

CERTIFICATION EXAMINATION FOR CULINARY MEDICINE SPECIALISTS

HANDBOOK FOR CANDIDATES



2019 TESTING PERIODS

Application Deadline

February 22, 2019
June 14, 2019
October 2, 2019

Testing Window

March 23 – April 6, 2019
July 13 – July 27, 2019
November 2 – November 16, 2019



PROFESSIONAL TESTING CORPORATION® 1350 BROADWAY • SUITE 800 • NEW YORK, NY 10018

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This handbook contains necessary information about The Certification Examination for Culinary Medicine Specialists. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change.

CERTIFICATION

The Culinary Medicine Specialist Board has established the Certified Culinary Medicine Specialist (CCMS) designation to identify clinicians who have the comprehensive knowledge of nutrition and culinary techniques to deliver the most informed, practical, and effective nutritional counseling to their patients. Certification as a culinary medicine specialist recognizes physicians, advanced practice registered nurses, nurse practitioners, physician assistants, registered dietitians, pharmacists, certified diabetes educators, and others who demonstrate a competent level of professional practice and conduct. Certification is an indication of current knowledge in a specialized area of practice.

PURPOSES OF CERTIFICATION

Certification as a culinary medicine specialist provides formal recognition of knowledge and practice in the field by:

1. Formally recognizing those individuals who meet the eligibility requirements of the CCMS program and pass the Certification Examination for Culinary Medicine Specialists.
2. Encouraging continued personal and professional growth as a culinary medicine specialist.
3. Providing a standard of knowledge requisite for certification, thereby assisting in the assessment of culinary medicine specialists.

ADMINISTRATION

The Certification Program is sponsored by Culinary Medicine Specialist Board. The Certification Examination for Culinary Medicine Specialists is administered for the Board by the Professional Testing Corporation (PTC), 1350 Broadway, Suite 800, New York, New York 10018, (212) 356 0660, www.ptcny.com. Questions concerning the examination should be referred to PTC.

ELIGIBILITY REQUIREMENTS

Candidates must meet the following eligibility criteria as of the application deadline indicated on the cover of the handbook:

- A. Be currently licensed to practice medicine in the United States or Canada as one of the following:
 1. Physician (MD or DO)
 2. Advanced Practice Registered Nurse (APRN)
 3. Nurse Practitioner (NP)
 4. Registered Nurse (RN)
 5. Physician Assistant (PA)
 6. Registered Dietitian (RD)
 7. Pharmacist (PharmD or RPh)
 8. Certified Diabetes Educator (CDE)

A copy of current license or CDE certification must accompany application.

- B. Have active board certification in an American Board of Medical Specialties (ABMS) member board or osteopathic medicine equivalent for physician candidates. Documentation of board certification must accompany application.
- C. Complete a minimum of 60 credit hours of approved nutrition education (or 24 credit hours if previously certified by NBPNS, NBNSC, or ACN), of which 12 hours must be obtained by hands-on participation at an approved

Culinary Medicine teaching kitchen event. Information on approved coursework can be found at: www.healthmeetsfood.com.

- D. Complete 2 online post-tests assessing knowledge based on 2 culinary medicine readings. Information on the required readings can be found at: www.healthmeetsfood.com.
- E. Pay required fees.

ATTAINMENT OF CERTIFICATION AND RECERTIFICATION CRITERIA

Candidates who pass the Certification Examination for Culinary Medicine Specialists will receive certificates indicating their certification status as a Certified Culinary Medicine Specialist and will be entitled to use the trademarked designation CCMS® after their names.

Certification for Culinary Medicine Specialists is recognized for a period of five (5) years at which time 30 hours of coursework, including 3 hands-on modules and fee, will be required to maintain certification.

REVOCATION OF CERTIFICATION

Certification will be revoked for any of the following reasons:

1. Falsification of any part of an application.
2. Revocation of any current license to practice medicine.
3. Misrepresentation of certification status.

