



Introductory Information

1. Role of a Certified Dietary Manager, Certified Food Protection Professional [CDM,CFPP]:
Certified Dietary Managers are nationally recognized experts at managing dietary operations. They are trained and qualified to manage menus, food purchasing, and food preparation; and to apply nutrition principles, document nutrition information, ensure food safety, manage work teams, and much more. Many work in healthcare (nursing homes, rehab facilities, senior living communities, and hospitals) correctional facilities, schools, and the military. In healthcare, Certified Dietary Managers work together with Registered Dietitians to provide quality nutritional care for patients/residents.
2. On-line Course Description:
This on-line distance learning course is designed for students who are currently employed in foodservice but aspire to be credentialed as a Certified Dietary Manager, Certified Food Protection Professional [CDM, CFPP]. The course provides learning experiences on-line, on-site with the guidance of a preceptor, and 16 lab hours at the annual IHCA Convention.
3. Course Structure:
This educational program consists of three [3] modules that the student is required to complete in twelve [12] months. The course integrates:
 - ☞ On-line distance learning equivalent to 120 hours;
 - ☞ Guided learning – 140 hours of on-site field learning activities; plus
 - ☞ Lab instruction – 10 hours of Lab instruction with the RDN during the Idaho Health Care Association annual convention. **Attendance in July is REQUIRED for successful completion of the course.** Travel to Boise, Idaho is required. Expenses associated with attending is the responsibility of the student and/or facility.

Cost of the Course

Tuition for complete Course (3 modules): \$ 899.

(By-the-module pricing is not available.)

Fee to retake an “incomplete” module: \$ 300.

Distance Preceptor services if you don't have a qualified preceptor \$ 500.

Students must finish the course within 2 years of registration or re-enroll in the course paying full tuition (\$899).

All tuition fees paid are non-refundable and non-transferable once the student is oriented and posts their first assignment.
The course belongs to the student.

Additional student costs:

- Two [2] current edition textbooks must be purchased directly from the Association for Nutrition & Foodservice Professionals [ANFP] @ www.anfponline.org under the "Student" tab, in the "Marketplace."
 - **Nutrition Fundamentals and Medical Nutrition Therapy, Julie Zikmund, MPH, RD, LD**
 - **Foodservice Management by Design, Dee Legvold, MPH, RD and Kristi Salisbury, RD, CDM, CFPP**
- Travel, accommodations, & registration to attend the required classroom/lab in July.
- Students must own or have access to the minimum computer equipment required for the on-line course. Minimum requirements are...

Technical Requirements for using Moodle

- In order for you to use Moodle successfully you need to use versions of browsers and operating systems listed below.
- **Browsers**
 - Firefox 25.0 or later (preferred browser)
 - Safari 6 or later
 - Google Chrome 30.0 or later
 - Edge
 - JavaScript enabled
 - Pop-up blockers disabled
- **Printer** (preferably with scanner)



Student Enrollment

1. IMPORTANT...**Prerequisites** to enrollment:

- ✓ be a high school graduate or have a GED certificate;
- ✓ be currently employed (at least part-time) as a food service employee in healthcare, corrections, or school lunch program, OR arrange for 150 hours of field experience in a food service department;
- ✓ submit a signed MOA from an administrator of a facility where you will complete your field experience;
- ✓ locate a Certified Dietary Manager & Registered Dietitian Nutritionist who meets ANFP's qualifications that will act as your preceptor;
- ✓ **verify that you and your preceptor feel comfortable with computers and can meet the technical requirements listed;**
- ✓ complete your own work with honesty and integrity. Copying other students' work or copy & pasting from web resources is dishonest and may result in dismissal from the course.

2. Students will enroll in the Idaho Nutrition & Foodservice Professional training course by visiting the IHCA website @ <http://www.idhca.org/events/idahos-anfp-dietary-manager-online-training-course/> and click on the "Register" button.

3. Students are required to register & make credit card payment for the tuition fee, in full, before they participate in the Idaho's Nutrition & Foodservice Professional Online Training Program. **All tuition fees paid are non-refundable and non-transferable once the student is oriented and posts their first assignment.**

4. New students will begin their studies with the next scheduled module following tuition payment. A new module begins approximately March, July, and December.

5. Students are responsible for obtaining the two [2] required textbooks prior to the start of the Course. You must have received the textbook to start the course.

a. Textbook purchase is not included in the tuition fees.

b. Two [2] textbooks must be purchased directly from the Association for Nutrition & Foodservice Professionals @ www.anfponline.org under the "Student" tab, lower right side of the webpage.

c. Purchase the most current edition.

- Nutrition Fundamentals and Medical Nutrition Therapy, Julie Zikmund, MPH, RD, LD
- Foodservice Management by Design, Dee Legvold, MPH, RD and Kristi Salisbury, RD, CDM, CFPP

6. Students employed by an Idaho healthcare facility that can be a member of IHCA must register for the Convention under their facility. Hospitals, correctional institutions, school foodservice, or out-of-state students may register at the "Individual" price.

