

2012 CREDENTIALING EXAM

Information and Application

EXAMINATION DATES

Saturday, March 31, 2012

Application Postmark Deadline:
January 16, 2012

Saturday, October 27, 2012

Application Postmark Deadline:
August 15, 2012

CDM® | CFPP® | Certified Dietary Manager
Certified Food Protection Professional



Apply for
CERTIFICATION
with the
nationally recognized
Certifying Board for
Dietary Managers

PROCESS / ELIGIBILITY / STEPS
SCORING & RESULTS / EXAM FORM
STUDY MATERIALS / **GET STARTED.**

Discover the power of the credential. Visit CDMcareer.info

THE CDM® | CFPP® CREDENTIALING EXAM

—offered since 1985—is part of the competency assurance program for dietary managers. A Certified Dietary Manager, Certified Food Protection Professional (CDM®|CFPP®) has the education and experience to competently perform the responsibilities of a dietary manager and has proven this by passing a nationally-recognized credentialing exam and fulfilling the requirements needed to maintain certified status. CDM, CFPPs work together with registered dietitians to provide quality nutritional care for clients in a variety of non-commercial settings and perform a myriad of specialized tasks.

The Certifying Board for Dietary Managers (CBDM) is responsible for the certification program, but the actual exam is conducted by ACT, Inc., a nationally-recognized professional testing firm. The certification program is accredited by the National Commission for Certifying Agencies (NCCA).

DMA is Changing its Name

The Dietary Managers Association will officially change its name to the Association of Nutrition & Foodservice Professionals (ANFP), on January 1, 2012. Our new name is used throughout this publication.

If you have any questions about our transition, please call us at 800-323-1908.

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APPLICATION PROCESS

The Association of Nutrition & Foodservice Professionals® (ANFP®) (formerly the Dietary Managers Association®) reviews each application to verify information and documentation and to determine eligibility. Please keep a photocopy of your application in case of lost mail, or send the form via certified mail. If applying by fax, do not also mail the application; you will be registered and charged twice. If your application is incomplete, ANFP will return it to you for completion, with a deadline for returning materials. After your application is successfully processed, you will receive a confirmation letter within two weeks. If you have not received registration confirmation within two weeks, contact ANFP at **800.323.1908**. **If you are a student, we will not confirm your application until we receive documentation that your coursework has been completed.**

About three weeks before your scheduled exam date, you will receive a **test site admission letter** confirming the exam location. You will need to bring this with you the day of the exam.

EXAM ELIGIBILITY

You are eligible to take the exam if you meet the requirements of one of the four pathways outlined below.

Pathway 1: for candidates who have graduated from an ANFP-approved dietary manager training program. You must submit a copy of your certificate of course completion, or your name must appear on the official graduate listing that is sent to ANFP by the college/school by the dates specified (page 6).

Pathway 2: for candidates who hold a two-year or four-year college degree in foodservice management or nutrition, or a related degree such as culinary arts or hotel-restaurant management. Please submit a copy of your transcripts with your exam application.

Pathway 3: for graduates of a state approved or other approved 90-hour foodservice course, who also have two years of institutional foodservice management experience. You must submit employment information (page D) with your application.

Pathway 4: for current and former members of the U.S. military who have graduated from an approved military dietary manager training program and have attained the grade of E-5. You must submit your documentation of military training and pay grade when applying under Pathway 4 to determine eligibility. Note that your exam fee may be reimbursable through the Montgomery GI Bill; visit www.gibill.va.gov for information.

DENIAL OF ELIGIBILITY

You may be denied a seat for the exam if you:

Fail to meet the eligibility pathways

Falsify any information on the exam application

Violate registration or examination rules

Fail to report address changes to ANFP, resulting in your not receiving application forms or information crucial for the exam

Fail to submit proper documentation within the required time frame

The Certifying Board for Dietary Managers (CBDM) provides applicants who are denied eligibility an opportunity to appeal to an impartial decision-maker: the Appeals Committee of ANFP.



Become certified!

To earn the CDM, CFPP credential:

- 1 Qualify and register to take the credentialing exam through one of four exam eligibility pathways (outlined at left)
- 2 Pass the credentialing exam
- 3 Apply for certified status and submit the appropriate fee

You are not certified until you take these steps.

EXAM SCORING & RESULTS

On the day of the exam, you will mark responses on a separate answer sheet that is scored by computer. Only responses marked on the answer sheet will be scored. You should answer all questions, even if you are uncertain of the correct response. Full credit will be given for each correct answer. Items left blank or marked with more than one answer will be treated as completely wrong answers.

Exam results: The exam is scored on a pass/fail basis. Examinees receive their test results via mail within four to six weeks after the exam administration. No exam results will be given verbally, via fax or electronically. Results will be addressed and mailed to the examinee at the address given by the examinee on the exam application. ANFP will mail information about the CDM, CFPP certification program to all who pass the test. Statistics for the exam will be available on the ANFP website at www.ANFPonline.org after the results are in.

If you do not pass: If you do not pass the exam, you will automatically receive an application for the next available test. (You will need to register and pay the application fee each time you take the exam.) You may continue to take the exam until you pass. In 2007, the exam was consolidated into a one-part test. Examinees who did not pass both parts of the previous two-part exam prior to 2007 will need to take the consolidated exam to become certified.

Note: For security purposes, we cannot release copies of the exam, or even the questions that you missed. If you do not pass the exam, you will receive a breakdown of each competency area covered on the test, along with the maximum score needed in each area and your score in each area. This will help you determine what areas to concentrate on when studying again.

