

# Requirement I: Organizational Culture

## 1.5 Program Communication

Program announcements, publications, communication, and advertising accurately reflect the program offered.

### Program Promotional Materials

- Submit printed promotional materials that document the following. If promotional materials are available online, please provide the URL to view the information referenced on Form 1.5
  - ♦ The program has both classroom and field experience components.
  - ♦ The field experience is appropriately precepted according to program requirements.
  - ♦ Students are eligible for Pre-Professional ANFP membership. Graduates are eligible to apply for the CDM, CFPP Credentialing Exam under eligibility Pathway I and ANFP Professional membership

### Program Communication to ANFP

- With student's permission, student contact information will be uploaded to ANFP through the Instructor Resource Center each month or whenever students enroll.
- Graduate verifications will be uploaded to ANFP within two weeks of graduation.
- Instructor Resource Center login and directions for reporting enrollees and graduates will be provided with approval.
- Certificates that include the required items will be provided to students upon successful completion of the program.
- The program administrator will advise ANFP within two weeks of a change in the program director.
- The program director will advise ANFP within two weeks of change in instructors.



Complete Form 1.5



Complete Form 1.5

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## Form 1.5 - Program Communication

Form 1.5 - Program Communication	
Program Communication/ Advertising	Publication/Form in Which it is Communicated
How are the following communicated to potential students? <b>*Please submit printed promotional information that documents required information. A specific URL where this information is available can also be provided (do not only provide the school's home page).</b>	
The program has both classroom and field experience components	
The field experience is appropriately precepted and has a required 150 hours	
Students are eligible for ANFP Pre-Professional membership; graduates are eligible to apply for the CDM, CFPP Credentialing Exam and ANFP Professional membership	
A Registered Dietitian Nutritionist directly precepts a minimum of 25 of the 30 nutrition-related field experience hours and manages the entire 150 hours	
The program's accreditation status, including name, address, and phone number of the accrediting agency	
Admissions policies and practices	
Number of credits required for completion of the program	
Tuition/fees and other costs required to complete the program	
Policies and processes for withdrawal	
Policies and processes for refunds	

form continued on next page

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## Form 1.5 - Program Communication (cont.)

Form 1.5 - Program Communication (cont.)	
Program Communication/ Advertising	Publication/Form in Which it is Communicated
How are the following communicated to enrolled students? <b>*Please submit printed promotional information that documents required information or provide a URL where this information is available.</b>	
Academic calendar	
Criteria for successful completion of each segment of the program	
Criteria for program completion	
<b>Explain how the following are communicated to program faculty.</b>	
Student names/addresses will be e-mailed to ANFP each month or whenever students enroll (with student's permission)	
All graduate lists will be e-mailed to ANFP within two weeks of graduation	
Certificates that include the required items will be provided to students upon successful completion of the program. <b>*Provide copy of certificate for review and approval</b>	

To ensure information regarding ANFP, ANFP Approved Training program requirements, CBDM Certification Program, and CDM, CFPP Credentialing Exam eligibility are accurately represented on college/school websites and program documentation and to eliminate confusion for students and exam candidates, **ANFP requires the following statements be used in program announcements, publications and communication to potential students, current students and faculty.**

- The CDM, CFPP Credentialing Exam and CBDM Certification Program is referred to as such
- Refer students to the Certifying Board for Dietary Managers (CBDM) for all exam-related processes and policies.
- ANFP approves ANFP Nutrition and Foodservice Professional Training Program providers.

Signature \_\_\_\_\_ Date \_\_\_\_\_