

## 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, in the classroom, and in facilities with the guidance of a preceptor.
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 – 107 hours of on-site field learning activities with a qualified Preceptor, in a facility; and
- ☞ Classroom instruction – 43 hours of classroom instruction during the State Health Care Association quarterly workshops & annual convention. **Attendance at the workshops and annual convention is REQUIRED for successful completion of the course. Travel is required.**

## Cost of the Course

<b>Tuition</b> for <u>complete</u> Course (4 modules):	\$ 860.
○ Tuition for module A (20 chapters) only:	\$ 275.
○ Tuition for module B (17 chapters) only:	\$ 250.
○ Tuition for module C (17 chapters) only:	\$ 250.
○ Tuition for module D (9 chapters) only:	\$ 125.
<b>Fee to retake an “incomplete” module:</b>	\$ 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 Dietary Managers Association @ [www.dmaonline.org](http://www.dmaonline.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 DMA member price.
  - 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 and accommodations to attend the quarterly workshops & annual convention.
  - In Idaho they are as follows...IHCA-ICAL workshops: fall (North Idaho), winter (Boise), & spring (Southeast/Southcentral Idaho) and the Annual Summer Convention (Boise).
- Students must own or have access to the minimum computer equipment required for the on-line course. Minimum requirements are...
  - Dial up connection
  - Windows 2000 Internet Explorer 6
  - Printer
  - Speakers
- Ten [10] \$1000. awards are awarded annually by Hormel Health Labs. Visit the DMA website @ <http://www.dmaonline.org/Training/scholarship.shtml> for details and to download an application.



## Student Enrollment

1. Students will enroll in the Idaho DMT course by visiting the IHCA-ICAL website @ [www.ihca-net.org](http://www.ihca-net.org) and click on the DMA Course, "Online Registration" link.
2. Students are required to register & pay the tuition fee in full, before they participate in the 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.
5. Two [2] textbooks must be purchased directly from the Dietary Managers Association @ [www.dmaonline.org](http://www.dmaonline.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 DMA member price.
  - a.
    - b. Grossbauer, S., 2006. *Foodservice Management & Food Safety* St. Charles, IL: Dietary Managers Association. ISBN #: 0-9753476-5-9
    - c. Grossbauer, S., 2007. ***Nutrition & MNT for Dietary Managers*** St. Charles, IL: Dietary Managers Association. ISBN #: 978-0-9753476-7-6
6. Students employed by a healthcare facility, correctional institution, or school foodservice will have the State Health Care Association [HCA] quarterly workshop and 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 the State HCA for registration information.
7. Students & their employer are to make arrangements for an RD preceptor or CDM trainer to work with the student on 107 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.
8. 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 classroom-reinforced instruction (43 hours) at the State HCA workshops and annual convention (**attendance is mandatory...there is no provision for “making up” this portion of the requirement**);
  - c. Field learning activities with an RD/CDM preceptor (107 hours) in a facility; and
  - d. End-of-module Exam.
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 end-of-module “Exam”;
    - Attend the State HCA quarterly workshop &/or annual Convention classroom-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 credentialing exam:
  - 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 DMA's web-site [http://www.dmaonline.org/Training/credentialing\\_exam.shtml](http://www.dmaonline.org/Training/credentialing_exam.shtml)

## Course Evaluation

1. Evaluation of the Course and Instructor:
  - a. The student has the opportunity to provide immediate "Feedback" regarding the Course, from their lesson on the Course web-site.
  - 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 State HCA workshops & convention.
2. Evaluation of the Course by the Preceptor
  - a. Each preceptor has the opportunity to provide immediate "Feedback" regarding the Course, from their administrative page of the Course web-site.
  - 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)