Re-grading request: If you feel there has been a scoring error, you may submit a written request for re-grading within 60 days of receiving your scores. The request must be accompanied by a \$35 re-grading fee and submitted to Act, Inc., CDM Exam (82), 301 Act Drive, Iowa City, IA 52243. Appeals will be reviewed by the CBDM, and all board decisions will be final.

REFUNDS & TRANSFERS

- All cancellations, transfers or changes must be submitted in writing to DMA.
- If you cancel 30 days or more before the exam, the exam fee—less a \$50 processing charge—will be refunded.
- If you cancel 7-30 days before the exam, half the exam fee will be refunded, or you may pay a \$30 fee to transfer your application to the next scheduled exam.
- If you cancel 7 days or less before the exam, there is no refund.
- You may transfer to the next scheduled exam ONCE ONLY, and must do so within 14 business days after your scheduled exam date. A written request for transfer and a \$30 transfer fee is required. In the event of a transfer, you must sit for the next scheduled exam, or all fees paid will be forfeited.
- If you submit a documented excused absence from the exam for medical or personal reasons, you may transfer your registration within 14 business days to the next scheduled exam. You will need to pay a \$30 transfer fee.
- If you do not show up for the exam, no refund will be made.

EXAM DAY INFORMATION

Please report to your scheduled test site by the time indicated on your admission letter and bring a picture I.D. along with the admission letter. You must also bring two or three #2 lead pencils for marking the answer sheet. You may not bring papers, briefcases, or packages into the exam room, but a battery-operated calculator with no print device is permitted.

The exam will run from 8:30 a.m.-12:30 p.m. The entire exam must be completed within the time allotment. **Individuals who arrive late may not be admitted to the exam.** (If admitted, they will not be granted extra time to complete the exam.) If you are traveling to an unfamiliar area for testing, **please allow adequate time to find the testing facility** on the morning of the exam. Accommodations and travel arrangements are your own responsibility.

IMPORTANT!

Bring to the exam:

- Admission letter from ACT, Inc.
- Picture I.D.
- 2-3 #2 lead pencils
- Battery-operated calculator with no print device (optional)

EXAM STEPS

- 1** Select a test date and complete application.
- 2** Mail application (pgs. A-C) **with payment and documents** to ANFP. *Note: Submit only once; do not fax and mail or fax twice.*
- 3** ANFP will confirm your eligibility and mail you a confirmation letter.
- 4** Three weeks before the test, ACT will send you an admission letter.
- 5 Take the exam:** Bring your admission letter, picture I.D., and pencils.
- 6** Receive results from ACT by mail in about 6 weeks.
- 7 After you pass:** Receive a letter from ANFP about activating your certification.

EQUAL OPPORTUNITY FOR EDUCATION

The Certifying Board for Dietary Managers makes every reasonable effort to accommodate exam applicants with disabilities, as defined by the Americans with Disabilities Act of 1990. Testing accommodations are available to applicants who have diagnosed physical and learning disabilities and provide appropriate documentation.

Applicants requesting testing accommodations are required to follow these guidelines: 1) Submit with the completed examination application a written request for testing accommodations by the January or August application deadline. Include a detailed description of the diagnosed disability and accommodations needed to take the exam. In addition, supporting written documentation from the diagnosing physician or other licensed professional detailing the diagnosis is required and should be submitted with the application materials. 2) If extended testing time is sought, the applicant must specify the precise amount of additional time required (i.e., time and one-half, double time, etc.).

3) Applicants requesting accommodations should submit application materials and documentation as far in advance of the published deadline as possible, to allow sufficient time to make approved testing arrangements.

Please note: The exam is only administered in English, and there are no provisions for translation.

CERTIFICATION STEPS

After you pass the exam, you need to activate your certification so you can begin using the CDM, CFPP credential. At the time you pass the exam:

If you do not yet belong to ANFP you will receive an application from ANFP and pay the appropriate fees.

If you are a Student or Pre-Professional Member, you will receive a letter from ANFP with instructions and an invitation to upgrade your membership and enjoy a discount on your certification fee.

If you are an Active, Associate, Professional or Allied Professional Member, your certification will be activated immediately and you will receive a certificate by mail.

Maintaining your credential: Once you become certified, you will need to maintain your credential with continuing education (CE) credit and an annual maintenance payment.

For details, please visit: www.ANFPonline.org/CE/maintain.shtml.



Have questions? Need answers?

Contact:

Association of Nutrition & Foodservice Professionals

406 Surrey Woods Drive

St. Charles, IL 60174

Phone: 800.323.1908 or 630.587.6336

Fax: 630.587.6309

www.ANFPonline.org

CREDENTIALING EXAM SITES

The exam will be held at or near the locations listed here. Please write the 4-digit code number for the location you select on the Exam Application (page 6). **Actual site addresses will be included in the test site admission letter, which will be mailed to you three weeks prior to the exam.** Be sure to choose a location for your chosen date—March 31 or October 27.

Any changes in test site locations must be requested by **February 20, 2012** (for the March exam), or by **September 17, 2012** (for the October exam). A transfer fee of \$30 will apply. Each candidate requesting an additional test center must submit a fee of \$420 in addition to the required exam application fee by the registration deadline. Test center requests and fees must accompany the exam application.



HOTEL ACCOMMODATIONS

For information regarding hotel accommodations near test sites, contact the Convention and Visitors' Bureau or Chamber of Commerce in the city where you will be taking the exam. Accommodations and travel arrangements are your responsibility.

