



# SNA Certification and SNS Credentialing Programs

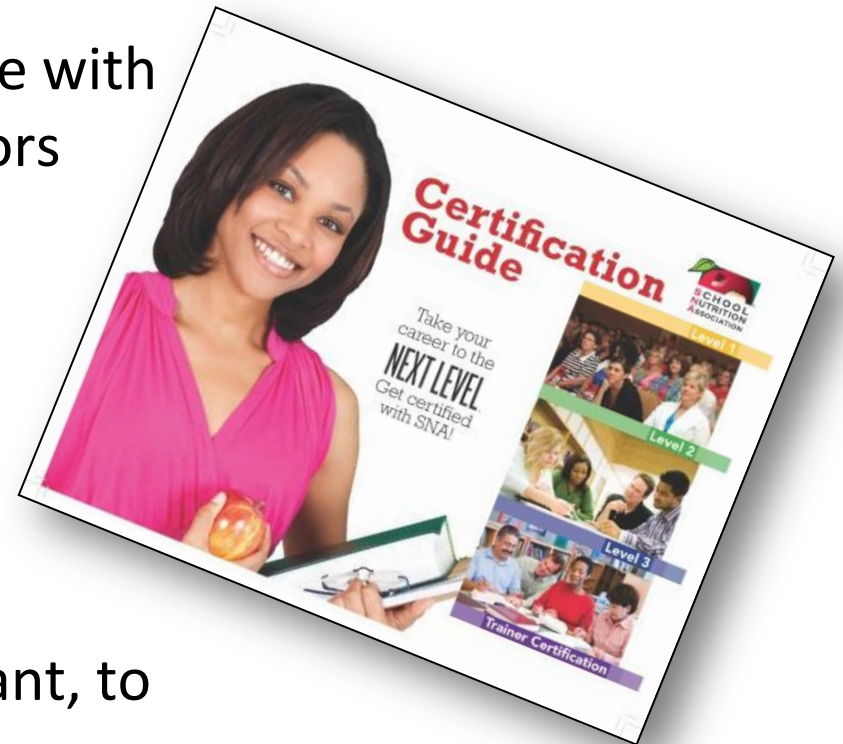
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SNA West Regional Director  
CSNA Annual Conference

November 17, 2013 – Palm Springs, CA



# Why Become Certified?

- Increase your knowledge & skills of food safety and nutrition
- Enhance your professional image with parents, children & administrators
- Stay current on school nutrition initiatives
- Show your commitment to the profession
- Advance in the field from assistant, to cook, to manager, to director.



# Certification Programs

**Level 1 Certification**

**Level 2 Certification**

**Level 3 Certification**

**Trainer Certification**



# Level 1 Requirements

<b>Academic Experience</b>	<b>High School Diploma/GED OR College Transcript</b>
<b>Core Requirements</b>	<b>✓ 10 Hour SNA-Approved Nutrition Education Core Course or 1 College Credit Course in Nutrition</b>
	<b>✓ 10 Hour SNA-Approved Food Safety and Sanitation Core Course or 1 College Credit Course in Food Safety and Sanitation/ HACCP/ Microbiology</b>
<b>Total Core Hours</b>	<b>20 Hours</b>



# Level 2 Requirements

<b>Academic Experience</b>	High School Diploma/GED
<b>Core Requirements</b>	✓ 10 Hour SNA-Approved Nutrition Education Core Course or 1 College Credit Course in Nutrition
	✓ 10 Hour SNA-Approved Food Safety and Sanitation Core Course or 1 College Credit Course in Food Safety and Sanitation/ HACCP/ Microbiology
<b>Key Area Requirements</b> <i>(Can be earned by using college credits)</i>	✓ 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
<b>Total Hours</b>	90 Hours



# Level 3 Requirements

<b>Academic Experience</b>	<b>High School Diploma/GED and College Credits</b>
<b>College Course Requirement</b>	<p style="text-align: center;"><b>Key Area 1 - Operations</b></p> <p>✓ 3 College Credits such as <i>Food Safety/HACCP/Sanitation/Food Science/Microbiology</i></p>
	<p style="text-align: center;"><b>Key Area 2 - Nutrition</b></p> <p>✓ 3 College Credits such as <i>Nutrition/Feeding Children with Special Needs/Community Nutrition</i></p>
	<p style="text-align: center;"><b>Key Area 3 – Administration <u>or</u></b>  <b>Key Area 4 – Communications/Marketing</b></p> <p>✓ 3 College Credits such as <i>Foodservice Management/Leadership/Marketing/Accounting</i></p>
<b>Total College Credits</b>	<b>9 College Credits</b>



