

Prior Approval Form

Please retain a copy
for your records.

Please read instructions on reverse side.

A. Program Start Date / /
Program End Date / /

If there are additional dates/locations, please attach a list

B. Program Title

C. Location of Program: City _____ State _____

D. Program Sponsor

All ANFP District and State meetings are exempt from fees. Please check to select

ANFP District Meeting ANFP State Meeting

Check here if agenda includes pre-approved company-sponsored educational session from ANFP. List session title(s) & sponsoring company:

E. Total number of Continuing Education Hours _____

Do not count time for introductions, breaks, lunch, etc. Please indicate sanitation hours on agenda.

sanitation hours _____ *food show hours _____ general hours _____

* Food show hours will be equivalent to amount of time designated in printed program (maximum: 3 hours, minimum: 1 hour). See back for details.

All ANFP meetings, Colleges/Universities, Hospitals/Health Care Facilities, and Non-Profit Organizations/Associations are exempt from the fee.

\$40 fee required per program presentation. \$175 for 5 or more of same program. \$600 Annual Fee for unlimited programs.

Submit payment with program , checks payable to ANFP. Credit cards accepted.			
Please check one: <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express			
Name on your card			
Credit Card #	Exp. Date	/	/
Billing Address			
Signature			
Amount			

FOR OFFICE USE ONLY

Approval # _____ A B C D E F G I J K

_____ Sanitation _____ FS _____ General

Date Processed: / / By: _____

F. Estimated number of CDM,CFPPs to attend: _____

G. Evaluation Techniques (see back for explanation)

Oral question and answer period/physical demonstration

Printed evaluation (sample attached)

H. Program Coordinator Name

Company Name

Address

City

State

Zip

Daytime Phone ()

Fax ()

E-mail

I. Attachments required for approval, please staple the following to this form:

- Printed program and/or outline of program, including date, topics, timeline agenda, lunches, breaks, etc.
- Learning objectives
- Speaker information (vitae, bio, resume)
- Program evaluation technique
- Sample certificate of attendance.

Submit 4 weeks in advance.

Mail or fax to:

Certifying Board for Dietary Managers

406 Surrey Woods Dr.

St. Charles, IL 60174

Phone 800.323.1908 | Fax 630.587.6308 | www.ANFPonline.org

All required attachments, and fee (if applicable), must be submitted for CE hour approval together.

General Information: All programs must be related to nutrition, management, health care, or sanitation and food safety. This form should be completed by the program coordinator or the individual responsible for documenting attendance and returning the sign-up sheets to ANFP.

The request form must be received by ANFP no less than four weeks before the scheduled program date to allow time for processing. Submit approval earlier if you plan to advertise the number of CE hours attendees will receive.

Sign-up sheet(s) will be sent to the program coordinator. These forms will contain the approval number and the number of CE hours granted to the program.

The program coordinator must return the sign-up sheet(s) to ANFP as soon as possible after the program. Clearly written name and ID numbers of CDMs are required on the sign-up sheets to receive CE hours.

Meeting Extending Over Several Days: Members should sign up only once. CDM,CFPPs should sign on the last day of attendance and request hours only for the portions of the program they attended.

A. Date: Fill in month, day and year for both the first and last day of the program.

B. Program Title: Give the title by which the program will be recorded on all permanent record forms, in advance publicity notices, on the printed program schedule, or on the certificate of attendance.

C. Location of Program: Give the city and state where the meeting will be held.

D. Program Sponsor: The company, society, agency, or association that is sponsoring the program. If applicable, list any co-sponsors.

E. Number of Continuing Education (CE) Hours Applied For: Continuing Education hours are those hours actually spent listening to or participating in a continuing education session. Submissions under 30 minutes will not be accepted for CE credits. Total hours are rounded to the full hour in the following way: Fractions of an hour are rounded up after 30 minutes and down at 29 minutes. (60 minutes = 1 CE hour) A meal with a speaker session = 0.5 CE hour.

A speaker during a luncheon is computed as one-half the time. **Example: A one-hour luncheon with a speaker would equal one-half hour of continuing education.**

Activities not qualified for CE:

- Business Meetings
- Introductions / Welcome / Orientation
- Networking / Testing
- Registrations
- Wrap-ups / Evaluations
- Breaks
- Meals without Speakers

Journal Clubs: An approved journal club meeting must be no less than 2 hours in length. Meetings must have a structured program that includes learning objectives and measurable outcomes. Meetings must also have a scheduled qualified discussion leader.

Food Shows: A minimum of 1 hour and a maximum of 3 hours can be approved. Hours are approved on a time frame basis. Include brochure or agenda with the time spent viewing exhibits.

Tours: A maximum of 1 hour can be approved. Objectives for the tour must be included.

Sanitation: Topics that cover food safety and sanitation issues.

F. Estimated CDM Attendance: This will let ANFP know how many sign-up sheets to send to the program coordinator. This number should include the program committee, as well as the expected CDM attendance.

G. Evaluation Techniques: An evaluation of how well the program accomplished the objectives must be built into the program. If a questionnaire evaluation form is used, attach a copy of the form. If the evaluation is accomplished through an oral question and answer period or a physical demonstration of techniques learned, please check the appropriate box.

H. Program Coordinator: Full name of person in charge of receiving, documenting, and returning all sign-up sheets to the ANFP headquarters office.

I. Attachments: It is suggested that you review this section before sending the request form to ANFP. Materials submitted to ANFP along with the request form cannot be returned. If copies are needed for your own files, please make them before submitting the materials to the ANFP headquarters.

Learning objectives are specific statements of purpose: what the program will accomplish, why this particular session was selected as an important educational experience, how the session will help those who attend.