

Certification Examination for Culinary Medicine Specialists



Candidate Handbook 2020

Application Deadline*	Testing Window
April 15, 2020	April 25 – May 9, 2020
July 15, 2020	July 11 – August 31, 2020
November 15, 2020	November 7 – December 31, 2020

***Applications will not be accepted after 11:59pm Eastern on this date**

Administered by:



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www.ptcny.com/contact

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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.

CONTACT INFORMATION

<p>Professional Testing Corporation (PTC)</p> <p>www.ptcny.com</p> <p>(212) 356-0660</p>	<ul style="list-style-type: none"> • Apply for examination • Obtain general application policy and procedure information • Obtain information about testing policies and procedures • Transfer to a new Testing Period • Request Special Accommodations • Request Hand Score • Question about score reports • Miscellaneous inquiries
<p>Prometric</p> <p>www.prometric.com/CCMS</p> <p>(800) 741-0934</p>	<ul style="list-style-type: none"> • Schedule test appointment • Reschedule test appointment (within a testing period) • Cancel test appointment • Find directions to test site • Questions regarding testing sites and appointments
<p>Health Meets Food – The Culinary Medicine Conference[®]</p> <p>www.healthmeetsfood.org</p>	<ul style="list-style-type: none"> • Certification Information • CME Info

ATTENTION CANDIDATES

This handbook contains necessary information about the CCMS Certification Examination for Culinary Medicine Specialists. It is required reading for those applying and taking the examination. All individuals applying for the examination must comply with the policies, procedures, and deadlines in this Handbook and attest to this by signing the Candidate Attestation found on the application. Please retain this handbook for future reference. This handbook is subject to change. See www.ptcny.com for handbook updates.

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.

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.

THE CERTIFICATION PROCESS

To view the CCMS Curriculum and Certification Process please go to www.healthmeetsfood.com > Program details > CCMS Curriculum.

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.

COMPLETION OF APPLICATION

Step 1 – Complete Application

Go to <http://www.ptcny.com/test-sponsors/CCMS> to view examination testing periods, application deadlines, and link to the online application. You must complete the examination application in full, using your name exactly as it appears on your current government issued photo ID such as a driver's license or a passport. Applications are not considered complete until all information and payment has been provided. The completed application can be submitted and paid for online. Retain the link to the application and your login information.

Please note, for new applications you will be asked to create a PIN number. This PIN will be used if you need to log back into your existing application.

Step 2 – Submit Examination Fee and Application for Review

Receive email from PTC stating that your payment and application has been received and under review.

Step 3 – Receive Approval of Application

Receive email from PTC stating that your application has been approved.

Step 4 – Receive Scheduling Authorization and Schedule Testing Appointment

Within eleven (11) weeks prior to the start of the testing period, candidates will receive a Scheduling Authorization from PTC via email from notices@ptcny.com. The Scheduling Authorization includes PTC Candidate ID number and information on how to set up your examination location, date, and time through Prometric. Retain this document.

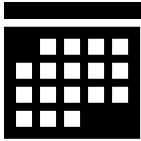
You must present your current driver's license, passport, or U.S. Military ID at the testing center at the time of your examination appointment or you will be refused admission. The name on the ID must exactly match the name on the Scheduling Authorization.

Applicants who are not approved to sit for the examination or whose applications are incomplete 21 days prior to the first day of the testing window will receive a refund of their application fee minus the \$50 administrative fee. Refunds will be processed approximately 30 days after the end of the testing period.

EXAMINATION ADMINISTRATION AND SCHEDULING

The Certification Examination for Culinary Medicine Specialists is administered during an established two-week testing window on a daily basis, excluding holidays, at computer-based testing facilities managed by Prometric.