# Level 3 Requirements

<b>Academic Experience</b>	<b>High School Diploma/GED or College Credits</b> (College credits are not required to meet Level 3 using Table B, but can be combined with workshop hours to meet the 150 hours required).
<b>Core Requirements</b>	<b>✓ 10 Hour SNA-Approved Nutrition Education Core Course or 1 College Credit Course in Nutrition</b>
	<b>✓ 10 Hour SNA-Approved Food Safety and Sanitation Core Course or 1 College Credit Course in Food Safety and Sanitation/ HACCP/ Microbiology</b>
<b>Key Area Requirements</b> <i>(Can be earned by using college credits)</i>	<b>✓ 35 Hours in Key Area 1 – Operations</b>
	<b>✓ 35 Hours in Key Area 2 – Nutrition</b>
	<b>✓ 45 Hours in Key Area 3 – Administration &amp; Key Area 4 – Communications/Marketing</b>
	<b>✓ 15 Hours of General Electives</b> <i>(Can complete courses in any of the four Key Areas)</i>
<b>Total Hours</b>	<b>150 Hours</b>



# Initial Application Fee

Certification Level	Member Fee	Non-Member Fee
Level 1	\$ 14	\$ 59
Level 2	\$ 17	\$ 70
Level 3	\$ 27	\$ 177





# Renewal Fees and Requirements

Certification Level	Member Annual Renewal Fee	Non-Member Annual Renewal Fee	CEUs
Level 1	\$ 8	\$ 53	6 CEUs
Level 2	\$ 9	\$ 63	12 CEUs
Level 3	\$ 11	\$ 163	18 CEUs



# Reinstatement

Level	Reinstatement Fee
Level 1	\$ 14
Level 2	\$ 17
Level 3	\$ 27



# Trainer Certification Requirements

<b>Professional Experience</b>	<b>Submit 2 letters of recommendation from current employer, former employer, or customers indicating a minimum of 2 years experience as a trainer teaching adults</b>
<b>Credentials/ Academic Experience</b>	<b>Level 3 Certification, SNS, RD, Associates, Bachelors, Masters OR PhD in a related field, other advanced college degrees.</b>
<b>Course Requirements</b>	<b>✓ 10 Hour Trainer-the-Trainer Workshop or 1 College Credit Course in Adult Education Training</b> <i>(Waived if you have a degree in Education)</i>
<b>Total Course Hours</b>	<b>10 Hours</b>



# Trainer Certification Renewal

<b>Member Annual Fee</b>	<b>Non-Member Annual Fee</b>	<b>Documentation <i>(only submit when expiring)</i></b>
\$ 55	\$ 150	<b>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.</b>





***SNA's School Nutrition Specialist (SNS)  
Credentialing Program was established in 1997.***



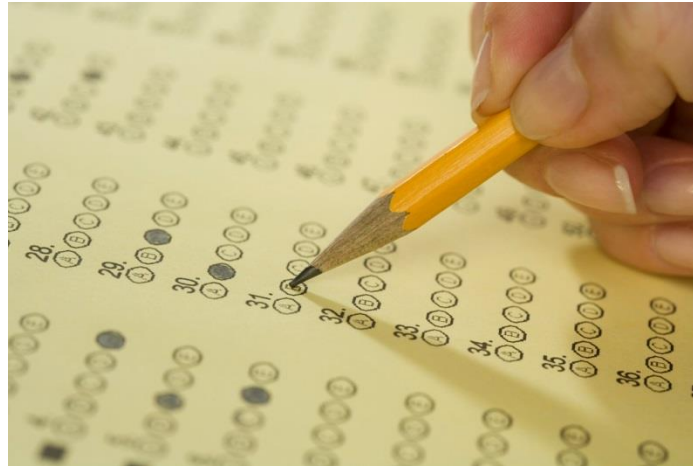
# Eligibility Requirements

	ACADEMIC REQUIREMENT	KEY AREA HOURS REQUIREMENT	WORK EXPERIENCE REQUIREMENT
OPTION 1	60 College Credits or Associate's Degree	30 more College Credits in any of the four Key Areas  OR  Work experience in coordinating, managing or supervising various aspects of child nutrition programs (1 year of work experience equals 10 college credits. )	One year work experience related to school nutrition within the past 5 years in any of the following settings: <ul style="list-style-type: none"> <li>• School Nutrition Program</li> <li>• Community Nutrition Program</li> <li>• College/University/Technical/Culinary Program</li> <li>• SNA State/National Association Staff</li> <li>• State/Community Agency</li> <li>• Trainer/Consultant/Industry Staff</li> </ul>
OPTION 2	Bachelor's Degree or Higher	None	Same as Above



