructors.



Complete Form 1.5



Complete Form 1.5

Requirement I: Organizational Culture

Form 1.5 - Program Communication

Form 1.5 - Program Communication	
Program Communication/ Advertising	Publication/Form in Which it is Communicated
How are the following communicated to potential students? *Please submit printed promotional information that documents required information or provide a URL where this information is available.	
The program has both classroom and field experience components	
The field experience is appropriately precepted and has a required minimum of 150 hours	
Students are eligible for ANFP Pre-Professional membership; graduates are eligible to apply for the CDM Credentialing Exam and ANFP Professional membership	
A Registered Dietitian Nutritionist directly supervises a minimum of 25 of the 30 nutrition-related field experience hours and coordinates the entire 150 hours	
The program's accreditation status, including name, address, and phone number of the accrediting agency	
Admissions policies and practices	
Number of credits required for completion of the program	
Tuition/fees and other costs required to complete the program	
Policies and processes for withdrawal	
Policies and processes for refunds	

form continued on next page

Requirement I: Organizational Culture

Form 1.5 - Program Communication (cont.)

Form 1.5 - Program Communication (cont.)	
Program Communication/ Advertising	Publication/Form in Which it is Communicated
How are the following communicated to enrolled students? *Please submit printed promotional information that documents required information or provide a URL where this information is available.	
Academic calendar	
Criteria for successful completion of each segment of the program	
Criteria for program completion	
How are the following communicated to program faculty? *Please explain.	
Student names/addresses will be e-mailed to ANFP each month or whenever students enroll (with student's permission)	
All graduate lists will be e-mailed to ANFP within two weeks of graduation	
Certificates that include the required items will be provided to students upon successful completion of the program. <i>*Provide copy of certificate for review and approval</i>	

To ensure information regarding ANFP, ANFP Approved Training program requirements, CBDM Certification Program, and CDM Credentialing Exam eligibility are accurately represented on college/school websites and program documentation and to eliminate confusion for students and exam candidates, ANFP requires the following statements be used in program announcements, publications and communication to potential students, current students and faculty.

- The CDM Credentialing Exam and CBDM Certification Program is referred to as such
- Refer students to the Certifying Board for Dietary Managers (CBDM) for all exam-related processes and policies.
- ANFP approves (not accredits) ANFP Nutrition and Foodservice Professional Training Program providers.

Signature _____ Date _____

Requirement II: College Accountability

2.1 Supporting Learners

The college has an established process to support learners outside of the classroom.



Complete Form 2.1 A



Complete Form 2.1 B

Requirement II: College Accountability

Form 2.1 A - Supporting Learners

Form 2.1 A - Supporting Learners

Are application materials online? If so, please provide a URL.

Describe the intake process for students enrolled in the college.

What is the remediation process for students who are not successful in the admissions process?

What support services are offered for students to help them transition to College life once the semester begins?

Requirement II: College Accountability

Form 2.1 B - Supporting Learners

Form 2.1 B - Supporting Learners

Are application materials online? If so, please provide a URL

How do you assure that online students have access to necessary student and support services (e.g., tutoring or academic support, advising, financial aid, tuition payment, career counseling, study groups, school announcements)?

Requirement II: College Accountability

2.2 Admissions Testing

The college has an established admission testing process and a remediation component.



Complete Form 2.2



Complete Form 2.2

Requirement II: College Accountability

Form 2.2 - Admissions and Testing

Form 2.2 - Admissions and Testing

What admission test is used (e.g., TABE, ASSET, ACT, etc.)?

If no admission testing is required, how do you know students are prepared for the academic challenge before them?

If students do not meet the College academic admission requirements, what process is in place to help students advance to the level of admissions standards?

Requirement II: College Accountability

2.3 Field Experience

The College has an established process to support students in their field experience

Field Experience Sites

- All field experience sites are in healthcare facilities, agencies, or organizations accredited or approved by their appropriate agencies which have sufficient and experienced personnel, adequate equipment and opportunities to provide the type of experiences needed in the program.

Alternative Field Experience Site

- **Ten (10) nutrition hours of the required 25 precepted hours may be directly precepted by a Registered Dietitian Nutritionist instructor in a classroom laboratory.** The Program Director determines which curriculum competencies will be addressed through these laboratory activities.

Waiver for the Non-Nutritional Portion of the ANFP Training Program Field Experience (sample form provided)

- The student must have a minimum of two years of work experience in a managerial or supervisory capacity in non-commercial food service that includes third-party oversight, such as CMS, TJC, state department of health, etc. Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Non-commercial foodservice operations serve food as support within an institution such as hospitals, nursing homes, schools, military, correctional, or community feeding programs and are typically subsidized by the institution from which they operate. They have third-party oversight by agencies such as CMS, TJC, local and/or state health departments, etc.

Field Experience Verification (sample form provided)

- All 150 hours of field experience will be managed by the Program Director. Fifty (50) precepted hours are required with twenty-five (25) of the thirty (30) nutrition-related hours being directly supervised by a Registered Dietitian Nutritionist (RDN) or with the approval of the program director, a Dietetic Technician, Registered (DTR) with at least one year of practitioner experience. The remaining twenty-five (25) hours are directly supervised by a CDM, CFPP, DTR, or RDN.
- In the absence of a RDN, DTR, or CDM, CFPP and with the approval of the program director, other healthcare foodservice professionals, like Executive Chefs and Directors of Foodservice, who have a minimum of five years of work experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight, such as CMS, TJC, state department of health, etc. can precept foodservice field experience.

Requirement II: College Accountability



Complete Form 2.3 A for each contracted facility being used for field experience.

- Include a current copy of the Commission on Dietetic Registration (CDR) card for all Registered Dietitian Nutritionist preceptors (or state licensed dietitian card in those states that accept LDs as equivalent to RDs), Dietetic Technician Registered (DTR) preceptors' CDR card, and ANFP verification of certification for CDM, CFPP preceptors.
- In the absence of a RDN, DTR, or CDM, CFPP and with the approval of the program director, other healthcare foodservice professionals, like Executive Chefs and Directors of Foodservice, who have a minimum of 5 years of work experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight, such as CMS, TJC, state department of health, etc. can precept foodservice field experience. Resume should be included.
- Complete Form 2.3 B to explain the college's process of verification for students who enroll but must be employed in a facility and provide their own preceptor.



Complete Form 2.3 A for each facility being used for field experience.

- Include a **current copy of the Commission on Dietetic Registration (CDR) card** for all Registered Dietitian Nutritionist preceptors (or state licensed dietitian card in those states that accept LDs as equivalent to RDNs), Dietetic Technician Registered (DTR) preceptors' CDR card, and ANFP verification of certification for CDM, CFPP preceptors.
- In the absence of a RDN, DTR, or CDM, CFPP and with the approval of the program director, other healthcare foodservice professionals, like Executive Chefs and Directors of Foodservice, who have a minimum of 5 years of work experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight, such as CMS, TJC, state department of health, etc. can precept foodservice field experience. Resume should be included.
- Complete Form 2.3B to explain the school's process of verification for students who enroll but must be employed in a facility and provide their own preceptor.

Please see [Appendix G: Temporary COVID Field Experience Policy](#) (Effective June 1, 2023).

Requirement II: College Accountability

Form 2.3 B - Field Experience (Facility Information Sheet)

Form 2.3 B - Field Experience (Facility Information Sheet)

If your students are responsible for providing their own preceptor and field experience site(s), provide an explanation of the process used to verify preceptors and field experience sites. These explanations are required to demonstrate the required competencies.

Requirement II: College Accountability

Sample Form: Non-Nutritional Field Experience Waiver

The student must have a minimum of two years of experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight. Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Non-commercial foodservice serves food as support within institutions such as hospitals, nursing homes, schools, military, correctional, or community feeding programs and are typically subsidized by the institution from which they operate.

Sample Form: Non Nutritional Field Experience Waiver	
Current Employment - to be completed by the student	
Student Name	
Job Title	
Dates of Employment	
Place of Employment	
Work Phone	
Address	
City, State, Zip	
Name of Immediate Supervisor	
Title of Immediate Supervisor	
Supervisor's Work Phone	
Supervisor's E-mail	
To be completed by supervisor	
Student employed under my supervision from/to	
Duties performed by student (Attach job description)	
Survey and/or inspection process completed in your department (i.e.: State Health Department, TJC, CMS)	
Has candidate performed satisfactorily while under your supervision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I hereby certify that the above information is correct to the best of my knowledge	
Supervisor Signature	Date:
Student Signature	Date:

Requirement II: College Accountability

Sample Form: Field Experience Verification

All 150 hours of the field experience will be managed by the Program Director. Twenty-five (25) of the nutrition-related hours must be directly supervised by a Registered Dietitian Nutritionist.

