



CBDM[®] | Certifying Board for Dietary Managers

The credentialing agency for

NUTRITION & FOODSERVICE PROFESSIONALS TRAINING PROGRAM REQUIREMENTS

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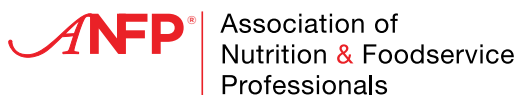
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Who is a CDM, CFPP?

A Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®):

- Has the education and work experience to competently perform the responsibilities of a dietary manager and has proven this by passing the nationally recognized CDM, CFPP Credentialing Exam and fulfilling the requirements needed to maintain certified status.
- Works together with Registered Dietitian Nutritionists (RDNs) to provide quality nutritional care for clients in a variety of non-commercial settings and perform a myriad of specialized tasks and roles within a foodservice operation.
- Is an expert at managing foodservice operations and ensuring food safety.
- Is responsible for implementation of menus, foodservice purchasing, and food preparation as well as applies nutrition principles, documenting nutrition information, managing work teams, and much more.

By earning and maintaining the CDM, CFPP credential, an individual joins the top levels of nutrition and foodservice managers in the field. Being a CDM, CFPP is a proven way to advance a career and make an impact in the foodservice industry.



The [Association of Nutrition & Foodservice Professionals \(ANFP\)](#) is a national not-for-profit association established in 1960 that today has more than 13,000 professionals dedicated to the practice of providing optimum nutritional care through foodservice management. ANFP provides education products, tools and resources, networking opportunities, and advocacy for members regarding issues related to food safety and the foodservice profession. ANFP members have the added benefit of discounted pricing on ANFP education, CE programs and other professional development activities.



The [Certifying Board for Dietary Managers \(CBDM\)](#) is the credentialing agency responsible for establishing and upholding policies for and administration of the CBDM Certification Program. The CDM, CFPP Credentialing Exam is administered by CBDM.

The [CDM, CFPP Certification Program](#) is accredited by the National Commission for Certifying Agencies (NCCA) and the CBDM is responsible for ensuring that CBDM policy adheres to standards required to maintain the accreditation.

The [CDM, CFPP Credentialing Exam](#) content is derived from a detailed process beginning with a job analysis survey, and the outcome of that study is used to finalize the exam and develop the exam based on the outline. [Access here.](#)

CDM, CFPP Certification Process



CDM, CFPP Certification Process

1. Meet Eligibility Requirements: To qualify for the CDM, CFPP Credentialing Exam, an individual must meet requirements for a current pathway of eligibility. Each pathway is a combination of formal education from an accredited post-secondary education institution and full-time work experience in non-commercial food service management. Learn more [here](#).



One of the most popular pathways, Pathway I, is for graduates of an **ANFP Approved Nutrition and Foodservice Professional Training Program**.

Accredited post-secondary education institutions can apply to become an approved (not accredited) ANFP Nutrition and Foodservice Professional Training Program provider. ANFP approved training programs have met the requirements established by ANFP of the required 120 classroom hours and 150 field experience (FE) hours that are determined by the CDM, CFPP Credentialing Exam Content Outline.

- Of the 150 FE hours, 50 hours are precepted hours.
- For the precepted hours, 25 Nutrition hours must be precepted by an RDN and 25 Foodservice hours must be precepted by an RDN, NDTR, or CDM, CFPP.

Students are eligible for [ANFP Pre-Professional membership](#). Graduates of an ANFP approved program who are verified by ANFP to have graduated from that Program are eligible under eligibility Pathway I as well as to apply for ANFP professional membership.

2. Prepare for the exam in a manner of the exam candidate's choice. Study materials are available in the [ANFP Marketplace](#). Other resources are available in the [ANFP Student Resource Center](#).
3. Apply for the exam. To apply for the exam, an individual must submit a completed online exam application with all required documentation and the exam fee for CBDM review and approval. After review of the exam application and verifiable documentation, CBDM notifies individuals via e-mail if they are eligible to sit for the exam or what further requirements must be met. To register online, you will be prompted to log into your ANFP record with your username and password. Learn more [here](#).
4. Once CBDM approved, an individual has 90 days to **schedule and complete their exam** with PSI, the exam services provider. Information about scheduling an exam appointment will be provided to the individual via an e-mail from CBDM. Individuals are encouraged to check their Spam messages to make sure they can access the communication.
5. Complete the exam as scheduled and in accordance with CBDM policy.
 - The exam is computer-based and consists of 160 multiple-choice questions. Examinees are allowed three hours (180 minutes) to complete the exam.
 - Questions are based on professional situations in which a dietary manager would have to make a decision or solve a problem.
 - Scenarios are presented and the examinee must select the appropriate response from among the multiple choices.
 - Exam questions are based on content in two ANFP textbooks: Nutrition Fundamentals and Medical Nutrition Therapy, 4th Edition (2025), and Foodservice Management - By Design, 4th Edition (2025). Sanitation and food safety-related questions are also based on the FDA Food Code (2022), available free at <https://www.fda.gov/food/fda-food-code/food-code-2022>.
6. If an individual passes the exam, they must activate their certification within one year of the date that they passed the exam. Failure to do so results in the certification being terminated. Learn more [here](#).
7. Meet recertification requirements
 - Pay the annual certification fee.
 - Complete and report a minimum of 45 hours of eligible continuing education (CE) every three years, of which nine CE hours must be related to Sanitation and Safety and one CE hour must pertain to Professional Ethics. CE program content must pertain to the areas of Nutrition, Foodservice, Personnel and Communications, Sanitation and Safety, and Business Operations.

Learn more [here](#) about eligible CE programs, the CBDM policy for maintaining the CDM, CFPP certification, including CE requirements, how to report CE and the CE Audit process.

Overview

There are several purposes for the ANFP Nutrition & Foodservice Professional Training Program Requirements to:

- Provide guidance to schools to meet requirements
- Ensure that learner success is the focus
- Facilitate approval to become an ANFP approved training program

There is a continued focus on learner success rather than solely on college or program administrative characteristics. There are four requirements focusing on four components of learner success:

Components of Learner Success			
Requirement I Organizational Culture	Requirement II College Accountability	Requirement III Academic and Learning Outcomes	Requirement IV Program Measures/ Improvement
Accreditation: Form 1.1 Signature Required Page 9	Supporting Learners: Form 2.1 A for face-to-face programs Form 2.1 B for online and hybrid programs Page 22 or 23	Curriculum: Form 3.1 A and Form 3.1 B Pages 39-52	Learner Assessment: Form 4.1 Page 66
Program Staff Qualifications: Form 1.2 A and 1.2 B Pages 12-14	Admissions and Testing: Form 2.2 Page 25	Online Course Readiness (online and hybrid programs) Form 3.2 Page 53	Continuous Quality Improvement: Form 4.2 Page 73
Program Design: Form 1.3 Page 15	Field Experience: Form 2.3 A and 2.3 B Pages 27-30	Learning Community: Form 3.3 A or Form 3.3 B Page 60	Publication of Learner Success: Form 4.3 Page 75
Use of ANFP Pre-Approved Curriculum and Course Listing: Form 1.4 Page 17	Program Director's Commitment: Form 2.4 A Signature Required Form 2.4 B (Optional) Pages 34 and 36	Faculty and Advisory Commitment: Form 3.4 Page 63	
Program Communication: Form 1.5 Signature Required Page 19	Resources: Form 2.5 A for face-to-face programs Form 2.5 B for online and hybrid programs Page 39		

Note: Links to each form in this document are provided by clicking on the indicated form number.

Procedures for Program Submittal: Approval or Re-Approval

Following these procedures will expedite the approval of your program. Use this table as a quick checklist to make sure all steps for the entire process are completed.

Step 1	Step 2	Step 3
Meeting the Training Program Requirements	Formatting Requirements	Submitting Your Program (Electronically)
Forms 1.1 - 4.3 in the Requirements packet must be completed and included (as indicated). These forms may be duplicated.	All documents must be typed and uploaded, and must be legible. Photocopies must be clear.	Program is to be submitted electronically. Files can be organized in folders by each Requirement I-IV. Each document named with form number (i.e. 2.1)
		Submit review fee at time of program application submission by contacting the ANFP Education Department.
		The Program Director must keep a copy of the program documents at the College.
		Send documents to: education@ANFPonline.org

The review process takes 90 days from receipt at ANFP. Students enrolled in a program during the review time period would be eligible to take the CDM, CFPP Credentialing Exam if CBDM approves an individual's eligibility and program approval is granted before an individual's graduation from the program. ANFP reserves the right to return any program application that is not prepared according to the procedure above.

Steps Following Program Approval

Use of the ANFP Logo

A copy of the ANFP approved training program logo is in the Instructor Resource Center for use by approved programs. Programs must incorporate the ANFP Training Program logo to notate their approval status as an ANFP Approved Training Program. The logo may be used in hard copy or electronic versions of promotional, instructional or reference materials; as well as on the program's website. Such use must always be in close proximity with the approved program's information. Guidelines for use are described in the Instructor Resource Center.

Notification to ANFP

- Faculty changes (names/addresses/phone numbers/resumes/Commission on Dietetic Registration [CDR] cards), must be submitted to ANFP within two weeks of the change.
- With student's permission, student names/addresses should be e-mailed to ANFP each month or whenever students enroll. An interactive form is available in the ANFP Instructor Resource Center for ease of reporting student contact information. (Note: Only provide those students who have consented to having their personal data submitted to ANFP.) Applications for scholarships will not be considered until the applicant's name has been submitted to ANFP by the College.
- Graduate lists shall be e-mailed to ANFP within two weeks of graduation. Upon graduation and ANFP's processing of the graduation list, the graduate is eligible to submit an application and payment for the CDM, CFPP Credentialing Exam. CBDM cannot process the exam application until the graduation information is confirmed.

Annual Maintenance Fee

- Approved schools pay an annual maintenance fee due no later than 12/1 of the current year. See Appendix D for more information.

Certificate of Completion Provided to Student

- Upon completion of the program, each graduate must be provided a certificate of completion verifying successful completion of program. Certificate must contain:
 - Name of school
 - ANFP approved training program logo
 - Date of graduation
 - Student name
 - Program Director signature

A sample certificate will need to be submitted with your application for review and approval. The title of the program cannot use the title Certified Dietary Manager, Certified Food Protection Professional or CBDM.

Requirement I: Organizational Culture

1.1 Accreditation

ANFP Training Programs are established in post-secondary accredited colleges, institutions, and programs recognized by the Council for Higher Education Association (CHEA), www.chea.org or the United States Department of Education (ED), www.ed.gov/.

To verify status for CHEA, visit <https://www.chea.org/>.

To verify status for ED, visit <http://ope.ed.gov/accreditation/Search.aspx>.



Complete Form 1.1 with all dates and signatures.

- Post-secondary Colleges, Institutions, and Programs must be accredited and listed as such on the CHEA or ED websites.
- Proof of accreditation must be included along with dates of the current accreditation.



Complete Form 1.1 with all dates and signatures.

- Post-secondary Colleges must be accredited and listed as such on the CHEA or ED websites.
- Proof of accreditation must be included along with dates of the current accreditation.

Requirement I: Organizational Culture

Form 1.1 - Accreditation

Form 1.1 - Accreditation	
Program Title (Full program name, no abbreviations)	
Application Date	
Name of College	
Address of College	
City, State, Zip	
Telephone Number to appear on ANFP website	
College website address (Note: Your program will be advertised on the ANFP website)	
Contact Name/E-mail to be listed on the website	
College Accreditation (agency or commission recognized by CHEA or ED)	
Accreditation Start and End Dates	
Maximum Program Enrollment Capacity	
Program Director's Name (please print)	
Preferred Mailing Address	
City, State, Zip	
Work Telephone	
Work Fax Number	
Home Telephone	
Preferred E-mail Address	
Program Director's Signature	

form continued on next page

Requirement I: Organizational Culture

Form 1.1 - Accreditation (cont.)

