

North Shore Community College (NSCC)

Dietary Management Certificate (DMC) Program

Student Handbook

Introduction

Welcome to the Dietary Management Certificate Program! The [Association of Nutrition & Foodservice Professionals](#) (ANFP) has approved this certificate program and allows the graduate to apply to take the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credentialing examination.

NSCC has two pathways towards exam eligibility. Pathway I is for graduates of our ANFP-approved foodservice manager training program. The second eligibility option is Pathway IIb, which is for graduates of the classroom portion of our ANFP-approved foodservice manager training program, **who also have two years of full-time non-commercial foodservice management experience*** (e.g. a modified version of the DMC program). For either pathway option, the program chair will assist candidates in submitting a copy of a certificate of course completion (or submit their name on the official graduate listing that is sent to ANFP by NSCC). To determine your eligibility and pathway, please reach out to the program chair and [review the requirements](#) on the ANFP website.

**Non-commercial foodservice operations serve food as support within an institution such as hospitals, nursing homes, schools, military, correctional facilities, or community feeding programs. They are typically subsidized by the institution from which they operate. They have third-party oversight such as The Joint Commission (TJC), local and/or state health departments, Centers for Medicare and Medicaid Services (CMS), etc.*

The program emphasizes clinical nutrition and therapeutic diets, food safety, and general management and leadership skills necessary to succeed in a non-commercial foodservice operation. The DMC program is a stackable credential that can be earned in conjunction with the Associate in Science Degree in [Nutritional Science & Diet Technology](#).

Philosophy & Objectives

Nutritional Science & Diet Technology Department, under which the DMC program is run, has established philosophies and objectives to assist you in obtaining your educational and career goals.

Program Goals

The student learning objectives of the DMC program are as follows:

- Demonstrate basic knowledge of the foodservice industry
- Create healthy and nutritious menus for various groups and individuals
- Forecast food usage
- Utilize standardized recipes
- Demonstrate the ability to purchase foods

- Demonstrate the ability to receive foods
- Demonstrate the ability to understand the principles of inventory control
- Demonstrate basic food preparation skills
- Demonstrate the ability to distribute foods to customers
- Demonstrate the ability to supervise staff

Graduation

To graduate, students must meet specific college academic and technical requirements:

- Complete all course requirements with a GPA of 2.0 or higher with a cumulative college-level GPA of 2.0 or higher.
- Complete at least 25% of coursework at North Shore Community College.
- Meet all other specific requirements set by the College, including math and communications proficiencies.

A certificate is earned after completion of a series of courses in a particular occupational subject. The DMC program consists of 31 credits. Students often earn certificates to get a step ahead in the professional field of their interest, and these certificates are often the first step of achieving key incremental skill sets on route to earning a degree, such as the Associate of Science in Nutritional Science & Diet Technology. Certificates that are 24-29 credits in length require a minimum of 3 general education credits. ***Meanwhile, certificates that are 30 credits or more in length require a minimum of 6 general education credits.***

In addition, students must email graduation@northshore.edu to inform the department of their intent to graduate from this certificate program.

Detailed Program Requirements

The following courses are required for graduation:

Course Name	Credits	CPL Option
DTC 102: Science of Nutrition	3	
DTC 114: Food Safety, Sanitation & Cost	4	
CPS 100: Information Technology & Its Applications	3	X
BUS 100: Introduction to Business OR MGT 102: Principles of Management	3	X
DTC 202: Food Preparation	4	X
DTC 204: Introduction to Dietary Management	4	
DTC 206: Introduction to Clinical Dietetics	4	
MGT 201: Human Resources Management	3	X

DTC 218: Dietary Manager Supervised Practicum OR any of the following as available: ALH 150, ALH 178, ALH 180, BIO 101, IDS 126, MAT 143, MKT 101, DTC 208	3	
Total Credits	31	

Practicums

A practicum is offered to students wishing to gain practical experience for employment in the non-commercial foodservice industry. The practicum course is DTC 218: Dietary Management Supervised Practicum, which is a hybrid course consisting of online learning and an in-person supervised field experience at an approved non-commercial foodservice facility.