Scheduling Examination Appointments



Approximately eleven (11) weeks prior to the start of the testing window, approved candidates will be emailed a Scheduling Authorization from **notices@ptcny.com**. Please ensure you enter your correct email address on the application and add the 'ptcny.com' domain to your email safe list. If you do not receive a Scheduling Authorization eight (8) weeks prior to the start of your chosen testing window contact the Professional Testing Corporation at (212) 356-0660 or online at www.ptcny.com/contact.

The Scheduling Authorization will indicate how to schedule your examination appointment with Prometric as well as the dates during which testing is available. Appointment times are first-come, first-serve, 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. **Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and testing center. Candidates unable to schedule an appointment will forfeit their fees.**

Candidates unable to take the examination during their chosen testing window will need to reapply for the examination and pay a new application fee. See page 8 for more information on transferring to a new testing window.

After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Please check this confirmation carefully for the correct date, time, and location. Contact Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

Note: International candidates may also schedule, reschedule, or cancel an appointment online at <http://www.prometric.com/CCMS>.

IMPORTANT!

You **MUST** present your current driver's license, passport, or U.S. military ID at the test center. Expired, temporary, or paper driver's licenses will **NOT** be accepted.

The name on your Scheduling Authorization **MUST** exactly match the name on your photo ID. **Fees will not be refunded for exams missed because of invalid ID.**

Rescheduling Examination Appointments within a Testing Period

Candidates are able to reschedule their examination appointments within the same testing period as long as the request is submitted within the timeframe described below. Reschedule within the permitted time frame by calling or going to the Prometric website: www.prometric.com/CCMS.

Time Frame	Reschedule Permitted?	Stipulations
Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 29 to 5 days before the original appointment	Yes	Candidate must pay Prometric a rescheduling fee of \$50.
Requests submitted less than 5 days before the original appointment	No	Candidates who do not arrive to test for their appointment will be considered a no-show and all their examinations fees will be forfeited. Candidates will need to reapply and pay full examination fees for a future testing period.

Transferring to a New Testing Period

Candidates unable to take the examination during their scheduled testing period may request a **ONE-TIME** transfer to a future testing period. **There is a transfer fee of \$185.00.** After you have transferred once by paying the \$185.00 fee, you will need to pay the full examination fee in order to transfer a second time; so, ***please plan carefully.***

Please note: requests to transfer to a new testing period must be received within 30 days of your originally scheduled testing period.

Candidates wishing to transfer to a new testing period need to follow the steps below.

1. Go to <http://secure.ptcny.com/apply>; click “Start New Application.”
2. Choose CCMS in the first drop-down menu; then choose the new examination period in the second drop down menu and fill out the rest of the information on the page.
3. Fill out the application making sure you answer yes to the question asking if you are transferring.
4. When you have finished the application, click “Submit Transfer Request.”
5. PTC Support will send you an email letting you know your transfer application was approved and that you can log back into your application and pay the one-time \$185.00 transfer fee.

Call 212-356-0660 if you have any questions regarding the transfer process.

If candidates are unable to attend the examination on the date for which they registered and elect not to transfer to another testing period the application will be closed and all fees will be forfeited. There will be no refund of fees.

The transfer fee is based on costs and is not punitive in nature. The transfer fee must be paid at the time the request is approved. The candidate is responsible for contacting Prometric and canceling the original examination appointment, if one was made.

Exams may only be transferred to a new testing period once; please plan carefully.

Please note: Transferring your Examination only refers to instances when a candidate is unable to take their exam during a testing period for which they have already applied. Candidates who did not pass their examination and are retaking the examination need to pay the full Examination Fee.

Failing to Report for an Examination



If you fail to report for an examination, you will forfeit all fees paid to take the examination. A completed application form and examination fee are required to reapply for the examination.