Sample Form: Field Experience Verification	
Student Name	
Date	
Name of Facility	
Signature of Student	
Signature of Registered Dietitian Nutritionist	
Signature of DTR/CDM, CFPP Preceptor	
Street Address, City, State, Zip	

Date	Assignment Description	Field Experience Hours	RDN Hours	DTR/CDM, CFPP Hours
Total Hours				

Requirement II: College Accountability

The Program Director is committed to the success of the classroom and field experience components.

2.4 Program Commitment

Classroom Hours

- A minimum of 120 hours is used in didactic or classroom learning activities and is monitored by the Program Director. All of the classroom nutrition hours must be taught by a Registered Dietitian Nutritionist.

Field Experience Hours

- A minimum of 150 hours is used in Field Experience activities and is coordinated by the Registered Dietitian Nutritionist Preceptor and monitored by the Program Director.

Program Communication

- Criteria outlined in the Program Director's Commitment support the standards of ANFP.



Complete Form 2.4 A



Complete Form 2.4 A



Complete Form 2.4 B Optional III(b) Director's Letter of Commitment if, when approved, the college would like to provide this program to eligible students.



Complete Form 2.4 B Optional III(b) Director's Letter of Commitment if, when approved, the college would like to provide this program to eligible students.

Requirement II: College Accountability

Form 2.4A - Program Director's Commitment

I hereby agree to abide by the following stipulations:

- ANFP Approved Training Programs have met the requirements established by ANFP of the required minimum of 120 classroom hours and 150 field experience (FE) hours that are determined by the detailed content outline.
 - Of the 150 FE hours, 50 hours are precepted hours.
 - For the precepted hours, 25 Nutrition hours must be precepted by an RDN or DTR and 25 Foodservice hours must be precepted by a CDM, CFPP, DTR, RDN or other healthcare foodservice professionals with the required credentials and experience.
- Students are eligible for ANFP Pre-Professional membership; graduates are eligible to apply for the CDM Credentialing Exam (Pathway I) and ANFP Professional membership.
- In order to communicate information regarding ANFP membership and the CDM Credentialing Exam, student names/e-mail/ mailing address will be e-mailed (with student permission) to ANFP when students enroll.
- Upon student graduation, the student names/e-mail/ mailing address will be e-mailed to ANFP. A verification will be entered into the student account. This verification is a requirement of Pathway I and Pathway III(b) CDM Credentialing Exam eligibility.
- ANFP approval is granted for a five-year period. The education provider must then submit a renewal application. All programs will be given a nine-month advance notice.
- Each year, other than the year renewal is due, an ANFP Approved Training Program Annual Report will be due in August. All programs will be given a six-month advance notice via e-mail.

PROGRAM DIRECTOR'S COMMITMENT TO STUDENT

I hereby certify that I fully understand the Requirements covering the classroom and field experience and the qualifications of instructors and preceptors as outlined in the ANFP Program Training Requirements.

I agree that I have read the Nutrition & Foodservice Professionals Training Program Requirements document and fully abide by all requirements and policy and confirm that each student enrolled has a qualified preceptor with the required credentials and experience as outlined on Form 2.3.

I will arrange for an agreement with the administrator of each field experience site for scheduling opportunities to provide for the required minimum of 150 hours of field experience.

I will arrange for an agreement with the RDN or DTR preceptor that a minimum of 25 of the nutrition related hours of direct supervision will be provided by the RDN or DTR preceptor to each student according to the guidelines established in Requirement 2.3.

I certify that I will supervise all 150 hours of the field experience.

I will provide a certificate of completion that contains all the required components to each student who successfully completes the ANFP Approved Training Program.

Form 2.4 - Program Director's Commitment	
Program Director's Name (please print)	
Program Director's Signature	
Program Director's College	
Date	

Requirement II: College Accountability

Form 2.4B - Program Director's III(b) Commitment

2.4 B Optional III(b) Program Director's Commitment

- Available to only ANFP Pathway I Approved Training Programs. When approved, schools have the opportunity to promote their program to potential Pathway III(b) eligible CDM Credentialing Exam candidates. A signed Program Director's Letter of Commitment must be on file with ANFP. An ANFP Approved III(b) logo will be returned to the school to use on their certificates of completion.
- Agree to teach the entire didactic portion of your ANFP Approved Pathway I Training Program to students who may be eligible due to their work experience.
- A graduate of this program will be eligible to apply for the CDM Credentialing Exam if they have a minimum of two years of work experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight, such as CMS, TJC, state department of health, etc. Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Non-commercial foodservice operations serve food as support within an institution such as hospitals, nursing homes, schools, military, correctional, or community feeding programs and are typically subsidized by the institution from which they operate. The foodservice operations have third-party oversight by agencies such as CMS, TJC, local and/or state health departments, etc. The Program Director is responsible for verifying all work experience. Individuals applying for the CDM Credentialing Exam under Pathway III(b) must meet criteria for [eligible work experience](#).

Requirement II: College Accountability

Form 2.4 - Program Director's Commitment

Form 2.4 B - Program Director's Commitment - Pathway III(b)

I hereby certify that I am offering the didactic instruction provided in the Nutrition and Foodservice Professional Training Program approved by Association of Nutrition and Foodservice Professionals on _____.
(enter program renewal date)

I am offering this instruction as a means for students who successfully complete this program to meet the education requirement for the CBDM eligibility Pathway III(b). When work experience requirements are fully met, the individual can submit an application for the CBDM Credentialing Exam for CBDM review and approval

I understand the didactic instruction provided is approved through the same date as the Pathway I Nutrition and Foodservice Professional Training Program and can be renewed upon renewal of the Pathway I program.

I understand failure to provide the complete didactic instruction could result in student's ineligibility for the Certified Dietary manager exam.

I agree to provide ANFP with graduate's name, e-mail, address, and dates within two weeks of graduation.

I agree to provide the student with a certificate of completion with the required ANFP Pathway III(b) program verified logo and all other required information.

Program Director's Signature

Date

Requirement II: College Accountability

2.5 Resources

The resources of the College are adequate to meet the needs of the program.



Complete Form 2.5 A



Complete Form 2.5 B

Requirement II: College Accountability

Form 2.5 A - Resources

Form 2.5 A - Resources

Describe how College resources (such as the library, academic success center, and career center) support the learning needs of the student.

Describe multimedia equipment available to enhance student learning.

Describe how physical space promotes learning and study.

Requirement II: College Accountability

Form 2.5 B - Resources

Form 2.5 B - Resources

Describe the learning resources available to online students.

Requirement III: Academic and Learning Outcomes

3.1A and 3.1B Curriculum

The ANFP curriculum requires a minimum of 120 hours of classroom instruction, following prescribed instructional design.

Curriculum - The curriculum is separated into two major classroom components and several subtopics:

- Nutrition Concepts and Medical Nutrition Therapy
 - ♦ Twelve subtopics that correspond to the major categories on the CDM Credentialing Exam Content Outline
- Managing Foodservice and Food Safety
 - ♦ Twenty-four subtopics that correspond to the major categories on the CDM Credentialing Exam Content Outline

Form 3.1 A

- List the program courses and include the number of classroom and field experience hours planned for each course.
- Include course description or syllabi for each course

Form 3.1 B asks for the following information:

- The curriculum major competencies and objectives correspond to the CDM Credentialing Exam Content Outline so addressing each competency and objective helps ensure learner success.
- There are 5 units or sections of study, each with a minimum number of required classroom and field experience hours.
- Match the course number listed on Form 3.1A to the required competency on Form 3.1B. All competencies must be addressed with a course number.
- Identify the approximate number of classroom hours and field experience hours for each competency.
- Course numbers and hours for both classroom and field experience listed on Form 3.1B should correspond to the course numbers and hours for both classroom and field experience hours listed on Form 3.1A.



Complete Form 3.1 A and B



Complete Form 3.1 A and B

Requirement III: Academic and Learning Outcomes

Form 3.1 B - Curriculum

CURRICULUM/EXAM CONTENT

NOTE: PrN1-PrN6 (Nutrition and Medical Nutrition Therapy) represent competencies and objectives that are not part of the Detailed Content Outline but **are** part of the required curriculum content.

Please note the following:

- **Classroom Hours - 120 hour requirement**
 - ♦ Assigned by units/sections of study
 - Sections of study represent the sections included in the Detailed Content Outline.
 - The shaded competencies (PrN1-PrN6) represent the curriculum content that is basic preparation for the exam content. The shaded area competencies and objectives are **NOT** part of the Detailed Content Outline but are part of the required curriculum content.
 - ♦ **Nutrition units must be taught by a Registered Dietitian Nutritionist (RDN).**
- **Field Experience Hours - 150 hour requirement**
 - ♦ Assigned by units/sections of study
 - ♦ Sections of study represent the sections on the Exam Content Outline
 - ♦ Sections with more required hours represent areas where students struggle on the exam

All 150 hours of field experience will be managed by the Program Director. Fifty (50) of the 150 hours must be precepted hours; 25 in the Nutrition Domain and 25 in any combination of the Foodservice/ Safety & Sanitation/Personnel & Communications/ Business Operations Domains.

