

Embracing the Future Honoring the Past

Session enrollment & CEU documentation for the MN ANFP 2019 Fall Conference

To reflect additional documentation and proof of attendance that is now required by the Certifying Board of Dietary Managers, we are doing the certificate process different this year.

- We are encouraging attendees to enroll through the Whova app for sessions they plan to attend. No app or smart phone? No problem!! Board members will be at the registration table and will be able to assist with getting attendees enrolled.
- Attendees will be checked out at the end of each session to ensure they attended the entire session. Speaker hosts and board members will be scanning name tags as attendees leave each session. A few reminders regarding this new process:
 - ✓ If you aren't checked out... then you weren't there.
 - ✓ Enroll and no show... then you weren't there.
 - ✓ Leave after 15 minutes... then you won't get credit for the full session.
- Organizers will use enrolled information for determining seating based on attendees. Announcements will be made regarding any changes regarding sessions. We want you to have a comfortable learning environment and an audience for our speakers.

Certificate of Attendance for ANFP & MN Department of Health:

- Following the Conference, you will receive an email with your certificate of attendance and CEU's per track i.e.: General, Food Show, Ethics, and Sanitation for ANFP use.
- If you have attended all 4 hours of sanitation education, a separate certificate will be provided for renewal of your MDH MN Certified Food Manager Certificate. Reminder – you must attend all 4 hours of sanitation education to qualify for this certificate. This certificate will be signed by Colleen Zenk.

Your Responsibility After the Conference

- Enter your information on the self-reporting section of the ANFP website after logging in. Find the MN ANFP conference under "Events" in My Transactions. Click on report CEUs to record the sessions you attended.
- Retain your certificates for proof of session attendance should you be audited.