Please photocopy this page if you wish to retain this information. (Back side of this page will be mailed to ANFP.)

MARCH 31, 2012 EXAM SITES

AL	Birmingham	0101
AK	Anchorage	0201
AZ	Tucson	0303
AR	Little Rock	0403
CA	Long Beach	0501
CA	Oakland	0502
CO	Colorado Springs	0603
FL	Gainesville	1006
FL	Palm Beach	1009
GA	Macon	1104
HI	Honolulu	1201
ID	Boise	1301
IL	Peoria	1405
IN	Evansville	1504
IN	Indianapolis	1501
IA	Des Moines	1605
KS	Salina	1706
KY	Lexington	1803
LA	Lafayette	1906
ME	Portland	2001
MD	Baltimore	2101
MA	Boston	2201
MI	Lansing	2302
MN	Alexandria	2406
MS	Jackson	2501
MO	Jefferson City	2605
MT	Billings	2701
NE	Norfolk	2804
NV	Tonopah	2903
NM	Albuquerque	3203
NY	Garden City	3307
NY	Rochester	3306
NC	Asheville	3499
ND	Bismark	3503
OH	Columbus	3607
OK	Oklahoma City	3703
OR	Salem	3806
PA	Philadelphia	3905
PA	Pittsburgh	3903
SC	Myrtle Beach	4104
SD	Pierre	4203
TN	Nashville	4303
TX	Fort Worth	4405
TX	San Antonio	4403
UT	Salt Lake City	4501
VA	Lynchburg	4704
WA	Yakima	4802
WV	Charleston	4901
WI	Eau Claire	5001
WI	Madison	5004
WY	Casper	5101

OCTOBER 27, 2012 EXAM SITES

AL	Birmingham	0101
AK	Anchorage	0201
AZ	Phoenix	0302
AR	Little Rock	0403
CA	Long Beach	0501
CA	Oakland	0502
CO	Westminster	0602
FL	Palm Beach	1009
FL	Tallahassee	1008
GA	Macon	1104
HI	Honolulu	1201
ID	Boise	1301
IL	Chicago	1401
IN	Fort Wayne	1503
IA	Davenport	1602
KS	Hays	1704
KS	Kansas City	1705
KY	Louisville	1802
LA	Bossier City	1907
ME	Portland	2001
MD	Baltimore	2101
MA	Boston	2201
MI	Detroit	2305
MN	Alexandria	2406
MS	Jackson	2501
MO	St. Louis	2601
NE	North Platte	2805
NE	Omaha	2806
NJ	Washington	3102
NM	Albuquerque	3203
NY	Buffalo	3301
NC	Raleigh	3402
ND	Grand Forks	3504
OH	Columbus	3607
OK	Oklahoma City	3703
OR	Bend	3805
PA	Harrisburg	3901
PA	Pittsburgh	3903
SC	Greenville	4103
SD	Pierre	4203
TN	Columbia	4305
TN	Johnson City	4306
TX	Fort Worth	4405
TX	San Antonio	4403
UT	Salt Lake City	4501
VA	Richmond	4702
WA	Seattle	4801
WV	Charleston	4901
WI	Green Bay	5005
WI	LaCrosse	5006
WY	Casper	5101

Please complete all 3 pages of this application (pages A-C)

Also, employer must complete Employment Information (page D) if applying under Pathway 3.



IMPORTANT:
Application Postmark
Deadlines

**January 16, 2012
for March exam**

**August 15, 2012
for October exam**

IMPORTANT NOTES:

If applying by fax, do not mail application; you will be registered and charged twice.

No purchase orders will be accepted.

If your employer is paying the exam fee, make sure they process the payment before the deadline so you can send it with your application.

Checks returned by the issuing bank for non-sufficient funds or stop-payments are subject to a \$25 service charge. You will not be allowed to test unless all fees are paid in full.

FOR OFFICE USE ONLY

Date _____

Check or Auth # _____

Amt _____

College/School Code _____

Exam Date (Check your selection)

March 31, 2012 **October 27, 2012**

Exam site location and code:

Exam sites are printed on page 5 of this brochure, or view online at ANFPonline.org.

City _____ State _____ Code

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4-digit codes are on page 9

Your Information:

Name _____
Last First M.I.

If you have ever taken the exam under a different name or have been a DMA member under another name, give former name: _____

Mailing address _____

City _____ State _____ Zip _____

Work phone (_____) _____ Home Phone (_____) _____

E-mail address _____

If you are an ANFP member, check category: Active Associate Student
 Professional Allied Professional Pre-Professional

DMA membership number _____

Membership number is pending

Non-member

Pathway you are registering for (See page 2 for Exam Eligibility information)

Pathway 1 ANFP must receive confirmation that you've completed your program before we can confirm your application.

Pathway 2 You must include a copy of your college/school transcripts with this application.

Pathway 3 You must submit a copy of your 90-hour course certificate and have your immediate supervisor complete page D of this application.

Pathway 4 You must include military transcripts/records with this application.

College/School Information: (Complete only if applying under Pathway 1)

College/school where you completed your training or degree program (Please give exact names)

Location of college/school (city/state) _____

Completion date _____ College/school code

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(Obtain 6-digit codes at www.ANFPonline.org/Training/school_codes.shtml)

Graduate lists must be submitted by the college/school to ANFP by these dates:

For March 2012 exam: **February 20, 2012**. For October 2012 exam: **September 17, 2012**.