The Board of the CCMS Program shall make all decisions regarding revocation of certification.

COMPLETION OF APPLICATION

Once the Board has approved a candidate for testing, the candidate will receive an approval code to be used when applying to take the examination. The Application must be completed online at www.ptcny.com/clients/ccms. Provide ALL information requested on the Application. Mark only one response unless otherwise indicated. Candidates who do not complete the Application in its entirety will not be able to submit the Application but can save the work done and return to complete it at a later time.

All 60 credit hours and required readings must be completed 6 weeks prior to registration for the examination in order to validate credits and load candidate information to the testing system.

NOTE: The name you enter on your Application must match exactly the name shown on your current government-issued photo ID such as driver's license or passport. Do not use nicknames or abbreviations.

The online application and appropriate fees for the examination must be received on or before the appropriate deadline listed in this Handbook.

EXAMINATION ADMINISTRATION

The Certification Examination for Culinary Medicine Specialists is administered three times per year during established two-week testing periods, Monday through Saturday, excluding holidays, at computer-based testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-served basis. To find a testing center near you, visit www.ptcny.com/cbt/sites.htm or call PSI at (800) 207-1288.

Please note: Hours and days of availability vary at different centers. You will not be able to schedule your examination appointment until you have received a Scheduling Authorization from PTC.

ONLINE TESTING SOFTWARE TUTORIAL

A testing tutorial can be viewed, free of charge, online. Please visit www.ptcny.com/cbt/demo.htm. This document can give you an idea about the features of online testing.

SCHEDULING YOUR EXAMINATION APPOINTMENT

Within 6 weeks prior to the first day of the testing period, you will be sent a Scheduling Authorization by email from notices@ptcny.com. The Scheduling Authorization will indicate how to schedule your examination appointment as well as the dates during which testing is available. Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Scheduling Authorization in order to maximize your chance of testing at your preferred location and on your preferred date.

If you do not receive a Scheduling Authorization at least three weeks before the beginning of the testing period, contact the Professional Testing Corporation at (212) 356-0660 for a duplicate. Scheduling Authorization emails sometimes end up in junk/spam mail folders. Please add notices@ptcny.com to your email contacts or email safe sender list.

You MUST present your current driver's license, passport, or U.S. military ID at the test center. Temporary, paper driver's licenses are not accepted. The name on your Scheduling Authorization must exactly match the name on your photo I.D. PTC recommends you take a printed copy of your Scheduling Authorization as well as your PSI appointment confirmation as well.

- It is highly recommended that each candidate become familiar with the location of the testing site before the scheduled testing date.
- It is the candidate's responsibility to call PSI to schedule the exam appointment.
- Arrival at the testing site at the appointed time is the responsibility of the candidate. Please plan for weather, traffic, parking, and any security requirements that are specific to the testing location. Late arrival may prevent you from testing.

SPECIAL NEEDS

The Board and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660. This Form must be uploaded with the online application at least EIGHT weeks before the testing period begins. Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.

Only those requests made and received on the official Request for Special Needs Accommodations Form (found at www.ptcny.com) will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form.

Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential.

INTERNATIONAL TESTING

Candidates outside of the United States and Canada must complete and submit the Request for Special Testing Center Form found on the www.ptcny.com homepage. This form must be uploaded to your application no later than 8 weeks prior to the start of the chosen testing period. Fees for testing at an international computer test center (outside of the United States and Canada) are \$100.00 in addition to the examination fee. PTC will arrange a computer-based examination at an international test center for you.

CHANGING YOUR EXAMINATION APPOINTMENT

If you need to cancel your examination appointment or reschedule to a different date within the two-week testing period, you must contact PSI at (800) 207-1288 no later than noon, Eastern Time, of the second business day PRIOR to your scheduled appointment. **Please note:** PSI does not have the authority to authorize refunds or transfers to another testing period.

If you fail to arrive for your appointment or cancel without giving the required notice, you will forfeit your testing fee.