Form 1.1 - Accreditation (cont.)	
Program Administrator's Name (please print)	
Title	
Work Telephone	
Work Fax Number	
Preferred E-mail Address	
As administrator, I agree to notify ANFP within two weeks of a change in the program director and/or administrator. I also agree to forward to ANFP the resume of the new program director, along with the notification letter.	
Program Administrator's Signature	
Finance Department Contact	Name: E-mail: Address: City, State, Zip:
Type of Program	<input type="checkbox"/> Face-to-Face <input type="checkbox"/> Online <input type="checkbox"/> In-State Only <input type="checkbox"/> Nationally <input type="checkbox"/> Hybrid <input type="checkbox"/> Correspondence
Department Administering Program (i.e., workforce development, culinary)	
Type of Award Granted	<input type="checkbox"/> Certificate <input type="checkbox"/> Four-Year Degree <input type="checkbox"/> Two-Year Degree in: <input type="checkbox"/> Culinary Arts <input type="checkbox"/> Dietetic Technician <input type="checkbox"/> Foodservice Management <input type="checkbox"/> Other:
Length of Program (in months)	
Cost of Program (including textbooks)	
ANFP Pre-Approved Curriculum Used	<input type="checkbox"/> Yes - Copyright Date: <input type="checkbox"/> No
ANFP Textbooks Used Edition:	<input type="checkbox"/> Nutrition Fundamentals and Medical Nutrition Therapy <input type="checkbox"/> Foodservice Management - By Design

Requirement I: Organizational Culture

1.2 Program Staff Qualifications

The program personnel meet the qualifications defined by ANFP.

FACULTY – a qualified professional with at least two years of practitioner competency who has teaching responsibility at the program site.

- Nutrition and Medical Nutrition Therapy classes must be taught by a Registered Dietitian Nutritionist (RDN).
- **Instructors who teach online must have documentation of completion of a formal online instructor training program.**

PROGRAM DIRECTOR – the individual employed by the College, responsible for the ANFP Approved Training Program. Must meet one of the following criteria:

- Registered Dietitian Nutritionist or Licensed Dietitian
- Professional educator with a background in nutrition, health care, and/or foodservice



Complete Form 1.2 A for each faculty member.

- Include a resume for each person completing Form 1.2 A.
- Include a copy of current CDR card for Registered Dietitian Nutritionists teaching the Nutrition and Medical Nutrition Therapy class.



Complete Form 1.2 B for the program director.



Complete Form 1.2 A for each faculty member.

- **Include a resume** for each person completing Form 1.2 A.
- **Include a current CDR card** for Registered Dietitian Nutritionists teaching the Nutrition and Medical Nutrition Therapy class.
- **Include either (1) proof of formal online instructor training for each instructor that teaches an online or hybrid format class, or (2) the policy that shows the requirement or documentation of training.**



Complete Form 1.2 B for the program director.

Requirement I: Organizational Culture

Form 1.2 A - Program Staff Qualifications

Form 1.2 A - Program Staff Qualifications	
Name and Title of Faculty Member (please print)	
Preferred E-mail Address	
List all courses within the ANFP Training Program taught by the faculty member	

Nutrition and Medical Nutrition Therapy classes must be taught by a **Registered Dietitian Nutritionist**. Include a current **CDR card and resume** for each individual and with this completed form.

Requirement I: Organizational Culture

Form 1.2 B - Program Director Qualifications

Form 1.2 B - Program Staff Qualifications	
Name and Title of Program Director (please print)	
Preferred E-mail Address	
A complimentary issue of Nutrition & Foodservice EDGE magazine will be mailed to this address.	
Description of Qualifying Background	
List all courses within the ANFP Training Program taught by the faculty member	

Include a resume with this completed form.

Requirement I: Organizational Culture

1.3 Program Design

The ANFP Training Program is designed for maximum learner success.

- Program goals are aligned with College mission



Complete Form 1.3



Complete Form 1.3

Requirement I: Organizational Culture

Form 1.3 - Program Design

Form 1.3 - Program Design

Mission of the College

Listing of program goals or outcomes

Describe how the program goals are compatible with the mission of the College

Requirement I: Organizational Culture

1.4 Use of ANFP Pre-Approved Curriculum

The curriculum concerns the 120 hours of classroom instruction and follows the prescribed curriculum pattern.



Complete Form 1.4



Complete Form 1.4

Requirement I: Organizational Culture

Form 1.4 - Use of ANFP Pre-Approved Curriculum

Form 1.4 - Use of ANFP Pre-Approved Curriculum	
The College has purchased and is using the ANFP Pre-Approved Curriculum	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide Copyright Date	
The College is using the ANFP Textbooks in the program	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>List titles and copyright of textbooks used other than ANFP textbooks</p> <p>Copyright of all materials used should be within 5 years of current application date.</p>	Title:
	Copyright: Author:
	Title:
	Copyright: Author:
	Title:
	Copyright: Author:
	Title:
	Copyright: Author:
	Title:
	Copyright: Author:
	Title:
	Copyright: Author:
	Title:
	Copyright: Author:

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

Requirement I: Organizational Culture

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? *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).	
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

Requirement I: Organizational Culture

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? *Please submit printed promotional information that documents required information or provide a URL where this information is available.	
Academic calendar	
Criteria for successful completion of each segment of the program	
Criteria for program completion	
Explain how the following are communicated to program faculty.	
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. *Provide copy of certificate for review and approval	

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 _____

Requirement II: College Accountability

2.1 Supporting Learners

The college has an established process to support learners outside of the classroom.



Complete Form 2.1 A



Complete Form 2.1 B

Requirement II: College Accountability

Form 2.1 A - Supporting Learners

Form 2.1 A - Supporting Learners

Are application materials online? If so, please provide a URL.

Describe the intake process for students enrolled in the college.

What is the remediation process for students who are not successful in the admissions process?

What support services are offered for students to help them transition to College life once the semester begins?

Requirement II: College Accountability

Form 2.1 B - Supporting Learners

Form 2.1 B - Supporting Learners

Are application materials online? If so, please provide a URL

How do you assure that online students have access to necessary student and support services (e.g., tutoring or academic support, advising, financial aid, tuition payment, career counseling, study groups, school announcements)?

Requirement II: College Accountability

2.2 Admissions Testing

The college has an established admission testing process and a remediation component.



Complete Form 2.2



Complete Form 2.2

Requirement II: College Accountability

Form 2.2 - Admissions and Testing

Form 2.2 - Admissions and Testing

What admission test is used (e.g., TABE, ASSET, ACT, etc.)?

If no admission testing is required, how do you know students are prepared for the academic challenge before them?

If students do not meet the College academic admission requirements, what process is in place to help students advance to the level of admissions standards?

Requirement II: College Accountability

2.3 Field Experience

The College has an established process to support students in their field experience

Field Experience Sites

- All field experience sites are in healthcare facilities, agencies, or organizations accredited or approved by their appropriate agencies which have sufficient and experienced personnel, adequate equipment and opportunities to provide the type of experiences needed in the program.

Alternative Field Experience Site

- **Ten (10) nutrition hours of the required 25 precepted hours may be directly precepted by a Registered Dietitian Nutritionist instructor in a classroom laboratory.** The Program Director determines which curriculum competencies will be addressed through these laboratory activities.

Waiver for the Non-Nutritional Portion of the ANFP Training Program Field Experience (sample form provided)

- The student must have a minimum of two years of work experience in a managerial or supervisory capacity in non-commercial food service that includes third-party oversight, such as CMS, The Joint Commission, state department of health, etc. Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Non-commercial foodservice operations serve food as support within an institution such as hospitals, nursing homes, schools, military, correctional, or community feeding programs and are typically subsidized by the institution from which they operate. They have third-party oversight by agencies such as CMS, The Joint Commission, local and/or state health departments, etc.

Field Experience Verification (sample form provided)

- All 150 hours of field experience will be coordinated by the Program Director. Fifty (50) precepted hours are required with twenty-five (25) of the thirty (30) nutrition-related hours being directly supervised by a Registered Dietitian Nutritionist (RDN) or with the approval of the program director, a Nutrition and Dietetics Technician, Registered (NDTR) with at least one year of practitioner experience. The remaining twenty-five (25) hours are directly supervised by a CDM, CFPP, NDTR, or RDN.
- In the absence of a RDN, NDTR, or CDM, CFPP and with the approval of the program director, other healthcare foodservice professionals, like Executive Chefs and Directors of Foodservice, who have a minimum of five years of work experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight, such as CMS, The Joint Commission, state department of health, etc. can precept foodservice field experience.

Requirement II: College Accountability



Complete Form 2.3 A for each contracted facility being used for field experience.

- Include a current copy of the Commission on Dietetic Registration (CDR) card for all Registered Dietitian Nutritionist preceptors (or state licensed dietitian card in those states that accept LDNs as equivalent to RDNs), Nutrition and Dietetics Technicians, Registered (NDTRs) preceptors' CDR card, and ANFP verification of certification for CDM, CFPP preceptors.
- In the absence of a RDN, NDTR, or CDM, CFPP and with the approval of the program director, other healthcare foodservice professionals, like Executive Chefs and Directors of Foodservice, who have a minimum of 5 years of work experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight, such as CMS, The Joint Commission, state department of health, etc. can precept foodservice field experience. Resume should be included.
- Complete Form 2.3 B to explain the college's process of verification for students who enroll but must be employed in a facility and provide their own preceptor.



Complete Form 2.3 A for each facility being used for field experience.

- Include a **current copy of the Commission on Dietetic Registration (CDR) card** for all Registered Dietitian Nutritionist preceptors (or state licensed dietitian card in those states that accept LDNs as equivalent to RDNs), NDTR preceptors' CDR card, and ANFP verification of certification for CDM, CFPP preceptors.
- In the absence of a RDN, NDTR, or CDM, CFPP and with the approval of the program director, other healthcare foodservice professionals, like Executive Chefs and Directors of Foodservice, who have a minimum of 5 years of work experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight, such as CMS, The Joint Commission, state department of health, etc. can precept foodservice field experience. Resume should be included.
- Complete Form 2.3B to explain the school's process of verification for students who enroll and provide their own preceptor.

Requirement II: College Accountability

Form 2.3 A - Field Experience (Facility Information Sheet)

Form 2.3A - Field Experience (Facility Information Sheet)	
Name of RDN Preceptor	
CDR Number	
NDTR Preceptor	
NDTR Number	
Name of CDM, CFPP Preceptor	
CDM, CFPP Number	
Name of Healthcare Foodservice Professional	
Note: Include current copy of CDR, NDTR, & CDM , CFPP verifications for preceptors. Include a current resume for Healthcare Foodservice Professional preceptors.	
Name of Facility	
City, State, Zip	
Type of Facility	<input type="checkbox"/> Acute Care Hospital <input type="checkbox"/> Psychiatric Hospital <input type="checkbox"/> Long-term Care Facility <input type="checkbox"/> Other, please list:
Facility is currently accredited/approved	<input type="checkbox"/> The Joint Commission <input type="checkbox"/> Title XVIII <input type="checkbox"/> Title XIX <input type="checkbox"/> Other, please list:
Date of last accreditation	
Good-through date:	
Number of staff in foodservice department	
Number of beds	
Is this facility used for other allied health educational programs?	<input type="checkbox"/> Yes If Yes, please list: <input type="checkbox"/> No

Requirement II: College Accountability

Form 2.3 B - Field Experience (Facility Information Sheet)

Form 2.3 B - Field Experience (Facility Information Sheet)

If your students are responsible for providing their own preceptor and field experience site(s), provide an explanation of the process used to verify preceptors and field experience sites. These explanations are required to demonstrate the required competencies.