The 25 precepted hours in the Nutrition Domain must be directly precepted by a Registered Dietitian Nutritionist (RDN) or with the approval of the program director, a Dietetic Technician, Registered (DTR) with at least one year of practitioner experience. Ten (10) of these hours may also be completed as lab hours taught by a Registered Dietitian Nutritionist instructor. The program director determines which hours are lab hours and which competencies must be precepted by a Registered Dietitian Nutritionist.

The remaining 25 required precepted hours spread throughout the remaining 4 domains must be directly supervised by a CDM, CFPP, DTR, or RDN. In the absence of a CDM, CFPP, DTR, or RDN and with the approval of the program director, other healthcare foodservice professionals, like Executive Chefs and Directors of Foodservice, who have a minimum of five years of work experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight, such as CMS, TJC, local and/or state department of health, etc. may directly supervise the foodservice field experience hours.

Please see [Appendix G: Temporary COVID Field Experience Policy](#) (Effective June 1, 2023).

NUTRITION

Required Content Area (based on Detailed Content Outline effective March 1, 2021)	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
Prerequisite Nutrition Information: Fundamentals of Nutrition and Medical Nutrition Therapy (6 Classroom Hours, 0 Field Experience Hours)		
1. PrN.1 Translate Nutrition Science into Food Intake <ul style="list-style-type: none"> a. Discuss the importance of good nutrition b. Discuss dietary recommendations for carbohydrates (simple sugars, complex carbohydrates, and fiber) c. Discuss dietary recommendations for fats (total fat, saturated fat, and cholesterol) d. Discuss the importance of adequate protein e. Distinguish between vitamins and mineral f. Identify the role of water as a nutrient g. Define phytochemicals and functional foods h. Select the best food sources of specific vitamins and minerals i. Differentiate between different food guides j. Analyze intake with ChooseMyPlate.gov 		
2. PrN.2 Use the Building Blocks of Nutrition <ul style="list-style-type: none"> a. Discuss the six groups of nutrients b. Define Calorie c. List the energy content of nutrients d. Differentiate between simple and complex carbohydrates e. Explain nutrient density of foods f. Calculate energy content of a simple food 		
3. PrN.3 Describe the Process of Digestion, Absorption, and the Utilization of Nutrients <ul style="list-style-type: none"> a. Follow the path of digestion b. Relate digestion to nutrition c. Describe the organs involved in digestion d. Differentiate between digestion of protein, fat, and types of carbohydrate e. Discuss absorption and its relationship to other body system f. Explain the concepts of absorption and availability of nutrients 		
4. PrN.4 Manage Food Allergies, Complimentary Medicine, and Alternative Therapies in Nutrition <ul style="list-style-type: none"> a. Describe common food allergies and discuss dietary implications b. Define alternative and complimentary therapies c. Identify risks and benefits of alternative therapies and allergies 		

NUTRITION

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
<ul style="list-style-type: none"> d. Classify use of alternative therapies in long-term and acute care e. List questions to ask in evaluating dietary supplements and other complementary and alternative therapies and treatment with allergies f. Differentiate between an allergy and a food intolerance g. Identify the role of basic nutrition concepts in assessment and implementation of complementary and alternative therapies and treatment with allergies h. Explain the role of the Certified Dietary Manager for assisting clients in alternative therapies or allergies 		
<p>5. PrN.5 Review Body Systems and Medical Nutrition Therapy (MNT) Interventions</p> <ul style="list-style-type: none"> a. Review symptoms of nutritional deficiency and excess b. Identify basic medical nutrition terminology as related to gastro-intestinal track, the hepatic system, renal systems, and other conditions of the body (Alzheimer’s disease and developmental disabilities) c. Define the basic concepts of MNT, as related to gastro-intestinal track, the hepatic system, renal systems, and other conditions of the body (Alzheimer’s disease and developmental disabilities) d. Relate basic concepts to nutritional deficiency and excess e. Relate basic concepts of MNT to gastro-intestinal track, the hepatic system, renal systems, and other conditions of the body (Alzheimer’s disease and developmental disabilities) f. Compare basic concepts to current diet manual or other accepted resource g. Explain utilization of medical nutritional therapy in long-term care and acute care settings 		
<p>6. PrN.6 Review Disease Processes and Medical Nutrition Therapy (MNT) Interventions</p> <ul style="list-style-type: none"> a. Identify basic medical terminology, as related to obesity, weight management, cardiovascular disease, diabetes, cancer, and HIV/AIDS b. Define basic concepts of MNT to diseases related to obesity, weight management, cardiovascular disease, diabetes, cancer, and HIV/AIDS c. Relate basic concepts to nutrition deficiency and excess d. Relate basic concepts of MNT to diseases related to obesity, weight management, cardiovascular disease, diabetes, cancer, and HIV/AIDS e. Explain the utilization of MNT in long-term and acute care settings 		
TOTALS - Prerequisite Nutrition		

NUTRITION

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
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Section 1: Nutrition (20% of the Exam) (18 Classroom Hours, 30 Field Experience Hours)

A. Gather Nutrition Data

1. Document Nutrition Information in the Medical Records a. Chart in medical records b. Enter data using a computer (e.g., Electronic Medical Record) c. Use nutrition information		
2. Interview for Nutrition Related Information a. Ask appropriate nutrition questions of clients (e.g., allergies, preferences) b. Gather client information from relevant sources (e.g., caregivers, interdisciplinary teams) c. Recognize nonverbal responses and communication cues d. Record information gathered e. Use ethical and confidentiality principles and practices f. Identify food customs and preferences (e.g., race, culture, religion, age)		
3. Obtain Routine Nutrition Screening Data a. Use established guidelines to distinguish between routine and at risk clients b. Gather client data from relevant sources (e.g., medical record referrals, interviews) c. Complete client forms (e.g., MDS) d. Comply with federal regulations related to evaluating client status and care e. Calculate nutrient intake f. Document relevant nutrition related information (e.g., laboratory values, BMI)		
4. Identify Nutrition Problems and Client Rights a. Verify information to ensure accuracy b. Review documentation for nutrition care follow up c. Honor client rights (e.g., HIPAA)		

B. Apply Nutrition Data

1. Modify Diet Plans a. Develop menus b. Implement nutrition plan into meals/foods to be served c. Respect client needs and food habits d. Use nutrition analysis data to modify menus for: (1) Calories, carbohydrates, proteins, fats, and minerals (2) Fiber content, texture, or feeding needs (3) Medical or other personal condition (including allergies) (4) Racial, cultural, age, and religious differences		
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NUTRITION