EXAMINATION FEES

Fee Type	Amount	Details
Application Fee	US \$425.00	<ul style="list-style-type: none"> • Non-refundable¹ • Non-transferable • Includes testing center fees • Includes non-refundable \$50 administrative fee
Transfer Fee (Moving to a new testing window; see page 6)	US \$185.00	<ul style="list-style-type: none"> • Applies to candidates who need to move to a new testing period • Must submit new application & fee to PTC
Rescheduling Fee (29-5 days prior to scheduled appointment; see page 5)	US \$50.00	<ul style="list-style-type: none"> • Applies to candidates who need to move their appointment within their current testing period • Payable directly to Prometric • Reschedule with Prometric online or over the phone



There will be no refund of fees unless applicants are ineligible for the examination. Ineligible candidates will be refunded their fees minus an administrative fee. **Please be advised: Prometric does not have the authority to grant transfers to another testing period or refunds.**

¹ Applicants who are ineligible to take the examination or whose applications are incomplete by the application deadline will have their examination fees returned minus an administrative fee.

SPECIAL ACCOMMODATIONS

CCMS 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. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as neurological, endocrine, or digestive system). The information you provide and any documentation regarding your disability and special test accommodations will be held in strict confidence.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

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/PDF/PTC_SpecialAccommodationRequestForm.pdf or by calling PTC at (212) 356-0660.

This Form must be uploaded with the online application no later than 8 weeks prior your chosen testing period. Candidates who do not submit their Special Accommodations Form with their application may not be able to test during their chosen testing period and therefore be subject to rescheduling or transfer fees.

Only those requests made and received on the official Request for Special Needs Accommodations Form 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. All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.

PREPARING FOR THE EXAMINATION

- Check your government issued photo ID (driver's license, passport or U.S. Military ID) when you make your examination appointment. Is it expired? Does the name on your ID match the name on your Scheduling Authorization email? Proctors at the Prometric testing center will refuse admission to candidates with expired IDs, IDs with names that do not match their records, and temporary paper IDs. Candidates will be marked as no-shows and will forfeit their exam fees.
- Check your PTC Scheduling Authorization email and Appointment Confirmation email from Prometric to make sure everything is accurate (i.e. your name, exam name, appointment date, time and location).
- Make yourself familiar with the location of your chosen testing site and any requirements they may have for parking and check the weather and traffic conditions before you leave for the testing center. Make sure you give yourself plenty of time to arrive as late arrival may prevent you from testing.

- In the event of inclement weather, check the Prometric website for site closures: <https://www.prometric.com/closures>.
- Prometric’s website provides information on what you can expect on your test day, including a walkthrough of check in and security procedures: <https://www.prometric.com/test-center-security>.
- This Handbook provides the Content Outline for the Examination (see appendix). Use these to help you start studying for the examination.
- Review the What to Expect at the Testing Center and Rules for the Examination below before your appointment.

WHAT TO EXPECT AT THE TESTING CENTER

PTC has partnered with Prometric Testing Centers to deliver examinations to candidates. Here is what you can expect when you arrive at your Prometric Testing Center.

- Candidate Check-In
 - Candidates will be asked to present their IDs
 - Candidates will be asked to empty and turn out their pockets
 - Candidates will be “wanded” or asked to walk through a metal detector
 - Inspection of eyeglasses, jewelry, and other accessories will be conducted. Jewelry other than wedding and engagement rings is prohibited.
 - Religious headwear may be worn into the testing room; however, it may be subject to inspection by a testing center administrator before entry into the testing room is permitted.
 - Prometric provides lockers for candidates to store their purses, mobile phones, jackets, food, drinks and medical supplies.
- During the Exam
 - No breaks are scheduled during the exam. Candidates who must leave the testing room to take a break will not be given extra time on the exam
 - Accessing mobile phones or study materials during the examination is prohibited
 - Smoking is prohibited at the testing center
 - All examinations are monitored and may be recorded in both audio and video format

Please keep in mind: other exams will be administered at the same time as your examination. Therefore, examinees may hear ambient noises such as typing, coughing, or people entering and exiting the testing

room that cannot be avoided. Prometric is unable to provide a completely noise-free environment. However, headphones may be requested to minimize impact.