Provide the completed form on page 32 or a similar form that students use to verify field experience.

Requirement II: College Accountability

Optional Form: Non-Nutritional Field Experience Waiver

The student must have a minimum of two years of experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight. Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Non-commercial foodservice serves food as support within institutions such as hospitals, nursing homes, schools, military, correctional, or community feeding programs and are typically subsidized by the institution from which they operate.

Sample Form: Non Nutritional Field Experience Waiver	
Current Employment - to be completed by the student	
Student Name	
Job Title	
Dates of Employment	
Place of Employment	
Work Phone	
Address	
City, State, Zip	
Name of Immediate Supervisor	
Title of Immediate Supervisor	
Supervisor's Work Phone	
Supervisor's E-mail	
To be completed by supervisor	
Student employed under my supervision from/to	
Duties performed by student (Attach job description)	
Survey and/or inspection process completed in your department (i.e.: State Health Department, The Joint Commission, CMS)	
Has candidate performed satisfactorily while under your supervision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
I hereby certify that the above information is correct to the best of my knowledge	
Supervisor Signature	Date:
Student Signature	Date:

Requirement II: College Accountability

Optional Form: Field Experience Verification

All 150 hours of the field experience will be managed by an RDN affiliated with the college and coordinated by the Program Director. Twenty-five (25) of the nutrition-related hours must be directly supervised by an RDN. Another twenty-five (25) of the foodservice-related hours must be supervised by an RDN, an NDTR, or a CDM, CFPP. If a preceptor with those credentials is not available for the foodservice field experience, an Executive Chef or Foodservice Director with 5 years of non-commercial experience may be utilized with the school's Program Director's permission.

Field Experience Verification	
Student Name	
Date	
Name of Facility	
Street Address, City, State, Zip	
Signature of Student	
Signature and printed name of Registered Dietitian Nutritionist	
Signature and printed name of NDTR/ CDM, CFPP Preceptor	
Signature and printed name of Executive Chef or Foodservice Director	

Date	Assignment Description	Number of Field Experience Hours	Preceptor Initials
Total Hours			

Requirement II: College Accountability

The Program Director is committed to the success of the classroom and field experience components.

2.4 Program Commitment

Classroom Hours

- A minimum of 120 hours is used in didactic or classroom learning activities and is monitored by the Program Director. All of the classroom nutrition hours must be taught by a Registered Dietitian Nutritionist.

Field Experience Hours

The field experience activities are managed by a Registered Dietitian Nutritionist:

- Oversees, supervises, and records as necessary all field experience activities performed by students.
- Interacts with facility personnel including preceptors as needed to assist with questions or concerns about student assignments.
- Ensures 50 hours of the 150 hours field experience requirement are appropriately precepted by qualified personnel.

The field experience activities are coordinated by the Program Director:

- Arranges relationships with and obtains approval by administrators at facilities where students will perform their field experience activities.
- Ensures the facility has the proper staff and resources for the student to successfully complete field experience activities.
- Receives and approves completed documentation of student field experience activities signed by the RDN who manages the field experience.

Program Communication

- Criteria outlined in the Program Director's Commitment support the standards of ANFP.



Complete Form 2.4 A



Complete Form 2.4 A



Complete Form 2.4 B Optional III(b) Director's Letter of Commitment if, when approved, the college would like to provide this program to eligible students.



Complete Form 2.4 B Optional III(b) Director's Letter of Commitment if, when approved, the college would like to provide this program to eligible students.

Requirement II: College Accountability

Form 2.4A - Program Director's Commitment

I hereby agree to abide by the following stipulations:

- ANFP Approved Training Programs have met the requirements established by ANFP of the required 120 classroom hours and 150 field experience (FE) hours that are determined by the detailed content outline.
 - Of the 150 FE hours, 50 hours are precepted hours.
 - For the precepted hours, 25 Nutrition hours must be precepted by an RDN or NDTR and 25 Foodservice hours must be precepted by a CDM, CFPP, NDTR, RDN or other healthcare foodservice professionals with the required credentials and experience.
- Students are eligible for ANFP Pre-Professional membership; graduates are eligible to apply for the CDM, CFPP Credentialing Exam (Pathway I) and ANFP Professional membership.
- In order to communicate information regarding ANFP membership and the CDM, CFPP Credentialing Exam, student names/e-mail/ mailing address will be e-mailed (with student permission) to ANFP when students enroll.
- Upon student graduation, the student names/e-mail/ mailing address will be e-mailed to ANFP. A verification will be entered into the student account. This verification is a requirement of Pathway I and Pathway III(b) CDM, CFPP Credentialing Exam eligibility.
- ANFP approval is granted for a five-year period. The education provider must then submit a renewal application. All programs will be given a nine-month advance notice.
- Each year, other than the year renewal is due, an ANFP Approved Training Program Annual Report will be due in August. All programs will be given a six-month advance notice via e-mail.

PROGRAM DIRECTOR'S COMMITMENT TO STUDENT

I hereby certify that I fully understand the Requirements covering the classroom and field experience and the qualifications of instructors and preceptors as outlined in the ANFP Program Training Requirements.

I agree that I have read the Nutrition & Foodservice Professionals Training Program Requirements document and fully abide by all requirements and policy and confirm that each student enrolled has a qualified preceptor with the required credentials and experience as outlined on Form 2.3.

I will coordinate an agreement with the administrator of each field experience site for scheduling opportunities to provide for the required 150 hours of field experience.

I will arrange for an agreement with the RDN or NDTR preceptor that a minimum of 25 of the nutrition related hours of direct supervision will be provided by the RDN or NDTR preceptor to each student according to the guidelines established in Requirement 2.3.

I certify that I will coordinate and an RDN will manage all 150 hours of the field experience.

I will provide a certificate of completion that contains all the required components to each student who successfully completes the ANFP Approved Training Program.

Form 2.4 - Program Director's Commitment	
Program Director's Name (please print)	
Program Director's Signature	
Program Director's College	
Date	

Requirement II: College Accountability

Form 2.4B - Program Director's III(b) Commitment

2.4 B Optional III(b) Program Director's Commitment

- Available to only ANFP Pathway I Approved Training Programs. When approved, schools have the opportunity to promote their program to potential Pathway III(b) eligible CDM, CFPP Credentialing Exam candidates. A signed Program Director's Letter of Commitment must be on file with ANFP. An ANFP Approved III(b) logo will be returned to the school to use on their certificates of completion.
- Agree to teach the entire didactic portion of your ANFP Approved Pathway I Training Program to students who may be eligible due to their work experience.
- A graduate of this program will be eligible to apply for the CDM, CFPP Credentialing Exam if they have a minimum of two years of work experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight, such as CMS, The Joint Commission, state department of health, etc. Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Non-commercial foodservice operations serve food as support within an institution such as hospitals, nursing homes, schools, military, correctional, or community feeding programs and are typically subsidized by the institution from which they operate. The foodservice operations have third-party oversight by agencies such as CMS, The Joint Commission, local and/or state health departments, etc. The Program Director is responsible for verifying all work experience. Individuals applying for the CDM, CFPP Credentialing Exam under Pathway III(b) must meet criteria for [eligible work experience](#).

Requirement II: College Accountability

Form 2.4 - Program Director's Commitment

Form 2.4 B - Program Director's Commitment - Pathway III(b)

I hereby certify that I am offering the didactic instruction provided in the Nutrition and Foodservice Professional Training Program approved by Association of Nutrition and Foodservice Professionals on _____.
(enter program renewal date)

I am offering this instruction as a means for students who successfully complete this program to meet the education requirement for the CBDM eligibility Pathway III(b). When work experience requirements are fully met, the individual can submit an application for the CBDM Credentialing Exam for CBDM review and approval

I understand the didactic instruction provided is approved through the same date as the Pathway I Nutrition and Foodservice Professional Training Program and can be renewed upon renewal of the Pathway I program.

I understand failure to provide the complete didactic instruction could result in student's ineligibility for the CDM, CFPP Credentialing Exam.

I agree to provide ANFP with graduate's name, e-mail, address, and dates within two weeks of graduation.

I agree to provide the student with a certificate of completion with the required ANFP Pathway III(b) program verified logo and all other required information.

Program Director's Signature

Date

Requirement II: College Accountability

2.5 Resources

The resources of the College are adequate to meet the needs of the program.



Complete Form 2.5 A



Complete Form 2.5 B

Requirement II: College Accountability

Form 2.5 A - Resources

Form 2.5 A - Resources

Describe how College resources (such as the library, academic success center, and career center) support the learning needs of the student.

Describe multimedia equipment available to enhance student learning.

Describe how physical space promotes learning and study.

Requirement II: College Accountability

Form 2.5 B - Resources

Form 2.5 B - Resources

Describe the learning resources available to online students.

Requirement III: Academic and Learning Outcomes

3.1A and 3.1B Curriculum

The ANFP curriculum concerns only the didactic portion of the program and requires a minimum of 120 hours of classroom instruction, following prescribed instructional design.

Curriculum - The curriculum is separated into two major classroom components and several subtopics:

- Nutrition Concepts and Medical Nutrition Therapy
 - ♦ Eleven subtopics that correspond to the major categories on the CBDM Exam Content Outline
- Managing Foodservice and Food Safety
 - ♦ Twenty-four subtopics that correspond to the major categories on the CBDM Exam Content Outline



Complete Form 3.1 A and B



Complete Form 3.1 A and B

Requirement III: Academic and Learning Outcomes

Form 3.1 A - Course Listing

Directions:

1. List information for each course.
2. Indicate where appropriate the total number of clock hours spent in the course.
3. A maximum of 10 lab hours are allowed in the nutrition domain.
4. Attach a syllabus or course description for each course.

Form 3.1 A - Course Listing					
Term	Course Number	Course Title	Classroom Hours*	Lab Hours	Field Experience Hours

*If courses taken are worth College credits, identify how many hours are equivalent to one credit (e.g. 1 credit = 18 hours per semester so a 3 credit course = 54 hours). If the courses are not College credit hours, there should still be an hour equivalency indicated.

Requirement III: Academic and Learning Outcomes

Form 3.1 B - Curriculum

Directions:

1. Decide which class will cover each competency
2. Write the course number AND the numbers the number of clock hours spent on the competency for the classroom and field experience.
3. Every competency must be covered in a classroom and in the field experience.

Important:

1. The **yellow bars** on the follow pages indicate each domain with its required classroom hours and field experience hours that must be documented in that domain.
2. **Nutrition Prerequisite Hours (green shaded area) - 6 hour classroom requirement**
 - a. The green shaded competencies (PrN1-PrN6) in the Prerequisite Nutrition Information represent competencies and objectives that are not part of the Exam Content Outline but are part of the required curriculum content.
 - b. All nutrition courses listed must be taught by a Registered Dietitian Nutritionist (RDN).

Breakdown of Precepted Hours

All 150 hours of field experience will be coordinated by the Program Director.

- Arranges relationships with and obtains approval by administrators at facilities where students will perform their field experience activities.
- Ensures the facility has the proper staff and resources for the student to successfully complete field experience activities.
- Receives and approves completed documentation of student field experience activities signed by the RDN who manages the field experience.