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
2. Implement the Written Diet Orders <ul style="list-style-type: none"> a. Recognize medical and nutrition terminology b. Provide nutrition that reflects the written diet order c. Include client input on diet prescribed by provider d. Recognize appropriateness of diet order for diagnosis e. Explain importance of adhering to physician diet orders 		
3. Apply Standard Nutrition Care <ul style="list-style-type: none"> a. Review client's nutritional needs using evidence based guidelines b. Assess nutrition content of foods c. Identify sources to consult to assist in implementing nutrition care plans (e.g., IDT) 		
4. Review Effectiveness of the Nutrition Care Plan		
5. Manage Special Nourishments and Supplemental Feedings According to the Written Diet Order <ul style="list-style-type: none"> a. Identify clients who need nourishments or supplemental feeding b. Identify appropriate supplemental products c. Monitor the delivery of nourishments and supplements d. Audit the acceptance of nourishments or supplements 		
C. Provide Nutrition Education		
1. Assist Clients with Food Selection Based on Written Diet Order <ul style="list-style-type: none"> a. Review dietary requirements of client b. Determine client's knowledge and needs c. Suggest acceptable food substitutes based on client preferences d. Verify substitutes in terms of availability and facility practices 		
2. Use Nutrition Education Materials <ul style="list-style-type: none"> a. Develop a plan for nutrition education b. Select educational materials and resources c. Use resource materials and equipment in teaching 		
TOTALS - Nutrition		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
Section 2: Foodservice (21% of the Exam) (25 Classroom Hours, 32 Field Experience Hours)		
<p>A. Ensure Effectiveness of Standardized Recipes</p> <ol style="list-style-type: none"> 1. Identify elements of a standardized recipe (e.g., yield, ingredients) 2. Compute portions using food charts/references 3. Develop cooking procedures, including HACCP guidelines 4. Calculate cost and nutrition content of standardized recipe 5. Evaluate client acceptance of new recipes 		
<p>B. Specify Standards and Procedures for Preparing Food</p> <ol style="list-style-type: none"> 1. Develop food quality control standards, (e.g., appearance, temperature, acceptance) 2. Implement procedures to monitor food production 3. Develop procedures for monitoring food waste 		
<p>C. Supervise the Production and Distribution of Food</p> <ol style="list-style-type: none"> 1. Define procedures for type of food service 2. Monitor adherence to delivery schedules and procedures 3. Keep records for monitoring and accountability 4. Calculate efficiency (time, cost) of foodservice system 5. Define schedules for foodservice production 6. Define production needs for special event food preparation 7. Forecast menus, recipes, diet census, preparation/production sheets, tally sheets, and retail needs 		
<p>D. Monitor Meal Service</p> <ol style="list-style-type: none"> 1. Verify: <ol style="list-style-type: none"> a. diet accuracy b. portion size (quantity) c. temperature d. texture e. presentation (color, shape) f. quality 2. Assure compliance of meals served as posted 		
<p>E. Implement Continuous Quality Improvement Procedures for Foodservice Department (e.g., QAPI)</p> <ol style="list-style-type: none"> 1. Define objectives and standards for foodservice 2. Monitor quality indicators 3. Implement necessary procedural changes 4. Interpret data for reports 5. Implement auditing tool to determine the effectiveness of quality indicators (e.g., food acceptance survey, plate waste study) 6. Analyze data to make recommendations 		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
<p>F. Modify Standard Menus</p> <ol style="list-style-type: none"> 1. Use nutrition resources (e.g., tables, charts, diet manuals) 2. Use standard servings and recipes 3. Adhere to regulatory requirements regarding diet needs 4. Develop menu to consider cultural preferences 		
TOTALS - Foodservice		
Section 3: Personnel and Communications (19% of the Exam) (23 Classroom Hours, 28 Field Experience Hours)		
<p>A. Define Personnel Needs and Job Functions</p> <ol style="list-style-type: none"> 1. Conduct personnel needs analysis 2. Conduct task analysis 3. Write job descriptions 4. Write job specifications 5. Assist with development of advertising for positions 6. Update departmental organizational chart 		
<p>B. Interview, Select, and Orient Employees</p> <ol style="list-style-type: none"> 1. Comply with fair employment laws and practices 2. Develop interview procedures for department 3. Describe department procedures and policies to applicants 4. Decide on applicants and record data in file 5. Document selection procedures and policies 6. Orient new employees to facility procedures 7. Provide initial job specific training for new employees 8. Verify completion of training and orientation 		
<p>C. Provide Ongoing Education</p> <ol style="list-style-type: none"> 1. Provide follow up after orientation 2. Provide in-service training: <ol style="list-style-type: none"> a. privacy guidelines (e.g., HIPPA, FERPA) b. personal hygiene c. infection control d. hospitality and customer service e. physical safety and occupational safety f. professional and ethical expectations g. nutrition issues h. crisis management i. other contemporary issues j. food safety and sanitation (e.g., allergy) 3. Verify completion of training 		
<p>D. Develop and Maintain Employee Time Schedules and Assignments</p> <ol style="list-style-type: none"> 1. Identify overall staffing needs (e.g., calculate full time equivalents) 2. Identify daily tasks 3. Determine capabilities and preferences of employees available 		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
<ol style="list-style-type: none"> 4. Prepare a time schedule 5. Maintain time schedule chart/records 6. Track absence/tardy records in personnel files 7. Develop a work assignment chart 8. Coordinate work assignments 		
<p>E. Manage Goals and Priorities for Department</p> <ol style="list-style-type: none"> 1. Develop short term and long term goals for the department 2. Participate in developing policies and procedures (e.g., hygiene standards for personnel according to the FDA Food Code) 3. Identify expectations to establish priorities 4. Compare department goals against resources available (e.g., contingency planning) 		
<p>F. Manage Department Personnel</p> <ol style="list-style-type: none"> 1. Maintain personnel records 2. Identify personnel management laws and practices (e.g., union contracts, FMLA, USERRA) 3. Identify promotion and termination criteria 4. Compile documentation for promotion and termination 5. Conduct performance evaluations 6. Recommend salary and wage adjustments 7. Follow disciplinary procedures to correct a problem (e.g., coaching, performance improvement plan) 8. Ensure employees' compliance with procedures (e.g., safe food preparation practices) 		
<p>G. Manage Professional Interactions</p> <ol style="list-style-type: none"> 1. Participate in regulatory agency surveys <ol style="list-style-type: none"> a. identify regulatory standards b. develop an appropriate plan of correction c. demonstrate professional interaction with surveyors d. use regulatory agencies as professional resources 2. Participate in meetings outside the department <ol style="list-style-type: none"> a. communicate department goals and policies b. identify methods of communicating with other departments c. suggest cooperative ways to solve problems d. participate in state/national professional meetings 3. Communicate client information to other health professionals <ol style="list-style-type: none"> a. identify what client information needs to be communicated b. identify the need for client referrals c. implement consultant recommendations as appropriate d. honor client rights and confidentiality 4. Participate in client care conferences <ol style="list-style-type: none"> a. prepare for a client care conference b. participate in a conference to identify client care concerns c. work with the interdisciplinary team to develop solutions d. implement goals and approaches with appropriate follow up 		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
<ul style="list-style-type: none"> 5. Manage department meetings <ul style="list-style-type: none"> a. post meeting notices and agendas b. plan meeting facilities c. meet with key personnel to develop meeting plans d. conduct meetings (e.g., resolving conflicts, keeping time) e. plan follow up actions resulting from meeting (e.g., minutes) f. conduct a staff complaint/grievance session 6. Adhere to professional code of conduct/ethics 		
H. Implement Departmental Changes <ul style="list-style-type: none"> 1. Identify existing problems and needs 2. Prepare justification for changes 3. Implement the plan of action 4. Evaluate the effectiveness of the changes 		
TOTALS - Personnel & Communication		
Section 4: Sanitation and Safety (24% of the Exam) (29 Classroom Hours, 36 Field Experience Hours)		
A. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations <ul style="list-style-type: none"> 1. Identify federal safety laws/regulations/guidelines 2. Write cleaning procedures for utensils, equipment, and work areas 3. Evaluate equipment in terms of maintenance needs and costs 4. Inspect all areas of department for sanitary conditions 5. Instruct employees in safety and sanitation (e.g., master cleaning schedule) 6. Interpret OSHA regulations/guidelines (e.g., SDS, HAZCOM) 7. Enforce employees' compliance with safety and sanitation regulations 		
B. Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standards <ul style="list-style-type: none"> 1. Identify appropriate grades and inspections for food. 2. Procure food and water from approved sources. 3. Verify the quality and quantity of food supplies and equipment received 4. Check supplier invoices against facility purchase order 5. Recognize the hazards associated with types of food packaging 6. Recognize the signs of contamination upon receipt and in storage 7. Process rejections for unacceptable products 8. Label, date, and monitor food to ensure rotation (FIFO) 9. Prevent environmental contamination of food 10. Maintain security procedures 		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
<p>C. Protect Food in All Phases of Preparation Using HACCP Guidelines</p> <ol style="list-style-type: none"> 1. Identify potentially hazardous foods and foodborne pathogens and their control 2. Recognize the causes, symptoms, and types of foodborne illnesses including biological, chemical and physical types 3. Monitor time and temperature to limit growth of or destroy microorganisms 4. Prevent cross-contamination of food 5. Identify appropriate techniques for temperature retention 6. Ensure the safe cooling of food 7. Establish critical limits 8. Establish the corrective action to be taken when critical limits are exceeded 9. Establish procedures to identify and monitor critical control points (CCP) 10. Establish effective recordkeeping systems that document HACCP 11. Prepare emergency/disaster procedures necessary to assure a safe food supply 12. Develop a crisis management plan to address an outbreak of foodborne illness 		
<p>D. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines</p> <ol style="list-style-type: none"> 1. Identify federal safety laws/regulations 2. Conduct routine maintenance inspection of equipment: <ol style="list-style-type: none"> a. identify equipment maintenance requirements from manufacturer's manuals b. correct equipment malfunctions and potential problems c. monitor preventive maintenance schedule and contracts 3. Organize work flow and use of equipment <ol style="list-style-type: none"> a. analyze tasks to determine overlapping effort or equipment use b. plan proper placement and use of equipment c. simplify work procedures and steps d. monitor work flow; identify and correct problems e. assure adequate handwashing sinks, lavatory facilities, and supplies 4. Identify appropriate environmental controls for water supply, waste disposal, and ventilation 5. Follow an integrated pest management (IPM) system 6. Prepare a safety inspection checklist 7. Write an inspection report on hazards control 8. Assure cleaning and sanitation of equipment, utensils, chemicals, and space 		
TOTALS - Sanitation & Safety		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
Section 5: Business Operations (16% of the Exam) (19 Classroom Hours, 24 Field Experience Hours)		
A. Manage a Budget <ol style="list-style-type: none"> 1. Determine facility needs 2. Compute cost of menus (e.g., supplements) 3. Conduct a product price comparison study 4. Calculate daily cost PPD (e.g., food, labor, supplies) 5. Calculate minutes per meal 6. Calculate meals per labor hour 7. Compare actual costs to budget costs 8. Monitor expenses 9. Prepare an estimate of personnel costs for a foodservice department (e.g., salary scales and merit raises, benchmarking) 		
B. Prepare Specifications for Capital Purchases <ol style="list-style-type: none"> 1. Review capital equipment needs and requirements 2. Evaluate existing capital equipment condition and life expectancy 3. Evaluate options for replacement of equipment 4. Write budget justification for new capital equipment 5. Recommend specifications for new capital equipment 		
C. Plan and Budget for Improvements in the Department Design and Layout <ol style="list-style-type: none"> 1. Maintain records of suggestions and complaints received 2. Conduct department improvement discussion session with staff 3. Communicate improvement recommendations 4. Evaluate work flow, essential equipment relative to new department designs or construction 5. Research concepts/products related to department facility design 6. Prepare proposals, specifications for new construction or renovation in layout/design changes 		
D. Assist in the Purchasing Process <ol style="list-style-type: none"> 1. Identify purchasing policies and procedures of department (e.g., returns, recalls) 2. Review vendor product/selection (e.g., group purchasing organizations) 3. Establish purchasing specifications 4. Use the ordering and bidding process 5. Evaluate facility needs, budget restrictions, and products available 6. Evaluate product information 		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
<ul style="list-style-type: none"> 7. Be familiar with computer applications 8. Check inventory to identify purchase needs 9. Complete purchase order requisition forms 10. Maintain inventory records 11. Recognize inventory management practices (e.g., FIFO, par stock, physical, perpetual) 		
<p>E. Manage Revenue Generating Services</p> <ul style="list-style-type: none"> 1. Supervise cash activities and reports 2. Calculate cost to set prices for retail/catering 3. Plan foodservice and menus for retail/catering 4. Estimate price per unit serving for retail/catering 5. Use cost control techniques to balance revenue budget 6. Research, analyze, and/or promote revenue generating opportunities 		
<p>F. Implement Cost Effective Procedures</p> <ul style="list-style-type: none"> 1. Recommend cost saving purchasing practices 2. Recommend cost saving department practices 3. Implement cost effective inventory control practices 4. Implement variance report of actual costs vs budget 		
TOTALS - Business Operations		
<p><i>TOTAL PROGRAM HOURS:</i> <i>Classroom hours should total, at a minimum, 120 hours including the prerequisite hours. Field Experience hours should total, at a minimum 150 hours but do not include prerequisite FE hours.</i></p>		

