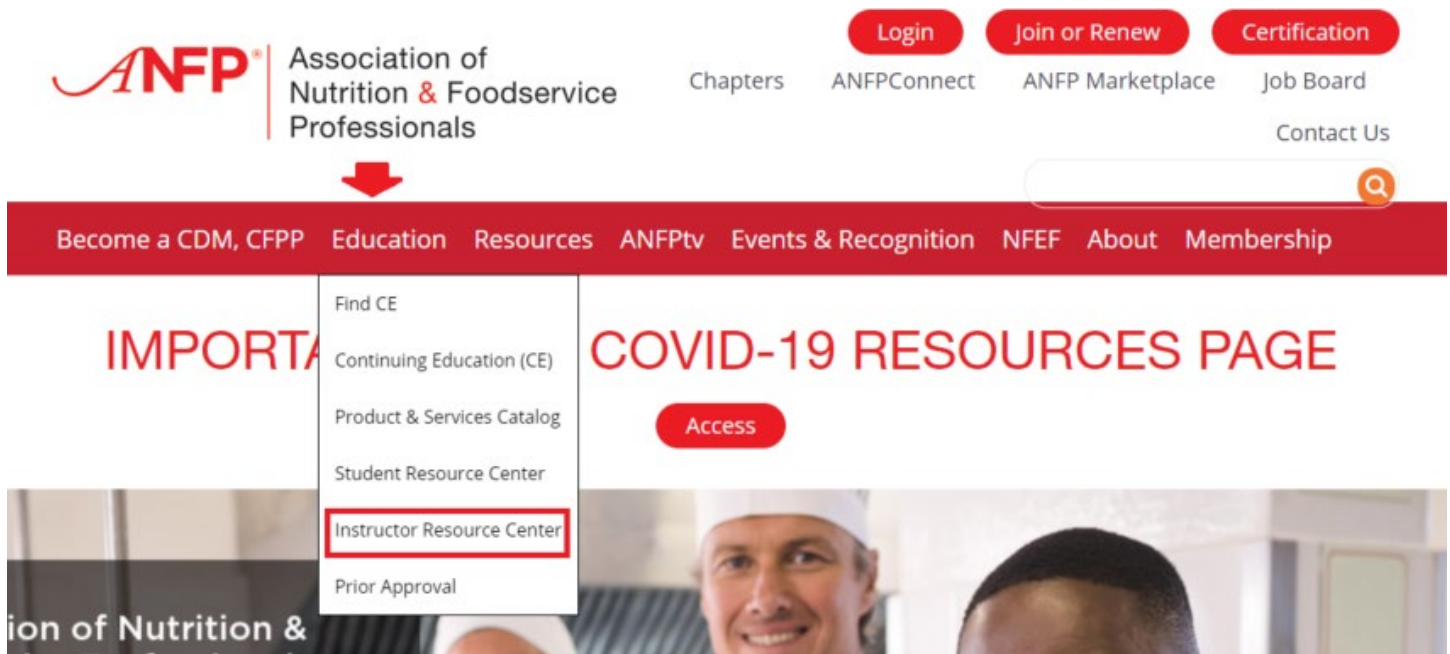


Submitting Course Enrollment and Graduate lists

The Certifying Board for Dietary Managers requires that a verification of graduation from an ANFP Approved Training program is located in an eligible candidate's record. When **enrollee names are sent to ANFP**, the account is set up. When the **graduate names are sent**, the verification is added. The account actually becomes the students certification record once the CDM Credentialing Exam is passed, where all continuing education to maintain the credential is recorded.

Students enrolled during the approval period will be eligible for Pre-Professional membership with ANFP, and upon graduation they will be eligible to sit for the CDM Credentialing Exam. Reporting enrollees and graduates will assist ANFP in effectively communicating crucial information. Access the *Instructor Resource Center* to report enrollees and graduates at: www.ANFPonline.org

1. Access the school *Instructor Resource Center* located under the Education heading on the homepage.



The screenshot shows the ANFP website homepage. At the top left is the ANFP logo and name. To the right are navigation buttons for Login, Join or Renew, and Certification. Below these are links for Chapters, ANFPConnect, ANFP Marketplace, Job Board, and Contact Us. A red arrow points to the Education link in the main navigation bar. A dropdown menu is open under Education, with the Instructor Resource Center link highlighted with a red box. Other links in the dropdown include Find CE, Continuing Education (CE), Product & Services Catalog, Student Resource Center, and Prior Approval. In the background, there is a banner for COVID-19 Resources with an Access button.

2. Instructor Login – click **Login**

Instructor Resource Center



Home / Education / Instructor Resource Center



Prospective Programs

Interested in becoming an ANFP-approved training program? Contact education@ANFPonline.org.

Current Instructor

The ANFP Instructor Resource Center is a collection of forms and documents frequently used by administrators and instructors affiliated with ANFP-approved training programs. Access by logging in below.

Instructor Login



3. Use the email address on file with ANFP as your login.
4. Enter your password. Contact the ANFP Education Department, 800-323-1908, Ext. 111 for assistance with passwords.
5. Once logged in, select **Instructor & School Resources**.

Welcome to the ANFP Instructors Resource Center. This is a collection of forms and documents frequently used by administrators and instructors affiliated with ANFP-approved training programs. For assistance at any time, please contact Jenny Rios in the ANFP Education Department, 800.323.1908 x111, or education@ANFPonline.org.

Quick Links

[Program Requirements/Forms](#)

[Textbooks & Samples](#)

[ANFP Curriculum Information](#)

[CDM Credentialing Exam Information](#)

[Instructor & School Resources](#)

[Resources to Provide to Students](#)

[Archived Program Communication](#)



- Under Resources locate **Reporting Enrollee & Graduates**. Select the **Submit Form** link next to the appropriate document, Course Enrollment Roster, or Graduate Listing.

Reporting Enrollee & Graduates

Submitting Course Enrollment and Graduate Lists [Instructor's Guide](#).

ANFP Approved Training programs are required to submit enrollment rosters with student permission on a monthly basis or as your course begins. This assists ANFP if effectively communicating crucial information to enrollees. Submit your enrollment lists here.

Course Enrollment Roster
[Submit Form](#)

As an ANFP Approved Training program, graduates of your program are eligible to sit for the CDM Credentialing Exam under Pathway I or Pathway IIIb. Eligibility requires candidates to be listed on the official graduate list provided to ANFP by the college. Submit your graduates here.

Graduate Listing
[Submit Form](#)

- Select the **Roster Form** link. This is an excel document that will need to be downloaded and saved to your computer. Add enrollees and/or graduates to the excel document, save, and then upload to ANFP via the **Upload Files** area.

Course Enrollment Roster

Please list the students currently enrolled in you ANFP Approved Training program, complete with home addresses, zip codes, phone numbers and e-mail addresses. Use the Roster form link below to download a formatted excel spreadsheet that should be saved to your computer and uploaded to ANFP via the Upload Files area below.

By using the excel document and saving to your computer, once students have graduated from your program you can simple edit your list of students accordingly, save and upload to ANFP through the Graduate Listing link in the Instructor Resource Center.

[Roster Form](#) ←

Upload File
 ←

By using the excel document and saving to your computer, once students have graduated from your program you can simply edit your list of students, save, and upload & submit the graduate list to ANFP via the Submit Form under the Graduate Listing.