



Certificate in School Nutrition

PROGRAM GUIDE

Aligned with USDA Professional Standards



Level 1



Level 2



Level 3

www.schoolnutrition.org/certificate



Certificate in School Nutrition Program Guide

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Earn Your SNA Certificate in Three Simple Steps

Earning your Level 1, Level 2 or Level 3 SNA Certificate in School Nutrition shows your commitment to your profession and helps you stay current on the job. SNA's Certificate Program is based on the standards of practice in the four key areas of the Keys to Excellence Program and, effective July 1, 2015 SNA's Certificate Program will align with USDA Professional Standards. There are 3 simple steps to achieving your SNA Certificate in School Nutrition:

Step 1: Academic Experience & Requirements

First determine if you have met all the academic experience and requirements for the certificate level that you would like to apply for. The initial requirements and annual CEU requirements for each of the 3 levels are listed in this guide.

For more information on approved SNA Core Courses:

www.schoolnutrition.org/Certificate/Approved-Nutrition-Education

For more information on Key Area Course Topics:

www.schoolnutrition.org/professionalstandards

Step 2: Documentation & Payment

- Gather copies of all your documents for the certificate level that you are applying for. Individuals applying for a Level 2 or Level 3 Certificate in School Nutrition will be required to submit a copy of their High School Diploma/GED along with course documentation, application form and payment.
- Once you have determined that you qualify for a specific certificate Level, complete and submit the application form, along with the fee and documentation to the address listed on the form. (Please allow 4-6 weeks for your application to be processed).

Step 3: Celebrate!

Upon approval of your application, SNA will send you a verification letter to confirm you earned your SNA Certificate in School Nutrition.

NOTE: *Individuals earn their Certificate in School Nutrition for a one-year period. To keep your Certificate current you must obtain CEUs within your annual certificate period and pay your yearly renewal fee.*



SNA Certificate Program: Aligned with USDA Professional Standards

Effective July 1, 2015 SNA's Certificate Program Aligns with
USDA Professional Standards

- 1) Current requirements for initial application for Levels 1, 2, and 3 certificate are maintained. Addition of 8 hour core course in food safety and sanitation is a requirement for Level 3: see Table A.
- 2) New renewal process for Level 1 to align with professional standards continuing education requirements. Renewals will now be based upon membership type:

| Membership Type | SNA CEU Requirements for Level 1 | Professional Standards Required Annual Training Hours for SY 2016-17 |
|------------------------|----------------------------------|--|
| Directors | 12 CEUs | 12 CEUs |
| Managers | 10 CEUs | 10 CEUs |
| Staff | 6 CEUs | 6 CEUs |
| State Agency Directors | 15 CEUs | 15 CEUs |

1 Continuing Education Unit (CEU) = 1 hour of training for Professional Standards

- 3) The specific training plans and topics should be determined in the four key areas by the supervisor or the employee/staff with their manager/supervisor.

www.schoolnutrition.org/certificate



SNA Certificate Program: Aligned with USDA Professional Standards Level 1

Course Topics for CEUs must be categorized specifically into one Key Area, based on USDA Professional Standards topics.

http://www.fns.usda.gov/sites/default/files/cn/ps_learningtopics.pdf/

| Key Area 1 | Key Area 2 | Key Area 3 | Key Area 4 |
|------------|------------|----------------|----------------------------|
| Nutrition | Operations | Administration | Communications & Marketing |

| Initial Requirements |
|---|
| 8 hour Core Course in Nutrition Education or 1 College Credit in Nutrition |
| 8 hour Core Course in Food Safety & Sanitation |

| Annual Renewal Process & USDA Suggested Training Topics | | | |
|--|---|--|--|
| Employees | Managers | Directors | State Agency |
| 6 CEUs | 10 CEUs | 12 CEUs | 15 CEUs |
| <ul style="list-style-type: none"> ▪ Free & Reduced Price Eligibility Application ▪ Certification & Verification Procedures ▪ The Identification of Reimbursable Meals at the POS ▪ Nutrition ▪ Health & Safety Standards ▪ Other topics determined by FNS | <ul style="list-style-type: none"> ▪ Administrative Practices ▪ The Identification of Reimbursable Meals at the POS ▪ Nutrition, Health & Safety Standards ▪ Other topics determined by FNS | <ul style="list-style-type: none"> ▪ Administrative Practices ▪ Other topics determined by FNS | <ul style="list-style-type: none"> ▪ Administrative Practices ▪ Other topics determined by FNS |

| How You Can Earn CEUs | |
|---|--|
| <ul style="list-style-type: none"> ▪ Attend webinars ▪ Attend workshops / trainings / conferences | <ul style="list-style-type: none"> ▪ Complete a Professional Development Article ▪ Participate in Back to School workshops |

NOTE: As of Spring 2014, the initial requirement for a High Diploma / GED for Level 1 is no longer in effect.