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Requirement III: Academic and Learning Outcomes

3.2 Online Course Readiness

Online programs conform to established standards for online learning.



Face-to-face programs do not complete this form.



Online and Hybrid Programs

Complete Form 3.2.

Include the following information for all online programs:

- Username and password to review the program.
- Copy of the informational packet sent to students upon admission to the program.
- Copy of the workbook and/or study guide (if utilized) in a printed or electronic format.

Description of how interactivity is evaluated in the program and a list of communication tools used, such as:

- E-mail - indicate when the student can expect to receive a response from the instructor
- Discussion board or threaded discussion - list how often this is moderated by the instructor
- Chat room - with office hours when instructor is present
- Blog for student discussion - list how this is monitored by the instructor

Requirement III: Academic and Learning Outcomes Form 3.2 - Online Course Readiness*

Form 3.2 - Course Review Information (for ANFP reviewers and staff to review the program)		
URL to access course	Username:	Password:
OR		
<input type="checkbox"/> I would like to set up a video call to demonstrate the online course material		

Attach to this form the following:

- A copy of the information packet sent to students upon admission to the program
- A copy of the workbook and/or study guide (if utilized) in an electronic format

CHECKLIST BACKGROUND (see following pages for Course Readiness Checklist)

It's opening day of the term. Students are excited and a little bit nervous to begin their online course. Upon successfully logging on the first time, they search eagerly for a welcome announcement, but nothing is there. Clicking on the Syllabus link, they find last term's syllabus. Reading the material for the first learning module, several of the Web links yield a 'Page Not Found' message. The first chapter quiz says "not available." What's a student to do? Could these snafus have been avoided? The answer is, "Most definitely!" One of the tried and true techniques is to have online instructors follow an online course readiness checklist that guides them and reminds them along the way.

The major components of the Course Readiness Checklist are in these categories:

- Instructional Design - the organization and architecture of the course
- Navigation - how students access the course content and tools
- Pedagogical Effectiveness - the instructional techniques
- Accessibility and Usability - course meets ADA (Americans with Disabilities Act) compliance and universal access standards
- Copyright Compliance - adherence to the College copyright compliance policy
- Technology - use of technology tools and multimedia elements, hyperlinks
- Schedule - updated time-sensitive items, schedules, calendars, announcements

For all items within these categories, check "yes" or "no" to indicate the course readiness status. A space for explanation or comments is provided at the end of the section.

Explain any NO course readiness items.

*This Readiness Checklist was developed by Andrea Henne, EdD, Dean, Online and Distributed Learning, District Instructional Services, Planning & Technology, San Diego Community College, 3375 Camino del Rio South, Suite 335, San Diego, CA 92108-3883. 619.388.6750. <http://www.sdccdonline.net> and is used with permission.

Course Readiness Checklist

STATUS		COMPONENT
Yes	No	
		Instructional Design
		1. Is there a sequence or hierarchy to the organization of the course content?
		2. Does the course content address the stated intended student learning outcomes?
		3. Is the course content organized into learning modules or other type of unit setup?
		4. Is there a template or consistent page setup within the learning modules or units?
		5. Does the entry page for each learning module or unit contain an introduction, overview, and objectives and grading criteria?
		6. Do the learning modules include pre- and post-assessments that measure the achievement of the learning objectives for the modules?
		7. Do the learning modules include assigned readings that include chapters or page numbers, files, or Websites?
		8. Do the learning modules include writing assignments with instructors about how to submit the assignments?
		9. Do the learning modules include exercises/activities that are interactive for the entire class or for groups?
		10. Do the learning modules include resources to engage students in further study?
		11. Does the course site include an entry page with current announcements?
		12. Does the course include a current syllabus?
		13. Does the syllabus include information about the instructor?
		14. Does the syllabus include a detailed course description?
		15. Does the syllabus include detailed course objectives and/or expected student learning outcomes?
		16. Does the syllabus include course policies and procedure?
		17. Does the syllabus include a detailed grading policy?

Comments about instructional design:

Course Readiness Checklist

STATUS		COMPONENT
Yes	No	
		Navigation
		1. Does the student know where to go and what to do?
		2. Can the students find their way easily back and forth throughout the course?
		3. Are learning materials and course resources available within 3 clicks?
		4. Do Web page links open in a second browser window?
		5. Is the navigational system consistent throughout the pages?
		6. Do all of the Web links work?
Comments about Navigation:		
		Pedagogical Effectiveness
		1. Does the course create an online learning community?
		2. Does the course create a student-centered learning environment?
		3. Are the students engaged in doing, rather than just reading?
		4. Are materials presented in a variety of formats to meet the needs of visual/ nonverbal, tactile/kinesthetic, and auditory/visual learners?
		5. Does the course include threaded discussions?
		6. Does the course include opportunities for learning by inquiry?
		7. Does the course include frequent instructor/student communication and interaction?
		8. Does the course include frequent student/student communication and interaction?
		9. Does the course include plans for providing prompt instructor feedback?
		10. Does the course promote critical thinking and problem-solving skills?
		11. Does the course encourage students to manage their time and avoid procrastination by setting clear timelines and goals?
		12. Does the course include virtual office hours?
Comments about Pedagogical Effectiveness:		

Course Readiness Checklist

STATUS		COMPONENT
Yes	No	
		Accessibility and Usability
		1. Are text links available for navigation in addition to graphical links?
		2. Are all icons, buttons, and graphics tagged with text tags (ALT tags)?
		3. Are Web pages kept to a minimum of scrolling?
		4. Are file sizes kept to a minimum to enable faster access?
		5. Is the page load time kept to a minimum for students with slower Internet connections?
		6. If graphics are turned off by the student, is the content still understandable?
		7. Do the pages print well?
		8. Are the colors Web-safe and harmonious?
		9. Do the Web pages work well in different browsers and on different screen resolutions?
		10. Are the file formats standard types or do they require special software or plug-ins?
		11. If audio and/or video files are used, are they captioned or are transcripts available?
		12. Is the audio and video clear and audible?
		13. Do the PowerPoint slides have text versions available?
		14. Is the course accessible on both PC and MAC platforms?
Comments about Accessibility and Usability:		
		Copyright Compliance
		1. Does the use of educational materials and multimedia adhere to the institution's policy on Copyright Compliance?
		2. Does the use of educational materials and multimedia adhere to Fair Use Guidelines?
		3. Has the permission of the copyright holder been secured in writing?
Comments about Copyright Compliance:		