This practicum course is designed to prepare the student for employment as an entry-level Dietary Manager by providing opportunities to develop essential skills within the workplace under the supervision of qualified professionals. Students complete 150 hours of supervised field experience in accordance with ANFP requirements. The field placement is managed by the Program Director in coordination with qualified site preceptors. An RDN directly precepts a minimum of 25 of the 30 nutrition-related field experience hours and manages the entire 150 hours. Another 25 hours of field experience in foodservice is precepted by an RDN, a CDM, CFPP, or another professional approved by the Program Director.

Associate Degree & Transfer Options

The DMC program is a stackable credential for the Associate of Science Degree ([Nutritional Science & Diet Technology](#)). The certificate is earned before the associate degree is awarded.

Academic Advising

Students are encouraged to contact program director, Ginny King, MPH, RDN-AP, at gking@northshore.edu or 978-762-4033 with questions concerning the Dietary Management Certificate program. Her office is located at 339 Health Professions & Student Services building (HPSS) in the Health Professions Division suite on the Danvers Campus; office hours are posted outside the office. To schedule an advising appointment, students may email Professor King for a virtual session via Zoom if that is more convenient. It is highly recommended that students meet to discuss their program of study during the fall and spring advising sessions and to keep them on track for timely program completion.

Taking the CDM, CFPP Credentialing Exam

Graduates of the Dietary Management Certificate Program are eligible to apply for the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credential through the [Certifying Board for Dietary Managers \(CBDM\)](#).

When to Apply to Take the Exam

Students are strongly encouraged to apply for the CDM, CFPP Credentialing Exam immediately after graduation.

Why this matters:

- Your knowledge is fresh, reducing the need for extensive re-studying
- Retention declines over time after course completion
- Earning your credential sooner enhances your professional credibility and employability

Application & Verification Process

To apply for the exam, graduates must submit an application to CBDM and have their program completion verified. Both student action and program verification are required.

Step 1: Submit Your Application

- Apply through CBDM after completing all program requirements
- Follow all instructions provided on the CBDM website

Step 2: Submit Your Graduation Documentation (Student Responsibility)

Use NSCC's digital credentialing service (e.g. [Parchment](#)) and then:

- Share your digital graduation certificate directly with CBDM
- Send to: exam@cbdmonline.org

Benefit: Submitting your digital credential can reduce processing time by **up to 3 weeks**.

Step 3: Program Verification (Program Director Responsibility)

- The Program Director will submit an official graduation list to CBDM.
- CBDM uses this list to confirm program completion and eligibility.

After Approval

Once your application and graduation are verified:

- You will receive authorization to schedule your exam
- Exams are scheduled through CBDM's testing partner (typically Pearson VUE)
- You may select a testing date, time, and location (or online option, if available)

Key Tips for Success

- Apply as soon as possible after graduation
- Submit your digital credential promptly to avoid delays
- Monitor your email for updates from CBDM
- Schedule your exam quickly once approved
- Begin light review shortly after applying to reinforce key concepts

Program Support

Your Program Director will:

- Submit a graduation list to CBDM
- Provide guidance on the application process
- Support you in preparing for exam success

CDM, CFPP Exam: Steps to Take AFTER Graduation

Step 1: Apply for the Exam

Apply online through the CBDM website: <https://www.cbdmonline.org/get-certified/register>

- Create or log into your account
- Complete the application
- Pay the exam fee

Step 2: Submit Your Graduation Documentation (Student Responsibility)

Be sure to share your Parchment information:

- Share your digital graduation certificate with CBDM
- Send to: exam@cbdmonline.org

Important: Submitting your digital credential can reduce processing time by up to 3 weeks and helps prevent delays in exam approval.

Step 3: Program Verification (Program Responsibility)

- The Program Director will submit an official graduation list to the Certifying Board for Dietary Managers (CBDM)
- This verifies your program completion and eligibility

After Approval

Once your application and graduation are verified:

- You will receive authorization to test
- You will schedule your exam through CBDM's testing partner (typically Pearson VUE)
- You may select your testing date, time, and location

Recommendation

Students are strongly encouraged to take the exam as soon as possible after graduation to support retention of knowledge and timely credential attainment.

Additional Information

For a full overview of the certification process:

<https://www.cbdmonline.org/get-certified/cdm-cfpp-certification-process-overview>

Best of luck with your studies! See you in class.