Please complete all 3 pages of this application (pages A-C)

AUTHORIZATION: RELEASE OF PASS/FAIL RESULTS (Pathway 1 only)

ANFP-approved training programs value receiving exam results information for their graduates to help them evaluate the effectiveness of their programs. Only pass/fail data will be provided, not your actual score.

Check here to authorize release of your results to the school you've indicated on this application, and sign below.

Print Name _____

Signature _____ Date _____

Check here if you want your administrator to receive passing results.

Signature _____

Administrator Name/Address _____

Check here if you do NOT want your email address released to ANFP Chapters.

APPLICATION STATEMENT AND SIGNATURE. All applicants must sign/date.

I certify that, to the best of my knowledge, the information provided in this application is true and accurate. I hereby acknowledge that the receipt and review of this application by the Certifying Board for Dietary Managers does not create any express or implied obligations owed or warranties made to me, nor does such receipt and review of this application by the Certifying Board confer any rights to me with respect to the CDM®, CFPP® Credentialing Examination or the Certified Dietary Manager (CDM®, CFPP®) professional designation. I agree to and shall indemnify, save and hold harmless the Certifying Board and its officers, directors, members, agents, employees, successors and assigns, and each of them, from and against any and all claims, costs and expenses (including legal fees), demands, actions and liability of every kind and/or any failure to act, by one or all of them, now or in the future, in character whatsoever arising directly or indirectly from any action taken, in connection with this application, the CDM®, CFPP® Credentialing Examination or the CDM®, CFPP® professional designation. I also acknowledge that exam questions are the copyrighted property of the Certifying Board for Dietary Managers and cannot be reproduced or repeated. I understand that regulations concerning food safety certification will vary depending on where I work. I acknowledge that it is my own responsibility to verify requirements and acceptance of credentials with all agencies to whom I am accountable. I HAVE READ THE FOREGOING STATEMENT IN ITS ENTIRETY AND I UNDERSTAND AND AGREE TO ABIDE BY ITS TERMS.

Print Name _____

Signature _____ Date _____

Fees and payment information:

Full payment must accompany application. No faxed applications accepted without credit/debit card information.

Regular registration for the March exam **\$395** (postmark by January 16, 2012)

Regular registration for the October exam **\$395** (postmark by August 15, 2012)

Method of payment:

Check Money Order (Please make check or money order payable to ANFP)
 VISA MasterCard American Express Discover Amt. to charge \$ _____

Cardholder's name _____

Cardholder's signature _____

Phone Number _____

Number on card _____ Expiration Date (MO/YR) _____ / _____

Cardholder information: Check here if same as above

Billing address _____

City _____ State _____ Zip _____

Please complete all 3 pages of this application (pages A-C)

Also complete Employment Information (page D) if applying under Pathway 3.

DEMOGRAPHIC SURVEY

Please answer each question by circling **ONLY ONE** number that **BEST** describes you or your professional experiences in the dietary/foodservice industry. (This information is requested for statistical reasons only and will not affect your eligibility to sit for the examination. All responses will remain confidential, as only group results are reported.)

A. How did you learn about this exam?

- 1 = Instructor told me
- 2 = Employer told me
- 3 = ANFP state chapter
- 4 = Received mailing from ANFP
- 5 = ANFP website
- 6 = Friend told me
- 7 = Other _____

B. What motivated you to take this exam?

- 1 = Required by State Regulation
- 2 = Required by employer
- 3 = Dietitian/Instructor recommendation
- 4 = Personal growth and satisfaction
- 5 = To begin the process of becoming a CDM, CFPP

C. Indicate the professional setting you MOST often work in:

- 1 = Hospital
- 2 = Nursing Home
- 3 = School
- 4 = Assisted Living Facility/Retirement Community
- 5 = Correctional
- 6 = Business or Industry
- 7 = Other (Military, etc.) _____

D. In what format was your basic training course offered?

- 1 = Classroom
- 2 = Online
- 3 = Correspondence

E. Which type of training program have you completed?

- 1 = Dietary Manager program
- 2 = Diet Tech program
- 3 = Associate's degree
- 4 = Bachelor's degree
- 5 = Culinary Arts program
- 6 = Military program

F. How many YEARS OF FULL-TIME WORK EXPERIENCE do you have as a Dietary Manager/Supervisor?

- 1 = Less than one year
- 2 = 1 to 3 years
- 3 = 4 to 6 years
- 4 = 7 to 9 years
- 5 = 10 years or more

Send this application and payment (payable to ANFP) to:

Association of Nutrition & Foodservice Professionals
406 Surrey Woods Drive
St. Charles, IL 60174

Phone: 800.323.1908 or 630.587.6336**Fax: 630.587.6309**

Use fax only if paying by credit card.

Do not fax copies of checks.

Do not fax AND mail.

IMPORTANT! HAVE YOU...?

- Selected an exam date and location from page 5 (Note: fees will apply if you change these later.)
- Included the required Demographic Survey (page C)
- Included additional documents required, such as transcripts and certificates (See notes for the Pathway you checked on page A.)
- Enclosed exam fees, payable to ANFP (If your employer is paying your fee, be sure application is sent with payment.)
NOTE: If no payment is received, your application will be returned.
- Reviewed the exam fee Refunds & Transfers policy (page 3)
- Read and comprehend Exam Scoring & Results section (page 3)
- Signed the required application statement at bottom of page B, acknowledging your responsibility to verify requirements and acceptance of credentials with all agencies to whom you are accountable

EXAM STUDY MATERIALS

Study materials and reference textbooks are available to help you prepare for the CDM, CFPP credentialing exam. ANFP textbooks are highly recommended for exam applicants, as they are considered the gold standard for CDM exam preparation. Use the Exam Content outline, pages 12 through 15, to direct your study! To order materials, please send the form on page 11 to ANFP, or visit www.ANFPonline.org/market. To inquire about the availability of an exam review course or a contact person/mentor in your area, please contact the ANFP president from your state. Visit the ANFP website for state president contact information: www.ANFPonline.org/chapters/index.shtml.

