

May 16, 2017

Indian Hill Community College – Online Certificate Program
Heather Larson, MBA, RD, LD
Program Director – Allied Health Programs
525 Grandview Ave.
Ottumwa, IA 52501

Dear Heather,

We are pleased to inform you that the Program Review Committee has granted full approval to the Nutrition & Foodservice Professional Training Program offered at Indian Hills Community College – Online Certificate Program. Your approval extends through 5/31/2022. You will be reminded in writing 9 months in advance of your next five-year re-approval date.

As an ANFP Approved Program, instructors, directors, and administrators listed in your program review packet now have access to the Instructor Resource Center. Directions for logging into the Instructor Resource Center are included in the email. Please take a moment to become familiar with what is available:

- Under **School Forms** you will find the **Course Enrollment Roster** and **Graduate Listing** forms. You are required submit the Course Enrollment Roster and Graduate listing forms on a monthly basis. This assists ANFP in effectively communicating crucial information to enrollees and graduates. Directions for submitting these forms are attached. Graduates enrolled during the approval period will be eligible for membership with ANFP and to sit for the national credentialing examination upon successful completion of your program.
- Protected **supplemental textbook material** – passwords are available to students upon purchase of the textbooks and attached to this email for instructor use.
- **CDM, CFPP promotional brochures** which are available at no charge for marketing your program.
- **CBDM Exam Blueprint** and exam registration process. Your **School Code is 150502.**
- The **Program Update Forms** – Please submit any personnel changes that may affect invoicing or contact information to ANFP within two weeks using **Forms 1.1** and **1.2.**

The prorated maintenance fee invoice covering the months of June 2017 – December 2017 is attached as well. Once this invoice is paid, your school' program will be active, and be listed on the ANFP website as an approved school.

Thank you for providing a quality training program for Dietary Managers. It is a privilege to work with you. If you have any questions, please do not hesitate to contact me.

Sincerely,



Cindy Zemko, BS, CDM, CFPP

Director of Education

Association of Nutrition & Foodservice Professionals

June 13, 2017

Heather Larson, MBA, RD, LD
Program Director/Allied Health Programs
Indian Hills Community College
525 Grandview Ave.
Ottumwa, IA 52501-1359

Dear Heather,

We are pleased to inform you that the Program Review Committee has granted full approval to the changes made to the Self-Paced Non-Credit DMT Certificate program offered at Indian Hills Community College. Your approval extends through 8/25/2021. You will be reminded in writing 9 months in advance of your next five-year re-approval date.

As an ANFP Approved Program, it is Indian Hills Community College's responsibility to:

- Submit your enrollment and graduate rosters monthly.
- Update course promotional material to reference:
 - o The program offered has both classroom & field experience components
 - o The field experience is appropriately precepted
 - o The ANFP Training School logo is used
 - o Notice is given to students regarding eligibility for Pre-Professional ANFP membership
 - o Graduates are eligible to sit for the CDM credentialing exam
- Provide Certificates that include the required elements to students upon successful completion of the program
- Advise ANFP within two weeks of a change in the program organizational structure using Forms 1.1 and 1.2.

Thank you for providing a quality training program for Dietary Managers. It is a privilege to work with you. If you have any questions, please do not hesitate to contact me.

Sincerely,



Cindy Zemko, BS, CDM, CFPP

Director of Education

Association of Nutrition & Foodservice Professionals