

SAMPLE CERTIFICATE OF ATTENDANCE FOR CHAPTERS

Starting June 1, 2014, CDM, CFPPs were required to track their own CE hours online. Effective June 1, 2019, CDM, CFPPs must upload electronically all required documentation for each submitted CE activity via the My Certification page of their ANFP record. For CBDM Prior Approved programs, the certificate of completion is the only required documentation when the program is self-reported as a Prior Approved program type. After it is uploaded, attendees should retain a copy of the certificate for their record.

- For chapters this means, there is still a CBDM Prior Approval process, but instead of providing a copy of the sign-in sheet to the attendees, **each attendee must be provided a Certificate of Completion**. It is suggested that the Certificates of Completion should be handed to attendees at the meeting and will not be posted to chapter websites.

- **For the sample certificate on the next page, please complete as many blanks as possible before distributing to meeting attendees.**

Chapter/district prior approval form and other meeting resources can be found in Volunteer Resources at <http://connect.anfponline.org/volunteerresources>.

MORE ON RECERTIFICATION REQUIREMENTS AND CE SELF-REPORTING

- To be eligible to complete and report CE hours, an individual's certification must be active. If certification fees are not paid and up to date, the certification may be terminated.
- A total of 45 continuing education (CE) hours must be submitted, of which nine hours must be Sanitation/Safety and effective June 1, 2019, one hour must pertain to Professional Ethics. If an individual has completed more than the required CE hours, they should report them to help ensure they still have the required hours if they are audited and some CE hours/programs are rejected.
- Effective June 1, 2019, all required documentation must be uploaded electronically via the My Certification page of the ANFP record for each submitted CE activity. Faxed, e-mailed or hard copy mailed documentation will not be accepted or returned.
- Effective June 1, 2020, failure to report the required CE hours by the end of the three-year end period ending May 31, 2020 will result in the CDM, CFPP certification being terminated. Extensions will not be granted to earn and report hours.
- Questions about recertification requirements should be addressed to CBDM at 800.323.1908 or info@CBDMonline.org.