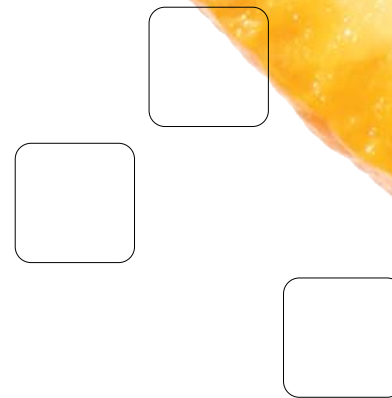
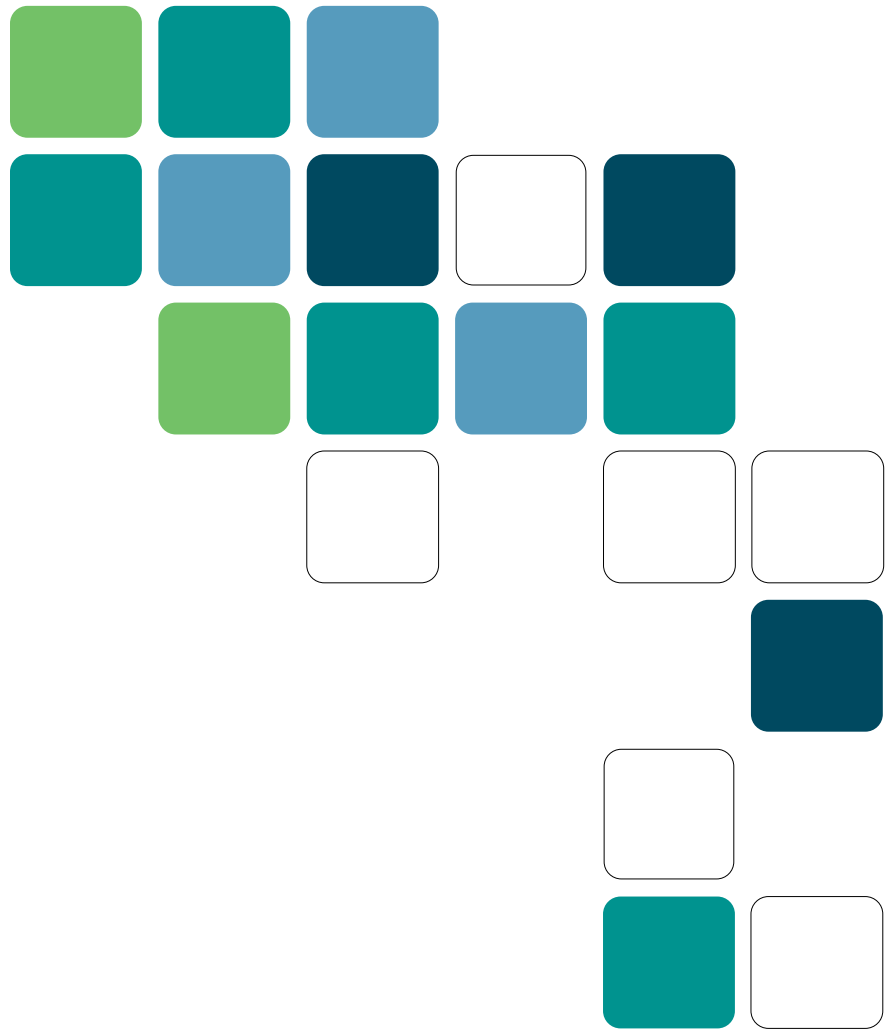




Maintaining Your Credential

CDM® CFPP®



Congratulations on meeting the requirements to become a Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP)!

This is a professional accomplishment you can be proud of, and it's a step towards your ongoing recognition and career growth.

I have my credential...what happens next?

To maintain the Certified Dietary Manager (CDM, CFPP) credential, you must earn 45 hours of continuing education (CE) every 3 years. At least 5 of your continuing education hours must be in sanitation and food safety.

