

CDM®, CFPP® Credentialing Exam: Your Step-by-Step Study Plan



Preparing for the CDM, CFPP Credentialing Exam can feel overwhelming, but with the right strategies and resources, you can confidently set yourself up for success. Follow these steps to stay organized and focused throughout your study journey.

Understanding the Exam Content Outline

The CDM, CFPP Credentialing Exam measures knowledge and skills essential for managing foodservice operations. The exam covers five key domains:

- **Nutrition:** Fundamentals of nutrition, gathering and applying nutritional data, managing diet plans, and providing nutrition education.
- **Foodservice:** Menu planning, food production, distribution, and implementing continuous quality improvement procedures.
- **Personnel and Communications:** Staff management, including hiring, training, and performance evaluations. Also includes implementing departmental changes and evaluating their effectiveness
- **Sanitation and Safety:** Managing personnel to ensure compliance with safety and sanitation regulations, overseeing the purchasing, receiving, storage, and distribution of food and supplies, protecting food during preparation and production using HACCP guidelines, and maintaining physical facilities to meet safety and sanitation standards.
- **Business Operations:** Managing budgets, costs, and overseeing the purchasing process, managing revenue-generating services, and implementing cost-effective policies and procedures.

Refer to the detailed [Exam Content Outline](#) to ensure you understand what topics to prioritize.

Creating an Effective Study Plan

A well-structured study plan will help you cover all necessary content and manage your time efficiently.

1. Understand the Exam Format

- The exam is computer based, **three hours** long with **160 multiple-choice questions** (140 scored and 20 unscored pretest items).
- Questions are job-related and often require decision-making or problem-solving skills.
- All questions must be answered; any unanswered questions will be scored as incorrect. Read each option carefully, eliminate any clearly incorrect choices, and select the answer that best fits the question's context. If you are unsure of an answer, choose the option you believe is most accurate. If time permits you can return to questions you

were unsure about for further review.

2. Use Exam Content Outline as a Checklist

Utilize the [Exam Content Outline](#) as a checklist to ensure you cover all areas. Mark off topics as you study to track your progress and identify weaker areas that need additional focus.

3. Set SMART Goals

Set **Specific, Measurable, Achievable, Relevant,** and **Time-bound** goals for each study session. **For example,** aim to review two domains per week.

4. Develop a Study Schedule

Design a schedule that fits your lifestyle and commitments. Consistency is key to retaining information, so dedicate regular study times each week.

Utilizing Study Resources

Take advantage of these valuable study resources:

1. ANFP Study Guides and Textbooks

ANFP offers comprehensive [exam study materials](#) tailored to the exam content. Access the [Exam Study Materials chart](#) to see what is right for you. All ANFP members can enjoy discounted pricing on all exam prep materials.

2. Practice Exams

Practice tests can simulate the exam experience, improving your time management and helping you identify areas for improvement. The [CBDM CDM, CFPP Self-Assessment Exam](#) available through PSI, our testing administrator, and is an excellent option. While practice questions can be found in various study guides and past coursework, the PSI CBDM CDM, CFPP Self-Assessment Exam stands out with its 160 questions designed to mirror the actual credentialing exam format. This exam provides a realistic preview of what to expect on test day, using the same interface as the actual exam.

3. Study Groups

Join or form a study group with peers to share resources, discuss challenging concepts, and stay motivated. Reach out to past classmates, current colleagues or ANFP members can post on [ANFPConnect's Open Forum](#) to find a group to study with.

Effective Study Techniques

Incorporate active learning strategies to enhance retention:

- **Active Reading:** Take notes, highlight key points, and summarize content in your own words.
- **Flashcards:** Create cards for key terms and concepts. ANFP offers CDM, CFPP Credentialing Exam Flash Cards in both electronic and hard copy formats.
- **Mind Maps:** Use visual aids to connect ideas and reinforce understanding.
- **Teaching Others:** Explaining concepts to others deepens your knowledge and highlights gaps in understanding.

Managing Stress and Staying Motivated

Preparing for the CDM, CFPP Credentialing Exam can be stressful, but managing stress and staying motivated are essential for success. Here are some tips to help you stay on track:

- **Take Breaks:** Regular breaks improve focus and prevent burnout.
- **Stay Positive:** Celebrate your progress and remind yourself of your goals.
- **Seek Support:** Reach out to friends, family, or colleagues for encouragement.
- **Practice Self-Care:** Prioritize rest, balanced nutrition, and activities that reduce stress.

Test Day Tips

To perform your best on exam day, follow these tips:

- **Review Key Concepts:** Focus on challenging areas in the days leading up to the exam.
- **Get a Good Night's Sleep:** Being well-rested enhances focus and alertness.
- **Arrive Early:** Plan to arrive at the exam center with time to spare for check-in. Don't forget to bring two forms of ID (ensure it matches your exam registration) and a silent battery-operated, basic function calculator.
- **Stay Calm and Confident:** Manage your time wisely, read each question carefully, and trust in your preparation.

By combining smart preparation strategies with consistent effort, you can approach the CDM, CFPP Credentialing Exam with confidence. Best of luck on your journey to earning your credential!

