



An Affiliate of the School Nutrition Association

### Request for Prior Approval of Continuing Education Units (CEUs)

Due 3 weeks prior to program/course date

Please read directions on backside before completing form.

1. Program Sponsor \_\_\_\_\_

2. Address \_\_\_\_\_

3. Contact Person \_\_\_\_\_

4. Telephone(     ) \_\_\_\_\_

5. Fax(     ) \_\_\_\_\_

6. Program/Course Title \_\_\_\_\_

7. Date(s) and Time(s) of Program \_\_\_\_\_  
\_\_\_\_\_

8. Subject Matter \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Speaker/Instructor (if space is not sufficient, attach  
Printed program) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Location of Program \_\_\_\_\_  
\_\_\_\_\_

City State

11. Registration Fee \$ \_\_\_\_\_

12. Estimated SNA attendance \_\_\_\_\_

13. CEUs requested \_\_\_\_\_

14. \_\_\_\_\_

Signature of Program Course Sponsor

15. Attachments: REQUIRED! Attach the following:

- ☐ Printed Program and/or outline of Program and/or outline of Program (include timing/subjects/registration breaks/lunch)
- ☐ Speaker Qualifications/Degree/Current Position
- ☐ Program Evaluation Form

#### CSNA Instructions:

**Complete request for CEUs 3 weeks prior to the activity. email to:**

**Cristine Garcia Holmer, SNS**

San Diego USD

Phone: (619) 344-4560 [cholmer@sandi.net](mailto:cholmer@sandi.net)

The approved request will be returned to you.

Provide documentation (program, certificate, etc.) for certified members to sign. Announce that only certified members should sign the roster and that they must list their SNA membership number to receive credit.

**For questions about certification status, please**

**Call SNA (800) 877-8822, (703) 739-3900,**

**Fax: (703) 739-3915**

#### **For Office Use Only**

Date Received \_\_\_\_\_

Date Processed \_\_\_\_\_

Date Attendance Roster(s) Sent \_\_\_\_\_

Number of CEUs approved \_\_\_\_\_

Number of CEUs requested \_\_\_\_\_

Approved by \_\_\_\_\_

## **Guidelines**

### **A. Who should approve your course?**

(Approved Sponsors and CSNA Chapters are not required to get prior approval. Contact SNA for approved sponsor list.)

SNA approves continuing education courses offered in more than one state or other organization's national conference as well as all correspondence courses, home study programs and distance education programs.

States approve continuing education courses held within the state for continuing education. Contact the designated SNA state certification representative for further information.

### **B. How are the amount of Continuing Education Units (CEUs) determined for a course?**

One continuing education unit will be granted for each full continuous hour of instruction. Registration, break period and mealtime are excluded.

### **C. Are educational providers required to provide documentation of completion?**

Yes. Each participant must receive documentation of completion of the CEUs. This must be a CEU certificate of completion. Certified individuals are audited by SNA are responsible for submitting certificates of completion as documentation of CEUs.

## **Instructions**

1. Name of person/Company providing the program.
2. Complete address for program provider and where correspondence will be mailed.
3. Person who can be contacted if there are questions regarding the course being submitted for approval.
4. Phone number for contact person.
5. Fax number for contact person.
6. Title of course being submitted.
7. Date(s) and time of the course being submitted.
8. Brief explanation of course content/subject.
9. Speaker/Instructor name and brief qualifications.
10. Location of where program is being offered. If more than one location, enter "various".
11. Fee to attend course.
12. Amount of SNA certified members expected.
13. Amount of CEUs requested for approval.
14. Signature of program provider.
15. List of attachments that must accompany this form.

**For questions about certification status, please call: SNA**  
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