SNA Certificate Program: Aligned with USDA Professional Standards Level 2

Course Topics for CEUs must be categorized specifically into one Key Area, based on USDA Professional Standards topics.

http://www.fns.usda.gov/sites/default/files/cn/ps_learningtopics.pdf/

Initial Requirements

| 15 hours in Key Area 1 | 20 hours in Key Area 2 | 20 hours in Key Area 3 | 15 hours in Key Area 4 |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Nutrition | Operations | Administration | Communications & Marketing |

AND

High School Diploma / GED

8 hour Core Course in Nutrition Education or 1 College Credit in Nutrition

8 hour Core Course in Food Safety & Sanitation

Annual Renewal Process & USDA Suggested Training Topics

| Employees | Managers | Directors | State Agency |
|--|---|--|--|
| 10 CEUs | 10 CEUs | 12 CEUs | 15 CEUs |
| <ul style="list-style-type: none"> ▪ Free & Reduced Price Eligibility Application ▪ Certification & Verification Procedures ▪ The Identification of Reimbursable Meals at the POS ▪ Nutrition ▪ Health & Safety Standards ▪ Other topics determined by FNS | <ul style="list-style-type: none"> ▪ Administrative Practices ▪ The Identification of Reimbursable Meals at the POS ▪ Nutrition, Health & Safety Standards ▪ Other topics determined by FNS | <ul style="list-style-type: none"> ▪ Administrative Practices ▪ Other topics determined by FNS | <ul style="list-style-type: none"> ▪ Administrative Practices ▪ Other topics determined by FNS |

How You Can Earn CEUs

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Attend webinars ▪ Attend workshops / trainings / conferences | <ul style="list-style-type: none"> ▪ Complete a Professional Development Article ▪ Participate in Back to School workshops |
|---|--|



SNA Certificate Program: Aligned with USDA Professional Standards Level 3

Course Topics for CEUs must be categorized specifically into one Key Area, based on USDA Professional Standards topics.

http://www.fns.usda.gov/sites/default/files/cn/ps_learningtopics.pdf

| Key Area 1 | Key Area 2 | Key Area 3 | Key Area 4 |
|------------|------------|----------------|----------------------------|
| Nutrition | Operations | Administration | Communications & Marketing |

Initial Requirements High School Diploma / GED

| Option A | Option B |
|---|--|
| <ul style="list-style-type: none"> ▪ New! 8 hour Core Course in Food Safety & Sanitation ▪ 3 credit college course in Key Area 1: Nutrition ▪ 3 credit college course in Key Area 2: Operations ▪ 3 credit college course in Key Area 3 or 4: Administration or Communications & Marketing | <ul style="list-style-type: none"> ▪ 8 hour Core Course in Food Safety & Sanitation ▪ 8 hour Core Course in Nutrition Education or 1 College Credit in Nutrition ▪ 35 hours in Key Area 1: Nutrition ▪ 35 hours in Key Area 2: Operations ▪ 45 hours in Key Area 3 or 4: Administration or Communications & Marketing ▪ 15 general electives (any of the four Key Areas) |

Annual Renewal Process & USDA Suggested Training Topics

| Employees 12 CEUs | Managers 12 CEUs | Directors 12 CEUs | State Agency 15 CEUs |
|--|---|--|--|
| <ul style="list-style-type: none"> ▪ Free & Reduced Price Eligibility Application ▪ Certification & Verification Procedures ▪ The Identification of Reimbursable Meals at the POS ▪ Nutrition ▪ Health & Safety Standards ▪ Other topics determined by FNS | <ul style="list-style-type: none"> ▪ Administrative Practices ▪ The Identification of Reimbursable Meals at the POS ▪ Nutrition, Health & Safety Standards ▪ Other topics determined by FNS | <ul style="list-style-type: none"> ▪ Administrative Practices ▪ Other topics determined by FNS | <ul style="list-style-type: none"> ▪ Administrative Practices ▪ Other topics determined by FNS |

How You Can Earn CEUs

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Attend webinars ▪ Attend workshops / trainings / conferences | <ul style="list-style-type: none"> ▪ Complete a Professional Development Article ▪ Participate in Back to School workshops |
|---|--|



Earning CEUs

CEUs are Continuing Education Units. The purpose of CEUs is to provide job-related professional development and growth experiences.