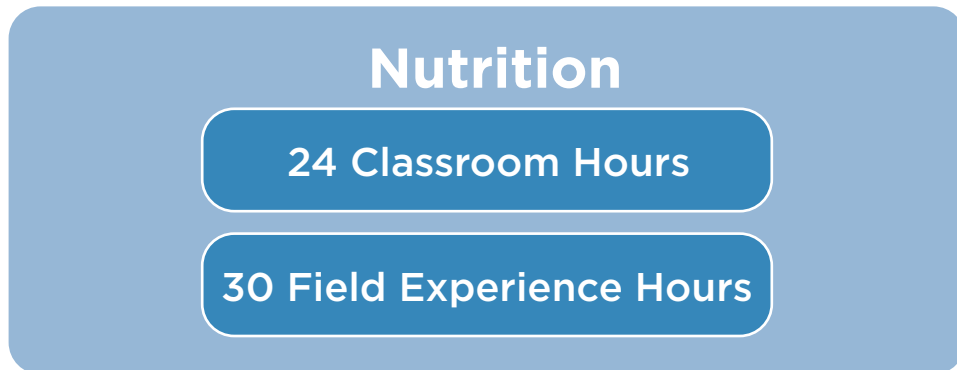
Fifty (50) of the 150 hours must be precepted hours; 25 in the Nutrition Domain and 25 in any combination of the Foodservice/ Safety & Sanitation/Personnel & Communications/ Business Operations Domains. ***Refer to the next page for an illustration of the ANFP Required Domain Hours Breakdown.***

The 25 precepted hours in the Nutrition Domain must be directly precepted by an RDN or with the approval of the program director, a Nutrition and Dietetics Technician, Registered (NDTR) with at least one year of practitioner experience. Ten (10) of these hours may also be completed as lab hours taught by a Registered Dietitian Nutritionist instructor. The program director determines which hours are lab hours and which competencies must be precepted by an RDN.

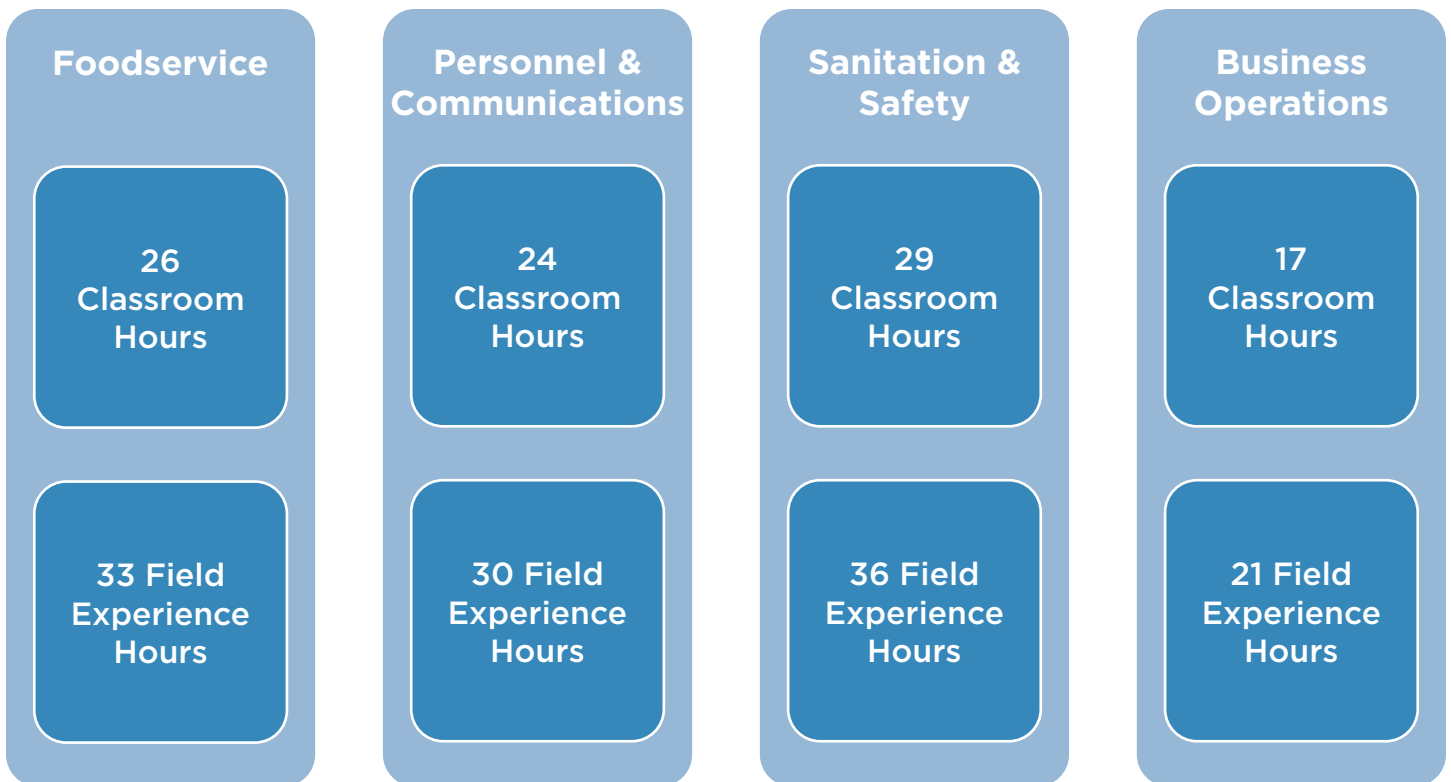
The remaining 25 required precepted hours spread throughout the remaining 4 domains must be directly supervised by a CDM, CFPP, NDTR, or RDN. In the absence of a CDM, CFPP, NDTR, or RDN and with the approval of the program director, other healthcare foodservice professionals, like Executive Chefs and Directors of Foodservice, who have a minimum of five years of work experience in a managerial or supervisory capacity in non-commercial foodservice that includes third-party oversight, such as CMS, The Joint Commission, local and/or state department of health, etc. may directly supervise the foodservice field experience hours.

ANFP Required Domain Hours Breakdown

120 Classroom Hours
150 Field Experience Hours



A total of 25 of the Nutrition Domain field experience hours must be precepted by an RDN or other qualified person. A total includes 6 pre-requisite nutrition hours.



A total of 25 field experience hours in a combination of any of the four domains above must be precepted by an RDN, a CDM, CFPP, or other qualified person.

NUTRITION

Required Content Area (based on the CBDM Exam Content Outline effective March 1, 2025)	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
Prerequisite Nutrition Information: Fundamentals of Nutrition and Medical Nutrition Therapy (6 Classroom Hours, 0 Field Experience Hours)		
1. PrN.1 Translate Nutrition Science into Food Intake <ul style="list-style-type: none"> a. Discuss the importance of good nutrition b. Discuss dietary recommendations for carbohydrates (simple sugars, complex carbohydrates, and fiber) c. Discuss dietary recommendations for fats (total fat, saturated fat, and cholesterol) d. Discuss the importance of adequate protein e. Distinguish between vitamins and mineral f. Identify the role of water as a nutrient g. Define phytochemicals and functional foods h. Select the best food sources of specific vitamins and minerals i. Differentiate between different food guides j. Analyze intake with ChooseMyPlate.gov 		
2. PrN.2 Use the Building Blocks of Nutrition <ul style="list-style-type: none"> a. Discuss the six groups of nutrients b. Define Calorie c. List the energy content of nutrients d. Differentiate between simple and complex carbohydrates e. Explain nutrient density of foods f. Calculate energy content of a simple food 		
3. PrN.3 Describe the Process of Digestion, Absorption, and the Utilization of Nutrients <ul style="list-style-type: none"> a. Follow the path of digestion b. Relate digestion to nutrition c. Describe the organs involved in digestion d. Differentiate between digestion of protein, fat, and types of carbohydrate e. Discuss absorption and its relationship to other body system f. Explain the concepts of absorption and availability of nutrients 		
4. PrN.4 Manage Food Allergies, Complimentary Medicine, and Alternative Therapies in Nutrition <ul style="list-style-type: none"> a. Describe common food allergies and discuss dietary implications b. Define alternative and complimentary therapies c. Identify risks and benefits of alternative therapies and allergies 		

NUTRITION

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
<ul style="list-style-type: none"> d. Classify use of alternative therapies in long-term and acute care e. List questions to ask in evaluating dietary supplements and other complementary and alternative therapies and treatment with allergies f. Differentiate between an allergy and a food intolerance g. Identify the role of basic nutrition concepts in assessment and implementation of complementary and alternative therapies and treatment with allergies h. Explain the role of the Certified Dietary Manager, Certified Food Protection Professional for assisting clients in alternative therapies or allergies 		
<p>5. PrN.5 Review Body Systems and Medical Nutrition Therapy (MNT) Interventions</p> <ul style="list-style-type: none"> a. Review symptoms of nutritional deficiency and excess b. Identify basic medical nutrition terminology as related to gastro-intestinal track, the hepatic system, renal systems, and other conditions of the body (Alzheimer’s disease and developmental disabilities) c. Define the basic concepts of MNT, as related to gastro-intestinal track, the hepatic system, renal systems, and other conditions of the body (Alzheimer’s disease and developmental disabilities) d. Relate basic concepts to nutritional deficiency and excess e. Relate basic concepts of MNT to gastro-intestinal track, the hepatic system, renal systems, and other conditions of the body (Alzheimer’s disease and developmental disabilities) f. Compare basic concepts to current diet manual or other accepted resource g. Explain utilization of medical nutritional therapy in long-term care and acute care settings 		
<p>6. PrN.6 Review Disease Processes and Medical Nutrition Therapy (MNT) Interventions</p> <ul style="list-style-type: none"> a. Identify basic medical terminology, as related to obesity, weight management, cardiovascular disease, diabetes, cancer, and HIV/AIDS b. Define basic concepts of MNT to diseases related to obesity, weight management, cardiovascular disease, diabetes, cancer, and HIV/AIDS c. Relate basic concepts to nutrition deficiency and excess d. Relate basic concepts of MNT to diseases related to obesity, weight management, cardiovascular disease, diabetes, cancer, and HIV/AIDS e. Explain the utilization of MNT in long-term and acute care settings 		
TOTALS - Prerequisite Nutrition		

NUTRITION

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
Section 1: Nutrition (20% of the Exam) (18 Classroom Hours, 30 Field Experience Hours)		
A. Gather Nutrition Data		
1. Document Nutrition Information in the Medical Records <ul style="list-style-type: none"> a. Chart in medical records b. Enter data using a computer (e.g., Electronic Medical Record) c. Use nutrition information 		
2. Interview for Nutrition Related Information <ul style="list-style-type: none"> a. Ask appropriate nutrition questions of clients (e.g., allergies, preferences) b. Gather client information from relevant sources (e.g., caregivers, interdisciplinary teams) c. Recognize nonverbal responses and communication cues d. Record information gathered e. Use ethical and confidentiality principles and practices f. Identify food customs and preferences (e.g., race, culture, religion, age) 		
3. Obtain Routine Nutrition Screening Data <ul style="list-style-type: none"> a. Use established guidelines to distinguish between routine and at risk clients b. Gather client data from relevant sources (e.g., medical record referrals, interviews) c. Complete client forms (e.g., MDS) d. Comply with federal regulations related to evaluating client status and care e. Calculate nutrient intake f. Document relevant nutrition related information (e.g., laboratory values, BMI) 		
4. Identify Nutrition Problems and Client Rights <ul style="list-style-type: none"> a. Verify information to ensure accuracy b. Review documentation for nutrition care follow up c. Honor client rights (e.g., HIPAA) 		
B. Apply Nutrition Data		
1. Modify Diet Plans <ul style="list-style-type: none"> a. Develop menus b. Implement nutrition plan into meals/foods to be served c. Respect client needs and food habits d. Use nutrition analysis data to modify menus for: <ul style="list-style-type: none"> (1) Calories, carbohydrates, proteins, fats, and minerals (2) Fiber content, texture, or feeding needs (3) Medical or other personal condition (including allergies) (4) Racial, cultural, age, and religious differences 		