Course Readiness Checklist

STATUS		COMPONENT
Yes	No	
		Technology
		1. Is the structural integrity of the course sound – the content is intact and is not “broken” in some way?
		2. Do all e-Pack or Course Cartridge components work correctly?
		3. Is the use of ALL CAPS eliminated?
		4. Are all line art, charts, graphs, cartoon art, etc., posted as GIFs?
		5. Are photographic images greater than 200x200 pixels posted as JPGs?
		6. If animated GIFs are used, do they have a specific educational purpose or meaning that can only be demonstrated through animation?
		7. Is the animation designed to stop moving or playing after 3 to 6 seconds or does it have controls that allow the student to stop, pause, or replay?
		8. If streaming audio or video files are used, are they hosted on a streaming media server designed for the purpose? he colors Web-safe and harmonious?
Comments about Technology:		
		Schedule
		1. If using an automated course system, is the opening date of the course for student access set correctly?
		2. Is a welcome announcement posted?
		3. Are all calendar dates set for the current semester?
		4. Are due dates set for the current semester?
		5. Are time-sensitive course modules and exams set to open and close?
		6. Confirm that all assignments and due dates are clear and consistent.
		7. Check all links to ensure that they are valid and working.
Comments about Schedule:		

Course Readiness Checklist

Additional Questions

How is interactivity evaluated in the program?

List the communication tools used (such as e-mail, discussion board, threaded discussion, or blog; and/or chat room with office hours when instructor is present). If a discussion board or blog is used, list how often it is moderated by the instructor.

Additional feedback or comments

Requirement III: Academic and Learning Outcomes

3.3 Learning Community

There is a process in place to determine how successful the College is in connecting learners with other individuals.

Provide information on the advising, mentoring, remediation, learner support groups or other activities used by the College to connect learners to learning communities. Provide a description of how the faculty uses these activities on Form 3.3 A or complete the alternative Form 3.3 B.



Complete Form 3.3 A or alternative Form 3.3 B



Complete Form 3.3 A or alternative Form 3.3 B.

Requirement III: Academic and Learning Outcomes

Form 3.3 A - Learning Community

Form 3.3 A - Learning Community

Provide a description of the processes on your campus that connect learners to a learning community. These processes include advising, mentoring, remediation, learner advocate teams, and study groups.

Requirement III: Academic and Learning Outcomes Alternative Form 3.3 B - Learning Community

Select four or five ANFP Approved Training Program students and ask them to complete the sentences below. Then, based on their responses, write a paragraph that describes how your College establishes personal bonds with the students.

- The following describes your experiences getting to your classes...
- The last time you went into an office to ask a simple question...
- When you need to get help from support staff...
- Your experiences with (insert college name) registration policies and procedures are...
- As you think about extracurricular activities at (insert college name), you feel...
- This statement best describes your relationship with classmates...
- Looking back on your social life during the first term...

Alternative Form 3.3 B - Learning Community

Requirement III: Academic and Learning Outcomes

3.4 Faculty and Advisory Commitment

The commitment from program faculty and advisory committee are sufficient to support learner achievement of the program goals and outcomes.



Complete Form 3.4

- Full-time and part-time faculty is sufficient in numbers and in training for learners to achieve program goals and outcomes and meet the accreditation requirements of the College.



- The advisory committee consists of a minimum of a Registered Dietitian Nutritionist; Certified Dietary Manager, Certified Food Protection Professional; healthcare administrator; and program faculty. The advisory committee meets two times each year.
- The Student Field Experience is a minimum of 150 hours. Fifty (50) precepted hours are required. The Registered Dietitian Nutritionist preceptor is responsible for the entire 150 hours of field experience and directly supervises 25 of the 30 nutrition-related hours. The remaining twenty-five (25) precepted hours are directly supervised by a CDM, CFPP; DTR; or RDN. Each field experience student is precepted by a qualified preceptor with no less than one year of post-registration/certification, full-time equivalent employment in a practitioner role.

Requirement III: Academic and Learning Outcomes

Form 3.4 - Faculty and Advisory Commitment to Learning

Form 3.4 B - Faculty and Advisory Commitment to Learning

Describe how the full-time and part-time faculty is sufficient to achieve the program goals and outcomes.

Describe how outside personnel and/or resources are used for program enrichment to achieve the program goals and outcomes.

Requirement III: Academic and Learning Outcomes Form 3.4 - Faculty and Advisory Commitment to Learning (cont.)

Form 3.4 B - Faculty and Advisory Commitment to Learning (cont.)

Describe how the advisory committee is sufficient in membership and frequency of meetings to achieve the program goals and outcomes. **Attach a copy of the minutes from the most recent meeting.**

Describe how preceptors are sufficient to achieve the field experience goals and outcomes. Include how the College meets the required minimum hours and directly supervised preceptor hours.

Requirement IV: Program Measures/ Improvement

This section asks for evidence that defines or demonstrates learner success. Evidence is quantitative data such as graduation rate, employer satisfaction, or job placement rate. It can also be qualitative data such as performance on summative tests, capstone projects, field experience, portfolios, or graduate follow-up data. How do you know your learners are successful?

4.1 Learner Assessment

The College has a plan, process, or system to assess learning. There are two courses associated with this program and a total of 36 competencies. There should be a plan to assure that all competencies are assessed with a variety of assessment methods.

Provide samples of assessment techniques used. Examples of acceptable techniques are:

- Written self-evaluation by learner
- Peer evaluation
- Personal conferences
- Portfolios
- Projects, case studies, reports
- Demonstration of skill
- Examinations (this should not be the primary assessment method)



Complete Form 4.1



Complete Form 4.1

Requirement IV: Program Measures/Improvement

Form 4.1 - Learner Assessment

For schools using the ANFP pre-approved curriculum with a copyright date within the last five years, only the Field Experience Assessment Methods should be completed. Every competency should be addressed. All schools must provide a minimum of three physical samples as examples of the assessment techniques listed below.

Form 4.1 - Learner Assessment		
Course Competency	Assessment Methods Classroom/Online	Assessment Methods Field Experience
Nutrition Fundamentals and Medical Nutrition Therapy		
1. Document Nutrition Information in Medical Records		
2. Interview for Nutrition Related Information		
3. Obtain Routine Nutrition Screening Data		
4. Identify Nutrition Problems and Client Rights		
5. Modify Diet Plans		
6. Implement the Written Diet Orders		
7. Apply Standard Nutrition Care		

Form 4.1 - Learner Assessment (cont.)

Course Competency	Assessment Methods Classroom/Online	Assessment Methods Field Experience
Nutrition Fundamentals and Medical Nutrition Therapy		
8. Review Effectiveness of the Nutrition Care Plan		
9. Manage Special Nourishments and Supplemental Feedings According to the Written Diet Order		
10. Assist Clients with Food Selection Based on Written Diet Order		
11. Use Nutrition Education Materials		

Form 4.1 - Learner Assessment (cont.)

Course Competency	Assessment Methods Classroom/Online	Assessment Methods Field Experience
Foodservice Management - By Design		
1. Ensure Effectiveness of Standardized Recipes		
2. Specify Standards and Procedures for Preparing Food		
3. Supervise the Production and Distribution of Food		
4. Monitor Meal Service		
5. Implement Continuous Quality Improvement Procedures for Foodservice Department (e.g., QAPI)		
6. Modify Standardized Menus		
7. Define Personnel Needs and Job Functions		
8. Interview, Select, and Orient Employees		

Form 4.1 - Learner Assessment (cont.)

Course Competency	Assessment Methods Classroom/Online	Assessment Methods Field Experience
Foodservice Management - By Design (cont.)		
9. Provide Ongoing Education		
10. Develop and Maintain Employee Time Schedules and Assignments		
11. Manage Goals and Priorities for Department		
12. Manage Department Personnel		
13. Manage Professional Interactions		
14. Implement Departmental Changes		
15. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations		
16. Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standard		

Form 4.1 - Learner Assessment (cont.)

Course Competency	Assessment Methods Classroom/Online	Assessment Methods Field Experience
Foodservice Management - By Design (cont.)		
17. Protect Food in All Phases of Preparation Using HACCP Guidelines		
18. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines		
19. Manage a Budget		
20. Prepare Specifications for Capital Purchases		
21. Plan and Budget for Improvements in the Department Design and Layout		
22. Assist in the Purchasing Process		
23. Manage Revenue Generating Services		
24. Implement Cost Effective Procedures		

Form 4.1 - Learner Assessment (cont.)

