

**Level 1**



**Level 2**



**Level 3**



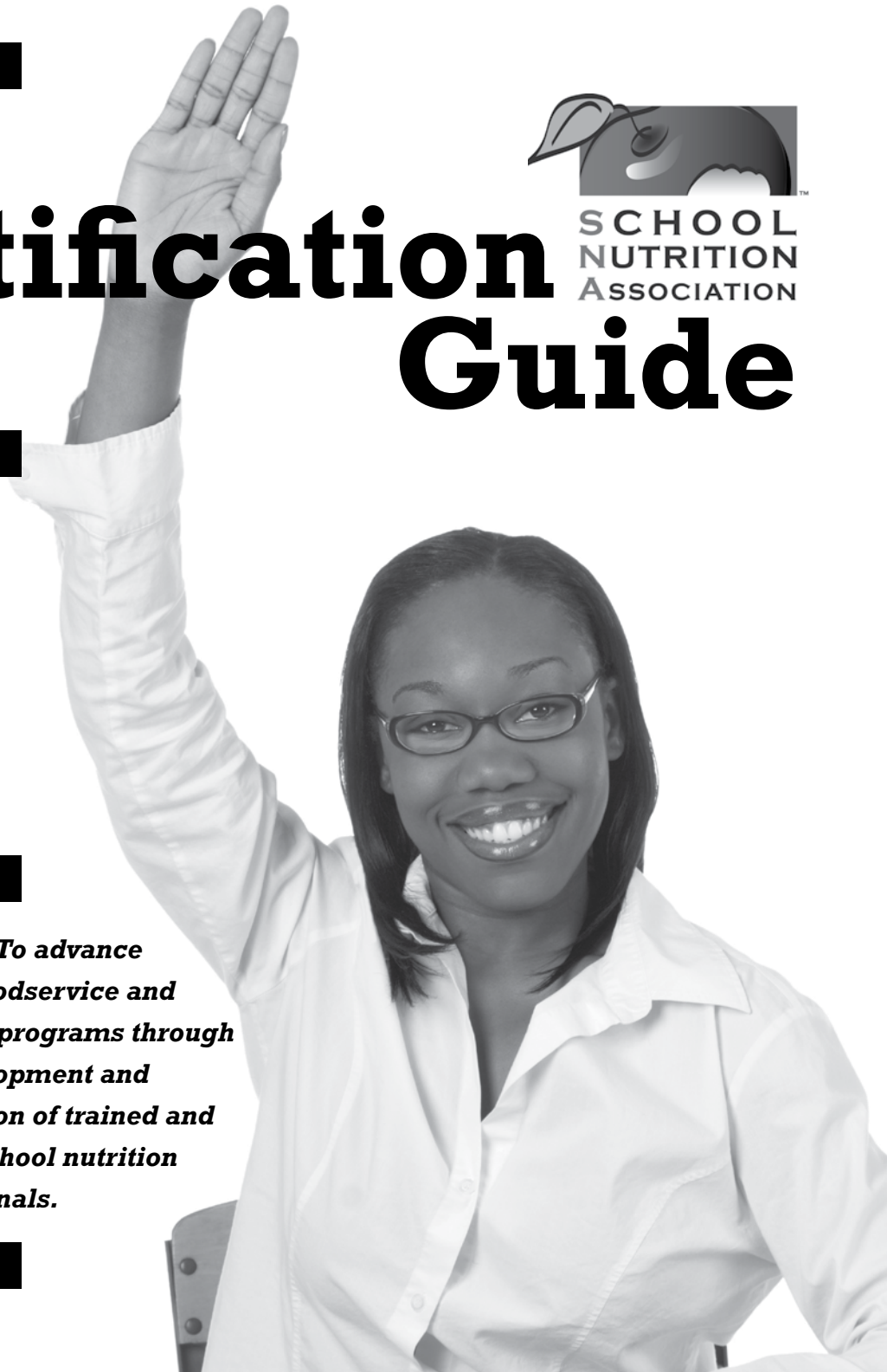
**Trainer Certification**

# Certification Guide



**SCHOOL  
NUTRITION  
ASSOCIATION**

*Mission: To advance school foodservice and nutrition programs through the development and recognition of trained and skilled school nutrition professionals.*





