



## Guide to MOC

### Maintenance of Certification

The American College of Culinary Medicine (ACCM) has updated guidelines for Maintenance of Certification (MOC). The goal is to have a program that is easy to maintain both for the administrative team at the ACCM and those who have certified. Below is information about how MOC will work, requirements and activities that will count toward certification.

### How does it work?

Certifications run in 5-year increments from the date of initial certification and 50 total credit hours are required to recertify. This does not need to be documented as 10 hours yearly for five years and can be aggregate credits across each 60-month period. For example, this may be 5 hours in year 1, 20 hours in year 2 and 25 hours in year 5.

You can now track your MOC credits from the Health meets Food (HmF) conferences, CME HmF modules, and other ACCM approved CME activities through a software program called CE App. It is accessible through the [culinary.medicine.org](http://culinary.medicine.org) website. See the CE App Instructions Guide (below) for more details on how to navigate this software. Most activities require completion of an activity evaluation within 90 days of participation before downloading your CME certificate. Some activities will be automatically uploaded into the CE App while others require you to track and upload your certificate. Please see chart below for more details.

Recertification fees are \$250.00. When you are ready to have your credits audited and recertify, email Katie at [kbaram@culinarymedicine.org](mailto:kbaram@culinarymedicine.org)

### What counts as credit towards recertification?

| DOMAIN 1                                                                                                   | Credits                                       | Tracking Submission                                                                               |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------|
| ACCM Advisory Board <ul style="list-style-type: none"><li>Membership/participation</li></ul>               | 1 CEU/ meeting attended – max of 10 per cycle | Upload to the CE App                                                                              |
| New curriculum sites <ul style="list-style-type: none"><li>Leading training series</li></ul>               | 12 CEU / per training                         | Upload to the CE App                                                                              |
| Presentations <ul style="list-style-type: none"><li>Grand Rounds</li><li>Meeting speaker / panel</li></ul> | 5 CEU / activity                              | Upload announcement or invitation to the CE App - make sure the subject matter is clearly stated. |



| DOMAIN 2                                                                                                                                                                                                                                           | Credits                                          | Tracking Submission                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <p>Conference Attendance</p> <ul style="list-style-type: none"> <li>• Health meets Food Conference</li> <li>• ACCM Roundtables</li> <li>• ASN</li> </ul>                                                                                           | 1 CEU / contact hour                             | HmF conference/CME roundtables automatically uploaded; all others HmF roundtables email Katie; ASN -upload certificate |
| Research manuscript – individual                                                                                                                                                                                                                   | 10 CEU / manuscript                              | Upload to CE App for review                                                                                            |
| Publications – multiple authors                                                                                                                                                                                                                    | 5 CEU / secondary author<br>10 CEU – lead author | Upload to CE App for review                                                                                            |
| Special Content Development<br>clinical guidelines (writing and revising),<br>legislative initiatives (local, state or national) on<br>food and nutrition policy                                                                                   | 5 CEU/ activity                                  | Upload to CE App for review                                                                                            |
| Self-study content – ASN, Journal of Nutrition<br>and Dietetics, Journal of Clinical Nutrition                                                                                                                                                     | 1 CEU / qualified activity                       | Upload to CE App for review                                                                                            |
| DOMAIN 3                                                                                                                                                                                                                                           |                                                  |                                                                                                                        |
| <p>ACCM Committee participation</p> <ul style="list-style-type: none"> <li>• Certification</li> <li>• Clinical Practice</li> <li>• Standards</li> <li>• Curriculum Committee</li> <li>• Dietetics</li> <li>• Graduate Medical Education</li> </ul> | 1 CEU / contact hour                             | Automatically uploaded to CE App                                                                                       |
| <p>Course Instruction</p> <ul style="list-style-type: none"> <li>• Academic courses</li> <li>• Community courses</li> </ul>                                                                                                                        | 1 CEU / contact hour<br>1 CEU / contact hour     | Upload to CE App* - Lesson plans if not using HmF. Module and dates if using HmF courseware.                           |
| <p>ACCM Health meets Food Curriculum</p> <ul style="list-style-type: none"> <li>• Module participation</li> <li>• New Modules</li> </ul>                                                                                                           | CEU designated by modules                        | Automatically uploaded in CE App                                                                                       |
| <ul style="list-style-type: none"> <li>• ACCM Content External Reviewer</li> </ul>                                                                                                                                                                 | 1 CEU/ contact hour                              | Automatically uploaded in CE App                                                                                       |

**\*See Tips for Navigating the CE App** (below) for details on how to log multiple dates under one entry

New modules that are added to the course may be taken for both credit and CME and these hours are automatically tracked by the system.