Online: CDM Certification Exam Online Review Course

Study for the certifying exam at your own pace through a private, interactive website! This course takes you through the exam content step by step, offering you questions and on-the-spot feedback about whether your answers are correct. Using the Web-based menu, you can target areas where you would like to focus your study, reviewing any section as many times as you would like. Also try your hand at a practice exam. Your answers are confidential and are not retained in the system. Requires Internet access and Internet Explorer 4.0 or greater, or comparable Web browser software.

©2006
\$130

NOTE: The Online Review Course is available through online registration only, in the ANFP Marketplace: www.ANFPonline.org/market

Please allow 2-3 days after registration to receive your course login information, which will be e-mailed to you by the ANFP webmaster.

Study Guide: CDM Certification Exam Study Guide, 4th edition

Prepare for the CDM, CFPP Certification Exam with this must-have, hands-on resource designed to help you apply information and solve problems, just as you'll do on the exam itself. You will begin by taking a pre-test to familiarize yourself with the 10 content areas covered on the exam. You can use this to begin organizing your study plan.

Next, you can review the complete outline for exam content, followed by 10 focused study sections featuring:

- Fill-in-the-blank questions to help you review terminology and facts, to get you comfortable with the basics.
- Challenging multiple-choice questions that walk you through dozens of application examples addressing each section of the exam content outline. You'll practice making judgments and decisions, and choosing the best answer from a group of choices—just as you will do on the actual exam.
- Case studies that help you analyze real-life situations and apply your knowledge to build your critical thinking skills.
- Finally, you can practice with a 50-question sample exam, using an answer sheet like the one used on the actual exam. This guide also features valuable study tips, answers to frequently asked questions, test-taking tips, and many more tools for success!

194 pages, ©2006
\$65 ANFP members
\$75 non-members

ANFP Textbooks

- Excellent reference for exam preparation because chapter content parallels the exam outline.
- “Putting it into Practice” sections throughout both texts engage examinees and lets them apply the information they are reading.
- Glossaries integrated throughout provide quick reference.

Nutrition Concepts and Medical Nutrition Therapy

Takes the learner through six chapters of introductory nutrition concepts and then draws them into the real world of work in Medical Nutrition Therapy with nine chapters that cover how to gather, use and apply nutrition data. Three additional chapters cover the unique challenge of providing nutrition education and participating in regulatory agency surveys.

Over 500 pages, ©2012
\$90 ANFP members
\$110 non-members

Managing Foodservice and Food Safety

Covers six core units: Provide Foodservices, Hire & Supervise, Develop Personnel and Communications, Manage Supplies, Equipment Use, Sanitation & Safety, Manage Production, and Manage Business Operations. Content in the 28 chapters is concentrated on basic management principles while incorporating the impact of technology and sustainability throughout.

Over 600 pages, ©2012
\$95 ANFP members
\$115 non-members

CDM® | CFPP® STUDY MATERIALS ORDER FORM

Prepare for success with the gold-standard materials from ANFP

Name _____ ANFP Member # _____

Mailing address _____

City _____ State _____ Zip _____

Daytime phone (_____) _____ E-mail _____

Study Materials

CDM Certification Exam Study Guide, 4th edition ©2006

ANFP Member

\$ 65.00

Non-Member

\$ 75.00

CDM Certification Exam Online Review Course ©2006

NOTE: The Online Review Course is available through online registration only, in the ANFP Marketplace: www.ANFPonline.org/market

Textbooks

The textbooks below will be available for purchase January, 2012. DMA textbooks with a copyright date of 2006 or 2007 may still be used to prepare for the 2012 credentialing exams.

Nutrition Concepts and Medical Nutrition Therapy ©2012

\$ 90.00

\$ 110.00

Managing Foodservice and Food Safety ©2012

\$ 95.00

\$ 115.00

Order Subtotal

\$ _____

\$ _____

Sales Tax (Illinois residents only: add 8%)

\$ _____

\$ _____

**Shipping & Handling: 8% of merchandise
order or \$6, whichever is greater**

(\$6 minimum)

\$ _____

\$ _____

Total Amount Due

\$ _____

\$ _____

Payment method

Check (payable to ANFP)

Money Order (payable to ANFP)

Credit Card: VISA

MasterCard

American Express

Discover

Name on credit card _____ Cardholder's signature _____

Number on card _____ Expiration date _____

Billing address _____

City _____ State _____ Zip _____

Please note that study materials are non-refundable. Your cancelled check or credit card statement serves as your receipt.

PLEASE RETURN THIS FORM WITH YOUR PAYMENT TO:

**Association of
Nutrition & Foodservice
Professionals**

406 Surrey Woods Drive
St. Charles, IL 60174

Phone: 800.323.1908 or 630.587.6336
Fax: 630.587.6309

FOR OFFICE USE ONLY

Date _____

Check or Auth. # _____

AMT _____

To order study materials online, visit www.ANFPonline.org/market

EXAM CONTENT The exam consists of 200 multiple choice questions. Questions are based on professional situations in which a dietary manager would have to make a decision or solve a problem. The examinee must carefully read the scenario and select the appropriate response among multiple choices. Exam Questions are based on two ANFP textbooks, *Nutrition Concepts and Medical Nutrition Therapy* (2012), and *Managing Foodservice & Food Safety* (2012). Sanitation and food safety-related questions are also based on the FDA Food Code (2009), available free at www.fda.gov.