# Table of Contents

<b>SNA's Certification Program</b> .....	<b>2</b>	<b>Annual Renewal of Certification</b> .....	<b>8</b>
Why Should You Become Certified? .....	<b>2</b>	General CEU Guidelines.....	<b>8</b>
How Do You Become Certified?.....	<b>2</b>	Maintaining Your Certification.....	<b>8</b>
<b>Level 1 Certification Requirements</b> .....	<b>3</b>	Certification Reinstatement.....	<b>8</b>
What You Need to Submit for Documentation.....	<b>3</b>	Ways to Earn CEUs.....	<b>9</b>
Ways to Earn Core Requirement Hours.....	<b>3</b>	Level 1—Annual Renewal .....	<b>10</b>
<b>Level 2 Certification Requirements</b> .....	<b>4</b>	Level 2—Annual Renewal .....	<b>10</b>
Ways to Earn Core Requirement Hours.....	<b>4</b>	Level 3—Annual Renewal .....	<b>10</b>
Key Area Requirements.....	<b>4</b>	CEU Documentation for Audits.....	<b>10</b>
Ways to Earn Key Area Hours.....	<b>4</b>	<b>Changing Certification Levels</b> .....	<b>11</b>
Conversion Table for College Credits.....	<b>4</b>	Moving From Level 1 to Level 2 .....	<b>11</b>
Key Area Topic Suggestions.....	<b>5</b>	Moving From Level 1 to Level 3 .....	<b>12</b>
What You Need to Submit for Documentation.....	<b>5</b>	Moving From Level 2 to Level 3 .....	<b>13</b>
<b>Level 3 Certification Requirement</b> .....	<b>6</b>	<b>Trainer Certification Requirements</b> .....	<b>14</b>
Conversion Table for College Credits.....	<b>7</b>	What You Need to Submit for Documentation .....	<b>15</b>
What You Need to Submit for Documentation.....	<b>7</b>	Trainer Certification Annual Maintenance.....	<b>15</b>
		Trainer Certification Renewal .....	<b>15</b>
		<b>New Certification Application Form</b> .....	<b>17</b>
		<b>Trainer Certification Application Form</b> .....	<b>19</b>

Revised: June 2011. ©Copyright 2008–2011 by the School Nutrition Association. All rights reserved. *No part of this publication may be reproduced or transmitted in any form or by any means without prior written permission by the publisher.*

# SNA's Certification Program

*SNA's Certification Program is based on the standards of practice and indicators in the Keys to Excellence in School Food and Nutrition Programs that define nationally accepted standards for quality programs.*

## Why Should You Become Certified?

- Increase your knowledge and 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.

SNA's Certification Program is recognized as a leader in the child nutrition industry. SNA is dedicated to:

- Developing and encouraging the highest standards in school foodservice and nutrition programs.
- Providing educational opportunities to ensure the professional development of certified professionals.
- Encouraging life-long learning.

**Important!** If your application is incomplete, you will receive a letter listing the documents you need to submit in order to become certified. **NOTE: The application fee is non-refundable. You must submit the requested documents within 30 calendar days of receipt of notice. If your documents are not received after 30 calendar days, you will have to re-submit the entire application and pay the initial certification fee again.**

Individuals are certified for a one-year period. To keep your certification current you must obtain CEUs and pay your renewal fee yearly. **NOTE: Certified individuals are not able to pre-pay the annual renewal fee. CEUs must be earned within the renewal period.**

## How Do You Become Certified?

**There are three levels of Certification plus a Trainer Certification.**

### 1. Look over the requirements for each level and Trainer Certification, determine your qualifications, and in a short time you can become certified.

- **Level 1 Certification** (*begins on page 3*)
- **Level 2 Certification** (*begins on page 4*)
- **Level 3 Certification** (*begins on page 6*)
- **Trainer Certification** (*begins on page 14*)

### 2. Determine if you have met the requirements for Academic Experience and Requirements for the level or Trainer Certification you wish to apply.

- **Academic Experience**—\*High School Diploma/GED or college credits depending on the level you are applying for.

*\* High School Diploma/GED will be required beginning July 1, 2012 for new applicants at all levels.*

- **Core Requirements**—workshops, seminars or online courses that meet objectives and goals which help to achieve best practices.
  - 10 Hour SNA-Approved Nutrition Education Core Course or 1 college credit course in Nutrition.
  - 10 Hour SNA-Approved Food Safety & Sanitation Core Course or 1 college credit course in Food Safety & Sanitation, HACCP or Microbiology.

3. **Gather copies of all your documents using the checklist for the Level you are applying for.**
4. **Complete and submit the application form along with fee. Please allow 4–6 weeks for your application to be processed.**

**Upon approval of your application, SNA will send you a Certification Verification Letter explaining responsibilities and procedures for certification renewal.**

As proof of your certification for your school district, you can easily access and print out a certificate by visiting My SNA at [www.schoolnutrition.org](http://www.schoolnutrition.org).



# Level 1: Certification Requirements

To become certified at Level 1, you must meet the following requirements:

Academic Experience	*None	*✓
Core Requirements	✓ 10 Hour SNA-Approved Nutrition Education Core Course or 1 college credit course in Nutrition	
	✓ 10 Hour SNA-Approved Food Safety & Sanitation Core Course or 1 college credit course in Food Safety & Sanitation, HACCP or Microbiology.	
Total Hours	20 Hours	
<small>* High School Diploma/GED will be required beginning July 1, 2012.</small>		

Place a check (✓) next to each that apply.