Ensure you have completed the activity evaluation within 90 days of HmF sponsored events such as conferences or Roundtables. If you do not see the credit under your profile, please contact Katie at [kbalaram@culinarymedicine.org](mailto:kbalaram@culinarymedicine.org) Alternatively, download the CME certificates and upload to the CE App.

American Society for Nutrition (ASN) Conference hours will be credited with the submission of your CE certificates for the sessions you claimed credit.

ASN, Academy of Nutrition and Dietetics (AND) - Journal of Nutrition and Dietetics and Journal of Clinical Nutrition Online CE activities will be credited with submission of your CE certificates for each individual activity.

Instruction of culinary medicine courses and closely related topics at the Academic level will be credited. For HmF curriculum, please submit the modules covered and dates with time spent teaching. If you are not using the HmF curriculum, attach a copy of the lesson plan, an outline of the modules taught, and the number of hours spent in instruction.

To expedite submission in the CE App for teaching HmF curriculum, upload one log of the information required. When filling out the required components in the CE App (those marked with a red\*), pick the final date from your log, then report the total number of hours. If you have the dates and times per module specified in the log, this will be recorded correctly.

Presenting Grand Rounds or other presentations on culinary medicine and closely related topics will require a copy of the announcement or invitation with the subject matter and the amount of time spent in presentation. These activities will be reviewed by the ACCM prior to granting credit. Upload to the CE App for review.

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## FAQ

**Do I have to wait until my 5 years is up to submit my ongoing work?**

No and it is probably best that you do not hold all credits until the end of your cycle.

**What if the automatically added credits are not displayed under my profile in the CE App?**

The system will take some time to be fully automatic. Contact Katie at [kbalaram@culinarymedicine.org](mailto:kbalaram@culinarymedicine.org) if you do not see credits that should be automated.

## How do I upload credits into the CE App?

You will need to log-in on your profile at <https://culinarymedicine.org/> You can then access the CE App – see detailed instructions for the CE App.

## Can I submit activities not listed for credit?

No. These sources have been vetted for academic rigor and validity, so currently no additional activities are approved. ACCM will be working on a mechanism to approve other activities.

## How do I pay for recertification?

Once you receive confirmation that your hours are vetted, you should receive an invoice. If you have problems with the invoice or need it to be submitted directly to your institution (please allow extra time for this process), kindly reach out to Katie at [kbalaram@culinarymedicine.org](mailto:kbalaram@culinarymedicine.org) Alternatively, we are happy to produce a direct invoice for you to submit if you prefer.

# CE App Instructions

Below are the steps to access our new continuing education tracking application, CE App. This will allow you to claim credits toward your Certified Culinary Medicine Specialist Maintenance of Certification (MOC).

**First log in to your account on <https://culinarymedicine.org>**

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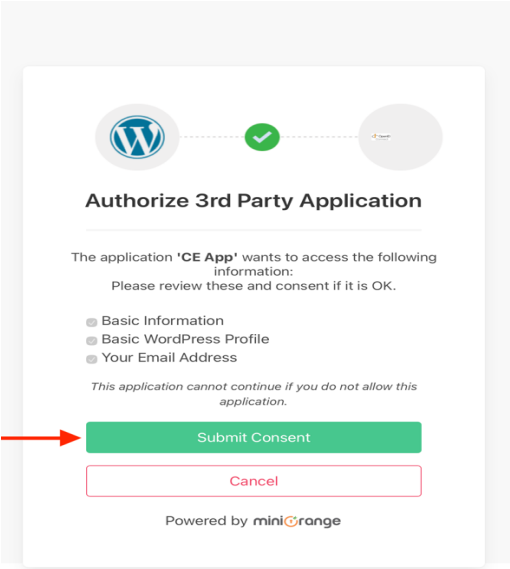
### Step 1

Hover over the My Account menu. Select “CCMS MOC Tracking”.



Step 2

Click “Submit Consent” on the permission’s pop-up window. Note: that connection between the ACCM Web site and the CE App Web site is secure.



Step 3

The system will load your account in the CE App. This may be pre-populated with some ACCM activities that you have completed.

To record a new continuing education activity, click the button “Record New CE”.



