



# Certification and Credentialing

Judi Reynolds  
Escondido Union School District  
Linda Sweeney  
Cal Pro NET Center at San Jose State



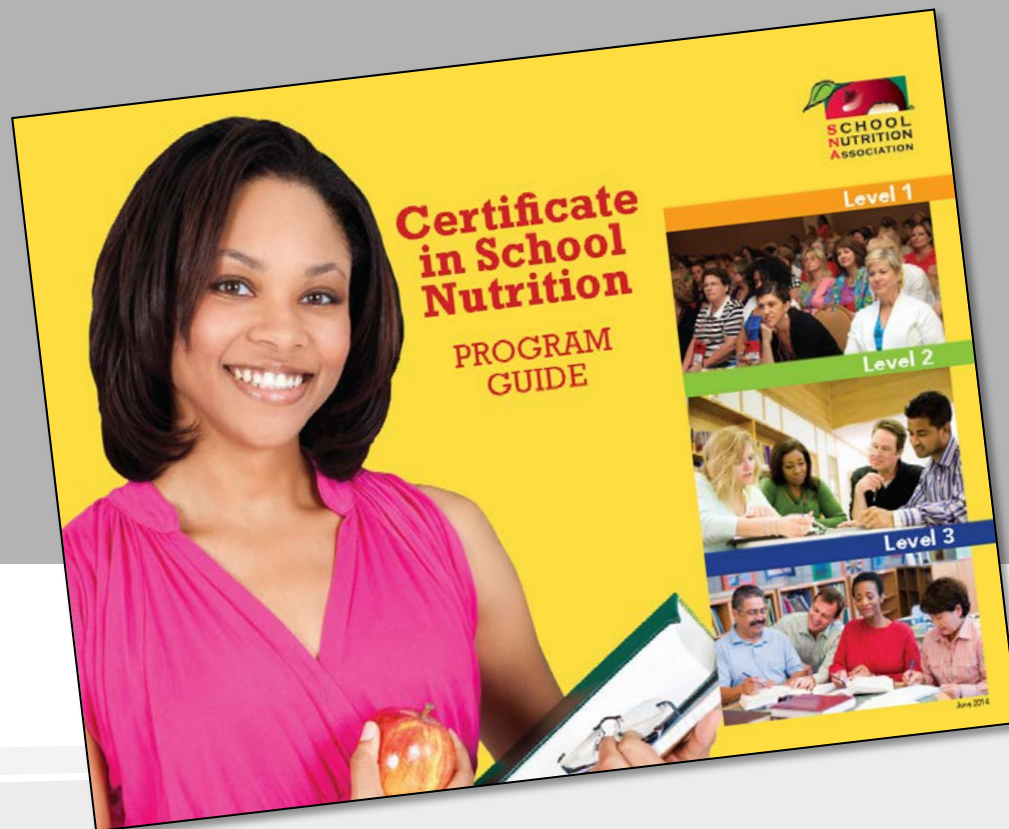
CSNA's 62<sup>nd</sup> Annual Conference  
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Sacramento, CA



# Get your SNA Certificate in 3 easy steps!



- [www.schoolnutrition.org/certificate](http://www.schoolnutrition.org/certificate)





# Level 1 Certificate

## Step 1

- Complete an 8 hour Nutrition Education Core Course

## Step 2

- Complete an 8 hour Food Safety & Sanitation Core Course

## Step 3

- Submit to SNA:
  - Completed application form
  - Payment
  - Copies of all required certificates of completion

**Note: You do NOT need to provide a copy of your high school diploma or GED**



# Level 2 Certificate



## Step 1

- COMPLETE THE CORE REQUIREMENTS
  - 8 hour Nutrition Education Core Course
  - 8 hour Food Safety & Sanitation Core Course



## Step 2

- COMPLETE THE KEY AREA REQUIREMENTS
  - 20 hours in Key Area 1 – Operations
  - 15 Hours in Key Area 2 – Nutrition, Education & Physical Activity
  - 20 Hours in Key Area 3 – Administration
  - 15 Hours in Key Area 4 – Marketing/Communications