## What You Need To Submit For Documentation

Now that you have read through the requirements for Level 1, you are ready to submit your completed application, payment and documentation to SNA.

### Academic Experience Documentation:

If you are applying for Level 1, you do not need to submit any documentation for Academic Experience. Beginning July 1, 2012, a high school diploma or equivalent will be required for all new applications at Levels 1, 2 and 3.

### Core Requirement Documentation:

For Level 1, you must submit a copy of your certificates of completion for each of the two required courses. The certificates must show the course title, date of completion and number of approved hours.

**NOTE:** Core Requirement courses 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 completed.

## Ways To Earn Core Requirement Hours

Below is a list of suggested ways to earn the Core Requirement hours:

- Enroll in Nutrition Education and Food Safety & Sanitation Core Courses offered online at SNA's Learning Center at [www.schoolnutrition.org/learningcenter](http://www.schoolnutrition.org/learningcenter) then click on School Nutrition University.
- Visit [www.schoolnutrition.org/certification](http://www.schoolnutrition.org/certification) to view a list of SNA-Approved state affiliate Core Courses and those offered by other associations that can be used.

# Level 2: Certification Requirements

To become certified at Level 2, you must meet the following requirements:

Level 2		Do I Meet The 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 & Sanitation Core Course or 1 college credit course in Food Safety and Sanitation, HACCP or Microbiology.	
<b>Key Area Requirements</b> <i>(Can be met by using college credits. Please review the Key Area Course Suggestion Table on page 5)</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>	<b>90 Hours</b>	

Place a check (✓) next to each that apply.

## Ways to Earn Key Area Hours

Below is a list of suggested ways to earn the Key Area hours:

- Enroll in courses offered online on SNA's Learning Center at [www.schoolnutrition.org/learningcenter](http://www.schoolnutrition.org/learningcenter).
- Contact your state affiliate about upcoming programs.
- Participate in Key Area programs being offered by the following organizations:
  - School Nutrition Association (SNA)
  - School Nutrition Foundation (SNF)
  - State Agencies – State Departments of Education (DOE)
  - SNA State Affiliates
  - US Department of Agriculture (USDA)
  - National Food Service Management Institute (NFSMI)
  - American Dietetics Association (ADA)
  - Dietary Managers Association (DMA)

## Ways to Earn Core Requirement Hours

- Enroll in Nutrition Education and Food Safety & Sanitation Core Courses offered online on SNA's Learning Center at [www.schoolnutrition.org/learningcenter](http://www.schoolnutrition.org/learningcenter) then click on School Nutrition University.
- Visit [www.schoolnutrition.org/certification](http://www.schoolnutrition.org/certification) to view a list of SNA-Approved state affiliate Core Courses and those offered by other associations that can be used.

## Key Area Requirement courses:

- Must be at least 2 hours of active instructional time (*does not include breaks, registration and warm-ups*).
- Completed by attending programs/workshops cannot date back further than five years from the date you apply for initial certification.
- **Can be earned by completing college courses or participating in programs/workshops that offer Key Area hours.** The college courses must fall under the Key Areas listed above. Please use the Conversion Table for College Credits to determine how many Key Area hours each college credit is worth.

### Conversion Table for College Credits

**1 Credit Course = 15 Key Area Hours**

**2 Credit Course = 30 Key Area Hours**

**3 Credit Course = 45 Key Area Hours**

For a full list of suggested courses by Key Area, please visit [www.schoolnutrition.org/keyareatable](http://www.schoolnutrition.org/keyareatable)

Key Area	Course Suggestion
<b>Key Area 1—Operations</b>	<ul style="list-style-type: none"> <li>✓ HACCP</li> <li>✓ Purchasing/Inventory</li> <li>✓ Menu Planning</li> <li>✓ Food Preparation/Culinary/ Garnishing</li> <li>✓ Commodities</li> <li>✓ Facility Design/Management</li> <li>✓ *State-Approved Alternatives</li> </ul>
<b>Key Area 2 —Nutrition</b>	<ul style="list-style-type: none"> <li>✓ Basic Nutrition</li> <li>✓ 2005 Dietary Guidelines</li> <li>✓ *State-Approved Alternatives</li> </ul>
<b>Key Area 3—Administration</b>	<ul style="list-style-type: none"> <li>✓ Personnel Management</li> <li>✓ Human Relations</li> <li>✓ Business Management</li> <li>✓ Organizational Management</li> <li>✓ Personal Wellness</li> <li>✓ Interpersonal Skills</li> <li>✓ Financial Management</li> <li>✓ Cashiering</li> <li>✓ Record Keeping</li> <li>✓ Accounting</li> <li>✓ Technology/Computers</li> <li>✓ *State-Approved Alternatives</li> </ul>
<b>Key Area 4—Communications/Marketing</b>	<ul style="list-style-type: none"> <li>✓ Marketing</li> <li>✓ Promotion</li> <li>✓ Customer Service</li> <li>✓ Merchandising</li> <li>✓ Communication</li> <li>✓ Foreign Languages</li> <li>✓ Public Speaking</li> <li>✓ *State-Approved Alternatives</li> </ul>

\*State-approved alternatives are those programs/courses that have been approved by SNA state affiliates and offer Key Area Hours.