NUTRITION

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
2. Implement the Written Diet Orders <ul style="list-style-type: none"> a. Recognize medical and nutrition terminology b. Provide nutrition that reflects the written diet order c. Include client input on diet prescribed by provider d. Recognize appropriateness of diet order for diagnosis e. Explain importance of adhering to physician diet orders 		
3. Apply Standard Nutrition Care <ul style="list-style-type: none"> a. Review client's nutritional needs using evidence based guidelines b. Assess nutrition content of foods c. Identify sources to consult to assist in implementing nutrition care plans (e.g., IDT) 		
4. Review Effectiveness of the Nutrition Care Plan		
5. Manage Special Nourishments and Supplemental Feedings According to the Written Diet Order <ul style="list-style-type: none"> a. Identify clients who need nourishments or supplemental feeding b. Identify appropriate supplemental products c. Monitor the delivery of nourishments and supplements d. Audit the acceptance of nourishments or supplements 		
C. Provide Nutrition Education		
1. Assist Clients with Food Selection Based on Written Diet Order <ul style="list-style-type: none"> a. Review dietary requirements of client b. Determine client's knowledge and needs c. Suggest acceptable food substitutes based on client preferences d. Verify substitutes in terms of availability and facility practices 		
2. Use Nutrition Education Materials <ul style="list-style-type: none"> a. Develop a plan for nutrition education b. Select educational materials and resources c. Use resource materials and equipment in teaching 		
TOTALS - Nutrition		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
Section 2: Foodservice (22% of the Exam) (26 Classroom Hours, 33 Field Experience Hours)		
A. Ensure Effectiveness of Standardized Recipes <ol style="list-style-type: none"> 1. Identify elements of a standardized recipe (e.g., yield, ingredients) 2. Compute portions using food charts/references 3. Develop cooking procedures, including HACCP guidelines 4. Calculate cost and nutrition content of standardized recipe 5. Evaluate client acceptance of new recipes 		
B. Specify Standards and Procedures for Preparing Food <ol style="list-style-type: none"> 1. Develop food quality control standards, (e.g., appearance, temperature, acceptance) 2. Implement procedures to monitor food production 3. Develop procedures for monitoring food waste 		
C. Supervise the Production and Distribution of Food <ol style="list-style-type: none"> 1. Define procedures for type of food service 2. Monitor adherence to delivery schedules and procedures 3. Keep records for monitoring and accountability 4. Calculate efficiency (time, cost) of foodservice system 5. Define schedules for foodservice production 6. Define production needs for special event food preparation 7. Forecast menus, recipes, diet census, preparation/production sheets, tally sheets, and retail needs 		
D. Monitor Meal Service <ol style="list-style-type: none"> 1. Verify: <ol style="list-style-type: none"> a. diet accuracy b. portion size (quantity) c. temperature d. texture e. presentation (color, shape) f. quality 2. Assure compliance of meals served as posted 		
E. Implement Continuous Quality Improvement Procedures for Foodservice Department (e.g., QAPI) <ol style="list-style-type: none"> 1. Define objectives and standards for foodservice 2. Monitor quality indicators 3. Implement necessary procedural changes 4. Interpret data for reports 5. Implement auditing tool to determine the effectiveness of quality indicators (e.g., food acceptance survey, plate waste study) 6. Analyze data to make recommendations 		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
<p>F. Modify Standard Menus</p> <ol style="list-style-type: none"> 1. Use nutrition resources (e.g., tables, charts, diet manuals) 2. Use standard servings and recipes 3. Adhere to regulatory requirements regarding diet needs 4. Develop menu to consider cultural preferences 		
TOTALS - Foodservice		
Section 3: Personnel and Communications (20% of the Exam) (24 Classroom Hours, 30 Field Experience Hours)		
<p>A. Define Personnel Needs and Job Functions</p> <ol style="list-style-type: none"> 1. Conduct personnel needs analysis 2. Conduct task analysis 3. Write job descriptions 4. Write job specifications 5. Assist with development of advertising for positions 6. Update departmental organizational chart 		
<p>B. Interview, Select, and Orient Employees</p> <ol style="list-style-type: none"> 1. Comply with fair employment laws and practices 2. Develop interview procedures for department 3. Describe department procedures and policies to applicants 4. Decide on applicants and record data in file 5. Document selection procedures and policies 6. Orient new employees to facility procedures 7. Provide initial job specific training for new employees 8. Verify completion of training and orientation 		
<p>C. Provide Ongoing Education</p> <ol style="list-style-type: none"> 1. Provide follow up after orientation 2. Provide in-service training: <ol style="list-style-type: none"> a. privacy guidelines (e.g., HIPPA, FERPA) b. personal hygiene c. infection control d. hospitality and customer service e. physical safety and occupational safety f. professional and ethical expectations g. nutrition issues h. crisis management i. other contemporary issues j. food safety and sanitation (e.g., allergy) 3. Verify completion of training 		
<p>D. Develop and Maintain Employee Time Schedules and Assignments</p> <ol style="list-style-type: none"> 1. Identify overall staffing needs (e.g., calculate full time equivalents) 2. Identify daily tasks 3. Determine capabilities and preferences of employees available 		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
<ol style="list-style-type: none"> 4. Prepare a time schedule 5. Maintain time schedule chart/records 6. Track absence/tardy records in personnel files 7. Develop a work assignment chart 8. Coordinate work assignments 		
<p>E. Manage Goals and Priorities for Department</p> <ol style="list-style-type: none"> 1. Develop short term and long term goals for the department 2. Participate in developing policies and procedures (e.g., hygiene standards for personnel according to the FDA Food Code) 3. Identify expectations to establish priorities 4. Compare department goals against resources available (e.g., contingency planning) 		
<p>F. Manage Department Personnel</p> <ol style="list-style-type: none"> 1. Maintain personnel records 2. Identify personnel management laws and practices (e.g., union contracts, FMLA, USERRA) 3. Identify promotion and termination criteria 4. Compile documentation for promotion and termination 5. Conduct performance evaluations 6. Recommend salary and wage adjustments 7. Follow disciplinary procedures to correct a problem (e.g., coaching, performance improvement plan) 8. Ensure employees' compliance with procedures (e.g., safe food preparation practices) 		
<p>G. Manage Professional Interactions</p> <ol style="list-style-type: none"> 1. Participate in regulatory agency surveys <ol style="list-style-type: none"> a. identify regulatory standards b. develop an appropriate plan of correction c. demonstrate professional interaction with surveyors d. use regulatory agencies as professional resources 2. Participate in meetings outside the department <ol style="list-style-type: none"> a. communicate department goals and policies b. identify methods of communicating with other departments c. suggest cooperative ways to solve problems d. participate in state/national professional meetings 3. Communicate client information to other health professionals <ol style="list-style-type: none"> a. identify what client information needs to be communicated b. identify the need for client referrals c. implement consultant recommendations as appropriate d. honor client rights and confidentiality 4. Participate in client care conferences <ol style="list-style-type: none"> a. prepare for a client care conference b. participate in a conference to identify client care concerns c. work with the interdisciplinary team to develop solutions d. implement goals and approaches with appropriate follow up 		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
<ul style="list-style-type: none"> 5. Manage department meetings <ul style="list-style-type: none"> a. post meeting notices and agendas b. plan meeting facilities c. meet with key personnel to develop meeting plans d. conduct meetings (e.g., resolving conflicts, keeping time) e. plan follow up actions resulting from meeting (e.g., minutes) f. conduct a staff complaint/grievance session 6. Adhere to professional code of conduct/ethics 		
<p>H. Implement Departmental Changes</p> <ul style="list-style-type: none"> 1. Identify existing problems and needs 2. Prepare justification for changes 3. Implement the plan of action 4. Evaluate the effectiveness of the changes 		
TOTALS - Personnel & Communication		
<p>Section 4: Sanitation and Safety (24% of the Exam) (29 Classroom Hours, 36 Field Experience Hours)</p>		
<p>A. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations</p> <ul style="list-style-type: none"> 1. Identify federal safety laws/regulations/guidelines 2. Write cleaning procedures for utensils, equipment, and work areas 3. Evaluate equipment in terms of maintenance needs and costs 4. Inspect all areas of department for sanitary conditions 5. Instruct employees in safety and sanitation (e.g., master cleaning schedule) 6. Interpret OSHA regulations/guidelines (e.g., SDS, HAZCOM) 7. Enforce employees' compliance with safety and sanitation regulations 		
<p>B. Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standards</p> <ul style="list-style-type: none"> 1. Identify appropriate grades and inspections for food. 2. Procure food and water from approved sources. 3. Verify the quality and quantity of food supplies and equipment received 4. Check supplier invoices against facility purchase order 5. Recognize the hazards associated with types of food packaging 6. Recognize the signs of contamination upon receipt and in storage 7. Process rejections for unacceptable products 8. Label, date, and monitor food to ensure rotation (FIFO) 9. Prevent environmental contamination of food 10. Maintain security procedures 		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
<p>C. Protect Food in All Phases of Preparation Using HACCP Guidelines</p> <ol style="list-style-type: none"> 1. Identify potentially hazardous foods and foodborne pathogens and their control 2. Recognize the causes, symptoms, and types of foodborne illnesses including biological, chemical and physical types 3. Monitor time and temperature to limit growth of or destroy microorganisms 4. Prevent cross-contamination of food 5. Identify appropriate techniques for temperature retention 6. Ensure the safe cooling of food 7. Establish critical limits 8. Establish the corrective action to be taken when critical limits are exceeded 9. Establish procedures to identify and monitor critical control points (CCP) 10. Establish effective recordkeeping systems that document HACCP 11. Prepare emergency/disaster procedures necessary to assure a safe food supply 12. Develop a crisis management plan to address an outbreak of foodborne illness 		
<p>D. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines</p> <ol style="list-style-type: none"> 1. Identify federal safety laws/regulations 2. Conduct routine maintenance inspection of equipment: <ol style="list-style-type: none"> a. identify equipment maintenance requirements from manufacturer's manuals b. correct equipment malfunctions and potential problems c. monitor preventive maintenance schedule and contracts 3. Organize work flow and use of equipment <ol style="list-style-type: none"> a. analyze tasks to determine overlapping effort or equipment use b. plan proper placement and use of equipment c. simplify work procedures and steps d. monitor work flow; identify and correct problems e. assure adequate handwashing sinks, lavatory facilities, and supplies 4. Identify appropriate environmental controls for water supply, waste disposal, and ventilation 5. Follow an integrated pest management (IPM) system 6. Prepare a safety inspection checklist 7. Write an inspection report on hazards control 8. Assure cleaning and sanitation of equipment, utensils, chemicals, and space 		
TOTALS - Sanitation & Safety		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
Section 5: Business Operations (14% of the Exam) (17 Classroom Hours, 21 Field Experience Hours)		
A. Manage a Budget <ol style="list-style-type: none"> 1. Determine facility needs 2. Compute cost of menus (e.g., supplements) 3. Conduct a product price comparison study 4. Calculate daily cost PPD (e.g., food, labor, supplies) 5. Calculate minutes per meal 6. Calculate meals per labor hour 7. Compare actual costs to budget costs 8. Monitor expenses 9. Prepare an estimate of personnel costs for a foodservice department (e.g., salary scales and merit raises, benchmarking) 		
B. Prepare Specifications for Capital Purchases <ol style="list-style-type: none"> 1. Review capital equipment needs and requirements 2. Evaluate existing capital equipment condition and life expectancy 3. Evaluate options for replacement of equipment 4. Write budget justification for new capital equipment 5. Recommend specifications for new capital equipment 		
C. Plan and Budget for Improvements in the Department Design and Layout <ol style="list-style-type: none"> 1. Maintain records of suggestions and complaints received 2. Conduct department improvement discussion session with staff 3. Communicate improvement recommendations 4. Evaluate work flow, essential equipment relative to new department designs or construction 5. Research concepts/products related to department facility design 6. Prepare proposals, specifications for new construction or renovation in layout/design changes 		
D. Assist in the Purchasing Process <ol style="list-style-type: none"> 1. Identify purchasing policies and procedures of department (e.g., returns, recalls) 2. Review vendor product/selection (e.g., group purchasing organizations) 3. Establish purchasing specifications 4. Use the ordering and bidding process 5. Evaluate facility needs, budget restrictions, and products available 6. Evaluate product information 		