Below is a detailed outline of information you must know, as well as the percentage of questions on the exam from each content area. You can use pages 12-15 to review for the exam. See page 11 for information about textbooks and study materials.

1. GATHER NUTRITION DATA (8.5% OF THE EXAM)

1.1 Document and File Nutritional Information in Medical Records

- Maintain medical records using appropriate formats
- Enter and retrieve data using a computer data terminal
- Use current nutritional assessment forms

1.2 Interview Patients/Clients/Caregivers for Diet History

- Recognize different types of clients
- Plan and ask appropriate questions of clients
- Gather client information from family member(s)
- Identify significant information and problems
- Recognize nonverbal responses/cues
- Record information systematically and carefully
- Recognize ethical and confidentiality principles
- Gather client information from other professionals

1.3 Conduct Routine Nutrition Screening

- Recognize routine versus at-risk clients using established guidelines
- Identify appropriate data to be gathered
- Utilize appropriate data-gathering format/approach for specific client type(s)
- Complete forms with client in an efficient manner
- Identify federal regulations related to evaluating patient status and care
- Gather client information from medical record

1.4 Utilize Nutrient Intake, such as Calories and Sodium

- Perform routine nutrient computations using food composition tables
- Be familiar with all normal laboratory values

1.5 Identify Nutrition Problems and Needs

- Identify clients needing intervention
- Verify information to ensure its accuracy
- Follow up problems to address documentation
- Identify food customs and nutritional needs of various racial, cultural, and religious groups

2. APPLY NUTRITION DATA (8.5% OF THE EXAM)

2.1 Implement Diet Plans or Menus Using Appropriate Modifications

- Translate nutrition plan into meals/foods to be served
- Modify menus to suit fiber content, texture, or feeding needs
- Modify menus to control for calories, carbohydrates, proteins, fats, and minerals
- Modify menus to suit medical or other personal condition(s)
- Modify menus to suit various racial, cultural, and religious differences

2.2 Implement Physician's Dietary Orders

- Recognize medical and nutrition terminology
- Demonstrate sensitivity to patient needs and food habits
- Provide needed diets from kitchen
- Determine availability of foods from kitchen
- Exhibit competency in suggesting the correct diet orders for clients
- Include patient input on diet prescribed by physician
- Recognize appropriateness of diet order for diagnosis

2.3 Apply Standard Nutrition Care Procedures

- Review client's nutrition needs, based on guidelines provided
- Verify nutrition content of foods
- Identify sources to consult to assist in implementing nutrition care plans

2.4 Review Effectiveness of Nutrition Care Plan

- Identify effectiveness of the nutrition care plan with interdisciplinary team
- Evaluate care plans for individuality and specific needs

3. PROVIDE NUTRITION EDUCATION (6.5% OF THE EXAM)

3.1 Help Patients/Clients Choose Foods From Selective Menus

- Verify dietary requirements of patient/client
- Determine client's present knowledge and needs
- Choose appropriate resource materials
- Determine client's food preferences
- Suggest acceptable food substitutes
- Verify substitutes in terms of availability and facility practices
- Match food items identified with patient preferences

3.2 Select and Use Nutrition Education Materials

- Develop a plan for nutrition education
- Identify educational materials and resources
- Use resource materials and equipment in teaching

3.3 Adapt teaching to client educational needs

- Verify client readiness and ability to learn
- Ascertain background and knowledge of clients
- Implement a teaching plan
- Identify appropriate/available educational and social resources

4. PROVIDE FOOD SERVICES (10% OF THE EXAM)

4.1 Check Meal Service for Food Quality, Portion Size, and Diet Accuracy

- Define proper procedures for mode of food service
- Evaluate attractiveness of food served
- Evaluate the type, quality, quantity, and temperature of food served

- Evaluate efficiency (time, cost) of foodservice system
- Evaluate compliance of meals served as posted

4.2 Manage the Preparation and Service of Special Nourishments and Supplemental Feedings

- Identify patients/clients who need nourishments or supplemental feeding according to established criteria
- Define schedules/needs for special food preparation/foodservice
- Monitor implementation of special food service
- Utilize appropriate supplemental products
- Monitor cost of supplements
- Monitor the passing of nourishments and supplements
- Develop a system to audit the passing of nourishments and supplements

4.3 Develop Continuous Quality Improvement Procedures for Foodservice Department

- Define objectives and standards for food service
- Implement and monitor quality indicators
- Implement necessary procedural changes
- Interpret and report to designated persons
- Develop auditing tool to determine the effectiveness of quality indicators
- Identify strategies when a resident refuses to accept the supplements or the special diet
- Implement approaches to facilitate patient's compliance with nutritional therapy

4.4 Evaluate Food Acceptance Survey

- Identify patient food preferences and food problems
- Identify data needs for judging food preferences
- Develop and conduct food acceptance survey
- Analyze data and make recommendations/changes

4.5 Utilize Appropriate Resources to Modify Standard Menus to Suit Patients' Needs

- Verify client needs
- Utilize appropriate nutrition tables/charts and diet manuals
- Use standard food weights, measures, and recipes correctly
- Utilize peer and supervisory resources available as needed
- Honor legal and moral responsibilities regarding diet needs
- Modify menus based on local institutional or societal factors

