

# NUTRITION & FOODSERVICE PROFESSIONAL TRAINING PROGRAM

## PATHWAY I - CORRESPONDENCE BY MAIL + MY OWN RD PRECEPTOR

What do I need to know to get registered?

You are registering for **Pathway I**. Upon completion of UND's Pathway I ANFP-approved foodservice manager training program, you will be able to sit for the national credentialing exam to become a CDM, CFPP.

Getting registered in Five Easy Steps:

### Step One: Meet the Course Participation Requirements

In order to enroll in the Nutrition & Foodservice Professional Training Program, you must:

- be currently employed (at least part-time) as a food service employee in an institutional foodservice facility, OR you must arrange for 150 hours of field experience in an institutional foodservice facility, with a minimum of 50 hours in a healthcare facility
- be a high school graduate, have a GED certificate, or a letter of endorsement from your supervisor and administrator
- be endorsed by the administrator of the facility and the registered dietitian who will act as your preceptor, and receive preceptor materials online
- have access to and check your email frequently

### Step Two : Specify your Preceptor

- Specify an RD Preceptor from your facility. Preceptor materials are provided online to the Preceptor. You're required to have a registered dietitian (RD) preceptor (supervisor/mentor) who coordinates your entire 150 hours of field experiences and directly supervises you for 50 hours of those field experiences. An online Preceptor's Manual is provided to the Preceptor to assist with this role.

### Step Three: Review Course Expectations

- Expect to spend 120 hours in classroom work, divided into some hours for each lesson:
  - » Reading your assigned reading for each lesson
  - » Complete the vocabulary exercises and practice quiz for each lesson
  - » Complete the written assignments for each lesson and submit to the instructor
  - » Complete all quizzes and exams online
- Expect to spend 150 hours in field experience, divided into some hours for each lesson. Field experience is arranged by the student and the facility. UND does not arrange for field experience sites or enter into contracts with field experience facilities.
  - » 50 hours of the 150 total hours required to be in a **healthcare setting (hospital, long term care or nursing home)**.

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- If a CDM, CFPP or DTR is available as a preceptor, the 50 hours may be divided:
  - An RD must supervise a minimum of 25 hours of nutrition-related content (Unit 3)
  - A CDM, CFPP or DTR may supervise a maximum of 25 hours of non-nutrition-related material (Units 1 and 2)
- » The remaining 100 hours of field experience may be completed in any institutional foodservice operation such as a school, college, correctional facility or assisted living facility. Examples of field experience hours include:
  - Assigned time with administrator
  - Assigned time with related health care professionals
  - Assigned time with human resources professionals
  - Budget
  - Policies and procedures
  - Sanitation and safety audits
  - Meal preparation
  - Nutrition and medical nutrition therapy
  - Menu planning
  - Hands-on experience in the foodservice department
- » Complete assigned projects requiring implementation of learning objectives
- » Become familiar with all aspects of institutional foodservice operations
- » Gain proficiency in foodservice operation tasks
- Mail your instructor all completed lessons at your own expense.
- Complete all lessons with an 'S' or Satisfactory grade.
- Completion of all exams with a 70% average.
- Submit the online Preceptor's Evaluation with each lesson.
- Complete all course requirements within the allotted timeframe.
- Upon successful completion you will be awarded a certificate of completion from the University of North Dakota, thus, making you eligible to take the CBDM credentialing exam.

## Step Four: Register for Course and Purchase Textbooks

- Course cost includes: course tuition, online access to learning materials, course manuals that will be sent to you in the mail, online access to the preceptor manual, three course exams, and lesson grading, feedback and return postage for the graded lesson from the course instructor
- Purchase the required textbooks at the same time as enrolling in the course.
- Follow this link and the directions found on the ANFP Website: <https://www.anfponline.org/education/students>
- If you are a new customer you will need to create a profile with your personal information and to create a password. You will need a valid email.

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## Step Five: Application & Participation Requirements

It is very important that each student personally registers for their own course, so UND obtains the correct contact information and email. UND cannot be responsible for information that is unable to be delivered due to incorrect email addresses.

Before registering for this course, I verify that I have read and understand the following:

- Students must order textbooks immediately after registering. See above for textbook information.
- All parties (Student, Administrator and Preceptor) must agree to abide by the University of North Dakota's Participation Agreement policies prior to enrollment in this course.
- Student understands that all quizzes and exams are offered and completed online. The RD Preceptor understands that the Preceptor's Manual and course materials are provided to the Preceptor in the online format.
- Students must be currently employed (at least part-time) as a foodservice employee in an institutional foodservice facility, or personally arrange for 150 hours of field experience in an institutional foodservice facility. UND does not arrange for field experience sites or enter into contracts with field experience facilities.
- Students must complete their own work with honesty and integrity. Copying another student's work, or work not exhibiting these qualities is defined as scholastic dishonesty. Scholastic dishonesty may result in dismissal from the course.
- All parties understand there are no refunds allowed once registered for the course.

[I agree to these requirements and continue registering](#)

You have **12 months** from your enrollment date to complete the course.