

# Certified Foodservice Professional Toolkit

A step-by-step guide to becoming a  
Certified Foodservice Professional



## About CFSP

The Certified Foodservice Professional (CFSP) Program was established in 1987 and remains the most important industry certification for foodservice professionals. Today, NAFEM's CFSP program helps raise the standards and quality of industry professionals by offering continuing development opportunities and special recognition for this proud achievement.



# Steps to Certification

## Step 1: Create an account

Go to the CFSP section of NAFEM's website to be redirected to the CFSP website. Mouseover "Get Started" and click on [Create an Account](#) from the drop down menu. Provide your contact information to set up your login credentials.

## Step 2: Submit foodservice activity for credit

Sign into your account via NAFEM's Member Dashboard. Select "Certification Status" and scroll down the page to "Add New Activity". From the list, select the type of activity you're submitting and complete the necessary information.

Attach documentation that proves you completed/attended your activity. Your activity submission **will not** be approved without documentation. Accepted backup documentation includes a copy of a badge, certificate, diploma or something that clearly shows your name and the name/date of the event to directly prove participation.

The only activity that will not need documentation is The NAFEM Show. NAFEM has attendee databases starting from 2009, so we can verify your show attendance for you. Enter the show dates/years you attended, but documentation/proof is not necessary. For a list of accepted activities, see our **CFSP Credit Accumulation Worksheet** on page 6.

## Step 3: Credit approval

Once your CFSP activities are submitted, they are reviewed within 48 hours. Upon review you will receive notification that your submission was approved or denied. You need a total of 35 approved CFSP credits to take the exam.

## Step 4: Purchase study materials

Once 15 credits are approved, you can purchase CFSP study materials. The study materials include a 20-chapter textbook and an online overview, and your CFSP exam. NAFEM offers four (4) study bundle options in English, two (2) study bundles in Spanish and two (2) study bundles in Mandarin. We also have a la carte study resources available. See more CFSP study bundle details on page 4.

## Step 5: Take the exam

The CFSP Online Exam **must be administered by a proctor**. All proctors are CFSPs who do not work at your current company. To find a local proctor or schedule your exam, contact Rebecca Laschober at [rlaschober@nafem.org](mailto:rlaschober@nafem.org). It is your responsibility to contact the proctor of your choosing and set up a time/location for your online exam. It is the proctor's responsibility to contact NAFEM for the actual exam. You must pass the exam with a **score of 75% or higher** within one year of purchasing your study materials. You will immediately be notified if you passed your exam and can print your certificate that day.

## Step 6: Maintain certification

To maintain your certification, you need to **pay dues** (\$25/year) and participate in **one credit-earning activity** each year. While one credit is required each year to maintain your certification, there is no limit on how many credits you can earn. At the start of the new year, you will technically be inactive until that year's dues have been paid and you have received approval for one CFSP credit for the previous year. After five years of inactivity, your CFSP account will be deactivated. If you wish to reinstate your certification after five years, you will need to start over, from Step 1, earn 35 credits and retake the exam.