5. HIRE AND SUPERVISE (9% OF THE EXAM)

5.1 Develop and Maintain Employee Time Schedules and Assignments

- Prepare a time schedule
- Maintain time schedule chart/records
- Prepare absence/tardy reports for personnel files
- Identify overall staffing needs
- Calculate full time equivalents
- Identify and assess daily tasks
- Analyze capabilities and preferences of employees available
- Develop a work assignment chart
- Explain and coordinate work assignments

5.2 Define Personnel Needs and Job Functions

- Conduct personnel needs analysis
- Conduct task analysis
- Write job descriptions

- Write detailed job specifications
- Prepare a personnel organization chart

5.3 Interview and Select Employees

- Identify fair employment laws and practices
- Develop interview procedures for department
- Explain department procedures and policies to applicants
- Assess applicants and record data in file
- Document selection procedures and policies

5.4 Manage Department Personnel

- Maintain personnel records in proper form
- Identify personnel management laws and practices
- Identify promotion/termination criteria
- Prepare a performance evaluation
- Justify personnel decisions, including documentation for promotion and termination
- Follow disciplinary procedures to correct a problem

6. DEVELOP PERSONNEL AND COMMUNICATIONS (8.3% OF THE EXAM)

6.1 Implement Required Changes in Foodservice Department

- Identify existing problems/needs
- Conduct a staff complaint/grievance session
- Write memos presenting changes with justification
- Prepare plan of action to address problems/needs
- Communicate daily with staff
- Establish hygiene standards for personnel according to the FDA Food Code

6.2 Prepare, Plan, and Conduct Department Meetings

- Prepare and post meeting notice and agenda
- Plan meeting facilities and procedures
- Meet with key personnel to develop plans
- Follow proper procedures to conduct meeting
- Write minutes of meeting
- Plan follow-up actions resulting from meeting

6.3 Present Work Procedures and Plans

- Identify and explain department resources/equipment
- Prepare personnel organization and responsibilities chart
- Explain department responsibilities and liabilities
- Identify role responsibilities and competency standards
- Explain plan of action to implement procedures or plans

6.4 Teach Employees

- Orient new employees to facility procedures
- Conduct/arrange inservice training (handling emergencies, difficult clients, new equipment)
- Conduct discussion on professional and ethical expectations
- Instruct employees on compliance with HIPAA guidelines
- Provide follow-up after orientation
- Provide ongoing food safety training to employees
- Ensure employees' compliance with safe food preparation practices

6.5 Justify Improvements in the Department Design and Layout

- Maintain records of suggestions and complaints received
- Conduct department improvement discussion session with staff
- Write a memo presenting improvement recommendations
- Evaluate work flow, essential equipment relative to new

- department designs or construction
- Research concepts/products related to department facility design
- Prepare proposals, specifications for new construction or renovation in layout/design changes

6.6 Meet Goals and Priorities for Department

- Prioritize department tasks
- Review department goals against resources available
- Conduct staff discussion sessions to review organizational goals
- Prepare short-term and long-term goals for dietary department
- Follow standard sanitation and infectious disease control practices

7. PROFESSIONAL INTERACTION (6.3% OF THE EXAM)

7.1 Represent Department at External Meetings

- Present goals and policies
- Identify ways of communicating with other departments
- Discuss organization components and their interrelationships
- Suggest cooperative ways to solve problems
- Participate in state/national professional meetings

7.2 Coordinate Department Services

- Identify outside groups important to the work of the department
- Prepare a list of services
- Develop a services plan to meet community needs
- Identify internal groups/departments who might work together to provide services to the community
- Honor patients' rights while providing nutritional care

7.3 Communicate Patient/Client Information to Other Health Professionals

- Identify and document patient needs and problems
- Conduct client referrals as necessary
- Utilize consultant guidance
- Distribute patient information assuring confidentiality

7.4 Participate in Patient/Client Care Conferences and Case Presentations

- Prepare for a patient care conference
- Make a brief presentation on a case
- Identify problems and implement goals and approaches with appropriate follow-up

7.5 Participate in Regulatory Agency Surveys

- Identify regulatory standards for the department
- Develop an appropriate plan of correction
- Demonstrate professional interaction with surveyors
- Utilize regulatory agencies and sanitarians as professional resources

8. MANAGE SUPPLIES, EQUIPMENT USE, SANITATION, AND SAFETY (24% OF THE EXAM)

8.1 Purchase, Receive, Store, and Distribute Food Supplies and Equipment Following Established Sanitation and Quality Standards

- Identify appropriate grades and inspections for food
- Procure food and water from approved sources

- Verify the quality and quantity of food supplies and equipment received
- Check supplier invoices against facility purchase order
- Recognize the hazards associated with types of food packaging
- Recognize the signs of contamination upon receipt and in storage
- Process rejections for unacceptable products
- Label, date, and monitor food to ensure rotation (FIFO)
- Prevent environmental contamination of food
- Establish and maintain security procedures