Annual training (earning CEUs) is a requirement for both USDA Professional Standards and maintaining your Certificate in School Nutrition or SNS Credential.

For SNA's Certificate and Credentialing programs, CEUs must be a minimum of one hour in length and must fall under one of the four key areas (nutrition, operations, administration and communications/marketing).

Education earned in the four key areas can also be used to meet the initial requirements for a Level 2 or Level 3 certificate.

Ways to Earn CEUs & Initial Requirement Hours

1) SNA offers the following programs:

- Webinars
- Professional Development Articles (PDAs) from School Nutrition Magazine
- School Nutrition University (SNU)
- SNA Conferences and Meetings

2) Participate in applicable programs and classes from the following organizations:

- State Agencies
- SNA State Associations and Chapters
- School Districts
- US Department of Agriculture
- National Food Service Management Institute
- Academy of Nutrition and Dietetics (AND)
- Association of Nutrition and Foodservice Professionals
- Universities and Colleges (including home study and correspondence courses)
- Industry and Allied Organizations

3) Additional CEUs can also be earned by:

- Teaching a class (first time only) – 1 CEU
- Publish an article in a national journal/magazine – 1 CEU

Calculating CEUs

1 Continuing Education Unit (CEU) = 1 hour of training for Professional Standards

SNA no longer requires bundled hours to count as key area hours. Instead, individuals can submit 1 CEU (1 hour of training) in a key area and apply it towards their initial requirements for Levels 2 and 3. Hours cannot date back further than five years from the date you apply.

Core Requirements for Levels 1, 2 and 3 can be used for CEUs, but CEUs cannot be used for Core Requirements. Initial hour requirements can also be met by using college credits. The conversion table is listed below:

| 1 Credit Course | 2 Credit Course | 3 Credit Course |
|-----------------|-----------------|-----------------|
| 15 Hours | 30 Hours | 45 Hours |



Maintaining Your Certificate

- Your SNA Certificate is valid for one year. Three months before your certificate is due to expire, SNA will mail you a renewal form. It is your responsibility to renew on time to avoid your certificate being cancelled.
- **You must complete the required number of CEUs during your annual period.**
- Each individual is responsible for maintaining and keeping records of CEUs earned.
- SNA will check proof of CEUs via a random audit. Only those chosen for the audit will be required to send in documentation of CEUs earned. **If you are selected for an audit, a notification to send CEU documentation to SNA will be included in your annual renewal notice.**
- Submit your annual renewal fee with the renewal form to SNA at least four weeks prior to expiring.
- After SNA reviews and approves your certificate renewal, you will receive notification of approval. **Please allow 4–6 weeks for your renewal to be processed.**
- To show your school district that you obtained your certificate, you can print a copy from the My Account section of the website.
- If your renewal form is incomplete, you will receive a letter explaining what is required to maintain your certificate.
- In order to pay the member renewal rate, your SNA membership status must be active during your entire certificate period. If your membership status was inactive at any point, you will be required to pay the non-member rate.

Annual Certificate Renewal Fees

| Certificate Level | Member Annual Renewal Fee | Non-Member Annual Renewal Fee |
|-------------------|---------------------------|-------------------------------|
| Level 1 | \$10.00 | \$55.00 |
| Level 2 | \$11.00 | \$65.00 |
| Level 3 | \$13.00 | \$165.00 |

Note: Annual fees are subject to change at any time.

Audit Information

SNA will check proof of CEUs via a random audit. Only those chosen for the audit will be required to send in documentation of CEUs earned. **If you are selected for an audit, notification to send CEU documentation to SNA will be included in your annual renewal notice.**

Note: Although SNA strongly encourages certificate holders to meet the new annual renewal requirements, there is a 12 month transition period for those being audited. Until July 1, 2016 we will still accept the old program CEU requirements (Level 1 = 6 CEUs, Level 2 = 12 CEUs, Level 3 = 18 CEUs).

Below is a list of the type of CEU documentation accepted by SNA:

- Tracking grids
- Certificates of Completion
- Copies of rosters
- College/Univ. transcripts
- Program agendas
- Program books/brochures
- Registration confirmation letters
- SNA *My Account* record