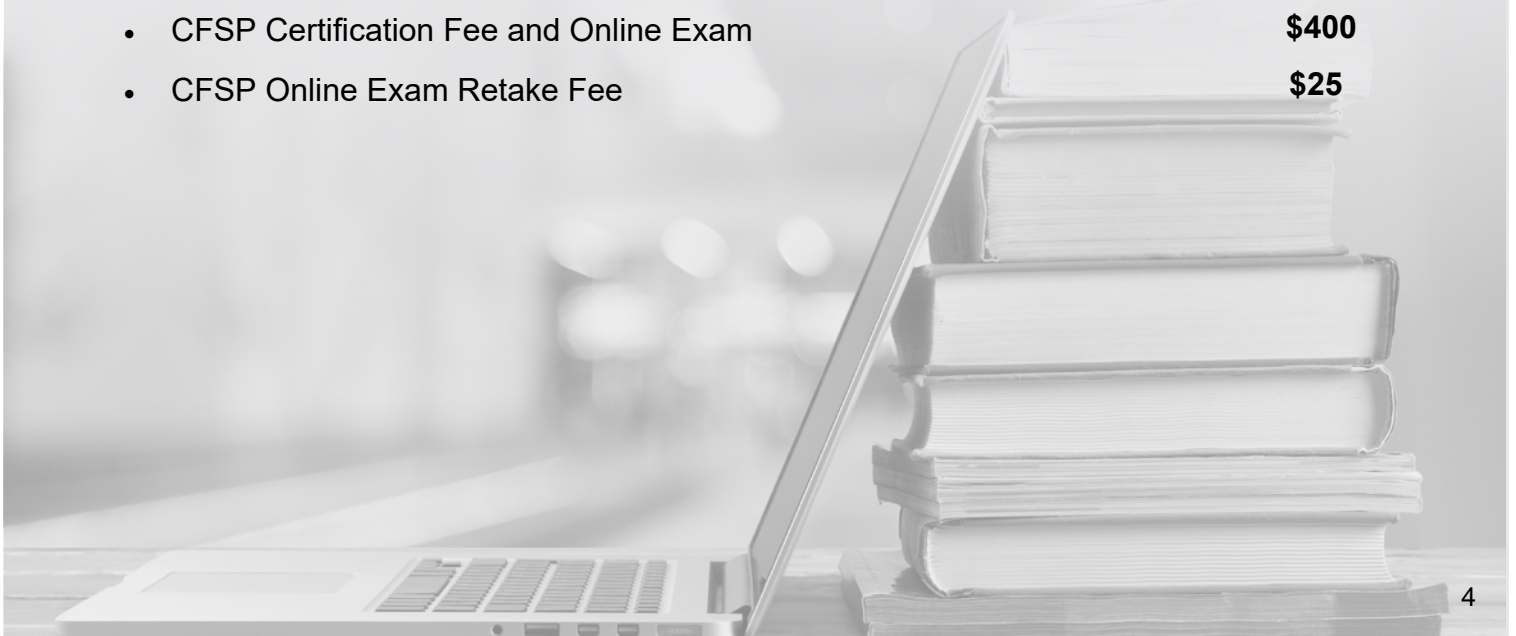
# Pricing

## Study bundles

- **Bundle One:** Includes the CFSP Study Guide in an eBook format readable on all platforms and devices, the CFSP Online Overview, your CFSP Certification Fee and your CFSP Online Exam. **\$775**
- **Bundle Two:** Includes a printed CFSP Study Guide, the CFSP Online Overview, your CFSP Certification Fee and your CFSP Online Exam. **\$775**
- **Bundle Three:** Includes the CFSP Study Guide in an eBook format readable on all platforms and devices, the CFSP Online Overview, the CFSP Virtual Overview, typically presented each August, your CFSP Certification Fee and your CFSP Online Exam administered at NAFEM headquarters. **\$775**
- **Bundle Four:** Includes a printed CFSP Study Guide, the CFSP Online Overview, the CFSP Virtual Overview, typically presented each August, your CFSP Certification Fee and your CFSP Online Exam administered at NAFEM headquarters. **\$775**

## A la carte study resources

- |  |              |
|--|--------------|
| • CFSP Study Guide eBook                 | <b>\$650</b> |
| • CFSP Study Guide Print Book            | <b>\$650</b> |
| • CFSP Online Overview course            | <b>\$995</b> |
| • CFSP In-person Overview seminar        | <b>\$650</b> |
| • CFSP Certification Fee and Online Exam | <b>\$400</b> |
| • CFSP Online Exam Retake Fee            | <b>\$25</b>  |





## International study bundles

- **Bundle One – Chinese:** Includes the CFSP Study Guide in an eBook format readable on all platforms and devices, the CFSP Online Overview, your CFSP Certification Fee and your CFSP Chinese (Mandarin) Online Exam. **\$775**
- **Bundle Two – Chinese:** Includes a printed CFSP Study Guide, the CFSP Online Overview, your CFSP Certification Fee and your CFSP Chinese (Mandarin) Online Exam. **\$775**
- **Bundle One – Spanish:** Includes the CFSP Study Guide in an eBook format readable on all platforms and devices, the CFSP Online Overview, your CFSP Certification Fee and your CFSP Spanish Online Exam. **\$775**
- **Bundle Two – Spanish:** Includes a printed CFSP Study Guide, the CFSP Online Overview, your CFSP Certification Fee and your CFSP Spanish Online Exam. **\$775**

## International – A la carte study resources

- |  |              |
|--|--------------|
| • CFSP Certification Fee and Exam – Chinese (Mandarin) | <b>\$400</b> |
| • CFSP Exam Retake – Chinese (Mandarin)                | <b>\$25</b>  |
| • CFSP Certification Fee and Exam – Spanish            | <b>\$400</b> |
| • CFSP Exam Retake – Spanish                           | <b>\$25</b>  |

## Group pricing

NAFEM offers discounted group pricing for companies looking to certify a group of employees at once. Groups of 2-10 people may purchase a CFSP study bundle for \$520 and groups with 11+ may purchase a CFSP study bundle for \$390. For more information on how to establish a CFSP group, contact Rebecca Laschober at [rlaschober@nafem.org](mailto:rlaschober@nafem.org).