Tip: Use the listing of courses by key area as a guide at [www.schoolnutrition.org/keyareatable](http://www.schoolnutrition.org/keyareatable)



## Level 2 Certificate (cont...)

### Step 3

- Submit to SNA:
  - Completed application form
  - Payment
  - Copies of all required certificates of completion
  - A copy of your high school diploma/ GED

**Note: You do MUST submit a copy of your high school diploma or GED**



# Level 3 Certificate – Option A



## Step 1

- High School Diploma / General Equivalency Diploma (GED)



## Step 2

- COMPLETE THE COLLEGE REQUIREMENTS
  - 3 College Credits in Key Area 1 – Operations
  - 3 College Credits in Key Area 2 – Nutrition, Education & Physical Activity
  - 3 College Credits in Key Area 3 – Administration AND Key Area 4 – Marketing/Communications

Tip: Use the listing of courses by key area as a guide at [www.schoolnutrition.org/keyareatable](http://www.schoolnutrition.org/keyareatable)



## Level 3 Certificate – Option A

### Step 3

- Submit to SNA:
  - Completed application form
  - Payment
  - A copy of your high school diploma/ GED
  - Copies of your college transcripts

**Notes: You do MUST submit a copy of your high school diploma or GED. Unofficial college transcripts will be accepted.**



# Level 3 Certificate – Option B



## Step 1

- COMPLETE THE CORE REQUIREMENTS
  - 8 hour Nutrition Education Core Course
  - 8 hour Food Safety & Sanitation Core Course



## Step 2

- COMPLETE THE KEY AREA REQUIREMENTS
  - 35 hours in Key Area 1 – Operations
  - 35 Hours in Key Area 2 – Nutrition, Education & Physical Activity
  - 45 Hours in Key Area 3 – Administration AND Key Area 4 – Marketing/Communications
  - 15 hours in General Electives (any of the four Key Areas)

Tip: Use the listing of courses by key area as a guide at [www.schoolnutrition.org/keyareatable](http://www.schoolnutrition.org/keyareatable)





## Level 3 Certificate – Option B

### Step 3

- Submit to SNA:
  - Completed application form
  - Payment
  - Copies of all required certificates of completion
  - A copy of your high school diploma/ GED

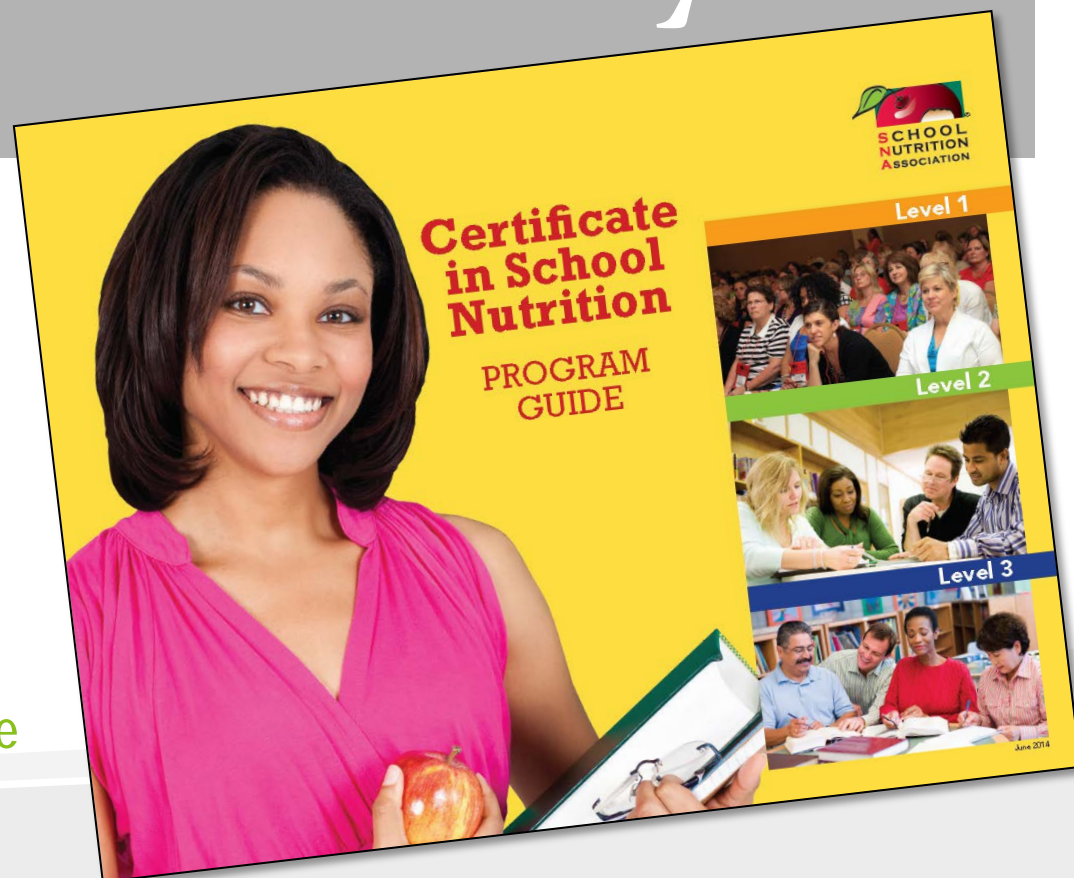
**Note: You do MUST submit a copy of your high school diploma or GED.**