How do these assessments ensure that learners achieve the levels of performance that you expect and that your employers require for this program?

How does faculty ensure that the learners are assessed with sufficient frequency to provide both learner and faculty with timely indications of the progress toward achievement of the competencies?

Requirement IV: Program Measures/ Improvement

4.2 Continuous Quality Improvement

The College has a process to ensure Continuous Quality Improvement.

Measures of Continuous Quality Improvement have moved beyond the reliance on self-reports of institutional effectiveness to focusing on quality measures.

Some of these quality measures include an established process that focuses on review of evaluation and adjusting based on that review.



Complete Form 4.2



Complete Form 4.2

Requirement IV: Program Measures/Improvement

Form 4.2 - Continuous Quality Improvement

Form 4.2 - Continuous Quality Improvement

Describe the process whereby faculty assess program evaluation results and standardized test results, and adjust curriculum to meet needed changes.

Requirement IV: Program Measures/ Improvement

4.3 Publication of Learner Success

The College has a plan, process, or system to publish information about learner success.

Gainful Employment Law. As of 2011, any program leading to a degree or gainful employment in a recognized occupation must now publish information on learner success such as:

- Graduate completion rate
- Number of learners who completed the program within normal time
- Job placement rate

Council for Higher Education Association (CHEA) and United States Department of Education (ED). CHEA and ED suggest that part of continuous quality improvement be the publication of learner success in relation to the institution's mission. These measures could include:

- Employer Satisfaction Surveys
- Graduate Follow-Up Surveys



Complete Form 4.3



Complete Form 4.3

Requirement IV: Program Measures/Improvement

Form 4.3 - Publication of Learner Success

Form 4.3 - Publication of Learner Success

Describe the College process for assessing employer satisfaction with student training. Submit a sample of the questionnaire or survey, if used.

Describe the College process for making the graduation rate public.

How do you assess the satisfaction of graduates? How is this made public? Attach a sample of the survey, if applicable.

Appendix A: Definitions

Accreditation	Formal recognition by the national accrediting agency, Council for Higher Education Association (CHEA) or the United States Department of Education (ED).
Advisory Committee	A formally appointed body which advises the program director in the development, operation, evaluation, job placement, and promotion of the educational program. The advisory committee shall meet no less than two times each course year. The advisory committee must include persons from different levels and disciplines with expertise related to healthcare and foodservice fields, including at least one of each of the following: Registered Dietitian Nutritionist; Certified Dietary Manager, Certified Food Protection Professional; healthcare administrator; and educator.
Alternate Field Experience	Ten (10) nutrition hours of the required precepted hours may be directly precepted by a Registered Dietitian Nutritionist instructor in a classroom laboratory. The Program Director determines which curriculum competencies will be addressed through these laboratory activities.
Approval	Recognition given to a program that is in compliance with the Requirements, as outlined and approved by the Association of Nutrition & Foodservice Professionals.
CBDM	Certifying Board for Dietary Managers® - Credentialing agency for ANFP responsible for establishing and upholding policies for and administration of the CBDM Certification Program.
CDM, CFPP Preceptor	A Certified Dietary Manager, Certified Food Protection Professional with no less than one year full-time equivalent employment, post-certification, in a practitioner role. This person may precept non-nutritional aspects of the field experience, as delegated and coordinated by the Registered Dietitian Nutritionist preceptor.
CDM Credentialing Exam	An assessment intended to measure the knowledge and abilities of individuals who wish to enter, continue, and/or advance in the discipline of managing and/or directing foodservice operations. The exam is based on the current Detailed Content Outline and consists of 160 multiple-choice questions based on professional situations in which a foodservice manager would have to make a decision or solve a problem. There are 140 scored items on the exam and 20 unscored items being pre-tested for use on future examinations, which also allows for insurance of score reports on the day of exam administration.
Classroom Learning Experience	Classroom experience which provides a variety of approaches such as, but not limited to, lectures, demonstrations, use of multimedia materials, etc. All of these approaches must be appropriate to the curriculum and correlated to the field experience.
College	An institution of higher education or a post-secondary institution created to educate and grant degrees.
Competence	The quality of being functionally adequate in assuming the role of a specified position with the requisite knowledge, ability, capability, skill, judgment, attitude, and values.
Conditional Approval	Temporary approval granted to a program not in compliance with all the Requirements. The deficiencies must be corrected within 30 days of the date on the notification letter sent to the program director by ANFP. The corrections are returned to ANFP for re-evaluation.
Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP)	An experienced foodservice operations manager; nationally recognized as a professional. Certified Dietary Managers, Certified Food Protection Professionals are educated, competent professionals employed by health care, correctional facilities, schools, military, and/or other non-commercial facilities. They are certified by the Certifying Board for Dietary Managers® (CBDM).
Distance Education	A formal educational process that occurs when learners and instructors are not in the same place. Distance education may encompass correspondence study, audio, video, and/or computer technologies.

Appendix A: Definitions (cont.)

DTR Preceptor	A Dietetic Technician, Registered, with no less than one year full-time equivalent employment, post-certification, in a practitioner role. This person may precept non-nutritional aspects of the field experience, as delegated and coordinated by the Registered Dietitian Nutritionist preceptor.
Educational Philosophy	Goals and objectives used in directing the educational process.
Eligibility Pathway	Criteria that must be met to be CBDM approved as qualified to sit for the CDM Credentialing Exam. Candidates applying for the exam must show verifiable evidence of meeting the requirements for one of the current eligibility pathways that include a combination of formal education (including coursework in nutrition and foodservice management from an accredited post-secondary education institution) as well as varying levels of non-commercial foodservice management experience required to competently perform the responsibilities of a CDM, CFPP.
Evaluation of Requirements	A subjective process indicating that the program plan meets/does not meet identified Requirements.
Evaluation Methods	Methods of assessing accomplishment of course and program goals, such as learner achievement of learning objectives.
Faculty	A qualified professional with at least two years of practitioner competency who has teaching responsibility at the program site. Nutrition and Medical Nutrition Therapy classes must be taught by a Registered Dietitian Nutritionist. Online instructors must have completed a formal online teacher training program.
Field Experience	Reality-oriented learning activities scheduled to coordinate with all other instruction. It is necessary that the nutrition-related experience be in the healthcare setting, which provides activities in the curriculum content areas. College laboratory experience may be used for 10 hours (see Alternate Field Experience).
Field Experience Lab Hours	Up to 10 hours of the required field experience hours can be lab hours or time spent in a College laboratory. Every attempt should be made to make sure those hours are as applied as possible and directly related to field experience activities. Examples might be: reviewing medical charts or compiling nutrition information from medical charts; interviewing other students or other adults for diet histories and/or food preferences; calculating calorie or nutrient content of foods/meals; discussing the application of resident rights in the field; preparing information for a nutrition education session.
Field Experience Site or Facility	A learning environment coordinated with the College classroom or distance education experience, such as a hospital, extended care facility, or other health-related facility.
Goal	The end toward which effort is directed; as goals for programs, for courses, for long-range overall achievement by learners and faculty.
Instructor Resource Center (IRC)	A password-protected web page that provides resources, communication, exam information, and more for directors and instructors of ANFP Approved Training Programs.
Learning Objective	The behavior a learner is expected to be able to demonstrate after appropriate learning experience. A learning objective should be stated in terms of an outcome and should be measurable by an assessment.
Maintenance Fee	The annual fee paid by approved ANFP Training programs to keep their approval status current. The fee is due December 1st of each calendar year. The maintenance fee is not considered a membership fee.

Appendix A: Definitions (cont.)

Pilot Program	A program submitted for review that uses an innovative approach. The pilot program will be evaluated on an individual basis for a prescribed period of time. At the end of the prescribed time, the program will be re-evaluated to determine its future approval status.
Preceptor for Online Programs	The preceptor for online programs shall have experience with online courses or teaching online.
Proctor	The individual who administers the competency evaluation examinations.
Program Administrator	The College official and immediate supervisor of the program director.
Program Director	The individual employed by the College, responsible for the ANFP Approved Training Program. Must meet one of the following criteria: <ul style="list-style-type: none"> Registered Dietitian Nutritionist or Licensed Dietitian Professional educator with a background in nutrition, health care, and/or foodservice
Registered Dietitian Nutritionist (RDN) Preceptor	A Registered Dietitian Nutritionist (or Licensed Dietitian in those states that accept Licensed Dietitians as equivalent to Registered Dietitian Nutritionists) with no less than one year full-time equivalent employment, post-registration, in a practitioner role, with at least six months of this experience related to the subject matter of the program. The preceptor is responsible for guidance and supervision of learners, and coordinates the field experience activities if a DTR or CDM, CFPP preceptor is utilized. The RDN preceptor is responsible for coordinating the entire 150 hours of field experience and directly supervises 25 of the nutrition-related hours. A preceptor may also have teaching responsibility at the program site.
Registered Dietitian Nutritionist (RDN)	A dietitian who is registered as specified by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.
Requirements	A term referring to the standards to be used in the development of effective educational programs preparing foodservice personnel. The Requirements included in this packet are titled ANFP Approved Training Program Requirements.
Review Fee	A payment made at the time a school submits its program for review. If a College receives full or conditional approval, this is a one-time fee until the next review. If a College does not meet the Requirements and applies for approval at a later date, the College will be required to submit a review fee each time application is made for approval.

