

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.

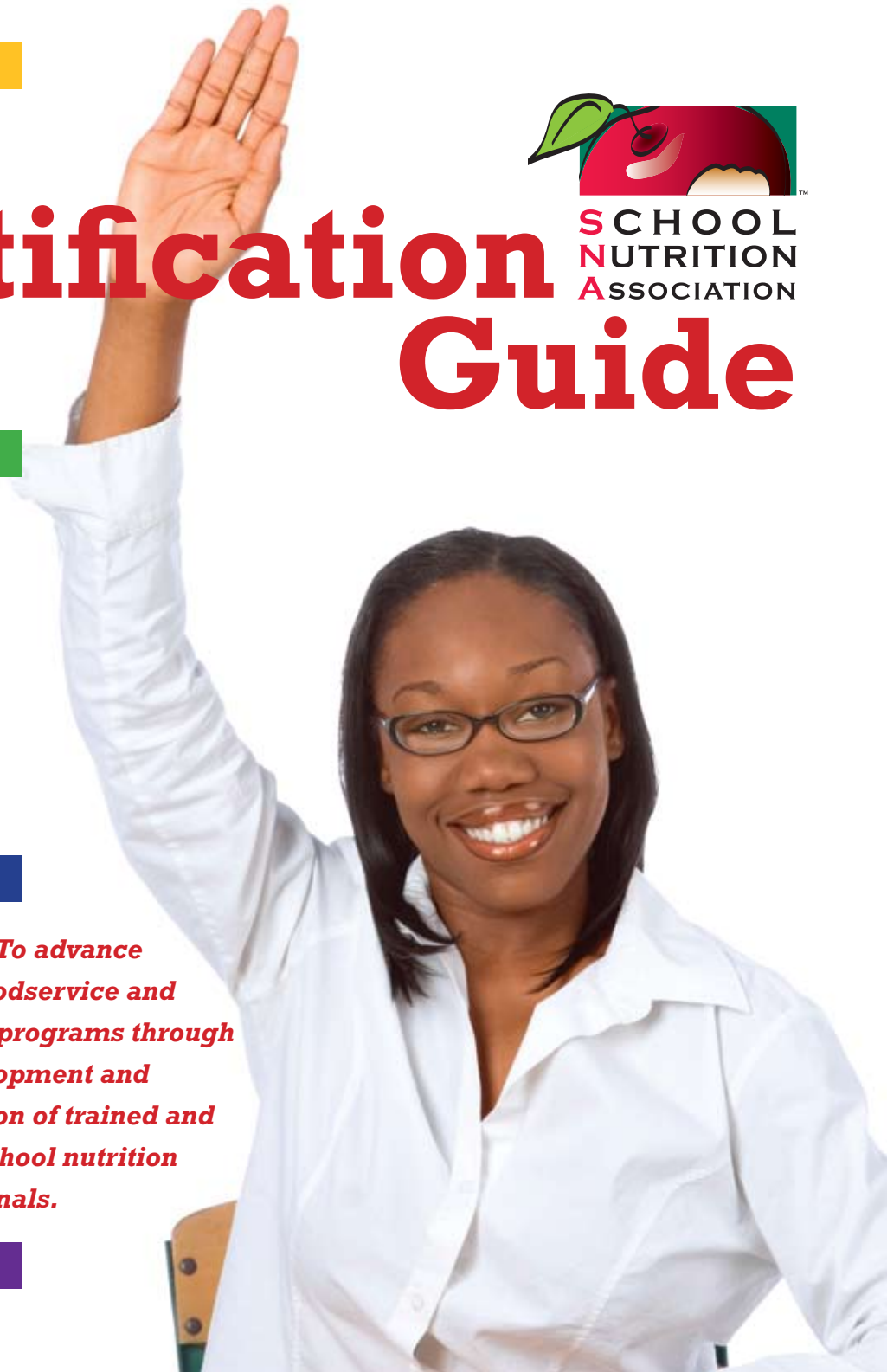


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SNA's Certification Program

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.

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 certification type you are applying for.

** High School Diploma/GED will be required in 2011 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 Hours Approved Nutrition Education Course (*i.e. Healthy EDGE or SNA-approved equivalent course*) *Healthy EDGE must be taught by a SNA Certified Trainer.*

AND

- 10 Hours Approved Sanitation & Safety Course (*i.e. ServSafe® or SNA-approved equivalent course*)

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 packet, which includes:

- Instructions explaining responsibilities and procedures for certification renewal.
- Personal Continuing Education Units (CEUs) Record.

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.

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.**

Grandfathering

Effective September 1, 2008, SNA's Certification Program will become an annual program. New applicants will follow the requirements described in this Guide, maintain CEU documentation annually and pay an annual renewal fee.

If your certification is 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. Individuals who have current SNA certification will be enrolled in the new program at the time of their certification expiration date.