# Important FYIs

- Core Requirement courses cannot date back further than five years of the date you apply.
- College courses can be used regardless of how many years ago they were completed
- Key Area hours completed by attending programs/ workshops cannot date back further than five years from the date you apply and must have at least 2 hours of active instructional time.



# Get Started Today!



Download the Program Guide &  
Application Forms  
[www.schoolnutrition.org/certificate](http://www.schoolnutrition.org/certificate)



# School Nutrition Specialist Credential

SNS Exam



# Are you eligible to take the exam?

Academic Requirement	Key Area Hours Requirement	Work Experience Requirement
60 College Credits or Associate's Degree	30 more college Credits in any of the four Key Areas <b>OR</b> Work experience in coordinating, managing or supervision 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/Nations Association Staff</li> <li>• State/Community agency</li> <li>• Trainer/Consultant/Industry Staff</li> </ul>
Bachelor's Degree or Higher	None	Same as Above



# Complete the Exam Application

- The SNS Credentialing Exam Handbook contains the exam application form, requirements and list of resources to use to prepare for the exam.
- You must:
  - Submit a copy of your transcript
  - Submit the application and appropriate fee
  - [www.schoolnutrition.org/SNS](http://www.schoolnutrition.org/SNS)

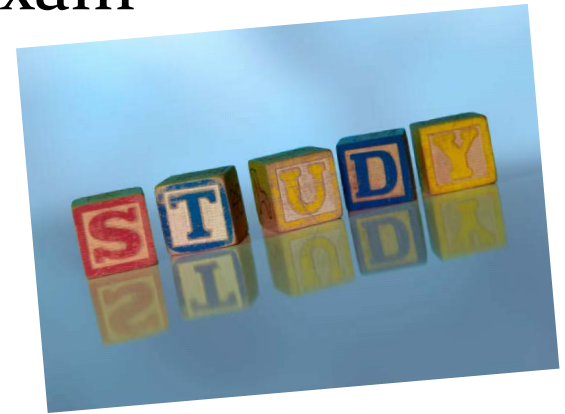


# New Exam Fees

Exam Fees	Member	Non-member
Exam Application	\$210	\$305
Annual Maintenance/ Renewal	\$65	\$160

# 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





# Exam Content and Knowledge Areas

- Facilities, Technology and Equipment Management - 5%
- Financial Management - 16%
- Food Production and Operation Management - 15%
- Food Security, Sanitation, & Safety - 14.5%
- Human Resource Management - 10%
- Marketing and Communication - 7%
- Menu and Nutrition Management - 17%
- Procurement and Inventory Management - 5.5%
- Program Management and Accountability - 10%



# Getting the Exam Results

- Results: in 6 to 8 weeks after exam
- Pass: (score of 78.5% or higher) use the SNS designation after your name, 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)