RULES FOR THE EXAMINATION

1. All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; all wearable technology such as smart watches; MP3 players such as iPods, pagers, cameras and voice recorders are not permitted to be used and cannot be taken into the examination room.
2. No books, papers, or reference materials may be taken into nor removed from the examination room.
3. Simple, nonprogrammable calculators are permitted with the exception of calculators as part of cell phones, etc. A calculator is also available on screen, if needed.
4. No questions concerning the content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
5. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
6. Bulky clothing, such as sweatshirts (hoodies), jackets, coats and hats, except hats worn for religious reasons, may not be worn while taking the examination.
7. All watches and “Fitbit” type devices cannot be worn during the examination. It is suggested that these items are not brought to the test center.

FEES

The application fee for the Certification Examination for Culinary Medicine Specialists is \$425.00.

Make check or money order payable to: PROFESSIONAL TESTING CORPORATION. Visa, MasterCard, and American Express are also accepted. **DO NOT SEND CASH.**

REFUND AND TRANSFER POLICY

There will be no refund of any fees.

There will be no refund of fees. Candidates unable to take the exam during their originally scheduled testing period may request a one-time transfer to the immediate next testing period. A transfer request must be made in writing to PTC and the transfer fee of \$175.00 submitted within 30 days of the originally scheduled testing period. If candidates are unable to attend the examination during the testing period for which they registered and elect not to reschedule to the next testing window, the application will be closed and all fees will be forfeited. Please contact PTC at (212) 356-0660 if you need to transfer your exam window.

REPORT OF RESULTS

Candidates will be notified by U.S. mail approximately four weeks after the end of the testing period whether or not they have passed the examination. Scores on the major areas of the examination and on the total examination will be reported to the candidate and to the Board. Successful candidates will also receive certificates from the Board.

REEXAMINATION

The Certification Examination for Culinary Medicine Specialists can be repeated an unlimited number of times. The candidate must file a new Application and submit the full application fee each time.

CONFIDENTIALITY

The Board will release the individual test scores ONLY to the individual candidate. Any questions concerning test results should be referred to the Board or to PTC. Upon request from individuals and/or the public, the Board will verify the certification of a candidate.

CONTENT OF EXAMINATION

1. The Certification Examination for Culinary Medicine Specialists is a computerized exam with a total testing time of two hours. The exam consists of 100 scored, multiple-choice questions and 20 non-scored, pre-test questions. The pre-test questions are distributed throughout the examination and do not count towards a candidate’s score, as they are being evaluated to determine if they perform well enough statistically to be introduced as scored questions on a future exam. Only the scored items count towards the candidate’s final score.
2. The content for the examination is described in the Content Outline starting on page 7.
3. The questions for the examination are obtained from individuals with expertise in culinary medicine and are reviewed for construction, accuracy, and appropriateness by the Board.
4. The Board, with the advice and assistance of PTC, prepare the examination.
5. The Certification Examination for Culinary Medicine Specialists will be weighted in approximately the following manner:

I. GENERAL DIET AND LIFESTYLE PRINCIPLES	45%
II. NUTRITION PRINCIPLES	15%
III. NUTRITION AND HEALTH	20%
IV. CULINARY PRINCIPLES	20%

CONTENT OUTLINE

I. GENERAL DIET AND LIFESTYLE PRINCIPLES

- A. Weight Management
 1. Diet
 - a. Different approaches
 - b. Meal replacements
 - c. Commercial programs
 - d. Medical programs
 2. Exercise and NEAT
 3. Mindfulness and accountability
 4. Portion and Food Environment Control
 5. Psychology (Binge, night, and other maladaptive eating behaviors)
- B. Eating Habits/Food Selection
 1. Menu Strategies
 2. Social/Philosophical Impacts
 3. Knowledge of Nutrition Information
 - a. Nutrition Labels
 - b. MyPlate Recommendations
 4. Organic and Locally-Grown Foods
- C. Diets
 1. Mediterranean Diet
 2. DASH Diet
 3. Vegetarian Diets
 4. Pediatric Diets
 5. Fad Diets
 6. Sports Diets

