



Upon successful completion of the course the graduate needs to apply to sit for the CDM credentialing exam through the Certifying Board for Dietary Managers.
For more information, go to:
<https://www.cbdmonline.org/get-certified/register>



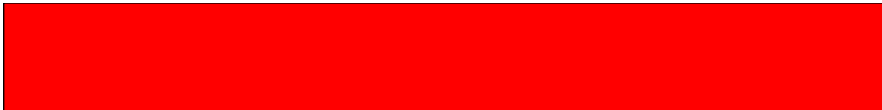
Idaho's
Nutrition & Foodservice
Professional
Online Training Program

Program Information
Guide

For More Information or to
register contact:

IHCA
13945 W. Wainwright Drive
Suite 101
Boise, ID 83713
(208) 343-9735





Idaho's Nutrition & Foodservice Professional
 Online Training Program
 is provided and approved through the following agents:

**Association of Nutrition and
 Foodservice Professionals**

PO Box 3610
 St Charles, IL 60174
 800-323-1908

The online course is offered in partnership with CWI:

College of Western Idaho

Center for Workforce Development
 Nampa Campus Micron Education Center
 5725 E. Franklin Road
 Nampa, ID 83687
 Office: (208) 562-2703

The online vehicle is provided by

Idaho Health Care Association

13945 W. Wainwright Drive, Suite 101
 Boise, ID 83713
 (208) 343-9735

Course Pre-requisites

- 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 140 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.

Preceptors must be a Registered Dietitian Nutritionist (RDN) and Certified Dietary Manager (CDM) with no less than one year full-time equivalent employment, post-certification, in a practitioner role.

The RDN preceptor accepts responsibility for guidance and supervision of learners and coordinates the field experience activities of a NDTR or CDM preceptor is utilized. The RDN preceptor is responsible for coordinating the entire 150 hours of field experience and **directly supervises 25 of the nutrition-related hours.** A student can NOT start the course without a preceptor.

Technical Requirements

- Computer with following browsers
- **Firefox 3** or later (preferred browser)
- Safari 3 or later
- **Google Chrome 4** or later
- Opera 9 or later
- **Personal** e-mail address

Online Module Descriptions

Nutrition Fundamentals and Medical Nutrition Therapy

This module emphasizes nutrition, nutrition screening, and the care planning process. You will develop an understanding of health conditions and related diet planning that is important for the prevention and/or treatment of various diseases. Your Registered Dietitian Instructor has many years experience working in healthcare and will facilitate your learning how to gather information for a nutrition screen, identify people at risk of malnutrition & dehydration, and make appropriate referrals to a Registered Dietitian.

Management of Foodservice Operations

This module is designed to instruct any food service professional working in a facility serving meals to a large population including schools, health care facilities, and correctional facilities. You will be introduced to various service & delivery systems, menu writing, recipe standardization, inventory control, purchasing, receiving and storage, food production, budget management and financial controls. This course meets and exceeds the American School Food Service Association requirements for certification.

In this module you will also learn the causes & prevention of foodborne illness, proper receiving & storing, preparation & cooking, holding & serving of food to prevent illness. This module will also emphasize the difference between cleaning and sanitizing the kitchen, its equipment and all components according to each state's food code and industry standards. This module has been reviewed & approved by the State of Idaho's Food Protection Unit as meeting the "Demonstration of Knowledge" requirement of the Idaho Food Code.

Human Resource Management

This module is designed for individuals working as a manager or supervisor in the food service industry. Content includes: staffing, scheduling, motivation & empowerment, performance reviews, change & diversity, recruitment & retention, leadership, policy and procedure development, staff development, and personal professionalism.

Course Description

A certified dietary manager is a trained food service operations professional that manages the food service department of healthcare facilities, schools and correctional institutions.

This online distance learning course is designed for students who are looking for a career change or are currently employed in foodservice but aspire to be credentialed as a Certified Dietary Manager, Certified Food Protection Professional. (CDM,CFPP)

Students are eligible for pre-professional ANFP membership. Graduates are eligible to apply for the credentialing exam, active ANFP membership, and upon successfully completing the exam may use the CDM, CFPP credential after their name.

Course Structure

This unique educational model consists of 3 modules to keep even the most highly motivated student on track to successfully completing the course in 12 months. This course blends the following components:

- The advantages of classroom learning with the conveniences and advances of online distance learning activities.
- 150 hours with a qualified Registered Dietitian Nutritionist (RDN) and Certified Dietary Manager (CDM,CFPP) preceptor for in- field learning activities
- 16 hours of quality RDN face-to-face classroom time to reinforce field learning experiences at the in-person ILab hours.

****NOTE:** *Your attendance at the in-person Lab in July is required for successful completion of the course.*

Academic Calendar

| Idaho's Nutrition & Foodservice Professional Online Training Program Schedule | | |
|--|--|---|
| Jan — February | Mar — July | Aug — Dec |
| "Orientation-to-Course & Technology" Conference Call for Students Preceptor Orientation Conference Call | | |
| Human Resource Management | Nutrition Fundamentals and Medical Nutrition Therapy | Managing Foodservice Operations, Food Safety & Sanitation |
| | In-person Lab (Boise) 16 hrs | |
| Certificate of Completion for module | Certificate of Completion for module | Certificate of Completion for module |
| Certifying Board for Dietary Managers Credentialing Exam | | |

Cost of Course

\$ 899.00* includes:

- Tuition
- All 3 online training modules for the 12 month course



Fees paid are non refundable and non transferable once the student begins their first training module of the course.

*Does not include: In-person Lab fees or books mentioned below.

***IHCA accepts credit card payment only.
Tuition must be paid in full to start program.***

Students must finish the course within 2 years of registration or re-enroll in the course paying full tuition (\$899). Students that must retake a module during the first 2 years of enrollment, will be charged a \$300 fee to retake a module.

IHCA convention fees are paid by your facility or by the individual. For students that are not employed by either a member facility, correctional institution, school foodservice or are not employed in institutional food service please contact IHCA for convention price information.

**To register for the course visit: <http://www.idhca.org>
Click on: *Idaho's Nutrition & Foodservice Professional
Online Training Program***

The 2 required text books for the class are:

- Legvold, Dee & Kristi Salisbury. 2020. *Foodservice Management – By Design* St. Charles, IL: Association of Nutrition & Foodservice Professionals. ISBN #: 978-0-692-04658-6
- Zikmund, Julie. 2020. *Nutrition Fundamentals and Medical Nutrition Therapy* St. Charles, IL: Association of Nutrition & Foodservice Professionals. ISBN #: 978-0-692-04659-3

These books are purchased separately and directly from ANFP.

These textbooks need to be purchased through the "Marketplace" at: www.anfponline.org