

# CFPM Application Process

As of April 1<sup>st</sup> 2025, the MN Department of Health will only accept applications via their online portal. This means **ALL APPLICANTS** will need to complete the online application and upload copies of their required coursework documentation. Once the application is complete, you will need to pay via their online payment system with a credit or debit card.

Step 1. Go to <https://mn-mdh.portal.opengov.com> OR search “ **MN Department of Health Licensing System**”

Step 2. Select “**login**” in the top right of the page. Select “**Signup**” if new and choose “**Sign up using Secure Portal**”

Step 3. If you are signing up, add your email and user name and make a password. You will then receive an email from the MN Dept of Health, follow the instructions in the email to log in.

## UPLOADING DOCUMENTS

Once your account is made, you will need to upload documents to the Department of Health for them to approve your CFPM license. **FAILURE TO UPLOAD DOCUMENTS WITHIN 6 MONTHS OF RECEIVING WILL MAKE THEM INVALID AND RESULT IN RETAKING THE FULL COURSE AND EXAM.**

Step 1. Log into your account you just made. Select “**My Account**” (upper right corner)

Step 2. Select “**Applications**” (Left Side Bar) and find the credential that needs a new document for the MDH review. Select, and then “**Add Attachment**”

## CLAIM CODE FOR RENEWAL APPLICATION

The state should have mailed/emailed you a claim code. This is unique to you, if you cannot locate, Email: [health.fmc@state.mn.us](mailto:health.fmc@state.mn.us). Provide them as much info

about you and ask for your claim code, they will email it back to you. **You will need this claim code to renew with the MDH.**

Step 1. Once you Locate your claim code. Log into account, select "claim a record" (lower right area)

Step2. In the window that opens up, enter you claim code exactly how it is written, Press "**Submit**". You are now allowed to upload your documents and pay online to renew!