Appendix B: Recommended Textbooks

- *Foodservice Management- By Design*, Salisbury and Legvold. St. Charles, IL: Association of Nutrition & Foodservice Professionals, 3rd Edition, 2020*
- *Nutrition Fundamentals and Medical Nutrition Therapy*, Zikmund. St. Charles, IL: Association of Nutrition & Foodservice Professionals, 3rd Edition, 2020*
- Food Code, 2017, U.S. Public Health Service, Food & Drug Administration

*The books are based on the CDM Credentialing [Exam Content Outline](#).

Appendix C: Program Fees

Summary of Fees

Initial Program Review Fee	\$250
Five-Year Program Renewal Fee	\$150
Annual Maintenance Fee:	
• (up to 50 students)	\$300
• (51-100 students annually)	\$350
• (101 or more students annually)	\$500

Initial Review of Program. The review process takes 90 days from receipt of application by e-mail to ANFP. A program is considered a new program if you apply for approval for the first time, or if any lapse in continuous approval has occurred. A Review Fee of \$150 must be submitted with the program application; \$50 of this fee is a non-refundable application processing fee should the program be rejected.

Five-Year Program Renewal. Approved programs must undergo re-evaluation every five years. Colleges are required to resubmit their program under the most current Requirements as posted in the Instructor Resource Center, and pay the appropriate review fee. Each College will be notified in via e-mail nine months in advance of their next five-year program renewal date. A one-time extension of up to six months may be requested. All requests must be submitted via [e-mail](#), at least 30 days prior to the renewal deadline. Any program application not received by the due date is considered to be withdrawn from approved status unless an extension was requested and approved 30 days in advance.

A renewal fee of \$150 must be submitted with the program application; 50% of the fee (\$75) is non-refundable should the program be rejected.

Different types of programs (online, in-person, hybrid, correspondence) from the same institution are considered separate programs and will need to be submitted separately.

Annual Maintenance Fee. All ANFP Approved Training Programs with full approval status are required to pay an annual maintenance fee. This fee covers:

- An individual college listing on the [ANFP Website](#). This is one of the most viewed pages the ANFP website: www.ANFPonline.org/become-a-cdm/anfp-approved-programs.
- *Nutrition & Foodservice Edge* magazine subscription
- Quarterly ANFP Dialogue newsletter
- *Nutrition & Foodservice Edge Express*
- ANFP promotional brochures at no charge

Statements for payment of maintenance fees are mailed or e-mailed to the program director and administrator to the address on file in the portal on October 1st, and payment is due to ANFP by December 1st.

Payment by credit card is required for more secure and expedited payment processing.

Appendix C: Program Fees (cont.)

New programs are assessed a prorated fee, based on the date of their approval. The fee is prorated on a quarterly basis.

Colleges that do not remit their annual maintenance fee are withdrawn from approved status. Only candidates who enroll and graduate from a current ANFP Approved Training Program by the specified deadline will meet the education requirement component of eligibility requirements for the CDM Credentialing Exam for the current pathway of eligibility under which they are applying and whose exam application (submitted with fees) has been approved by CBDM. A program that has been withdrawn from approval must resubmit its program for review under the most current *Requirements*, and pay the appropriate review fees for a new program.

Appendix D: Inactive Status

If a program does not have students enrolled for two semesters and the college is considering dropping the program, the college may qualify for inactive status for up to one year. A written request to change the status of the program should be submitted to ANFP by September 1. After the one-year inactive period, active status must be resumed or approval status will be terminated.

Inactive status provides **exemption** from the annual maintenance fee during this period of no student enrollment. The Dialogue newsletter and *Nutrition & Foodservice Edge* magazine would be sent to the Program Director at the college during the inactive period.

Approval can be reactivated at any time by submitting a letter of intention and resuming payment of the annual fee, or a prorated fee based on the time of year, and updated Forms 1.1, 1.2A, 1.2B, 1.5, and 2.4. Once fees are paid, your program will remain active through the original date.

Please contact the ANFP Education Department at education@ANFPonline.org for further questions.

Appendix E: Additional Information for Schools/Colleges (Not Required for Program Approval)

ANFP Curriculum

ANFP wants to help offer a high-quality training programs and has developed the online [ANFP Instructor Curriculum & Learning Materials](#). Each lesson parallels the Exam Content Outline and the textbook chapters from the ANFP textbooks, *Nutrition Fundamentals and Medical Nutrition Therapy*, 3rd Edition (2020), and *Foodservice Management - By Design*, 3rd Edition (2020).

The CDM Credentialing Exam Live Review Course was created as a full review of the CDM Credentialing Exam Content Outline. It is designed to be instructed in a live or virtual format in an 8-hour session or two 4-hour sessions. The instructor requirements and other format parameters are included on the application. The entire curriculum includes PowerPoint slides with instructor notes provided, offering 100 practice questions. This, however, is not an indication of performance on the exam.

A sample of the products with an application can be requested by e-mailing the ANFP Education Department at education@ANFPonline.org.

Marketing Opportunities

Market your ANFP Approved Training Program to others who would qualify under other [CDM Credentialing Exam Pathways of Eligibility](#).

Pathway I

One of the most popular pathways, Pathway I, is for graduates of an ANFP Approved Nutrition and Foodservice Professional Training Program.

Pathway I Approved Programs – Fast Track Pathway III(b) Option

Offer a fast track to students who already have the two years of non-commercial foodservice management experience. By signing a Program Director's letter of Commitment included in this application and agreeing to teach the entire didactic portion of the ANFP Approved Pathway I Training program, schools/colleges have an opportunity to reach a larger audience.

Pathway II

For graduates of a two-year, four-year or greater, college degree in foodservice management, nutrition, culinary arts, or hotel-restaurant management, but do not have the required minimum of one course in nutrition and two courses in foodservice management.

Pathway V

Similar to Pathway II, Pathway V is for graduates who earned an alternate two-year, four-year or higher degree but do not have the required minimum of one course in nutrition and two courses in foodservice management. Candidates must have a minimum of five years of full-time non-commercial foodservice management work experience. Market your program to these demographics by offering nutrition and foodservice courses as a separate certificate.

Individuals with Non-Commercial Experience

Those who already have non-commercial management experience in a supervisory role may be eligible under Pathways III and V with possible additional coursework required. View all the pathways of eligibility [here](#).

Appendix G: Temporary COVID Field Experience Policy (Effective June 1, 2023)

ANFP requires that all ANFP approved Nutrition & Foodservice Professional training programs follow institutional and/or program policies and procedures. A program may temporarily consider alternate experiences or additional make up hours should any student need to make up time missed due to illness or find that facilities are unable to accept students due to COVID-19. It is up to the program to determine when and how those experiences take place.

ANFP has determined that in instances where programs and/or students are affected by COVID-19 and only during this occurrence, programs may complete up to 25 of the 150 field experience hours as *simulated hours effective June 1, 2023. The use of lab hours (up to 10 hours) are included in the 25 hours.

Definitions:

Simulated Field Experiences are activities that simulate what a nutrition/foodservice professional does in the real-world. They are active experiences rather than passive such as giving a presentation (live, recorded or online), developing menus or educational materials for a specific population, creating and administering a survey, analyzing data or menus, interviewing/counseling a “patient” (could be a family member, classmate, acquaintance), performing inventories (perhaps on a student’s own pantry), creating a research poster in PowerPoint, executing a theme meal for one’s friends and/or family and many other actual experiences.

Authentic Field Experiences are activities in real-world professional settings but do not need to be in-person, however they must include real clients/patients and entail real-life situations. Preceptors or program directors may supervise these activities. For example, the preceptor may assign cases remotely and review intern documentation delivered via email or a student may present their research proposal remotely to a group or faculty. Other examples of remote authentic work experiences include, but not limited to, using telehealth to counsel clients/patients, developing educational materials remotely for a community site, and creating menus for a foodservice facility.

Review ANFP’s recommendations for field experience competencies completed via simulation versus authentic [here](#).