8.2 Protect Food in All Phases of Preparation, Holding, Service, Cooking, and Transportation Using HACCP Guidelines

- Identify potentially hazardous foods and foodborne pathogens and their control
- Recognize the causes, symptoms, and types of foodborne illnesses including biological, chemical, and physical types
- Monitor time and temperature to limit growth of or destroy microorganisms
- Enforce employees' compliance with safe food preparation practices
- Prevent cross contamination of food
- Identify appropriate techniques for temperature retention
- Ensure the safe cooling of food
- Establish critical limits
- Establish the corrective action to be taken when critical limits are exceeded
- Establish procedures to identify and monitor critical control points (CCP)
- Establish effective record-keeping systems that document HACCP
- Anticipate emergency preparedness procedures necessary to assure a safe food supply
- Develop a crisis management plan to address an outbreak of foodborne illness

8.3 Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Regulations

- Identify federal safety laws/regulations for facility
- Identify appropriate environmental controls for water supply, waste disposal, and ventilation
- Follow an integrated pest management (IPM) system
- Prepare a safety inspection checklist
- Write an inspection report on hazard control
- Assure cleaning and sanitation of equipment and utensils

8.4 Conduct Routine Maintenance and Inspection of Equipment

- Identify equipment maintenance requirements from manufacturers' manuals
- Set up maintenance contracts
- Correct equipment malfunctions and potential problems
- Set up an equipment maintenance schedule
- Implement preventive maintenance schedule for equipment

8.5 Instruct Employees in Equipment Use and Maintenance for Sanitation

- Identify training resources and needs
- Develop and implement training programs
- Evaluate equipment in terms of maintenance needs and costs
- Inspect all areas of department for sanitary conditions

- Interpret and use MSDS
- Write cleaning procedures for utensils, equipment, and work areas

8.6 Organize Work Flow and Use of Equipment

- Analyze tasks to determine overlapping effort or equipment use
- Plan proper placement and use of equipment
- Simplify work procedures and steps
- Monitor work flow; identify and correct problems
- Assure adequate handwashing sinks, lavatory facilities, and supplies

9. MANAGE PRODUCTION (10.5% OF THE EXAM)

9.1 Prepare Standardized Recipes for Food Production

- Identify food elements of a standardized recipe
- Calculate menus, recipes, diet census, tally sheets, and cafeteria needs to develop requisitions
- Compute proper portions using appropriate food charts/references
- Identify ways of calculating cost and nutrition content of standardized recipe
- Develop proper cooking procedures, including sequence

9.2 Specify Standards and Procedures for Preparing Food

- Develop food quality control standards, e.g., appearance, temperature, acceptance
- Prepare procedures and forms to monitor food production
- Develop procedures for monitoring food waste control

9.3 Identify Equipment Needs

- Select equipment using appropriate criteria
- Review equipment usage and requirements

9.4 Test New Recipes

- Develop criteria for recipe acceptability
- Standardize new recipes
- Evaluate client acceptance of new recipes

9.5 Supervise the Production and Distribution of Food

- Check quality/quantity of food served
- Check adherence to delivery schedules and procedures
- Keep records for monitoring and accountability objectives

9.6 Prepare and Maintain Inventory Records

- Prepare an inventory status report
- Review inventory system to control costs
- Utilize computer-based inventory control system

10. MANAGE BUSINESS OPERATIONS (8.4% OF THE EXAM)

10.1 Write Purchase Specifications and Orders

- Identify purchasing policies and procedures of department
- Complete purchase order/requisition forms
- Evaluate facility needs, budget restrictions, and products available
- Prepare proposals for new equipment
- Gather and evaluate product information
- Be familiar with computer applications

10.2 Supervise Cash Activities and Reports

- Monitor cash received from cash registers
- Prepare a gross receipts report
- Adjust and use cash registers
- Implement and monitor security procedures

10.3 Manage Revenue-Generating Services

- Calculate cost and set prices for catered events
- Plan food service and menus for catered events
- Estimate price-per-unit serving for catered events
- Use cost-control techniques to balance revenue budget
- Research new revenue-generating opportunities
- Prepare business plan and justification for new revenue-generating programs
- Promote existing and new revenue-generating programs

10.4 Write Detailed Specifications for Capital Purchases

- Evaluate existing capital equipment
- Evaluate replacement equipment
- Write budget justification for new equipment
- Write detailed requisition and specifications for new equipment

10.5 Evaluate Vendor Performance

- Compile product performance data
- Compile vendor performance data
- Write a vendor/product comparison summary
- Justify vendor/product selection

10.6 Supervise the Purchase of Food and Supplies

- Check inventory and identify purchase needs
- Write purchase orders
- Check supplies received against purchase order
- Maintain inventory records

10.7 Monitor/Review Cost of Menus Against Budget and Guidelines

- Compute cost of menus and catered meals
- Conduct a price-comparison study
- Prepare a budget
- Calculate daily cost per client

10.8 Implement Cost-Effective Procedures

- Review bids
- Review actual costs with budget estimates to identify problem areas
- Recommend cost-saving purchasing practices
- Recommend cost-saving department practices

10.9 Administrate Salary and Wage Adjustment for Employees

- Identify laws, regulations, and agreements regarding employee compensation
- Develop guidelines for salary scales and merit raises
- Prepare an estimate of personnel costs for a foodservice department
- Provide insurance, tax, and other forms for personnel

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2012 CREDENTIALING EXAM

Information and Application



Even with a BA in food and nutrition, I did not fit in anywhere. **My certification opened doors in long-term care, and the CE requirements keep me on top of the latest issues in food service today. I'm now a VP of Support Services with 5 departments under my direction.** ”

— Robin Gaines, CDM, CFPP

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EXAMINATION DATES

Saturday, March 31, 2012

Application Postmark Deadline:
January 16, 2012

Saturday, October 27, 2012

Application Postmark Deadline:
August 15, 2012