Track CE

TH

My Continuing Education Records

Filter for

All time

5 Credits Completed

+ Record New CE

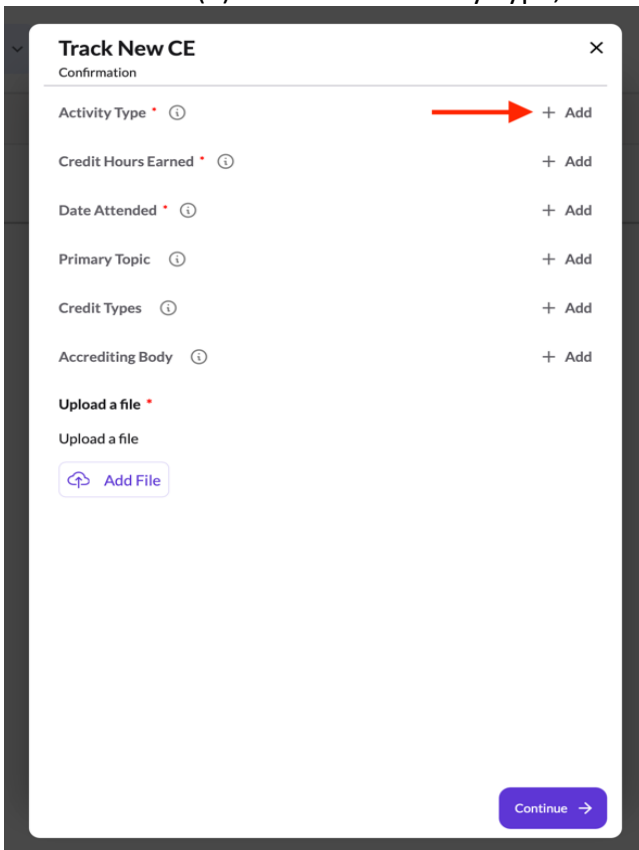
| CE Title                                    | Credits | Credit Type | Topic | View / Edit     |
|---------------------------------------------|---------|-------------|-------|-----------------|
| ACEA Sample Education<br>September 05, 2025 | 5.00    |             |       | <div>View</div> |

10 per page

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## Step 4

The window that pops up allows you to add a number of parameters. Complete all required fields marked with a red asterisks (\*). Start with Activity Type, click on +Add.



The screenshot shows a mobile application window titled "Track New CE" with a close button (X) in the top right corner. Below the title is a "Confirmation" section. The form contains several fields, each with a red asterisk (\*) indicating it is required. The fields are: "Activity Type", "Credit Hours Earned", "Date Attended", "Primary Topic", "Credit Types", and "Accrediting Body". Each field has a "+ Add" button to its right. A red arrow points to the "+ Add" button for "Activity Type". Below these fields is a section titled "Upload a file" with a red asterisk (\*). It includes a text label "Upload a file" and a button with a cloud upload icon and the text "Add File". At the bottom right of the form is a purple button labeled "Continue" with a right-pointing arrow.

## Step 5

You will be able to select from a number of activities including conferences, publications and self- study. Select the most appropriate activity category. Click “Continue”.

Track New CE

Confirmation

Activity Type ⓘ

Activity Type

Advisory Board Participation

AND and ASN Conference

Community Course instruction

HmF Conference

New Partner Site- Lead Training Series

Presentations/Panel Participation/Grand Rounds

Publication- Primary Author

Publication-Secondary Author

Research Manuscript- Individual

Self Study- ASN, AND, JND or JCN

Special Content Development

Upload a file

 Add File

Continue →

Step 6

Enter the number of credits earned from that activity. Click “Save”.

Track New CE

Confirmation

Activity Type ⓘ + Add

Credit Hours Earned ⓘ

Credit Hours Earned

Cancel

Save

Step 7

Next, enter the date. This may also encompass the date you taught a class, presented, etc. If multiple dates were included during your activity, enter the final date. Click “Save”.

Date Attended \* ⓘ

mm/dd/yyyy



Cancel

Save

Step 8

Attach the file such as a CE certificate, publication or personal letter attesting to academic course instruction with required information. If you are unsure of what to attach, please consult the *Guide to MOC* (above) or email [kbalaram@culinarymedicine.org](mailto:kbalaram@culinarymedicine.org)

Once you have completed all of the information click “Continue”.

Upload a file \*

Upload a file

 Add File

Continue →

## Tips to Navigate the CE App

### How to log multiple similar entries (e.g. entering in one year's worth of teaching HmF classes) within one submission:

1. Pick the activity drop down that applies. **This must apply to all the entries within this submission.** If it does not cover all of them, then you must create a separate submission. You can log multiple submissions.
2. Enter the **total** number of credits from this entire submission. Ex. You taught four HmF classes that each ran three hours long. You would enter 12 credits.
3. Add the **date of the last entry** in your log for this submission. Ex: You taught classes from January 11, 2023 to October 8<sup>th</sup> 2025, then enter: October 8<sup>th</sup> 2025.
4. Upload your log of similar activities. Consult the *Guide to MOC* (above) for requirements. Ex: academic level instruction using HmF curriculum must have the module number, date, and hours spent in instruction (see example below). If you are not using HmF curriculum than also add a copy of the lesson plan and outline of the modules taught. If you are unsure, please email [kbaram@culinarymedicine.org](mailto:kbaram@culinarymedicine.org)

Example of Log to upload:

Dear ACCM,

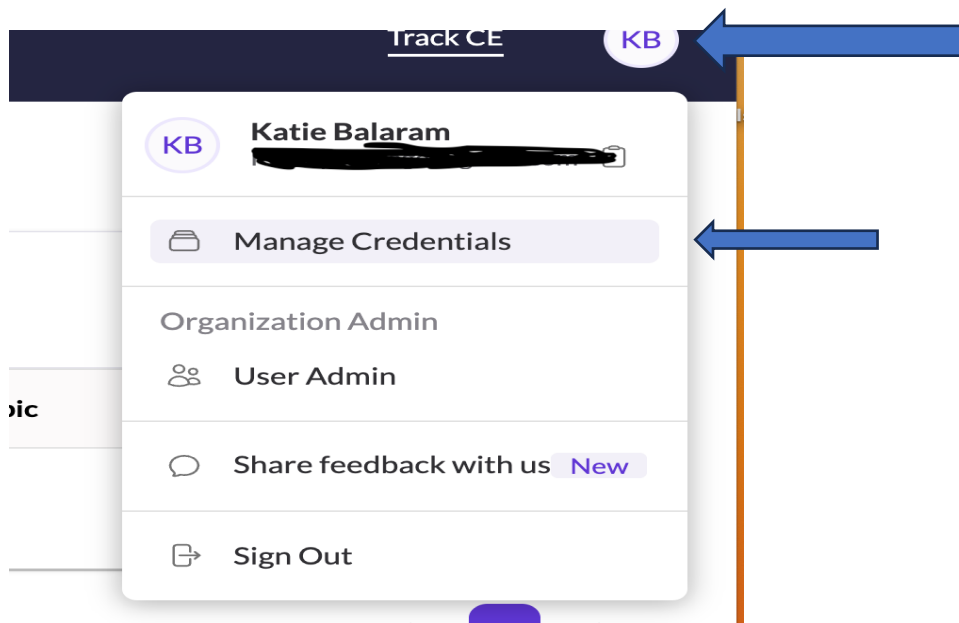
I attest that I have taught in the Culinary Medicine elective at the University of \_\_\_\_\_  
utilizing the Health meets Food courseware on the following dates:

| Date       | Module           | Contact Hours    |
|------------|------------------|------------------|
| 01/11/2023 | Module 1 and 1KS | 3                |
| 01/18/2023 | Module 2         | 3                |
| 2/15/2023  | Module 6         | 3                |
| 8/2/2023   | Module 1 and 1KS | 3                |
| 8/16/2023  | Module 3         | 3                |
| 9/20/2023  | Module 10        | 3                |
| 10/2/2024  | Module 1 and 1KS | 3                |
| 10/9/2024  | Module 2         | 3                |
| 11/20/2024 | Module 10        | 3                |
| 1/8/2025   | Module 1 and 1KS | 3                |
| 3/5/2025   | Module 1 and 1KS | 3                |
| 10/1/2025  | Module 1 and 1KS | 3                |
| 10/8/2025  | Module 2         | 3                |
|            | Total            | 51 contact hours |

[Signature block]

## How to check when your CCMS credentials expire:

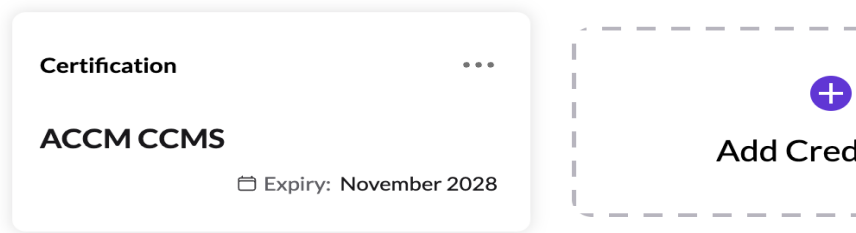
1. When you are logged on the CE App, click on your initials in the circle on the top right. Next, click on “Manage Credentials” under the dropdown options.



2. You should see your CCMS expiry date. If you do not, please contact [kbalam@culinarymedicine.org](mailto:kbalam@culinarymedicine.org)

## Licenses & Certifications

Track all of your credentials and know your compliance



How to track your progress:

1. Click on “Track CE” in the top right next to your initials.



2. It defaults to the current 5-year cycle of maintaining your CCMS. You can then choose from any of the following filters you see below:

My Continuing Education Records

Filter for

This cycle only ^

14.5 Credits Completed

+ Record New CE

| CE Title                 |                                              | Credits | Credit Type | Topic | View / Edit     |
|--------------------------|----------------------------------------------|---------|-------------|-------|-----------------|
| HmF Confe<br>June 06, 20 | All time<br>Last 12 months<br>Last 24 months | 14.50   |             |       | <div>View</div> |

10 per page

This cycle only ⓘ

Custom date range >

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