Please see [Prometric's website](#) for more information about what to expect on testing day.

RULES FOR THE EXAMINATION

Please read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

- ⇒ You must present your current driver's license, passport, or US Military ID at the testing center. Candidates without valid ID will NOT be permitted to test. Temporary or paper copies of your ID will not be accepted.
- ⇒ No 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; wearable technology (such as smart watches), MP3 players (such as iPods), pagers, cameras, and voice recorders are permitted to be used and cannot be taken in the examination room. Prometric provides lockers for your personal items.
- ⇒ No papers, books, or reference materials may be taken into or removed from the testing room.
- ⇒ No questions concerning 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.
- ⇒ Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
- ⇒ Bulky clothing, such as sweatshirts (hoodies), jackets, coats, and hats (except hats worn for religious reasons), and most types of jewelry may not be worn while taking the examination. Proctors will ask you to remove such items and place them in your locker. Please see [Prometric's statement on Test Center Security](#) for more information.
- ⇒ All watches and "Fitbit" type devices cannot be worn during the examination.
- ⇒ No food/beverages are permitted inside the testing room. Leave these items in your assigned locker.



Contact PTC at (212) 356-0660 or www.ptcny.com/contact with any questions about the Examination Rules.

Violation of any of the rules listed above may lead to forfeiture of fees, dismissal from the testing room, and cancellation of your test scores.

TESTING CONDITIONS OR EXAMINATION FEEDBACK

Any candidate who feels that the examination effort was negatively impacted by the test center conditions should notify the proctor immediately. The situation should also be reported to PTC at www.ptcny.com/contact within 3 business days of the test appointment. Any comments about the test itself should also be reported to PTC at www.ptcny.com/contact within 3 business days of the test appointment.

REPORT OF RESULTS

PTC will send candidates a score report approximately four to six weeks after the close of the testing period which will state whether they have officially passed or failed the examination. Scores on the major areas of the examination and on the total examination will also be reported. Successful candidates will also receive certificates from the board. Failure to receive the report of the results should be reported to the Professional Testing Corporation at (212) 356-0660.

REQUESTING A HANDSCORE

Candidates who fail the examination may request a hand scoring of their data file. Hand scoring is a manual check of the data file by the testing service to determine if there have been any errors in scoring. Although the probability of such an error is extremely remote, this service is available. Requests for hand scoring must be received by PTC no later than 90 days after the date of the examination by completing and returning the Request of Handscore form on www.ptcny.com with payment of \$25. Candidates who fail the examination will not be permitted to see the examination questions. For reasons of test security, no candidate is allowed to review the examination or any of its items.

To ensure correct reporting of results, PTC automatically performs handscores of examinations of candidates who score within 3 points of passing as a quality control measure. Thus, it is extremely doubtful that any examination results will change from “fail” to “pass” through handscoring.

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.

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.

ATTAINMENT OF CERTIFICATION & RECERTIFICATION

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.

CONTENT OF THE EXAMINATION

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.

The content of the examination is described in the Content Outline on the next page.

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 and PTC's psychometricians.

The Board, with the advice and assistance of the Professional Testing Corporation, prepares the examination.

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. Obesity Treatment

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. Bariatric Surgery

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

In the following questions, choose the one best answer.

1. Which of the following flours contains gluten?

1. Millet
 2. Wild rice
 3. Semolina
 4. Buckwheat
-

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

1. One
 2. Two
 3. Three
 4. Four
-

3. Which of the following is the best source of beta carotene?

1. Oranges
 2. Bananas
 3. Sweet potatoes
 4. Summer squash
-

4. Which of the following foods would provide satiety with the fewest calories?

1. Fish
2. Eggs
3. Pasta
4. Fruits and vegetables

Answers	
Q	A
1	3
2	2
3	3
4	4

ONLINE PRACTICE TEST

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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