



School Nutrition Association

CERTIFICATION PROGRAM

*Opportunities for Professional
Development*

Presented by Mary Ann McCann
West Regional Director
School Nutrition Association
January 28-31, 2010

ABOUT SNA



- ***SNA's MISSION: To advance good nutrition for all children.***
- SNA strives to see that all children have access to healthful school meals and nutrition education. SNA's primary activities are:
 - Providing education and training.
 - Setting standards through certification and credentialing.
 - Gathering and transmitting regulatory, legislative, industry, nutritional and other types of information related to school nutrition.
 - Representing the nutritional interests of all children.

SNA has 52 state affiliates, hundreds of local chapters and over 55,000 members nationwide.

WHY BECOME CERTIFIED?



- Increase your knowledge & skills of food safety and nutrition to create a healthy school environment.
- Enhance your professional image with parents, children & school administrators.
- Stay current on issues concerning school nutrition initiatives.
- Demonstrate commitment to your profession.
- Provide a career ladder you can use to advance in the field from assistant, to cook, to manager, to director.

ANNUAL PROGRAM



- SNA Certification has been an annual renewal program since September 1, 2008.
- New applicants follow the new requirements described in the Certification Guide.
- Certified individuals earn CEUs annually and pay an annual renewal fee.

GRANDFATHERING



If you have a three year certification period and you are scheduled to expire on or before September 1, 2011, SNA will honor the existing expiration date, you will follow the former certification renewal guidelines and pay the annual fee.

Those who have current SNA certification will be enrolled in the new program at the time of their certification expiration date once their certification is renewed.

CERTIFICATION LEVELS



LEVEL 1 Certification

LEVEL 2 Certification

LEVEL 3 Certification

TRAINER Certification

LEVEL 1 REQUIREMENTS



LEVEL 1	
Academic Experience	<p>*NONE</p> <p><i>*High School Diploma/GED will be required in 2011 for new applicants at all levels.</i></p>
Core Requirements	<p>✓ 10 Hour Nutrition Education Course <i>(i.e. Healthy EDGE or SNA-approved equivalent course)</i> <i>Healthy EDGE must be taught by an SNA Certified Trainer</i></p>
	<p>✓ 10 Hour Sanitation & Safety Course <i>(i.e. ServSafe® or SNA-approved equivalent course)</i></p>
Total Core Hours	20 Hours

NOTE: Core Requirement courses & Key Area hours cannot date back further than five years of the date you apply for initial certification. College courses can be used for initial certification regardless of how many years ago they were taken.

COLLEGE CREDIT CONVERSION TABLE



1 College Credit =	15 Key Area Hours
2 College Credit =	30 Key Area Hours
3 College Credit =	45 Key Area Hours

NUTRITION CORE



Alabama	FL's Nutrition : Planning for Healthy Meals		
Arkansas	It's Time for Nutrition		
Delaware	Healthy EDGE		
Florida	Nutrition – Planning for Healthy Meals and Dietary Guidelines 2005		
Georgia	Orientation for Nutrition Employees (ONE)		
Iowa	School Foodservice Nutrition 101		
Kentucky	Healthy Meals: The Kentucky Obligation		
Maine	Healthy EDGE	Montana	Healthy EDGE 2000
Maryland	Nutrition 101	Nebraska	NTENT
Michigan	Nutrition I	North Carolina	Smart Options
Minnesota	Fundamentals I & II or Healthy Edge	North Dakota	Practical Nutrition
		Ohio	Healthy Challenge: Gaining Skills for a Better Future
		South Carolina	Building Healthy Habits Using the Dietary Guidelines
		South Dakota	Healthy EDGE
		Texas	Nutrition 101
		Virginia	Virginia Nutrition Course
		Washington	Basic Nutrition
		Wisconsin	Healthy EDGE