## What You Need to Submit for Documentation

Now that you have read through the requirements for Level 2, you are ready to submit your completed application, payment and documentation to SNA.

### Academic Experience Documentation:

For Level 2, you must submit a copy of your high school diploma, or general equivalency diploma (GED).

### Core Requirement and Key Area Requirement Documentation:

For Level 2, you must submit a copy of your certificates of completion for each of the required courses. The certificates must show the course title, date of completion and number of approved hours.

**NOTE:** Core Requirement courses and Key Area hours completed by attending programs/workshops 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.

# Level 3: Certification Requirements

**There are two ways of earning Level 3 Certification.**

**Requirements can be met by:**

- Completing 9 College Credits in the Key Areas listed in **Table A.**

<b>Level 3 - Table A</b>		<b>Do I Meet The Requirements?</b>
<b>Academic Experience</b>	High School Diploma/GED and College Credits	
<b>College Course Requirement</b>	<b>Key Area 1—Operations</b> ✓ 3 College Credits such as Food Safety/HACCP/Sanitation/ Food Science/Microbiology	
	<b>Key Area 2—Nutrition</b> ✓ 3 College Credits such as Nutrition/Feeding Children with Special Needs/Community Nutrition	
	<b>Key Area 3—Administration AND                      Key Area 4—Communications/Marketing</b> ✓ 3 College Credits such as Foodservice Management/ Leadership/Marketing/Accounting	
<b>Total College Credits</b>	<b>9 College Credits</b>	

Place a check (✓) next to each that apply.

**OR**

- Combining Key Area Hours earned while attending programs/workshops **AND** College Credits earned within the Key Areas listed in **\*Table B** (see page 7).

\*If using Table B to meet the requirements for Level 3, please use the Conversion Table for College Credits to determine how many Key Area hours each credit is worth. **NOTE: There are no other options to convert College Credits to Key Area hours.**

<b>Level 3 - Table B</b>		<b>Do I Meet The Requirements?</b>
<b>Academic Experience</b>	High School Diploma/GED or College Credits ( <i>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.</i> )	
<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 & Sanitation Core Course or 1 college credit course in Food Safety & Sanitation, HACCP or Microbiology.	
<b>Key Area Requirements</b> (Please review the Key Area Course Suggestion Table on page 5)	✓ 35 Hours in Key Area 1—Operations	
	✓ 35 Hours in Key Area 2—Nutrition	
	✓ 45 Hours in Key Area 3—Administration AND Key Area 4—Communications/Marketing	
	✓ 15 Hours of General Electives ( <i>Can complete courses in any of the four Key Areas</i> )	
<b>Total Hours</b>	<b>150 Hours</b>	
<i>For example, you can meet the requirements for Key Area 3 and 4 by completing a 3 college credit Accounting course and meet the requirements for Key Area 1 and 2 by attending programs/workshops that offer Key Area Hours.</i>		

### **Conversion Table for College Credits**

**1 Credit Course = 15 Key Area Hours**

**2 Credit Course = 30 Key Area Hours**

**3 Credit Course = 45 Key Area Hours**

Place a check (✓)  
next to each that apply.

*“Being certified and credentialed helps me convey to my employers, coworkers, customers, and employees that I am committed to my chosen profession and the school nutrition program. It is proof that I have a set of skills and abilities and has given me an edge in the work place more than once. I’m proud to be certified and credentialed.”*

—Mary Jane Cardarelle-Hermans, SNS, Cafeteria Manager,  
Nolan Middle School, Bradenton, Florida

## **What You Need to Submit for Documentation**

Now that you have read through the requirements for Level 3, you are ready to submit your completed application, payment, high school diploma and/or college transcript and certificates of completion to SNA.

**NOTE: Core Requirement courses cannot date back further than five years from 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 hours completed by attending programs/workshops cannot date back further than five years from the date you apply for initial certification and must be at least 2 hours of active instructional time.**

# Annual Renewal of Certification

Individuals are certified for a one-year period. To keep your certification current you must obtain CEUs and pay the appropriate renewal fee for your level annually.

Continuing Education Units (CEUs) are hours earned every year for participating in job-related activities such as conferences, workshops, online courses, webinars, or in-service trainings that provide ongoing professional development.

## General 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 or Key Area Hours.
- CEUs are for Certification Renewal only.
- CEUs must be completed or earned within the certification renewal period.
- CEUs should reflect job-related growth experiences.
- CEUs for SNA-sponsored events will be maintained in the SNA database.
- All CEUs must be a minimum of one hour in length.