# CSFP Credit Accumulation Worksheet

Updated Oct. 2022

	Current Credits Per Event/Year	My Credits To-Date*
<b>EDUCATION LEVEL</b> (Credits are awarded on the highest level of education)		
High School Graduate	1	
Associate Degree	2	
Culinary Program	2	
Bachelor's Degree	3	
Master's Degree	4	
MBA	4	
Juris Doctorate	5	
Doctorate	6	
<b>FOODSERVICE INDUSTRY PARTICIPATION</b>		
The NAFEM Show (Maximum 12 credits, 1 credit awarded per show after first 3 shows)	4	
National Restaurant Association Show (Maximum 6 credits, 1 credit awarded per show after first 3 shows)	2	
Industry Trade Shows (e.g., IHMRS, RCA, SCAA, etc.)	1	
International Shows (e.g., HOST Milan; FHA Singapore, Hotelympia, Abastur, Hostex, ect.)	1	
Buying Group Conference Only (ABC, CPG, Excell, IFED, ISE, NAFED, NESA, NexGen, NISSCO, PRIDE, SEFA, etc.)	1	
Regional Conferences & Exhibitions (ACF, DMA, SNA, etc.)	1	
Foodservice Industry Conferences (CFESA, FEDA, FCSI, MAFSI, SNA, NACUFS, etc.)	1	
Industry Board/Committee Member (per year)	1	
<b>CONTINUING EDUCATION</b>		
E&S Overview	2	
CPMR (101)	1	
CPMR (201)	1	
CPMR (301)	1	
CPMR (401)	1	
ServSafe® Certification (Maximum 10 credits)	1	
Seminars		
NAFEM Education Sessions (Including courses in The NAFEM Learning Center)	1	
Industry/Education Sessions (Excludes Conference Sessions)	1	
Manufacturer-hosted Training	1	
Utility/Certification Agency Training	1	
<b>RECOGNITION</b>		
By-lined Articles (written and printed in a professional journal or magazine)	1	
Speaker/Instructor for Educational Forum	1	
Foodservice Industry Honors	1	
<b>CFSP ONLINE OVERVIEW</b> (Required)		
Module A	3	
Module B	6	
Module C	5	
Module D	6	
<b>TOTAL ESTIMATED CREDITS</b>		

\*NAFEM will review all credit earning submissions before awarding CFSP credits.

To estimate your credits online, go to our [CFSP Credit Calculator](#).



## FAQs

### **How long does it take for the materials to arrive once I purchase my CFSP study bundle?**

Allow 3-4 business days for print-on-demand textbooks to arrive. Digital bundles (e-books) are emailed and ready for download instantly.

### **What is NAFEM's CFSP Virtual Overview and when is it offered?**

The Virtual Overview is NAFEM's two-day, instructor-led CFSP overview seminar typically offered each August. For information on the next Overview see [NAFEM's Events page](#).

### **Do you offer group or company-hosted CFSP certification prep?**

Yes, for group pricing contact Rebecca Laschober at [rlaschober@nafem.org](mailto:rlaschober@nafem.org).

### **How do I update my foodservice industry activities to earn additional credits?**

Sign into your account to report industry activities and view your certification records and status. Remember, you must provide proof of attendance to earn credits: simply scan supporting documents to your computer and upload them to your account.





## **Are there different levels of CFSP designation I can work toward?**

There are three levels of achievement in the CFSP program. You advance naturally through the levels of certification as you earn the required number of credits:

**Level III:** 35 (minimum number of credits required to take the CFSP exam) to 54 credits accumulated

**Level II:** 55 to 74 credits accumulated

**Level I:** 75+ credits accumulated

## **Can I include a CFSP logo on my website?**

Once you have been certified, you can add the designation to your email signatures and any day-to-day business communications. The [logo](#) (.jpg) is available for you to download and proudly showcase!

## **Can I get a refund or transfer my payment to someone else?**

Once you authorize payment for a CFSP bundle or any a la carte item, you will not be eligible to receive a refund or transfer payments.



## **Do you need assistance getting started on your CFSP journey?**

Contact Rebecca Laschober, membership coordinator at [rlaschober@nafem.org](mailto:rlaschober@nafem.org) or by phone at +1.312.821.0217.



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