



UNIVERSITY OF NORTH DAKOTA CDM EXAM COACH SCHOLARSHIP APPLICATION

Application Deadline: May 31, 2025 & November 30, 2025

The University of North Dakota is offering a scholarship for individuals who have completed a Nutrition and Foodservice Professional Training Program and who attempted their CDM, CFPP Credentialing Exam but did not pass.

This scholarship is offered twice per year and is for our online CDM Exam Coach training program. The CDM Exam Coach training program enables students from around the country to complete an in-depth review of each of the five (5) content areas found on the CDM, CFPP Credentialing Exam. The course is fully online, self-guided, and designed specifically for individuals who have attempted the CDM, CFPP Credentialing Exam but did not pass. There are a variety of learning activities, focused topic summaries, additional practice with math questions, and hundreds of multiple-choice exam questions to practice test taking skills, techniques, and question dissection. Stress management skills are also explored.

ELIGIBILITY REQUIREMENTS

- Graduate of an Association for Nutrition and Foodservice Professional (ANFP) approved Nutrition and Foodservice Professional Training Program.
- Have unsuccessfully attempted the CDM, CFPP Credentialing Exam through the Certifying Board of Dietary Managers (CBDMD) at least once.

APPLICATION REQUIREMENTS

Please only include information that has been requested. Any applications that do not meet the following criteria or are illegible will be disqualified.

- Answer every space on the Scholarship Application. Mark N/A if a section does not apply to you. A blank space will automatically be considered an incomplete application.
- Please include an essay on:
 - your financial need.
 - why you are interested in the CDM Exam Coach Course.
 - how you intend to utilize the course to help you successfully complete the CDM, CFPP Credentialing Exam.
- Application, essay, referral, and proof of an unsuccessful CDM, CFPP Credentialing Exam attempt must be submitted by the published deadlines.

SELECTION PROCESS

The Scholarship Committee will review all applications and select the 2025 Scholarship Recipient. All applicants will be notified by June 30, 2025, and December 30, 2025.

HOW WILL THE SCHOLARSHIP BE AWARDED?

The University of North Dakota will provide the scholarship recipient with course tuition and



fees waiver for the CDM Exam Coach Course. Textbooks are the responsibility of the scholarship winner. UND will make arrangements directly with the scholarship recipient.

DEADLINES

- Applications for the **2025 University of North Dakota CDM Exam Coach Scholarship** must be completed, typed, and submitted either by mail, fax, or email by May 31, 2025 and November 30, 2025, to:

ANFP, Attn: UND CDM Exam Coach Scholarship Program

P.O. Box 3610

St. Charles, Illinois 60174

FAX: 630.587.6308

Email: mtheesfeld@ANFPonline.org

Questions? Please contact Mindy Theesfeld at (800) 323-1908, or mtheesfeld@ANFPonline.org.



SECTION 1 – PERSONAL INFORMATION

Last Name _____ First Name _____ MI _____

Permanent Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address (Required) _____

SECTION 2 – EMPLOYMENT INFORMATION

Current Employer _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Name of Immediate Supervisor _____ Phone _____

Length of Time with Current Employer (in months or years) _____

SECTION 3 – ESSAY

Please type an essay of approximately 200 words that summarizes your financial need, why you are interested in the CDM Exam Coach Course, and how you intend to utilize the course to help you successfully complete the CDM, CFPP Credentialing Exam.

Please note: When you submit the application, you acknowledge that if chosen you are receiving a scholarship that was denied to other applicants. Every effort should be made to fully utilize the Exam Coach Course.

SECTION 4 – REFERRAL

Please use the attached referral form for your reference. A reference from a Registered Dietitian, Certified Dietary Manager, Administrator, Program Faculty, or Corporate Unit Managers are recommended. Please limit the reference letter to the space allowed on the front of the page.



SECTION 5 – PROOF OF AN UNSUCCESSFUL CDM, CFPP CREDENTIALING EXAM ATTEMPT

Please provide proof of an unsuccessful CDM, CFPP Credentialing Exam attempt. This scholarship requirement can be met by providing a scanned copy of the **exam score report** provided by the testing center. If you cannot find your exam score report, you can download it from your PSI portal or reach out to exam@CBDMonline.org and request a copy of your exam score report.

SECTION 6 – SIGNATURES

Have you ever been awarded a scholarship or grant from ANFP, NFEF, ANFP Chapter or District, or other sponsor for educational purposes?

Yes

No

If yes, please give the date, details, and amount received in the space provided below.

Please Read Before Signing

To the best of my knowledge, I have provided the Nutrition & Foodservice Education Foundation with accurate information concerning all questions on this application. I understand that failure to provide valid and complete information could result in the withdrawal of all financial assistance and recall of all awards previously made by the Nutrition & Foodservice Education Foundation.

Signature of Applicant _____ Date _____

Before you submit this application, please include:

Every section of the application is completed.

Section Three – Essay is attached.

Section Four – Referral is attached (one is required).

Section Five – Proof of an unsuccessful CDM, CFPP Credentialing Exam is attached.

Section Six – Signature information section is completed.



For NFEF Office Use Only:

Date Received _____ Staff Reviewed _____

Sent to Committee _____



University of North Dakota CDM Exam Coach Scholarship Referral Form

(NOTE: One referral is needed – see scholarship information page)

Referral Name _____

Referral Employer _____

Email Address _____

Name of Scholarship Applicant _____

Relationship to Applicant _____

REFERRAL COMMENTS

--