FOODSERVICE

Required Content Area	Course #s and # of Classroom Hours	Course # if Applicable and # of Field Experience Hours
<ul style="list-style-type: none"> 7. Be familiar with computer applications 8. Check inventory to identify purchase needs 9. Complete purchase order requisition forms 10. Maintain inventory records 11. Recognize inventory management practices (e.g., FIFO, par stock, physical, perpetual) 		
<p>E. Manage Revenue Generating Services</p> <ul style="list-style-type: none"> 1. Supervise cash activities and reports 2. Calculate cost to set prices for retail/catering 3. Plan foodservice and menus for retail/catering 4. Estimate price per unit serving for retail/catering 5. Use cost control techniques to balance revenue budget 6. Research, analyze, and/or promote revenue generating opportunities 		
<p>F. Implement Cost Effective Procedures</p> <ul style="list-style-type: none"> 1. Recommend cost saving purchasing practices 2. Recommend cost saving department practices 3. Implement cost effective inventory control practices 4. Implement variance report of actual costs vs budget 		
TOTALS - Business Operations		
<p><i>TOTAL PROGRAM HOURS:</i> <i>Classroom hours should total, at a minimum, 120 hours including the prerequisite hours. Field Experience hours should total, at a minimum 150 hours but do not include prerequisite FE hours.</i></p>		

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Requirement III: Academic and Learning Outcomes

3.2 Online Course Readiness

Online programs conform to established standards for online learning.



Face-to-face programs do not complete this form.



Online and Hybrid Programs Complete Form 3.2.

Form 3.2: Online Course Readiness

Additional Questions

How is interactivity evaluated in the program (e-mail, discussion board or threaded discussion, chat room, blog for student discussion, etc.)?

List the communication tools used (such as e-mail, discussion board, threaded discussion, or blog; and/or chat room with office hours when instructor is present). If a discussion board or blog is used, list how often it is moderated by the instructor.

Additional feedback or comments

Requirement III: Academic and Learning Outcomes

3.3 Learning Community

There is a process in place to determine how successful the College is in connecting learners with other individuals.

Provide information on the advising, mentoring, remediation, learner support groups or other activities used by the College to connect learners to learning communities. Provide a description of how the faculty uses these activities on Form 3.3 A or complete the alternative Form 3.3 B.



Complete Form 3.3 A or alternative Form 3.3 B



Complete Form 3.3 A or alternative Form 3.3 B.

Requirement III: Academic and Learning Outcomes

Form 3.3 A - Learning Community

Form 3.3 A - Learning Community

Provide a description of the processes on your campus that connect learners to a learning community. These processes include advising, mentoring, remediation, learner advocate teams, and study groups.

Requirement III: Academic and Learning Outcomes Alternative Form 3.3 B - Learning Community

Select four or five ANFP Approved Training Program students and ask them to complete the sentences below. Then, based on their responses, write a paragraph that describes how your College establishes personal bonds with the students.

- The following describes your experiences getting to your classes...
- The last time you went into an office to ask a simple question...
- When you need to get help from support staff...
- Your experiences with (insert college name) registration policies and procedures are...
- As you think about extracurricular activities at (insert college name), you feel...
- This statement best describes your relationship with classmates...
- Looking back on your social life during the first term...

Alternative Form 3.3 B - Learning Community

Requirement III: Academic and Learning Outcomes

3.4 Faculty and Advisory Commitment

The commitment from program faculty and advisory committee are sufficient to support learner achievement of the program goals and outcomes.



Complete Form 3.4

- Full-time and part-time faculty is sufficient in numbers and in training for learners to achieve program goals and outcomes and meet the accreditation requirements of the College.



- The Dietary Manager Program Advisory Committee will meet twice per calendar year.
- The Dietary Manager Program Advisory Committee will include the following three individual **external** members (in addition to internal program representatives):
 - One Registered Dietitian Nutritionist
 - One CDM, CFPP
 - One Foodservice Director of a non-commercial foodservice department
- Attach a copy of the minutes from the last **two most recent** Dietary Manager Program Advisory Committee meetings.
- The Student Field Experience equals 150 hours. Fifty (50) precepted hours are required. A Registered Dietitian Nutritionist will manage the entire 150 hours of field experience and directly supervises 25 of the 30 nutrition-related hours. The remaining twenty-five (25) precepted hours are directly supervised by a CDM, CFPP; NDTR; or RDN. Each field experience student is precepted by a qualified preceptor with no less than one year of post-registration/certification, full-time equivalent employment in a practitioner role.

Requirement III: Academic and Learning Outcomes

Form 3.4 - Faculty and Advisory Commitment to Learning

Form 3.4 B - Faculty and Advisory Commitment to Learning

Describe how the full-time and part-time faculty is sufficient to achieve the program goals and outcomes if a faculty member were to vacate their position.

Describe how outside personnel and/or resources are used for program enrichment to achieve the program goals and outcomes.

Requirement III: Academic and Learning Outcomes Form 3.4 - Faculty and Advisory Commitment to Learning (cont.)

Form 3.4 B - Faculty and Advisory Commitment to Learning (cont.)

Describe how the advisory committee is sufficient in membership and frequency of meetings to achieve the program goals and outcomes. **Attach a copy of the minutes from the most recent meeting.**

Describe how preceptors are sufficient to achieve the field experience goals and outcomes. Include how the College meets the required hours and directly supervised preceptor hours.

Requirement IV: Program Measures/ Improvement

This section asks for evidence that defines or demonstrates learner success. Examples of **qualitative** assessments include assignments involving: summative tests, capstone projects, student portfolios, reflective essays, discussion group question threads, case studies, forecasting assignments, new hire interviewing, gathering food preferences, customer service assignments, nutrition screening, in-service writing/conducting, assignments involving resident rights, quality improvement, mock client interviews, education material development, evaluation of oral nutritional supplements, writing a 7-day cycle menu with nutrient analysis, inventory of a storeroom or other storage area, menu costing assignments, sanitation audit, meal service audit, etc.

Examples of **quantitative** data assessments include graduation rates, standardized test results, employer and graduate satisfaction surveys, and job placement rates.

4.1 Qualitative Learner Assessment

The College has a plan, process, or system to assess learning. There is a 120-hour didactic and a 150-hour field experience component associated with this program with a total of 35 competencies. There should be a plan to assure that all competencies are assessed with a variety of assessment methods.



Both Complete Form 4.1

Directions:

1. Schools using the ANFP pre-approved curriculum with a copyright date within the last five years will only complete the field experience assessment methods column on pages 64-68.
2. Schools who are either (1) new, or (2) do NOT use the ANFP pre-approved curriculum, or (3) their ANFP curriculum is older than five years will complete BOTH the classroom/online and the field experience assessment methods columns on pages 64-68.
3. Also, all schools must provide a minimum of three physical samples for field experience assessment methods (per #1 above) OR a minimum of three physical samples of classroom assessment AND a minimum of three physical samples of field assessment methods (#2 above). Each assessment method submitted should include:
 - a. Assignment sheet for student
 - b. Faculty/peer feedback form, **or** quiz for the assignment, **or** lesson feedback
4. All assessments samples must be unique. For example: multiples of quizzes, although testing different subjects, will not be accepted.

Requirement IV: Program Measures/Improvement

Form 4.1 - Learner Assessment

Follow the directions on the previous page to complete page 64-68. Please consult the [2025 CBDM Exam Content Outline](#) for details on the following competencies.

Form 4.1 - Learner Assessment		
Course Competency	Assessment Methods Classroom/Online	Assessment Methods Field Experience
NUTRITION		
A.1. Obtain routine nutrition screening data		
A.2. Interview for nutrition related information		
A.3. Identify nutrition problems and honor client rights		
A.4. Document/chart nutrition information in medical records		
B.1. Apply standards of nutrition care		
B.2. Manage the written diet orders		
B.3. Manage diet plans		

Form 4.1 - Learner Assessment (cont.)

Course Competency	Assessment Methods Classroom/Online	Assessment Methods Field Experience
B.4. Manage supplemental nourishments and/or foods according to the written diet order		
B.5. Review effectiveness of the nutrition care plan		
C.1. Assist clients with food selection based on written diet order		
C.2. Use Nutrition Education Materials		

Form 4.1 - Learner Assessment (cont.)

Course Competency	Assessment Methods Classroom/Online	Assessment Methods Field Experience
FOODSERVICE		
A. Develop Standardized Menus		
B. Ensure Effectiveness of Standardized Recipes		
C. Specify Standards and Procedures for Preparation and Production of Food		
D. Manage the Preparation, Production, and Distribution of Food		
E. Monitor Meal Service		
F. Establish Continuous Quality Improvement Procedures for Foodservice Department (e.g., QAPI)		
PERSONNEL & COMMUNICATIONS		
A. Define and Develop Personnel Needs and Job Functions		
B. Interview, Select, and Onboard of Employees		

Form 4.1 - Learner Assessment (cont.)

Course Competency	Assessment Methods Classroom/Online	Assessment Methods Field Experience
C. Provide Ongoing Education		
D. Develop and Maintain Employee Time Schedules and Assignments		
E. Manage Goals and Priorities for Department		
F. Manage Department Personnel		
G. Manage Professional Interactions and Development		
H. Implement Departmental Changes		
SANITATION & SAFETY		
A. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations		
B. Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standards		

Form 4.1 - Learner Assessment (cont.)

Course Competency	Assessment Methods Classroom/Online	Assessment Methods Field Experience
C. Protect Food in all Phases of Preparation and Production Using HACCP Guidelines		
D. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines		
BUSINESS OPERATIONS		
A. Research, Develop, and Manage an Operating Budget		
B. Research, Develop, and Manage a Capital Budget		
C. Plan and Budget for Improvements in the Department Design and Layout		
D. Manage the Purchasing Process		
E. Manage Revenue Generating Services		
F. Implement Cost Effective Policies and Procedures		

Form 4.1 - Learner Assessment (cont.)

How do these assessments ensure that learners achieve the levels of performance that you expect and that your employers require for this program?

How does faculty ensure that the learners are assessed with sufficient frequency to provide both learner and faculty with timely indications of the progress toward achievement of the competencies?

Requirement IV: Program Measures/ Improvement

4.2 Continuous Quality Improvement - Quantitative Assessment

The College has a process to ensure Continuous Quality Improvement.

Measures of Continuous Quality Improvement have moved beyond the reliance on self-reports of institutional effectiveness to focusing on quality measures.

Some of these quality measures include an established process that focuses on review of evaluation and adjusting based on that review.



Complete Form 4.2



Complete Form 4.2

Requirement IV: Program Measures/Improvement

Form 4.2 - Continuous Quality Improvement

Form 4.2 - Continuous Quality Improvement - Quantitative Assessment

Describe the process whereby faculty assess program evaluation results and standardized test results, and adjust curriculum to meet needed changes.