7. Students & their employer are to arrange for a qualified RDN preceptor & CDM trainer to work with the student on 150 hours of field learning activities, throughout the Course. Reimbursement for services of a preceptor are negotiated by and the responsibility of the employer &/or student. The preceptors MUST meet the ANFP's qualifications of a preceptor:

o Registered Dietitian Nutritionist (RDN) Preceptor (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 RDN preceptor is responsible for guidance and supervision of learners and coordinates the field experience activities if a NDTR or CDM preceptor is utilized. The RDN preceptor is responsible for directly supervising 25 of the nutrition-related hours.**

- CDM trainer is a Certified Dietary Manager (CDM, CFPP) with no less than one year full-time equivalent employment, post-certification, in a practitioner role This person will precept 25 hours non-nutritional aspects of your field experience.

You can NOT start the course without preceptors. Unless purchasing preceptor services, you are responsible for locating qualified preceptors to work with you throughout the course. One preceptor must accept primary responsibility for the reviewing/commenting/grading your online learning activities.

8. Students who begin but do not complete a module(s) or do not complete the module with an 80% or better comprehensive overall grade PLUS an 80% on the end-of-module exam must re-enroll when the module is offered again and pay the required fee before re-taking the module.

Course Attendance

1. Students must complete all three [3] course components:
 - a. Posting **ALL** assignments and maintaining an 80% or better comprehensive grade;
 - b. Completing 150+ hours field learning activities
 - i. 140 precepted hours are required with an RDN/CDM preceptor. Twenty-five (25) nutrition hours must be precepted by a Registered Dietitian Nutritionist. Twenty-five (25) foodservice hours may be precepted by CDM.
 - ii. Sixteen (16) hours will be completed as lab hours taught by a Registered Dietitian instructor at the Idaho Health Care Association in-person Lab in July. **(Attendance is mandatory...there is NO provision for "making up" this portion of the requirement);**
 - c. Complete the end-of-module exams with an 80% or better.
2. Assignments must be completed. No portion of an assignment may be skipped. Assignments are to be completed in sequence.
3. Students who begin but do not complete a module(s) may re-enroll when the module is offered again and must pay the required fee before re-taking the module.
4. A student with a medical condition that interferes with the completion of a module must first contact the Instructor. The Instructor will determine eligibility for completion of the module(s). The Instructor may require the student to obtain a medical excuse from a health care provider. ("Request for Class Extension - Medical Condition or Extraordinary Event" form)

Grading System

1. The grading system is a minimum 80% overall grade, for all online Coursework.
2. To attain a "Certificate of Completion" at the end of each module, the student MUST:
 - Finish all portions of the on-line Course, in the required timeframes, with a minimum 80% comprehensive overall score;
 - Participate in all graded "Forum Discussion" assignments in sequence;
 - Complete all "For Your Preceptor"/field learning activity hours under the direction of their RDN/CDM preceptor;
 - Complete all "Test Your Knowledge" quizzes at the end of each chapter;
 - Complete the end-of-module "Exam" with a score of 80% or better;
 - Attend the IHCA annual Convention lab-reinforced learning activities with an RDN & NDTR Instructors; and
 - Submit all Course paperwork: MOA, Field Experience (Facility Information) form, Preceptor Field Experience Verification [FEV] Form signed by your preceptors, & course evaluations.
3. The "Grading Criteria" is available to the student and preceptor on the Course web-site.
 - a. At the beginning of each module, the student is provided with a Module Calendar. The "week" is defined as Monday thru midnight Sunday. All assignments for the week must be posted online no later than midnight each Sunday. If posted late, the student will lose 10% of their grade for every day the assignment is late.
 - i. A student **may** work ahead on the schedule in anticipation of vacations or other events that may prevent them from posting assignments on time.
 - b. Students that have not started the module on-time may wait to take the module next time it is offered.
 - i. If the student has not completed any online entries, there will be no fee to take the module next time it is offered.
4. Upon successful completion of all three [3] modules, the student will be awarded a "Graduate" Certificate and then eligible to apply to take the national credentialing exam through the Certifying Board for Dietary Managers:
 - a. Registration for the CDM Credentialing Exam, offered by the Certifying Board for Dietary Managers. See the CBDM web-site <https://www.cbdmonline.org/> for more information.

Course Evaluation

1. Evaluation of the Course and Instructor:

- a. The students are encouraged to provide "Feedback" regarding the Course, at any time during the Course, and via e-mail to their Instructor or Program Director.
- b. The student is given the opportunity to provide a formal written evaluation of the course and the Instructor, at the completion of the July classroom/lab session.

2. Evaluation of the Course by the Preceptor

- a. Each preceptor is encouraged to provide "Feedback" regarding the Course, at any time during the Course, and via e-mail to the Instructor or Program Director.

Privacy & Confidentiality HIPAA

Each student's work on-line & with preceptors is bound by HIPAA regulations.

If a student's tuition is paid for by their employer, at the time of registration the employer may require the student to sign this statement allowing the employer access to the student's attendance records, progress, & grades.

Authorization: Release of attendance records, progress, &/or grades.

My employer _____ has paid my tuition in full and therefore
(name of employer)

I authorize release of my attendance records, progress reports, & grades, with my signature below.

To request release of these records, the employer must make a written request to my Instructor and include a copy of this signed release.

(Student's signature)

(Date)

Approved: 6/13/2008
Revised: 4/10/2009
Revised: 6/30/2010
Revised: 1/08/2012
Revised: 11/09/2012
Revised: 12/15/2014
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