SANITATION/SAFETY CORE



Alabama	FL's Sanitation and Safety		
Alaska	ServSafe		
Arkansas	Safety and Sanitation		
California	Food Safety for Child Nutrition Professionals		
Delaware	National Restaurant Association's ServSafe Curriculum		
Florida	Florida's Sanitation and Safety		
Georgia	Orientation for Nutrition Employees (ONE)		
Idaho	Serving It Safe	Minnesota	ServSafe or Serving It Safe
Illinois	Serving Safe Food	Montana	Montana Serving It Safe and NRA's ServSafe
Kentucky	Ken-Safe	Nebraska	NTENT
Maine	Serve Safe and More	Nevada	Safe Food Handling
Maryland	Food and Nutrition Services New Employee Orientation	New York	Sanitation Part I, II, III, IV and V
Michigan	Sanitation and Safety	North Carolina	Serve It Safe or ServSafe
		North Dakota	Foodservice Sanitation and Safety
		Ohio	ServSafe
		South Dakota	ServSafe
		Texas	Food Service Sanitation
		Virginia	Safety and Sanitation Course
		Washington	Washington's Serve Safe
		Wisconsin	ServSafe

LEVEL 2 REQUIREMENTS



LEVEL 2	
Academic Experience	High School Diploma/GED
Core Requirements	✓ 10 Hour Nutrition Education Course <i>(i.e. Healthy EDGE or SNA-approved equivalent course)</i> <i>Healthy EDGE must be taught by an SNA Certified Trainer</i>
	✓ 10 Hour Sanitation & Safety Course <i>(i.e. ServSafe® or SNA-approved equivalent course)</i>
Key Area Requirements	✓ 20 Hours in Key Area 1 – Operations
	✓ 15 Hours in Key Area 2 – Nutrition
	✓ 20 Hours in Key Area 3 – Administration
	✓ 15 Hours in Key Area 4 – Communications/Marketing
Total Hours	90 Hours

NOTE: Core Requirement courses & Key Area hours cannot date back further than five years of the date you apply for initial certification. College courses can be used for initial certification regardless of how many years ago they were taken.

KEY AREA REQUIREMENT



Courses:

- Must be at least 2 hours of active instructional time.
(does not include breaks, registration, warm ups)
- Completed by attending programs/workshops cannot date back further than five years of the date you apply for initial certification.
- Can be earned by completing college courses or participating programs/workshops that offer Key Area hours.

KEY AREA 1 - OPERATIONS



Course Suggestions

- HACCP
- Purchasing/Inventory
- Menu Planning
- Food Preparation/ Culinary/ Garnishing/ Commodities
- Facility Design/Management
- State-Approved Alternatives

KEY AREA 2 - NUTRITION



Course Suggestions

- Basic Nutrition
- 2005 Dietary Guidelines
- Personal Health
- State-Approved Alternatives

KEY AREA 3 – ADMINISTRATION



Course Suggestions

- Personnel Management
- Human Relations
- Business Management
- Technology/Computer
- Personal Wellness
- Interpersonal Skills
- Financial Management
- Cashiering
- Record Keeping
- Accounting
- Organizational Management
- State-Approved Alternatives

KEY AREA 4 – COMMUNICATIONS/MARKETING



Course Suggestions

- Marketing
- Promotion
- Customer Service
- Communication
- Merchandising
- English Composition
- Foreign Languages
- Speech /Public Speaking
- Advertising
- State-Approved Alternatives

LEVEL 3 REQUIREMENTS



LEVEL 3 – TABLE A	
Academic Experience	College Credit Hours
College Course Requirement	Key Area 1 - Operations ✓ 3 College Credits such as Food Safety/HACCP/Sanitation/Food Science
	Key Area 2 - Nutrition ✓ 3 College Credits such as Nutrition/Feeding Children with Special Needs/Community Nutrition
	Key Area 3 – Administration & Key Area 4 – Communications/Marketing ✓ 3 College Credits such as Foodservice Management/Leadership/Marketing/Accounting
Total College Credits	9 College Credits

NOTE: There are two ways to earn Level 3. Use Table A for college courses only. College courses can be used for initial certification regardless of how many years ago they were taken.