Requirement IV: Program Measures/ Improvement

4.3 Publication of Learner Success - Quantitative Assessment

The College has a plan, process, or system to publish information about learner success.

Gainful Employment Law. As of 2011, any program leading to a degree or gainful employment in a recognized occupation must now publish information on learner success such as:

- Graduate completion rate
- Number of learners who completed the program within normal time
- Job placement rate

Council for Higher Education Association (CHEA) and United States Department of Education (ED). CHEA and ED suggest that part of continuous quality improvement be the publication of learner success in relation to the institution's mission. These measures could include:

- Employer Satisfaction Surveys
- Graduate Follow-Up Surveys



Complete Form 4.3



Complete Form 4.3

Requirement IV: Program Measures/Improvement

Form 4.3 - Publication of Learner Success

Form 4.3 - Publication of Learner Success - Quantitative Assessment

Describe the College process for assessing employer satisfaction with student training. Submit a sample of the questionnaire or survey, if used.

Describe the College process for making the graduation rate public.

How do you assess the satisfaction of graduates? How is this made public? Attach a sample of the survey, if applicable.

Appendix A: Definitions

Accreditation	Formal recognition by the national accrediting agency, Council for Higher Education Association (CHEA) or the United States Department of Education (ED).
Advisory Committee	A formally appointed body which advises the program director in the development, operation, evaluation, job placement, and promotion of the educational program. The advisory committee shall meet no less than two times each course year. The advisory committee must include persons from different levels and disciplines with expertise related to healthcare and foodservice fields, including at least one of each of the following: Registered Dietitian Nutritionist; Certified Dietary Manager, Certified Food Protection Professional; healthcare administrator; and educator.
Alternate Field Experience	Ten (10) nutrition hours of the required precepted hours may be directly precepted by a Registered Dietitian Nutritionist instructor in a classroom laboratory. The Program Director determines which curriculum competencies will be addressed through these laboratory activities.
Approval	Recognition given to a program that is in compliance with the Requirements, as outlined and approved by the Association of Nutrition & Foodservice Professionals.
CBDM	Certifying Board for Dietary Managers® - Credentialing agency for ANFP responsible for establishing and upholding policies for and administration of the CBDM Certification Program.
CDM, CFPP Preceptor	A Certified Dietary Manager, Certified Food Protection Professional with no less than one year full-time equivalent employment, post-certification, in a practitioner role. This person may precept non-nutritional aspects of the field experience, as delegated and coordinated by the Registered Dietitian Nutritionist preceptor.
CDM, CFPP Credentialing Exam	An assessment intended to measure the knowledge and abilities of individuals who wish to enter, continue, and/or advance in the discipline of managing and/or directing foodservice operations. The exam is based on the current Detailed Content Outline and consists of 160 multiple-choice questions based on professional situations in which a foodservice manager would have to make a decision or solve a problem. There are 140 scored items on the exam and 20 unscored items being pre-tested for use on future examinations, which also allows for insurance of score reports on the day of exam administration.
Classroom Learning Experience	Classroom experience which provides a variety of approaches such as, but not limited to, lectures, demonstrations, use of multimedia materials, etc. All of these approaches must be appropriate to the curriculum and correlated to the field experience.
College	An institution of higher education or a post-secondary institution created to educate and grant degrees.
Competence	The quality of being functionally adequate in assuming the role of a specified position with the requisite knowledge, ability, capability, skill, judgment, attitude, and values.
Conditional Approval	Temporary approval granted to a program not in compliance with all the Requirements. The deficiencies must be corrected within 30 days of the date on the notification letter sent to the program director by ANFP. The corrections are returned to ANFP for re-evaluation.
Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP)	An experienced foodservice operations manager; nationally recognized as a professional. Certified Dietary Managers, Certified Food Protection Professionals are educated, competent professionals employed by health care, correctional facilities, schools, military, and/or other non-commercial facilities. They are certified by the Certifying Board for Dietary Managers® (CBDM).
Distance Education	A formal educational process that occurs when learners and instructors are not in the same place. Distance education may encompass correspondence study, audio, video, and/or computer technologies.

Appendix A: Definitions (cont.)

Educational Philosophy	Goals and objectives used in directing the educational process.
Eligibility Pathway	Criteria that must be met to be CBDM approved as qualified to sit for the CDM, CFPP Credentialing Exam. Candidates applying for the exam must show verifiable evidence of meeting the requirements for one of the current eligibility pathways that include a combination of formal education (including coursework in nutrition and foodservice management from an accredited post-secondary education institution) as well as varying levels of non-commercial foodservice management experience required to competently perform the responsibilities of a CDM, CFPP.
Evaluation of Requirements	A subjective process indicating that the program plan meets/does not meet identified Requirements.
Evaluation Methods	Methods of assessing accomplishment of course and program goals, such as learner achievement of learning objectives.
Faculty	A qualified professional with at least two years of practitioner competency who has teaching responsibility at the program site. Nutrition and Medical Nutrition Therapy classes must be taught by a Registered Dietitian Nutritionist. Online instructors must have completed a formal online teacher training program.
Field Experience	Reality-oriented learning activities scheduled to coordinate with all other instruction. It is necessary that the nutrition-related experience be in the healthcare setting, which provides activities in the curriculum content areas. College laboratory experience may be used for 10 hours (see Alternate Field Experience).
Field Experience Lab Hours	Up to 10 hours of the required field experience hours can be lab hours or time spent in a College laboratory. Every attempt should be made to make sure those hours are as applied as possible and directly related to field experience activities. Examples might be: reviewing medical charts or compiling nutrition information from medical charts; interviewing other students or other adults for diet histories and/or food preferences; calculating calorie or nutrient content of foods/meals; discussing the application of resident rights in the field; preparing information for a nutrition education session.
Field Experience Site or Facility	A learning environment coordinated with the College classroom or distance education experience, such as a hospital, extended care facility, or other health-related facility.
Goal	The end toward which effort is directed; as goals for programs, for courses, for long-range overall achievement by learners and faculty.
Instructor Resource Center (IRC)	A password-protected web page that provides resources, communication, exam information, and more for directors and instructors of ANFP Approved Training Programs.
Learning Objective	The behavior a learner is expected to be able to demonstrate after appropriate learning experience. A learning objective should be stated in terms of an outcome and should be measurable by an assessment.
Maintenance Fee	The annual fee paid by approved ANFP Training programs to keep their approval status current. The fee is due December 1st of each calendar year. The maintenance fee is not considered a membership fee.
NDTR Preceptor	A Nutrition and Dietetics Technician, Registered, with no less than one year full-time equivalent employment, post-certification, in a practitioner role. This person may precept non-nutritional aspects of the field experience, as delegated and coordinated by the Registered Dietitian Nutritionist preceptor.

Appendix A: Definitions (cont.)

Pilot Program	A program submitted for review that uses an innovative approach. The pilot program will be evaluated on an individual basis for a prescribed period of time. At the end of the prescribed time, the program will be re-evaluated to determine its future approval status.
Preceptor for Online Programs	The preceptor for online programs shall have experience with online courses or teaching online.
Proctor	The individual who administers the competency evaluation examinations.
Program Administrator	The College official and immediate supervisor of the program director.
Program Director	The individual employed by the College, responsible for the ANFP Approved Training Program. Must meet one of the following criteria: <ul style="list-style-type: none"> Registered Dietitian Nutritionist or Licensed Dietitian Professional educator with a background in nutrition, health care, and/or foodservice
Registered Dietitian Nutritionist (RDN) Preceptor	A Registered Dietitian Nutritionist (or Licensed Dietitian in those states that accept Licensed Dietitians as equivalent to Registered Dietitian Nutritionists) with no less than one year full-time equivalent employment, post-registration, in a practitioner role, with at least six months of this experience related to the subject matter of the program. The preceptor is responsible for guidance and supervision of learners, and coordinates the field experience activities if a NDTR or CDM, CFPP preceptor is utilized. An RDN will manage the entire 150 hours of field experience and directly supervises 25 of the nutrition-related hours. A preceptor may also have teaching responsibility at the program site.
Registered Dietitian Nutritionist (RDN)	A dietitian who is registered as specified by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.
Requirements	A term referring to the standards to be used in the development of effective educational programs preparing foodservice personnel. The Requirements included in this packet are titled ANFP Approved Training Program Requirements.
Review Fee	A payment made at the time a school submits its program for review. If a College receives full or conditional approval, this is a one-time fee until the next review. If a College does not meet the Requirements and applies for approval at a later date, the College will be required to submit a review fee each time application is made for approval.

Appendix B: Recommended Textbooks

Textbook Titles

Eck, D. (Ed.). (2025). Nutrition Fundamentals and Medical Nutrition Therapy. (4th ed.). Association of Nutrition & Foodservice Professionals.

*This book is based on the [CBDM - CDM, CFPP 2025 Exam Content Outline](#)

Eck, D. (Ed.). (2025). Foodservice Management by Design. (4th ed.). Association of Nutrition & Foodservice Professionals

*This book is based on the [CBDM - CDM, CFPP 2025 Exam Content Outline](#)

U.S. Food and Drug Administration. (2023). Food Code 2022. U.S. Food and Drug Administration. <https://www.fda.gov/food/fda-food-code/food-code-2022>

Textbooks and exam prep materials can be found in the [ANFP Marketplace](#).

Appendix C: ANFP Training Program Options for Nutrition Field Experience

ANFP requires that all ANFP approved Nutrition & Foodservice Professional training programs follow institutional and/or program policies and procedures.

The policy for ANFP-approved program requires 150 field experience hours directly managed by a Registered Dietitian Nutritionist. Of those 150 hours, 25 must be nutrition-related and precepted by an RDN or NDTR, providing a focused and constructive clinical learning experience for students.

An ANFP-Approved program may consider alternate precepted nutrition field experiences if challenges in finding preceptors present. It is up to the program to determine when and how those experiences take place. There are several alternate options available to complete these precepted nutrition hours. These options are aligned with the Commission on Dietetic Registration and approved by the ANFP Governing Board.

Option 1: Precepted College Laboratory Setting

A **maximum of ten (10)** of those precepted nutrition hours may be completed in a college laboratory setting where an RDN or NDTR is present. This is a learning environment used to acquire necessary skills that might include audiovisual learning modules and computer-aided instruction and will provide the opportunity to practice skills on simulated clients. Every attempt should be made to make sure these laboratory hours are directly related to field experience activities. **RDNs will precept these activities in person. NDTRs may precept in person with the approval of the program director.**

Examples of laboratory setting experiences include:

- Review medical charts
- Compile nutrition information from medical charts
- Interview other students or other adults for diet histories and/or food preferences
- Calculate calorie or nutrient content of foods/meals
- Discuss the application of resident rights in the field
- Prepare information for a nutrition education session

Option 2: Precepted Simulated Field Experiences

Simulated field experiences are activities that simulate (imitate or reproduce to give the feel of) what a nutrition/foodservice professional does in the real-world. They are active experiences rather than passive. **RDNs will precept these activities in person or remotely. NDTRs may precept *in person or remotely* with the approval of the program director.**

Examples of simulated field experiences* include:

- Give a presentation (live, recorded, or online)
- Develop menus or educational materials for a specific population
- Create and administer a survey

Appendix C: ANFP Training Program Options for Nutrition Field Experience (cont.)

