

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, 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 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]. The course provides learning experiences on-line, on-site with the guidance of a preceptor, and 26 lab hours.
3. Course Structure:
This educational program consists of four [4] modules that the student is required to complete in twelve [12] months.

The course integrates:

- ☞ On-line distance learning –during the completion of the modules;
- ☞ Guided learning – 100 hours of on-site field learning activities & 24 hours on special projects with a qualified Preceptor; and
- ☞ Lab instruction – 26 hours of Lab instruction with the RD Instructor during the Idaho State Health Care Association annual convention. **Attendance at the annual convention is REQUIRED for successful completion of the course. Travel is required.**

Cost of the Course

Tuition for complete Course (4 modules): \$ 860.

(By-the-module pricing not available to institutions.)

- Tuition for Nutrition & MNT for the Dietary Manager (20 chapters) only: \$ 275.
- Tuition for Managing Foodservice Operations (17 chapters) only: \$ 250.
- Tuition for Human Resource Management (17 chapters) only: \$ 250.
- Tuition for Food Safety & Sanitation (9 chapters) only: \$ 125.

Fee to retake an “incomplete” module: \$ 100.

All tuition fees paid are non-refundable and non-transferable once the student begins the first module.

Additional costs:

- Two [2] textbooks must be purchased directly from the Association for Nutrition & Foodservice Professionals [ANFP] @ www.anfponline.org under the “Student” tab, in the “Marketplace.” Registered students will be provided with a “school code” allowing them to access/purchase these textbooks at the ANFP member price. Revised editions are due out in January 2012.
- Grossbauer, S., 2006. *Foodservice Management & Food Safety* St. Charles, IL: Dietary Managers Association. ISBN #: 0-9753476-5-9
- Grossbauer, S., 2007. *Nutrition & MNT for Dietary Managers* St. Charles, IL: Dietary Managers Association. ISBN #: 978-0-9753476-7-6
- Travel, accommodations, & registration to attend the annual convention.
 - The IHCA-ICAL Convention/Trade Show is held in Boise (@ BSU) in July.
 - See <http://www.ihca-ical.org/convention-tradeshow> for additional information as it becomes available.
- 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 3 or later (preferred browser)
 - MS Internet Explorer 7 or 8
 - (Compatibility with MS Internet Explorer 9 coming soon)
 - Safari 3 or later
 - Google Chrome 4 or later
 - Opera 9 or later
 - **Operating Systems**
 - Windows XP, Windows Vista or Windows 7
 - Mac OS X
 - **Printer**
- Scholarships are available through the Association of Nutrition & Foodservice Professionals [ANFP]. Visit the ANFP website @ <http://www.nfefoundation.org/> for details and to download an application.



Student Enrollment

1. Students will enroll in the Idaho ANFP training course by visiting the IHCA-ICAL website @ <http://www.ihca-ical.org/content/dietary-manager-online-training-course> and click on the Dietary Manager Training [DMT] Course, "Online Registration" link.
2. Students are required to register & pay the tuition fee in full, before they participate in the Idaho Dietary Manager Training [DMT] Course. **All tuition fees paid are non-refundable and non-transferable once the student begins the first module.**
3. New students will begin their studies with the next scheduled module following tuition payment. A new module begins quarterly.
4. Students are responsible for obtaining the two [2] required textbooks prior to the start of 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, in the "Marketplace." Registered students will be provided with a "school code" allowing them to access/purchase these textbooks at the ANFP member price. Revised editions are due out in January 2012.
 - Grossbauer, S., 2006. **Foodservice Management & Food Safety** St. Charles, IL: Dietary Managers Association. ISBN #: 0-9753476-5-9
 - Grossbauer, S., 2007. **Nutrition & MNT for Dietary Managers** St. Charles, IL: Dietary Managers Association. ISBN #: 978-0-9753476-7-6
5. Students employed by a healthcare facility, correctional institution, or school foodservice will have the Idaho Health Care Association [IHCA] annual convention registration fees paid by their respective institution or personally by the student.
 - a. Students who are not employed in food service must contact IHCA for registration information.
6. Students & their employer are to make arrangements for a qualified RD preceptor or CDM trainer to work with the student on 100 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.
7. Students who begin but do not complete a module(s) 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 four [4] course components:
 - a. on-line modules;
 - b. RD precepted lab-reinforced instruction (50 hours)
 - i. 26 hours at the Idaho Health Care Association annual convention (**attendance is mandatory...there is no provision for "making up" this portion of the requirement**);
 - ii. 24 hours RD Instructor directed projects.
 - c. Field learning activities with an RD/CDM preceptor (100 hours) in a facility; and
 - d. End-of-module Exams.
2. Assignments must 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 75% 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 75% overall score;
 - Participate in all graded “Forum” discussion questions;
 - Complete & enter on-line, all graded “Preceptor Interaction”/field learning activity hours under the direction of their RD/CDM preceptor;
 - Complete all “Test Your Knowledge” quizzes at the end of each chapter;
 - Complete the RD Instructor-directed project;
 - Complete the end-of-module “Exam”;
 - Attend the IHCA annual Convention/Trade Show lab-reinforced learning activities for the required hours with an RD preceptor; and
 - Submit all Course paperwork: MOA, Field Experience (Facility Information) form, Preceptor Verification Form signed by your preceptor, & module 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 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. As the student successfully completes each module they will receive a Certificate of Completion.
5. Upon receiving Certificates of Completion for all four [4] modules, the student will be eligible to apply to take the national credentialing exam through ANFP:
 - a. Registration for the credentialing exam, offered by the Certifying Board for Dietary Managers and administered each March & October by American College Testing (ACT) is available through ANFP’s web-site <http://anfponline.org/>

Course Evaluation

1. Evaluation of the Course and Instructor:

- a. The student is encouraged to provide "Feedback" regarding the Course, at any time during the Course, and via e-mail to their Instructor.
- b. The student is given the opportunity to provide a final evaluation of each module and the Instructor, at the end of each module & at the annual convention.

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.
- b. The preceptor is given the opportunity to provide a final evaluation of the Course and their interaction with the Instructor at the end of each module, via the Course web-site.

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