II. NUTRITION PRINCIPLES

- A. Carbohydrates
 - 1. Impact
 - 2. Glycemic Index/Glycemic Load
- B. Proteins
 - 1. Metabolism
 - 2. Sources for Vegetarian Diet
- C. Lipids
 - 1. Impact
 - 2. Sources in Diet
- D. Sodium
 - 1. Impact
 - 2. Sources in Diet

III. NUTRITION AND HEALTH

- A. Hypertension
- B. Cancer
- C. Heart Disease
- D. Pregnancy
- E. Food Allergies
- F. Food Intolerance
- G. Celiac Disease
- H. Sports Nutrition

IV. CULINARY PRINCIPLES

- A. Menu/Meal Planning
- B. Selection and Modification of Recipes
- C. Selection of Ingredients
- D. Food Preparation/Kitchen Skills
- E. Cooking Methods/Culinary Techniques
- F. Flavor Building
- G. Special Ingredients
 - 1. Fiber
 - 2. Fats
 - 3. Sweeteners
 - 4. Thickening Agents

SAMPLE EXAMINATION QUESTIONS

Q1: Which of the following flours contains gluten?

- a. Millet
- b. Wild rice
- c. Semolina
- d. Buckwheat

Q2: According to the Mediterranean Diet, what is the recommended MINIMUM number of servings of fish per week?

- a. One
- b. Two
- c. Three
- d. Four

Q3: Which of the following is the best source of beta carotene?

- a. Oranges
- b. Bananas
- c. Sweet potatoes
- d. Summer squash

Q4: Which of the following foods would provide satiety with the fewest calories?

- a. Fish
- b. Eggs
- c. Pasta
- d. Fruits and vegetables

Correct Answers to Sample Questions:

Q1: c; Q2: b; Q3: c; Q4: d

ONLINE PRACTICE TEST

The practice test for the Certification Examination for Culinary Medicine Specialists is now available.

WHY TAKE IT

To experience taking a computerized exam, to review content included in Certification Examination for Culinary Medicine Specialists, and to learn more about question format, style, and level of difficulty.

SCORE REPORT

After completing the online practice test, you will receive an instant score report showing test performance in each of the content areas. The score report does not provide correct answers or indicate which questions were answered correctly and incorrectly.

NOTE: The online practice test is an optional tool candidates may use as they prepare for the certification examination. While the practice test may help candidates identify areas of strengths and weakness, it should not be used as the only means to determine candidate preparedness or readiness to test. Since the practice test is NOT intended to be a study guide nor the sole source of preparation for the actual certification examination, candidates are NOT provided with the answer key, rationales for each question, nor notification of which specific items were answered correctly or incorrectly.

Though the specific questions that are on the practice test will not appear on the actual certification examination, it allows candidates to become familiar with the style of questions that may be asked. The instant score report received after practice test submission shows overall test performance as well as performance in each of the content areas. Candidates may find this information useful in determining future study needs. Once the practice test is scored, candidates cannot return to the test to review the questions. Performance on the practice test does not guarantee similar performance on the actual certification examination.

The PTC Online Testing System does not demonstrate the testing software used during the certification examinations. Those who purchase the online practice test should be aware that they will use a different testing platform when they take certification examinations at designated proctored testing centers.

The practice test is not a requirement for certification eligibility nor does it contribute in any way to success on the certification examination. There are many ways candidates should prepare for the certification examination. Candidates should use a variety of resources and consider their own education and experiences. Review the content outline and reference materials listed in the handbook for additional exam-related information.

CONTENT INCLUDED

- I. General Diet and Lifestyle Principles
- II. Nutrition Principles
- III. Nutrition and Health
- IV. Culinary Principles

FEES

\$50, paid by credit card.

HOW TO APPLY

Go to <https://secure.ptcny.com/webtest> and follow the directions to apply.

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