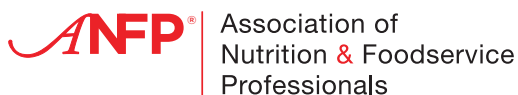


# Who is a CDM, CFPP?

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 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 15,000 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 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.

## CDM Credentialing Exam

Exam Content – The 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



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# CDM, CFPP Certification Process

1. Meet Eligibility Requirements: To qualify for the CDM 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 minimum of 120 classroom hours and 150 field experience (FE) hours that are determined by the CDM 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, DTR, 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, 3rd Edition (2020), and Foodservice Management - By Design, 3rd Edition (2020). Sanitation and food safety-related questions are also based on the FDA Food Code (2017), available free at [www.fda.gov](http://www.fda.gov).
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.