# Exam Application

- The SNS Credentialing Exam Handbook contains the exam application form and requirements.
- You must:
  - Submit a copy of your transcript
  - Submit the application and appropriate fee



[www.schoolnutrition.org/sns](http://www.schoolnutrition.org/sns)



# Exam Fees

EXAM FEES	MEMBER	NON-MEMBER
Exam Application	\$ 200	\$ 295
Annual Maintenance	\$ 58	\$ 153





# Prepping for the Exam

- Use the SNS Credentialing Exam Handbook
- Form a study group or contact an SNS at your chapter or SNA state affiliate for mentoring.



# Test Content & Knowledge Areas

1. Menu and Nutrition Management – 17 %
2. Financial Management – 16 %
3. Food Production and Operations Management – 15 %
4. Food Security, Sanitation and Safety – 14.5 %
5. Human Resource Management – 10 %
6. Program Management and Accountability – 10 %
7. Marketing and Communications – 7 %
8. Facilities, Technology and Equipment Management – 5 %
9. Procurement and Inventory Management – 5.5 %



# Exam Results

- Results in 6 to 8 weeks after exam
- Pass: (score of 82% or higher) receive an SNS Certificate and are able to order the SNS Pin.
- Didn't Pass: receive a letter and Diagnostic Report showing the areas of weakness in the exam.



# For Exam Dates



[www.schoolnutrition.org/sns](http://www.schoolnutrition.org/sns)



# FAQs



# How Long Does It Take To Process My Application?

4-6 weeks



# Who is required to submit documentation of a HS Diploma or GED?

- All new applicants
- Those currently certified and only maintaining their current certification level, do not have to submit documentation of a high school diploma or GED to renew.
- College transcript can be substituted.



# What are the Differences between Key Area Hours and CEUs?

- **Key Area Hours** can be used when applying for new certifications, changing certification levels, and renewing existing certifications.
- **CEUs** are specific to certification renewal only.





# Can I bundle courses to obtain the 2-hour minimum for Key Area Hours?

Yes! You can bundle courses from the same Key Area when courses were provided at the same event.



# Where can I find online courses?

<http://www.snuniversity.org/>

<http://www.nfsmi.org/>



# What Types of CEU Documentation will SNA Accept ?

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



# What is an Annual Certification Period?

- Renew annually by paying the renewal fee and submitting the renewal form.
- Required to submit documentation of CEUs *if audited*.
- Follow these CEU requirements:

LEVELS	CEUs
Level 1	6 CEUs during 1 year period
Level 2	12 CEUs during 1 year period
Level 3	18 CEUs during 1 year period



# When Will I Receive My Pay Increase?

- Pay increases or bonuses are unique agreements between you and your employer.
- Check with your supervisor or human resources department about documentation requirements and timelines.



# I didn't renew by my Certification Expiration. What Should I Do?

You will need to reinstate your certification.



# Why can't I see all of my CEUs on mySNA?

- SNA stopped processing CEUs September 1, 2008.
- SNA only tracks CEUs for SNA sponsored activities (ANC, LAC, CNIC, NLC, School Nutrition magazine PDA's 3 passing)



# Can I Take A Course Twice To Count As CEUs?

No, courses cannot be repeated twice during your certification or SNS renewal period.





# Can I Use CEUs I Earned Outside Of My Certification Or Credential Period?

- No, CEUs must be earned and can only be counted during your renewal period.
- They cannot be rolled-over from one period to the next.



# How can I complete a nutrition core course?

For reference, a list of **nutrition** and **safety / sanitation** core courses approved by SNA is posted at <http://www.schoolnutrition.org/Content.aspx?id=9760>.



# Was Healthy Edge the only course that could be offered by SNA Trainers?

No, contact the specific course developer / provider to determine availability of content, as well as any special requirements that may apply.



# MySNA Reports

- Certification and SNS Credentialing reports are available on MySNA.
- Only Certification Chairs and Certification Processors can access these reports.
- Reports available include:
  - Expired Certifications
  - Current SNS Credentialed
  - Current SNA Certified Trainers



# For questions, contact:



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