- Analyze data or menus
- Interview/counsel a “patient” (could be a family member, classmate, acquaintance)
- Perform inventories (perhaps on a student’s own pantry)
- Create a research poster in PowerPoint
- Execute a theme meal for one’s friends and/or family and many other actual experiences

Option 3: Precepted Authentic Field Experiences

Authentic field experiences are activities in real-world professional settings but do not need to be in-person. Authentic field experiences must include real clients/patients and entail real-life situations. *RDNs will precept these activities in person or remotely. NDTRs may precept in person or remotely with the approval of the program director.*

Examples of authentic field experiences* are:

- Assignment of case studies, then review intern documentation delivered via e-mail
- Student presentation of research proposal remotely to a group or faculty
- Use telehealth to counsel clients/patients
- Develop educational materials remotely for a community site
- Create menus for a foodservice facility

*Please refer to the attached document for a complete breakdown of Simulated versus Authentic field experiences.

Effective 6.1.2023

Appendix D: Program Fees

Summary of Fees

Initial Program Review Fee	\$500
Five-Year Program Renewal Fee	\$250
Annual Maintenance Fee:	
• (up to 50 students)	\$300
• (51-100 students annually)	\$350
• (101 or more students annually)	\$500

Only payment by credit card is accepted.

Initial Review of Program. The review process takes 90 days from receipt of application by e-mail to ANFP. A program is considered a new program if you apply for approval for the first time, or if any lapse in continuous approval has occurred. A Review Fee of \$150 must be submitted with the program application; \$50 of this fee is a non-refundable application processing fee should the program be rejected.

Five-Year Program Renewal. Approved programs must undergo re-evaluation every five years. Colleges are required to resubmit their program under the most current Requirements as posted in the Instructor Resource Center, and pay the appropriate review fee. Each College will be notified in via e-mail nine months in advance of their next five-year program renewal date. An extension of up to six months may be requested (see Appendix F). All requests must be submitted via [e-mail](#), at least 30 days prior to the renewal deadline. Any program application not received by the due date is considered to be withdrawn from approved status unless an extension was requested and approved 30 days in advance.

A renewal fee of \$150 must be submitted with the program application; 50% of the fee (\$75) is non-refundable should the program be rejected. If a program is considered Conditionally Approved and is ultimately terminated during the renewal process, none of the renewal fee will be refunded.

Different types of programs (online, face-to-face, hybrid, correspondence) from the same institution are considered separate programs and will need to be submitted separately.

Annual Maintenance Fee. All ANFP Approved Training Programs with full approval status are required to pay an annual maintenance fee. This fee covers:

- An individual college listing on the [ANFP Website](#). This is one of the most viewed pages the ANFP website: www.ANFPonline.org/become-a-cdm/anfp-approved-programs.
- *Nutrition & Foodservice Edge* magazine subscription
- Quarterly ANFP Dialogue newsletter
- *Nutrition & Foodservice Edge Express*
- ANFP promotional brochures at no charge

Appendix D: Program Fees (cont.)

Statements for payment of annual maintenance fees are e-mailed to the program director and administrator to the address on file on October 1st, and payment is due to ANFP by December 1st.

New programs are assessed a prorated fee, based on the date of their approval. The fee is prorated on a quarterly basis.

Colleges that do not remit their annual maintenance fee are withdrawn from approved status. Only candidates who enroll and graduate from a current ANFP Approved Training Program by the withdrawal date will meet the education requirement component of eligibility requirements for the CDM, CFPP Credentialing Exam for the current pathway of eligibility under which they are applying and whose exam application (submitted with fees) has been approved by CBDM. A program that has been withdrawn from approval must resubmit its program for review under the most current Training Program Requirements, and pay the appropriate review fees for a new program.

Appendix E: Inactive Status

If a program does not have students enrolled for two semesters and the college is considering dropping the program, the college may qualify for inactive status for up to one year. A written request to change the status of the program should be submitted to ANFP by September 1. After the one-year inactive period, active status must be resumed or approval status will be terminated.

Inactive status provides **exemption** from the annual maintenance fee during this period of no student enrollment. The Dialogue newsletter and *Nutrition & Foodservice Edge* magazine would be sent to the Program Director at the college during the inactive period.

Approval can be reactivated at any time by submitting a letter of intention and resuming payment of the annual fee, or a prorated fee based on the time of year, and updated Forms 1.1, 1.2A, 1.2B, 1.5, and 2.4. Once fees are paid, the program will remain active through the original date.

Please contact the ANFP Education Department at education@ANFPonline.org for further questions.

Appendix F: Initial Program Approval & Five-Year Program Renewal

- A program is considered a new program if it applies for approval for the first time, or if any lapse in continuous approval has occurred.
- The approval date will always fall on the same month and day as the initial approval date of the program, and this will occur every five years. Approved programs must undergo re-evaluation every five years.
- Colleges will be notified via e-mail nine months and three months before their five-year program renewal date. The program renewal invoice of \$150 will be attached to the three-month notification.
- Colleges are required to resubmit their program under the most current Training Program Requirements as posted in the Instructor Resource Center.
- The review process may take up to 90 days from receipt of application by e-mail.
- The application undergoes a detailed review by experts in the field for compliance with outlined requirements.
- ANFP makes the final the decision regarding approval status based on the review and application.

Levels of Program Status

Level 1: Full Approval

- ANFP notifies the school with a letter of full approval
- The school's next review date will be five years from the initial approval date for the school.

Level 2: Conditional Approval

- ANFP notifies the school with a letter of conditional approval.
- Only renewing schools are eligible for conditional approval.
- Conditional approval is a temporary status granted to a program

Circumstances of conditional approval:

1. A school submits the application by the deadline but **minor details are missing**.
 - Minor details include:
 - Missing supporting documents
 - Missing signatures
 - The deficiencies must be corrected and returned to ANFP for re-evaluation within 30 days of the date of the conditional approval letter.
2. A school does not submit required documents by their original training program deadline.
 - **Extended deadline details:**
 - Up to 6 months
 - Must be requested by school in writing **within 30 days** prior to original renewal deadline.

Appendix F: Initial Program Approval & Five-Year Program Renewal (cont.)

- ANFP may grant an extension in writing for up to six months from the original renewal deadline.
- Evidence of the school's work on the training program application during the extension period must be received via email and/or video call.
 - Evidence may include questions regarding the application or periodic updates from the school regarding their progress toward completion.
- Monthly for a maximum of 3 months, after the first 6 months:
 - Only extenuating circumstances will be considered.
 - School must notify ANFP in advance of the first 6-month deadline and in writing with the reason for the delay.
 - Considered when a school does not submit their application by the extended date deadline but does demonstrate evidence of work toward completion of the training program application.
- After submission of the program application, the school will follow the process of conditional or full approval as deemed by ANFP.
 - If the school enters a probationary period or is terminated once it is reviewed after being under conditional approval, it will follow the guidelines listed below as they apply.
- Students finalizing coursework during a school's conditional approval will be eligible to apply for the CDM, CFPP Credentialing Exam.
- The school's next review date will be five years from the original due date of the current application.

Level 3: Probationary Period

- Only renewing schools are eligible for a probationary period.
- ANFP notifies the school with a letter regarding probationary period.
- A probationary period is a temporary status for **up to 45 days** granted to a program and is not subject to appeal.
- ANFP will provide a list of requirements that must be met during the probationary period.
- Circumstances of a probationary period include but are not limited to:
 1. Revision of processes or forms
 2. Descriptions of how the dietary manager program adheres to instructional design.
 3. Implementing new policies to verify instructor qualifications.
 4. The school does not employ faculty or engage with preceptors who are appropriately qualified and sufficient in number to support the dietary manager program.
 5. The school has not described learning resources necessary to support its students.
 6. The school has not described adequate support services necessary to support its students, such as academic advising and career services.
 7. The school had not described adequate evidence that it engages in future planning regarding its current and future educational operations.

Appendix F: Initial Program Approval & Five-Year Program Renewal (cont.)

- 8. The school has been subject to or voluntarily participated in negative actions with any recognized accreditor or state authorizing agency.
- If there are circumstances where a goal cannot be met within 45 days, the school will notify ANFP in writing **within 7 days** of the date of the probationary period letter of the details as to why the goal cannot be met.
 - Example:
 - Concern: Advisory Committee meeting minutes does not show evidence of committee feedback on the curriculum and structure.
 - Unable to meet 45-day goal because Advisory Committee meets every 6 months and next meeting is in 3 months.
- Students finalizing coursework during a school's probationary period:
 - Pathway I: students are not eligible to apply for the CDM, CFPP Credentialing Exam.
 - Pathway IIIb: students are eligible to apply for the CDM, CFPP Credentialing Exam under an alternative qualifying pathway.
- The school will continue to submit scheduled fees during the probationary period.
- The school must indicate their probationary status with ANFP on their program website and publications.
- ANFP will exclude the school from the Approved Training Program webpage during the probationary period.
- The school must remove the ANFP logo from graduate certificates, if any, during the probationary period.
- ANFP will notify the school via email regarding the outcome of the probationary period.

Level 4: Program Termination

- Only renewing schools are eligible for termination.
- Circumstances of termination:
 1. Any program application not received by the last due date granted is considered withdrawn from approved status unless an extension was requested and approved **30 days in advance**.
 2. A school does not demonstrate evidence of progress toward completion and fails to turn in their completed Training Application by the final extension date granted.
 3. A school does not demonstrate evidence of compliance within their probationary period.
- \$50 of the original application fee is a non-refundable application processing fee should the program be rejected.
- Pathway I students currently enrolled in a school that is terminated from being an ANFP Approved Training Program may consult [ANFP's list of Approved Training Programs](#) for a list of programs in their preferred format to complete their coursework. Questions can also be sent to: education@ANFPonline.org.

Appendix G: Additional Information for Schools/Colleges (Not Required for Program Approval)

ANFP Curriculum

ANFP wants to help offer a high-quality training programs and has developed the online [ANFP Instructor Curriculum & Learning Materials](#). Each lesson parallels the CBDM Exam Content Outline and the textbook chapters from the ANFP textbooks, *Nutrition Fundamentals and Medical Nutrition Therapy*, 4th Edition (2025), and *Foodservice Management - By Design*, 4th Edition (2025).

The CDM, CFPP Credentialing Exam Live Review Course was created as a full review of the CDM, CFPP Credentialing Exam Content Outline. It is designed to be instructed in a live or virtual format in an 8-hour session or two 4-hour sessions. The instructor requirements and other format parameters are included on the application. The entire curriculum includes PowerPoint slides with instructor notes provided, offering 100 practice questions. This, however, is not an indication of performance on the exam.

A sample of the products with an application can be requested by e-mailing the ANFP Education Department at education@ANFPonline.org.

Marketing Opportunities

Market your ANFP Approved Training Program to others who would qualify under other [CDM, CFPP Credentialing Exam Pathways of Eligibility](#).

Pathway I

One of the most popular pathways, Pathway I, is for graduates of an ANFP Approved Nutrition and Foodservice Professional Training Program.

Pathway I Approved Programs – Fast Track Pathway III(b) Option

Offer a fast track to students who already have the two years of non-commercial foodservice management experience. By signing a Program Director's letter of Commitment included in this application and agreeing to teach the entire didactic portion of the ANFP Approved Pathway I Training program, schools/colleges have an opportunity to reach a larger audience.

Pathway II

For graduates of a two-year, four-year or greater, college degree in foodservice management, nutrition, culinary arts, or hotel-restaurant management, but do not have the required minimum of one course in nutrition and two courses in foodservice management.

Pathway V

Similar to Pathway II, Pathway V is for graduates who earned an alternate two-year, four-year or higher degree but do not have the required minimum of one course in nutrition and two courses in foodservice management. Candidates must have a minimum of five years of full-time non-commercial foodservice management work experience. Market your program to these demographics by offering nutrition and foodservice courses as a separate certificate.

Individuals with Non-Commercial Experience

Those who already have non-commercial management experience in a supervisory role may be eligible under Pathways III and V with possible additional coursework required. View all the pathways of eligibility [here](#).