LEVEL 3 REQUIREMENTS



2. Use Table B when taking Key Area courses or when combining college credits and Key Area courses.

For example:

You can meet the requirements for Key Area 1 and 2 by attending programs/workshops that offer Key Area Hours and meet the requirements for Key Area 3 and 4 by completing a 3 college credit Accounting course.

NOTE: *If using Table B, please use the Conversion Table for College Credits to determine how many Key Area hours each credit is worth.*

LEVEL 3 REQUIREMENTS



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LEVEL 3 – TABLE B	
Academic Experience	High School Diploma/GED and/or Some College Credit
Core Requirements	✓ 10 Hour Nutrition Education Course <i>(i.e. Healthy EDGE or SNA-approved equivalent course)</i> <i>Healthy EDGE must be taught by an SNA Certified Trainer</i>
	✓ 10 Hour Sanitation & Safety Course <i>(i.e. ServSafe® or SNA-approved equivalent course)</i>
Key Area Requirements	✓ 35 Hours in Key Area 1 – Operations
	✓ 35 Hours in Key Area 2 – Nutrition
	✓ 45 Hours in Key Area 3 – Administration & Key Area 4 – Communications/Marketing
	✓ 15 Hours of General Electives <i>(Can complete courses in any of the four Key Areas)</i>
Total Hours	150 Hours

LEVEL 3 REQUIREMENTS



NOTE: *If using Table A to apply for Level 3, “Some College Credit” means that you must have completed at least one college credit course prior to applying for certification. A copy of your transcript must be submitted as documentation.*

If using Table B, you are only required to submit a copy of your high school diploma/GED and/or college transcript if combining college and key area courses.

INITIAL APPLICATION FEE



These are the new application fees as of August 1, 2009:

Certification Level	Member Fee	Non-Member Fee
Level 1	\$ 12	\$ 57
Level 2	\$ 15	\$ 68
Level 3	\$ 25	\$ 175

NOTE: *This is an nonrefundable application fee. You will be notified if you are missing information. You will have 30 calendar days to respond. If your documents are not received within 30 calendar days, you will have to re-submit a new application, documentation, and fee.*

CERTIFICATION RENEWAL



- You have to maintain your certification by renewing annually and paying an annual renewal fee.
- Three months prior to your certification expiration date, SNA will mail you a letter and renewal application.
- **You are only required to submit CEU documentation if you receive an audit notice from SNA.**

Certification Level	Member Annual Renewal Fee	Non-Member Annual Renewal Fee	CEUs
Level 1	\$ 6	\$ 51	6 CEUs
Level 2	\$ 7	\$ 61	12 CEUs
Level 3	\$ 9	\$ 161	18 CEUs

ABOUT SNU WEBSITE



- Online training offered by Vivid Learning Systems, Inc.
- Available to professionals working in all levels of the school nutrition and foodservice industry
- Convenient "anytime, anywhere" format.

WWW.SNUNIVERSITY.ORG

SNU WEBSITE



School Nutrition University - Windows Internet Explorer

http://www.snuniversity.org/

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SCHOOL NUTRITION UNIVERSITY

Welcome to School Nutrition University

Online Education for School Nutrition Professionals: Anytime. Anywhere.

The School Nutrition Association's online university has been designed to provide training and education to professionals working in all levels of the school nutrition and foodservice industry in a convenient "anytime, anywhere" format.

Important Notice!

If you registered for a course before 12/31/08 and you did not complete the course by 2/1/09, please contact Evelyn Harvill, SNF's Administrative Coordinator, at 1-800-877-8822 x 149 or eharvill@schoolnutrition.org. For all other inquiries, please contact [customer support](#).

Click [Course Catalog](#) for a complete listing of our online courses. Pricing and SNA Certification CEU and Key Area information for each course can be accessed by logging in at the left.

New Users: Please click on **NEW USER** in the menu to the left to establish your SNU USER ID and PASSWORD.