CEUs are required annually as indicated on the chart below:

Certification Level	CEUs
Level 1	6 CEUs
Level 2	12 CEUs
Level 3	18 CEUs

## Maintaining Your Certification

- Your SNA Certification is valid for one year. Three months before your certification is due to expire, SNA will send you (by mail) a letter and renewal form. It is your responsibility to renew your certification on time to avoid your certification being cancelled.
- You must complete the required number of CEUs during your annual certification period.
- Each individual who is certified 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, notification to send CEU documentation to SNA will be included in your annual renewal notice.**
- Submit to SNA the annual renewal fee with the renewal form at least four weeks prior to expiring.
- After SNA reviews and approves your certification renewal, you will receive notification of approval. **Please allow 4–6 weeks for your renewal to be processed.**

- To prove your active certification to your school district, you can easily access and print out a certificate by visiting My SNA at [www.schoolnutrition.org](http://www.schoolnutrition.org).
- If your renewal form is incomplete, you will receive a letter explaining what is required to become re-certified.
- In order to pay the member rate for the renewal fee, you must be an active SNA member during your entire certification period. If you are an inactive member at any point, you will be required to pay the non-member rate.

## Certification Reinstatement

- Individuals with lapsed certifications can reinstate their certification within 90 days of expiring.
- SNA will mail a reinstatement notice after the expiration date with instructions.
- Those with lapsed certifications must pay the certification reinstatement fee:

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

- They must also pay any previously owed renewal fees.
- Submit documentation of CEUs earned during the lapsed certification period (mandatory audit).

**Upon approval of your reinstatement, SNA will send you a Certification Verification Letter explaining responsibilities and procedures for certification renewal. Please allow 4–6 weeks for your reinstatement to be processed.**

## Ways to Earn CEUs

You can earn CEUs toward your certification renewal in a variety of ways.

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 Learning Center at <a href="http://www.schoolnutrition.org/learningcenter">www.schoolnutrition.org/learningcenter</a>	Education provider determines CEU amount
Complete Professional Development Articles (PDAs) in <i>School Nutrition</i> magazine or state PDAs	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/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)
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 before July 1, 2012	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
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

## Level 1 – Annual Renewal

<b>Member Annual Renewal Fee</b>
\$6.00
<b>Non-Member Annual Renewal Fee</b>
\$51.00
<b>Annual CEUs</b>
6 CEUs

## Level 2 – Annual Renewal

<b>Member Annual Renewal Fee</b>
\$7.00
<b>Non-Member Annual Renewal Fee</b>
\$61.00
<b>Annual CEUs</b>
12 CEUs

## Level 3 – Annual Renewal

<b>Member Annual Renewal Fee</b>
\$9.00
<b>Non-Member Annual Renewal Fee</b>
\$161.00
<b>Annual CEUs</b>
18 CEUs

### 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 Books/Brochures
- Registration Confirmation Letters
- Program Agendas
- Badges
- Payment Receipts
- MySNA Transcript - Listing SNA-sponsored activities such as pre-conference and education sessions for: ANC, LAC, CNIC, NLC, SNA Webinars, and School Nutrition magazine PDAs (3 passing)

---

**Important!** *You must complete the required number of CEUs during your annual certification period.*

*“As a new manager, becoming certified showed my staff that I have reached a higher level of professionalism and knowledge that brings greater respect and confidence in me from them. Becoming certified also allowed staff and faculty in the school to look at me as a professional rather than a lunch lady.”*

—Maureen MacLeod, Food Service Manager, Manchester Middle & High School, Manchester, Massachusetts

# 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 the Key Area hours, high school diploma/GED and/or college transcripts 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.
- If you change certification levels, you will be given a new certification expiration date. You also will be expected to meet the CEU requirements and fees for the new level at that expiration date.

<b>Conversion Table for College Credits</b>	
<b>1 Credit Course</b>	<b>= 15 Key Area Hours</b>
<b>2 Credit Course</b>	<b>= 30 Key Area Hours</b>
<b>3 Credit Course</b>	<b>= 45 Key Area Hours</b>

## Moving From Level 1 to Level 2

<b>Moving From Level 1 to Level 2</b>		<b>Do I Meet The Requirements?</b>
<b>Academic Experience</b>	High School Diploma/GED	
<b>*Additional Key Area Requirement</b> (Please review the Key Area Course Suggestion Table on page 5)	✓ 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>	<b>Additional 70 Hours</b>	
<i>*If using college courses to move from Level 1 to Level 2, please use the Conversion Table for College Credits to determine how many Key Area hours each college credit is worth.</i>		

Place a check (✓) next to each that apply.