You are permitted to earn more than 5 hours CE in sanitation. Once you meet your 5-hour requirement in sanitation, any additional sanitation hours you earn will be credited towards your "general" hours category. Extra hours do not carry over from one 3-year period to another.

The CE requirement guarantees that you will continue updating your skills throughout your career...and helps define your value as a professional in the industry!



Every 3 Years

Your 3-year CE period is called your qualifying period. If you are already a member when you pass the certifying exam, your qualifying period begins on the date you took the exam. If you are not already a member, your qualifying period begins when you have submitted all required paperwork and fees to DMA. In either case, your qualifying period ends 3 years later on May 31. (Note that your very first qualifying period may be slightly longer than 3 years.) Each successive qualifying period begins on June 1 and ends 3 years later on May 31.

To maintain your CDM, CFPP credential, you also need to pay your annual certification maintenance fee, included with your dues invoice.

To maintain your credential, you need to:

- Pay your certification maintenance fee (every year)
- Earn the required 45 hrs CE, which includes 5 hrs in sanitation (every 3 years)

Earning Continuing Education

You can enjoy many options for earning CE...DMA Master Track titles, CE books, approved articles, and online courses, to name a few! Browse the DMA Publications & Services guide for CE choices, or visit the CE section of the DMA website any time at www.dmaonline.org/ce.

You may attend a program that has been approved for CE by DMA in advance (a program with "prior approval" - obtained for a group), or you may submit a program you have already attended that you feel should qualify for credit ("subsequent approval" - per your individual request).

Prior-Approved Programs: Examples of prior-approved programs include the DMA Annual Meeting and DMA Chapter meetings (provided that chapter meeting planners have completed the prior approval process in advance with DMA). Planners of industry-related meetings may request prior approval from DMA and can confirm to you whether a meeting is DMA-approved for CE. DMA Food Protection Connection articles, Food for Thought articles, Master Track books, most DMA online courses, and some DMA books are also prior-approved for CE, and their descriptions will indicate this.

Subsequent Approval: To report CE after the fact, complete and submit a Subsequent Approval Form, available in the DMA Publications & Services guide, on the DMA website at www.dmaonline.org/form, or by fax/mail (call 800.323.1908).

You may request CE hours for yourself for the following types of events and publications:

- Workshops, conferences, seminars, lectures
- College courses
- Journal clubs that meet specific regulations (outlined on the back of the Prior Approval form)
- Videotapes and audio files that have received prior approval for continuing education hours
- Tours of plants/facilities
- Teaching/presenting (special reporting form; call DMA)
- Authoring articles (special reporting form; call DMA)

Programs must be related to the field of nutrition, management, healthcare, or sanitation and food safety. You will need to submit documentation for these activities, as detailed on the Subsequent Approval Form.

CE Questions & Answers

If I earn extra CE hrs in my qualifying period, can I transfer them to the next 3-year period? Sorry, no, you cannot.

How do I use a Subsequent Approval Form? Complete one Subsequent Approval form for each program for which you are requesting CE. Include the required documentation for the CE category you've marked, such as meeting agenda and proof of attendance. (Please see the Subsequent Approval Form for complete instructions.) Mail or fax your completed form with attachments to the Certifying Board for Dietary Managers (CBDM); see address and fax number on the form.

Is there a time limit for turning in my CE request? Yes, please submit your Subsequent Approval Form within 30 days of the event.

Can I complete and submit my Subsequent Approval Forms online? No, sorry. Mail or fax is required, with one exception:

If you complete an electronic CE offering from DMA, you will be given a Web link to online CE reporting. This applies to electronic editions of DMA Master Track titles you purchase in the DMA Marketplace, DMA online courses that are approved for CE, and online DMA articles approved for CE that are so designated on the DMA website.

What types of educational activities can I turn in for CE hours on a Subsequent Approval Form? Some examples include workshops, conferences, seminars, college courses, journal clubs, online courses, teleconferences, and webinars.