Returning Users: Please click on **RETURNING USER** in the menu to the left and enter your USER ID and PASSWORD to begin your training. **Note: Users of any prior LMS (before January 2009) may not qualify as a "returning user" and may need to create a new account to access this system. For questions pertaining to this matter, please contact [Evelyn Harvill](#).**

We are working hard to enhance your online training experience. Please check back soon to view old familiar courses as well as new exciting ones. Thanks for your patience as we are continuing SNU!

If you need any assistance, click on [Contact Us](#) for more information.

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SNU COURSES



Course Name	Key Area	For Initial Certification & Moving Levels?	Hours	For Certification Renewal?	CEUs	Price
HACCP for Managers	1 – Operations SANITATION/SAFETY CORE COURSE	Yes	10	Yes	10	\$ 200.00
Food Safety for Food Handlers	1 – Operations	Yes	2	Yes	2	\$ 30.00
Food Manager Certification Preparation	1 – Operations	Yes	4	Yes	4	\$ 50.00
HACCP for Operators	1 – Operations	Yes	5	Yes	5	\$ 80.00
Sexual Harassment for Managers	*3 – Administration	*Only if taken with Bundle 3, 4 and/or 5	1	Yes	1	\$ 15.00

SNU COURSES



Bundle	Course Name	Key Area	For Initial Certification & Moving Levels?	Hours	For Renewal?	CEUs	Price
1	Basic First Aid Fire Safety Hand Safety	1 – Operations	Yes	2	Yes	2	\$ 30.00
2	Behavior Based Safety Hazard Communication Emergency Response	*1 – Operations	*Only if taken with Bundle 1	1	Yes	1	\$ 18.00
3	Absences from the Workplace Drug Free Workplace Hiring and Lawful Termination	*3 – Administration	*Only if taken with Bundle 4 and/or 5	1	Yes	1	\$ 18.00
4	Discrimination Free Workplace Ethics Disability in the Workplace	*3 – Administration	*Only if taken with Bundle 3 and/or 5	1	Yes	1	\$ 18.00
5	Employee Concerns Sexual Harassment for Employees Violence in the Workplace	*3 – Administration	*Only if taken with Bundle 3 and/or 4	1	Yes	1	\$ 20.00

NOTE:** The number of hours earned for initial certification or moving up levels will vary on the courses that you bundle to receive Key Area Hours (For example, to earn Key Area Hours for Bundle 2, you ***MUST also complete Bundle 1 to earn 3 Hours in Key Area 1 – Operations. If you complete Bundle 3 and Sexual Harassment for Managers, you will earn 2 Hours in Key Area 3 – Administration)

CEU GUIDELINES



- Individuals are responsible for maintaining documentation of all CEUs earned.
- Core Requirements and Key Area Hours can be used for CEUs – CEUs cannot be used for Core Requirements and Key Area Hours.
- **CEUs are for Certification Renewal only.**
- CEUs must be completed and earned within the certification renewal period.

CEU GUIDELINES



- Individuals who earn CEUs by attending programs offered by third party associations do not need to receive approval for those CEUs.
- CEUs should reflect job-related growth experiences.
- CEUs for SNA-sponsored events will be maintained in the SNA database.

WAYS TO EARN CEUs



CEU SUGGESTIONS	CEUs
Participate in SNA state affiliate-approved educational programs	1 CEU for each hour of instructional time
Attend workshops and seminars	1 CEU for each hour of instructional time
Attend state and national conferences	1 CEU for each hour of instructional time
Complete home study/correspondence courses	Education provider determines CEU amount
Complete online courses on SNA's website http://www.schoolnutrition.org	Education provider determines CEU amount
Complete Professional Development Articles (PDAs) in <i>School Nutrition</i> magazine or state PDA's	1 CEU - Passing grade of 80%. Limited to 3 passing per year. Articles must be published within current renewal period.
Participate in study group meetings to review and discuss at least two foodservice or management related articles	1 CEU - Limited to 2 per year
Participate in Personal Wellness programs	1 CEU - Limited to 1 per year (weight loss programs should be science based programs)