**Note:** College courses can be used for moving from one level to the next regardless of how many years ago they were taken. Key Area hours completed by attending programs/workshops cannot date back further than five years of the date you apply to move from one level to the next and must be at least 2 hours of active instructional time.

*Course documentation used to meet the initial certification Level cannot be used to move up to another Level.*

## Moving From Level 1 to Level 3

Moving From Level 1 to Level 3		Do I Meet The Requirements?
<b>Academic Experience</b>	High School Diploma/GED or College Credits <i>(College credits are not required to meet Level 3 using this table, but can be combined with workshop hours to meet the additional 130 hours required).</i>	
<b>*Additional Key Area Requirement</b> (Please review the Key Area Course Suggestion Table on page 5)	✓ 35 Hours in Key Area 1—Operations	
	✓ 35 Hours in Key Area 2—Nutrition	
	✓ 45 Hours in Key Area 3—Administration AND Key Area 4—Communications/Marketing	
	✓ 15 Hours in General Electives <i>(Can complete courses in any of the four Key Areas)</i>	
<b>Total Hours</b>	<b>Additional 130 Hours</b>	
<i>*If using college courses to move from Level 1 to Level 3, please use the Conversion Table for College Credits on page 11 to determine how many Key Area hours each college credit is worth.</i>		

Place a check (✓) next to each that apply.

**OR**

## Moving From Level 1 to Level 3

Moving From Level 1 to Level 3		Do I Meet The Requirements?
<b>Academic Experience</b>	High School Diploma/GED and College Credits	
<b>Additional College Credit Requirement</b>	<b>Key Area 1—Operations</b> ✓ 3 College Credits such as Food Safety/HACCP/Sanitation/ Food Science/Microbiology	
	<b>Key Area 2—Nutrition</b> ✓ 3 College Credits such as Nutrition/Feeding Children with Special Needs/Community Nutrition	
	<b>Key Area 3—Administration AND Key Area 4—Communications/Marketing</b> ✓ 3 College Credits such as Foodservice Management/ Leadership/Marketing/Accounting	
<b>Total College Credit</b>	<b>9 College Credits</b>	

Place a check (✓) next to each that apply.

**Note:** College courses can be used for moving from one level to the next regardless of how many years ago they were taken. Key Area hours completed by attending programs/workshop cannot date back further than five years of the date you apply to move from one level to the next and must be at least 2 hours of active instructional time.

*Course documentation used to meet the initial certification Level cannot be used to move up to another Level.*

## Moving From Level 2 to Level 3

Moving From Level 2 to Level 3		Do I Meet The Requirements?
<b>Academic Experience</b>	High School Diploma/GED or College Credits <i>(College credits are not required to meet Level 3 using this table, but can be combined with workshop hours to meet the additional 60 hours required).</i>	
<b>*Additional Key Area Requirement</b> (Please review the Key Area Course Suggestion Table on page 5)	✓ 15 Hours in Key Area 1—Operations	
	✓ 20 Hours in Key Area 2—Nutrition	
	✓ 10 Hours in Key Area 3—Administration AND Key Area 4—Communications/Marketing	
	✓ 15 Hours in General Electives <i>(Can complete courses in any of the four Key Areas)</i>	
<b>Total Hours</b>	<b>Additional 60 Hours</b>	
*If using college courses to move from Level 2 to Level 3, please use the Conversion Table for College Credits on page 11 to determine how many Key Area hours each college credit is worth.		

Place a check (✓) next to each that apply.

OR

## Moving From Level 2 to Level 3

Moving From Level 2 to Level 3		Do I Meet The Requirements?
<b>Academic Experience</b>	High School Diploma/GED and College Credits	
<b>Additional College Credit Requirement</b>	<b>Key Area 1—Operations</b> ✓ 3 College Credits such as Food Safety/HACCP/Sanitation/ Food Science/Microbiology	
	<b>Key Area 2—Nutrition</b> ✓ 3 College Credits such as Nutrition/Feeding Children with Special Needs/Community Nutrition	
	<b>Key Area 3—Administration AND Key Area 4—Communications/Marketing</b> ✓ 3 College Credits such as Foodservice Management/ Leadership/Marketing/Accounting	
<b>Total College Credits</b>	<b>9 College Credits</b>	

Place a check (✓) next to each that apply.

**Note:** College courses can be used for moving from one level to the next regardless of how many years ago they were taken. Key Area hours completed by attending programs/workshops cannot date back further than five years of the date you apply to move from one level to the next and must be at least 2 hours of active instructional time.

Course documentation used to meet the initial certification Level cannot be used to move up to another Level.

# Trainer Certification Requirements

## Trainer Certification assures:

- Instructors are experienced and trained to provide quality training.
- SNA developed courses 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.