Can I report Food Shows for CE hrs? You can earn a maximum of 4 CE hours per year from viewing exhibits at food shows. (A “year” runs from 6/1 through 5/31.) 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, must be included with your request for food show CE hours.

Do I report an inservice program for CE hrs? If you attend an inservice program at your workplace relating to nutrition, management, healthcare, sanitation, and/or food safety, we encourage you to submit this with a Subsequent Approval Form to request CE. Information on content and learning objectives and a copy of the sign-up sheet showing topic, date, and timeframes (or verification of attendance from your employer with topic, date and timeframes) must be included with your request. Business portions of meetings, training employees, or new employee orientations do not qualify for CE. If you present an inservice to your employees, this does not qualify for CE.

Can I earn CE for coursework? If you are enrolled in a school, a course for college credit, or an academic certificate program, and wish to obtain credit:

- Submit a Subsequent Approval form to the CBDM within 4 months of completing the course.
- Submit a transcript of credits — or the certificate of completion.
- Write a brief paragraph about how the course contributed to your improved job performance.

What types of programs are considered “Sanitation and Food Safety”? Programs that address safe food handling, infection control, time and temperature regulations, HACCP principles, ServSafe training, and foodservice sanitation topics may be eligible for sanitation CE. DMA offers you many sanitation CE options, such as DMA Master Track titles in Food Safety, and the ongoing Food Protection Connection articles available in DIETARY MANAGER magazine and on the DMA website.

What happens if I don’t meet the requirements for CE and the annual maintenance fee? If you do not maintain your credential through required CE and fees, you will no longer be certified. You will need to reinstate your credential. You will only be eligible to earn CE once you have completed the reinstatement process.

How do I know if my CE hours were approved? The Education Department will inform you if your request for subsequent approval was denied for any reason. You can check your CE hours on the DMA website at www.dmaonline.org, or call DMA to check your hours.

How do I know if I am short CE? In January and again in March the year your 3-year qualifying period ends, you will receive a reminder by mail if you are short CE hours. However, DMA strongly recommends that you keep track of your CE throughout your qualifying period by contacting DMA or checking your CE report online.

How can I check my CE status online? Enter Member Login on the DMA website at www.dmaonline.org. First-time Web users, please register for Member Login — click “Request a Password” on the home page and complete the online registration form. Once you have registered for Member Login, you can view your CE report immediately. You can then login again to view your CE report as often as you’d like.

IMPORTANT: Always keep a copy of everything you submit for continuing education hours.

CEDM CFPP

Questions?

We invite you to review the Subsequent Approval Form for detailed reporting instructions and additional questions and answers. If you have any questions about reporting CE or maintaining your credential, please call DMA at 800.323.1908 or send an email to: ce@dmaonline.org. For assistance in accessing your CE report online through Member Login, please call DMA at 800.323.1908 or send an email to: webmaster@dmaonline.org.

More About Prior and Subsequent Approval

Programs with Prior Approval: Programs with prior approval have been submitted to DMA headquarters for review and approval before an event takes place, through a Prior Approval form for a group. All educational activities are evaluated for CE value based on program content and timeframe. Requests for prior approval should be submitted 3 - 4 weeks before the event takes place. Sign-up sheets are provided to the program coordinator, who is responsible for returning the sign-up sheets to DMA within 30 days after the event. People who forget to sign the sheet can request that the program coordinator submit a letter verifying the dietary manager’s attendance, or the dietary manager may submit a Subsequent Approval Form. Only the program coordinator can request prior approval for a group.

Programs with Subsequent Approval: If you attend a program you feel is relevant to the foodservice industry and wish to receive CE credit, submit a completed Subsequent Approval Form and submit it to the CBDM. Each attendee must fill out their own form.

Equal Opportunity for Education

The Certifying Board for Dietary Managers has and supports a policy of nondiscrimination in membership, employment, programming, and the selection of leadership and vendors. It is the CBDM’s policy to comply with all federal and state regulations, the Civil Rights Act, and the Americans with Disabilities Act.

The Certifying Board for Dietary Managers

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