WAYS TO EARN CEUs



CEU SUGGESTIONS	CEUs
Participate in Webinars/Satellite Teleconferences	Education provider determines CEU amount
Teach a course – first time only	2 CEUs per hour taught - First time for each course
Publish an article in a national journal/magazine	2 CEUs
Earn a high school diploma or GED during your renewal period (<i>before July 1, 2011</i>)	5 CEUs
Attend Exhibits/Food Shows	1 CEU per year
Teach Classroom Nutrition Lesson	1 CEU
Participate in Back to School Workshops	1 CEU for each hour of instructional time
Participate in Point of Sale Training	1 CEU for each hour of instructional time
Attend Blood Borne Pathogens Workshops	1 CEU for each hour of instructional time
Participate in Civil Rights or Diversity Training	1 CEU for each hour of instructional time
Participate in Meal Pattern/Production Training	1 CEU for each hour of instructional time

WAYS TO EARN CEUs



CEU SUGGESTIONS	CEUs
Participate in Offer vs. Serve Training	1 CEU for each hour of instructional time
Hold State Leadership Position	1 CEU per year of service
Hold Chapter Leadership Position	1 CEU per year of service
Hold National Leadership Position	1 CEU per year of service
Planning or participating in Special Event Planning & Implementation Workshops	1 CEU per event
Participate in School Community Open House	1 CEU per event
Participate in Technology Skill Development Workshops	1 CEU for each hour of instructional time

CEU DOCUMENTATION FOR AUDITS



SNA will notify individuals who are selected for an audit of the CEUs they need to submit. Below is a list of the types of CEU documentation accepted by SNA:

- Certificates of Completion
- Copies of Rosters
- College/University Transcripts
- Program Agendas
- Program Books/Brochures
- Registration Confirmation Letters
- Badges
- Payment Receipts

CHANGING CERTIFICATION LEVELS



- You may move from one Level to another by attaining the additional academic and Key Area requirements for the new level.
- You must submit an application form, certificates of completion for Key Area hours and/or college transcript and payment for the level you are applying for.
- You also may downgrade from one level to the next by submitting the certification renewal application and appropriate fee.

MOVING FROM LEVEL 1 TO LEVEL 2



MOVING FROM LEVEL 1 TO LEVEL 2	
Academic Experience	High School Diploma/GED
Additional Key Area Requirement	✓ 20 Hours in Key Area 1 – Operations
	✓ 15 Hours in Key Area 2 – Nutrition
	✓ 20 Hours in Key Area 3 – Administration
	✓ 15 Hours in Key Area 4 – Communications/Marketing
Total Hours	Additional 70 Hours

NOTE: *If using college courses to move from one Level to the next, please use the Conversion Table for College Credits to determine how many Key Area hours each college credit is worth.*

MOVING FROM LEVEL 1 TO LEVEL 3



There are two ways to move from Level 1 to Level 3:

MOVING FROM LEVEL 1 TO LEVEL 3	
Academic Experience	High School Diploma/GED
Additional Key Area Requirement	✓ 35 Hours in Key Area 1 – Operations
	✓ 35 Hours in Key Area 2 – Nutrition
	✓ 45 Hours in Key Area 3 – Administration & Key Area 4 – Communications/ Marketing
	✓ 15 Hours of General Electives <i>(Can complete courses in any of the four Key Areas)</i>
Total Hours	Additional 130 Hours

MOVING FROM LEVEL 1 TO LEVEL 3



MOVING FROM LEVEL 1 TO LEVEL 3	
Academic Experience	Some College Credit
Additional Key Area Requirement	Key Area 1 - Operations ✓ 3 College Credits such as Food Safety/HACCP/Sanitation/Food Science
	Key Area 2 - Nutrition ✓ 3 College Credits such Nutrition/Feeding Children with Special Needs/Community Nutrition
	Key Area 3 – Administration & Key Area 4 – Communications/Marketing ✓ 3 College Credits such as Foodservice Management/Leadership/Marketing/Accounting
Total College Credits	9 College Credits