*“Certification has helped me advance in my career from cook, to head cook, to food service supervisor today. I continue to hold Level 3 Certification and encourage all of the cooks in our district to get certified. I would not be where I am today if I was not certified.”*—Renee Miles, President, Washington SNA, 2007-2008,

**Food Service Supervisor, Toppenish School District , Toppenish, Washington**

**To become a Certified Trainer, you must meet the following requirements:**

Trainer Certification		Do I Meet The Requirements?
<b>Professional Experience</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>Credentials/Academic Experience</b> <i>(Must have one of the following)</i>	Level 3 Certification, SNS, RD, Associates, Bachelors, Masters, PhD, or other advanced college degrees in a related field.	
<b>Course Requirements</b>	<p>✓ 10 Hour Train-the-Trainer Workshop or 1 college credit course in Adult Education Training (If you have a college degree in Education, this requirement is waived)</p> <p><i>After being approved, new Trainers will select the SNA developed course they want to teach and submit the certificate of completion for that course to SNA in order to gain access to the instructor manual for the course.</i></p>	
<b>Total Course Hours</b>	<b>10 Hours</b>	

Place a check (✓) next to each that apply.

## What You Need to Submit for Documentation

Now that you have read through the requirements for Trainer Certification, you are ready to submit your completed application, payment and documentation to SNA.

### Trainer Certification Application:

Complete the Trainer Certification Application and submit with the application fee.

### Professional Experience:

Submit two letters of recommendation from your current employer, former employer or customers, indicating your experience as a trainer.

### Credential/Academic Experience:

Submit a copy of proof for one of the following: Level 3 Certification, SNS, RD, Associates, Bachelors, Masters, PhD, or other advanced college degrees in a related field (Copy of certificates or college degree diploma).

### Course Requirement Documentation:

Submit a copy of your certificate of completion for the required Train-the-Trainer Workshop. The certificate must show the course title, date of completion, and number of approved hours. If submitting documentation for a college course in Adult Education Training, please submit a copy of your college transcript. If you have a degree in Education, submit a copy of your college degree diploma.

**NOTE:** Courses cannot date back further than five years of the date you apply for Trainer Certification. Adult Education Training college course can be used for Trainer Certification regardless of how many years ago it was taken.

## Trainer Certification Annual Maintenance

Trainers will maintain their certification by paying an annual maintenance fee (\$50 for members and \$145 for non-members) that will be assessed yearly—3 months prior to the anniversary date of their Trainer Certification expiration.

## Trainer Certification—Renewal

Once you become a Certified Trainer, you also have to renew every 3 years. You must teach at least 1 class within your 3 year period. Three months prior to your Trainer Certification expiration date, SNA will mail you a letter and renewal application. To renew, submit your renewal form, payment and documentation for the class which includes an agenda listing the objectives, date, time, location and class evaluation forms. In order to pay the member rate for the renewal fee, you must be an active SNA member during your entire Trainer Certification period. If you are an inactive member for anytime, you will be required to pay the non-member rate.

## Trainer Certification—Renewal

<b>Member Renewal Fee</b>
<b>\$50.00</b>
<b>Non-Member Renewal Fee</b>
<b>\$145.00</b>
<b>Documentation</b>
<b>Must have taught at least 1 class within 3 years to be eligible to renew.</b>

# New Certification Application Checklist

- Complete and sign the application form.
- Enclose check, money order or complete credit card information on the application form.
- Enclose a copy of your high school diploma or GED for Level 2.
- Enclose a copy of your high school diploma/ GED or college transcript for Level 3.
- Enclose a copy of your required documentation for all Levels.
- Mail the application form, payment and all documentation to: SNA, PO Box 759297, Baltimore, MD 21298-9297

Requirements		Level 2	Level 3 If using TABLE A	Level 3 If using TABLE B
*High School Diploma/GED	*	✓	✓	✓
College Credit			✓	
<b>Documentation: Nutrition Education</b>	✓ 10 Hour SNA-Approved Nutrition Education Core Course or 1 college credit course in Nutrition.	✓ 10 Hour SNA-Approved Nutrition Education Core Course or 1 college credit course in Nutrition.		✓ 10 Hour SNA-Approved Nutrition Education Core Course or 1 college credit course in Nutrition.
<b>Documentation: Food Safety &amp; Sanitation</b>	✓ 20 Hour SNA-Approved Food Safety & Sanitation Core Course or 1 college credit course in Food Safety & Sanitation, HACCP or Microbiology.	✓ 10 Hour SNA-Approved Food Safety & Sanitation Core Course or 1 college credit course in Food Safety & Sanitation, HACCP or Microbiology.		✓ 10 Hour SNA-Approved Food Safety & Sanitation Core Course or 1 college credit course in Food Safety & Sanitation, HACCP or Microbiology.
<b>Documentation: Key Area Hours</b>		<ul style="list-style-type: none"> <li>✓ 20 Hours in Key Area 1— Operations</li> <li>✓ 15 Hours in Key Area 2— Nutrition</li> <li>✓ 20 Hours in Key Area 3— Administration</li> <li>✓ 15 Hours in Key Area 4— Communications/Marketing</li> </ul>		<ul style="list-style-type: none"> <li>✓ 35 Hours in Key Area 1— Operations</li> <li>✓ 35 Hours in Key Area 2—Nutrition</li> <li>✓ 45 Hours in Key Area 3— Administration AND Key Area 4-Communications/Marketing</li> <li>✓ 15 Hours of General Electives (Can complete courses in any of the four Key Areas)</li> </ul>
<b>Documentation: College Credit</b>			<ul style="list-style-type: none"> <li>✓ 3 College Credits such as Food Safety/HACCP/ Sanitation/Food Science/ Microbiology</li> <li>✓ 3 College Credits such as Nutrition/Feeding Children with Special Needs/ Community Nutrition</li> <li>✓ 3 College Credits such as Foodservice Management/ Leadership/Marketing/ Accounting</li> </ul>	
	<b>20 Hours</b>	<b>90 Hours</b>	<b>9 College Credits OR 150 Hours</b>	

