

# Subsequent Approval Form

Name: \_\_\_\_\_ CDM, CFPP # \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

All hours must be attended during professional certified status and in your current 3-year qualifying period. **No duplicates allowed.**

**Seminar/Meeting – include the following attachments for credit**

- Content and learning objectives with date and time frames i.e., timeline agenda.
- Proof of attendance (certificate of attendance or letter of verification from employer or sponsor)

Business portions of meetings do not qualify for continuing education hours; time will be deducted for welcomes, introductions, breaks, lunch, business meetings, and awards.

**Webinar/Teleconference/Online Course – include the following attachments for credit**

- Certificate of completion with name, ID, date completed, and hours earned or letter from supervisor on letterhead
- Learning objectives

**Food Show & Food Show Seminars – include the following attachments for credit**

- Brochure or flyer with time frame for exhibits and each education seminar.
- Proof of attendance (copy of name tag and certificates from seminars or letter of verification of attendance from employer or sponsor)
- Maximum of 3 hours per year (6-1/ 5-31)

**Inservices You've Attended – include the following attachments for credit**

- Content, learning objectives, time frame and proof of attendance
- Proof of attendance (copy of sign-up sheet showing topic, date and time frames; or letter of verification of attendance (certificate) from employer with topic, date and time frames)
- Hours for facility business, training employees, or employee orientations do not qualify for credit

**College Credit Coursework – include the following attachments for credit**

- A brief paragraph on how the course will contribute to improved job performance
- Copy of grade slip/transcript showing credits earned and course dates
- Include start and end date on subsequent form (1 semester hour = 18 continuing education hours)

**FOR OFFICE USE ONLY**

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

\_\_\_\_\_ Sanitation \_\_\_\_\_ FS \_\_\_\_\_ General

Date Processed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By: \_\_\_\_\_

Title of Program: \_\_\_\_\_  
 (All continuing education must be related to the fields of Nutrition, Management, Healthcare, or Sanitation and Food Safety)

City: \_\_\_\_\_ State: \_\_\_\_\_

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Facility Name or Company Sponsor: \_\_\_\_\_

Sanitation \_\_\_\_\_ Food Show \_\_\_\_\_ General \_\_\_\_\_ Total Hours Requested \_\_\_\_\_  
maximum 3 hours per year (6/1 - 5/31) (minimum of 30 minutes)

Register to check your continuing education hours online at  
[www.ANFPOnline.org](http://www.ANFPOnline.org)

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](http://www.ANFPOnline.org)

## MAINTAIN YOUR CREDENTIALS

Certified Dietary Managers, Certified Food Protection Professionals (CDM, CFPPs) are required to maintain 45 continuing education hours (5 of which must be in sanitation and food safety) every 3 years. Programs must be related to the fields of Nutrition, Management, Healthcare, or Sanitation and Food Safety.

### How do I use a Subsequent Approval form?

Complete one Subsequent Approval form for each program for which you are requesting continuing education hours. Include the required documentation for the CE category you've marked. These documents include:

- a copy of the program/agenda, including date (mo/day/yr), content, and time frames
- proof of attendance (certificate of completion/grade slip, copy of badge from food show or verification on letterhead from supervisor and copy of receipt)
- If applying for college coursework, a brief paragraph on how the course contributed to your improved job performance

Be sure to fill in the start and end dates (mo/day/yr) even if it is college coursework.

### What is my 3-year qualifying period?

Qualifying periods begin on June 1 and end three years later on May 31. If annual fees are not paid, certified status must be reinstated. Continuing education hours are earned during active certified status only.

### How are continuing education CE hours calculated?

Continuing education hours are those hours actually spent listening or participating in a continuing education session. Submissions under 30 minutes will not be accepted for CE credits. A continuing education activity will be recorded as one full hour. (Fractions of an hour are rounded up after 30 minutes and down at 29 minutes.) All scheduled time for registration/welcome, breaks, lunch, networking and awards are deducted from the total time of the program. A speaker during a luncheon is computed as one-half the time.

### What types of educational material can I turn in for continuing education hours?

Some examples include workshops, conferences, seminars, college courses, food shows, journal clubs, inservices, online courses, teleconferences, webinars, etc. Requests for hours must be a combined total of at least 30 minutes. Tours of Plants/Facilities are limited to one hour and measurable objectives must be attached. Programs must be related to the fields of Nutrition, Management, Healthcare, or Sanitation and Food Safety. **No duplicates are allowed during your current 3-year period.**

### What is required for Food Shows?

A maximum of three (3) continuing education hours per year can be earned from viewing exhibits at food shows. Each year begins 6/1 and ends on 5/31 the following year. Credit is awarded on a time frame basis. A copy of a badge from the food show, or other proof of attendance, as well as a brochure showing the amount of time allocated to the food show, exhibits must be included with requests for food show continuing education hours. Food show hours are spent viewing food show exhibits.

### Do inservice programs qualify for continuing education hours?

Attending an inservice program at your facility relating to Nutrition, Management, Healthcare, or Sanitation and Food Safety is accepted. Information on content and learning objectives and a copy of the sign-up sheet showing topic, date and time frames or verification of attendance from your employer with topic, date and time frames must be included with your request. Programs should be submitted as soon as possible after the event. *Business portions of meetings, training employees, or new employee orientations do not qualify for continuing education hours.*

### What types of programs are considered "Sanitation and Food Safety"?

Some examples include safe food handling, infection control, time and temperature regulations, foodborne pathogens, food allergy prevention, disaster preparation, and HACCP principles. ServSafe certificates earned in your qualifying period can be submitted for sanitation hours. A time line agenda or proof of hours must accompany your ServSafe Certificate. Testing, lunch, and breaks should be excluded.

### What is "proof of attendance"?

Proof of attendance is usually a copy of the certificate that was awarded at the educational event. A college transcript or final grade slip, verification on letterhead from a supervisor, or signature and title of a presenter may also be used.

### How do I know if my continuing education hours were approved?

The Professional Development Department will inform you if your request for subsequent approval was denied for any reason. Check your continuing education hours on the ANFP website at [www.ANFPonline.org](http://www.ANFPonline.org) or call ANFP to confirm the number of hours on your record or to request a printed continuing education hour report. Allow 2 - 3 weeks for your CE hours to be recorded.

**Always keep a copy of everything you submit for continuing education hours. Appeals must be submitted in writing to the Professional Development Department (including all required attachments).**

More Questions or More Forms? Call ANFP at 1.800.323.1908

Additional Subsequent Approval Forms are also available at [www.ANFPonline.org](http://www.ANFPonline.org)