MOVING FROM LEVEL 2 TO LEVEL 3



There are two ways to move from Level 2 to Level 3:

MOVING FROM LEVEL 2 TO LEVEL 3	
Academic Experience	High School Diploma/GED
Additional Key Area Requirement	✓ 15 Hours in Key Area 1 – Operations
	✓ 20 Hours in Key Area 2 – Nutrition
	✓ 10 Hours in Key Area 3 – Administration & Key Area 4 – Communications/ Marketing
	✓ 15 Hours of General Electives <i>(Can complete courses in any of the four Key Areas)</i>
Total Hours	Additional 60 Hours

MOVING FROM LEVEL 2 TO LEVEL 3



MOVING FROM LEVEL 2 TO LEVEL 3	
Academic Experience	Some College Credit
Additional Key Area Requirement	Key Area 1 - Operations ✓ 3 College Credits such as Food Safety/HACCP/Sanitation/Food Science
	Key Area 2 - Nutrition ✓ 3 College Credits such as Nutrition/Feeding Children with Special Needs/Community Nutrition
	Key Area 3 – Administration & Key Area 4 – Communications/Marketing ✓ 3 College Credits such as Foodservice Management/Leadership/Marketing/Accounting
Total College Credits	9 College Credits

ADDITIONAL INFO



- Certificants must be current SNA members to renew certification annually at the member rate.
- Certification levels:
 - Certification level may be changed at the time you are eligible for the higher level
 - When upgrading, you only have to meet the difference in the requirements between current certification level and applying level
- Members can view and print their certificates by visiting www.schoolnutrition.org under My SNA.
- For additional certification information visit www.schoolnutrition.org.

TRAINER CERTIFICATION



Assures that:

- Instructors are experienced and trained to provide quality training.
- Courses developed by SNA are standardized across the country.
- Instruction meets the standards of the profession and assures the objectives of the classes have been met.
- SNA is able to maintain a database of qualified trainers, providing assistance to others in search of trainers.
- Future courses developed by SNA will be designed to be taught by SNA Certified Trainers.

TRAINER CERTIFICATION REQUIREMENTS



TRAINER CERTIFICATION	
Professional Experience	Two or more years of experience teaching adults within the past five years
	Two letters of recommendation from your current employer, former employer, or customers indicating your experience as a trainer
Credentials/Academic Experience	Level 3 Certification, SNS, RD, Bachelors, Masters or PhD in a related field
Course Requirements	✓ 10 Hour Nutrition Education Course <i>(i.e. Healthy EDGE or SNA-approved equivalent course)</i> <i>Healthy EDGE must be taught by an SNA Certified Trainer</i>
	✓ 10 Hour Trainer Certification Workshop or Adult Education Training College Course <i>(Minimum 1 College Credit)</i> <i>If you have a college degree in Education, the 10 Hour Trainer Certification Workshop requirement is waived.</i>
Total Course Hours	20 Hours

TRAINER CERTIFICATION RENEWAL



Once you become a Certified Trainer, you have to maintain this certification by **paying an annual maintenance fee and renewing every 3 years.** Three months prior to your Trainer Certification expiration date, SNA will mail you a letter and renewal application.

Member Annual Fee	Non-Member Annual Fee	Documentation <i>(only submit when expiring)</i>
\$ 50	\$ 145	Must have taught at least 1 class within 3 years to be eligible to renew. Submit class agenda listing the objectives, date, time, location and evaluation forms.

GRANDFATHERING



All former Healthy
EDGE Trainers have
been grandfathered
into the new Trainer
Certification
Program.

Their Trainer
Certification
expiration date is
July 31, 2011.

Contacting SNA



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SHANTAL HALL
CERTIFICATION & CREDENTIALING MANAGER

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