\* High School Diploma/GED will be required beginning July 1, 2012.

# New Certification Application



## APPLICATION INFORMATION

(Print or type all information)

Preferred Mailing Address:  Home  Work

Check here  if membership application has been submitted and you do not already have a membership number.

**SNA Membership Number:** \_\_\_\_\_

\_\_\_\_\_  
Name (first, middle initial, last)

\_\_\_\_\_  
Preferred Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

Do you receive a pay increase for being certified?  Yes  No

### Application Fees and Documentation

Submit to SNA your application form and copies of the required documentation for the Certification Level you are applying for.

*Place a checkmark next to the appropriate Member or Non-Member fee that pertains to the Level you are applying for.*

Level	Application Fee for Members	Application Fee for Non-Members
Level 1	<input type="checkbox"/> \$14	<input type="checkbox"/> \$59
Level 2	<input type="checkbox"/> \$17	<input type="checkbox"/> \$70
Level 3	<input type="checkbox"/> \$27	<input type="checkbox"/> \$177

### Declaration

I have read and understand the information provided in the Certification Guide. I declare that all the information I have provided is true to the best of my knowledge. I understand that SNA reserves the right to verify any or all information in this application or in connection with my certification. Therefore, I understand and agree that my failure to provide information that is true, respond to authorized SNA requests for additional information or abide by SNA policies and procedures shall constitute grounds for rejection of my application or denial or revocation of my certification.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Payment

Total Payment Enclosed \$ \_\_\_\_\_  Check  Money Order  
 VISA  MasterCard  
 American Express

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Signature

**Make checks or money order payable to SNA. Mail your application, payment and documentation to: SNA, P.O. Box 759297, Baltimore, MD 21298-9297 or Fax your application, credit card information and documentation to: (301) 686-3115.**

**NOTE: The application fee is non-refundable. Please allow 4-6 weeks for your application to be processed.**

**MAKE A PHOTOCOPY OF YOUR APPLICATION FOR YOUR RECORDS. Please call the SNA Service Center at (800) 877-8822 with any questions. SAVE MONEY! Become a member of SNA when you apply for certification. For a membership application, call the Service Center at (800) 877-8822.**

# Trainer Certification Application Checklist

- Complete and sign the application form.
- Enclose check, money order or complete credit card information on the application form.
- Enclose two letters of recommendation from your current employer, former employer or customers indicating your experience as a trainer.
- Submit a copy of your proof of one of the following: Level 3 Certification, SNS, RD, Associates, Bachelors, Masters, PhD, or other advanced college degrees in a related field (Copy of certificates or college degree diploma).
- Enclose a copy of your Course Requirement documentation.
- Mail the application form, payment and all documentation to: SNA, PO Box 759297, Baltimore, MD 21298-9297

Requirements	Trainer Certification
<b>Documentation: Professional Experience</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>Documentation: Credentials/Academic Experience</b> <i>(Must have one of the following)</i>	✓ Level 3 Certification, SNS, RD, Associates, Bachelors, Masters, PhD, or other advanced college degrees in a related field.
<b>Documentation: Course Requirements</b>	✓ 10 Hour Train-the-Trainer Workshop or 1 college credit course in Adult Education Training <i>(If you have a college degree in Education, this requirement is waived)</i>  <i>After being approved, new Trainers will select the SNA developed course they want to teach and submit the certificate of completion for that course to SNA in order to gain access to the instructor manual for the course.</i>









**SCHOOL  
NUTRITION  
ASSOCIATION**

*Making the right food choices, together.*

**School Nutrition Association**

**120 Waterfront Street, Suite 300, National Harbor, MD 20745**

**Phone: (301) 686-3100 or (800) 877-8822**

**Fax: (301) 686-3115**

**Website: [www.schoolnutrition.org](http://www.schoolnutrition.org)**