Level 1: Certification Requirements

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

Level 1		Do I Meet The Requirements?
Academic Experience	*None	*✓
Core Requirements	✓ 10 Hour Nutrition Education Course (i.e. Healthy EDGE or SNA-approved equivalent course) Healthy EDGE must be taught by a SNA Certified Trainer.	
	✓ 10 Hour Sanitation & Safety Course (i.e. ServSafe® or SNA-approved equivalent course)	
Total Hours	20 Hours	
* High School Diploma/GED will be required in 2011 for new applicants at all levels.		

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. After July 1, 2011, 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, number of approved hours and instructor's signature.

NOTE: Core Requirement courses cannot date back further than five years of the date you apply for initial certification. College courses can be used to meet the Core Requirements regardless of how many years ago they were taken. Completing a 1 college credit course in Nutrition and a 1 college credit course in Sanitation/Safety/HACCP will meet the Core Requirements for initial certification.

Ways To Earn Core Requirement Hours

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

- Enroll in Nutrition Education and Sanitation/Safety Courses offered online on SNA's School Nutrition University (SNU) website at www.snuniversity.org.
- Contact your state affiliate for state approved Nutrition Education and Sanitation/Safety Courses.
- Participate in Core Courses approved by SNA that are offered by other associations.

ServSafe® is a registered trademark of the National Restaurant Association Solutions, LLC, a wholly owned subsidiary of the National Restaurant Association.

Level 2: Certification Requirements

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

Level 2		Do I Meet The Requirements?
Academic Experience	High School Diploma/GED	
Core Requirements	✓ 10 Hour Nutrition Education Course (i.e. <i>Healthy EDGE</i> or SNA-approved equivalent course) <i>Healthy EDGE</i> must be taught by a SNA Certified Trainer.	
	✓ 10 Hour Sanitation & Safety Course (i.e. <i>ServSafe®</i> or SNA-approved equivalent course)	
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	

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 Key Area approved courses offered online on SNA's School Nutrition University (SNU) website at www.snuniversity.org.
- Contact your state affiliate about upcoming programs.
- Participate in Key Area programs being sponsored by the following organizations:
 - School Nutrition Association (SNA)
 - School Nutrition Foundation (SNF)
 - SNA State Affiliates
 - US Department of Agriculture (USDA)
 - National Food Service Management Institute (NFSMI)
 - American Dietetics Association (ADA)
 - Dietary Managers Association (DMA)
 - State Agencies—State Departments of Education (DOE)
- Complete college courses that fall under the four Key Areas.

Key Area Requirements

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 the initial certification.

- Can be earned by completing college courses or participating 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

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

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

Key Area—Course Topic Suggestions

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.

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, number of approved hours and instructor's signature. **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.**

Ways to Earn Core Requirement Hours

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

- Enroll in Nutrition Education and Sanitation/Safety Courses offered online on SNA's School Nutrition University (SNU) at www.snuniversity.org.
- Contact your state affiliate for state approved Nutrition Education and Sanitation/Safety Courses.
- Participate in Core Courses approved by SNA that are offered by other associations.

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**.

Level 3 - Table A		Do I Meet The Requirements?
Academic Experience	Some College Credit	
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 AND Key Area 4—Communications/Marketing ✓ 3 College Credits such as Foodservice Management/ Leadership/Marketing/Accounting	
Total College Credits	9 College Credits	

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.**

Level 3 - Table B		Do I Meet The Requirements?
Academic Experience	High School Diploma/GED and/or Some College Credit	
Core Requirements	✓ 10 Hour Nutrition Education Course (i.e. Healthy EDGE or SNA-approved equivalent course) Healthy EDGE must be taught by a SNA Certified Trainer.	
	✓ 10 Hour Sanitation & Safety Course (i.e. ServSafe® or SNA-approved equivalent course)	
Key Area Requirements (Please review the Key Area Course Suggestion Table on page 5)	<ul style="list-style-type: none"> ✓ 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 (Can complete courses in any of the four Key Areas) 	
Total Hours	150 Hours	

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.

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: 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 of 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 attending job-related activities such as workshops, seminars, and in-service training that provides ongoing professional growth.

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 and having to re-apply.
- **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. The renewal fees are dependent on your certification level and are listed on the renewal form.
- 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.
- 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.

Important! *If renewal is not completed by the expiration date, you must apply for a NEW certification, pay the initial certification fee and meet all current requirements.*

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 SNU website www.snuniversity.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/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, 2011	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

Member Annual Renewal Fee
\$6.00
Non-Member Annual Renewal Fee
\$51.00
Annual CEUs
6 CEUs

Level 2 – Annual Renewal

Member Annual Renewal Fee
\$7.00
Non-Member Annual Renewal Fee
\$61.00
Annual CEUs
12 CEUs

Level 3 – Annual Renewal

Member Annual Renewal Fee
\$9.00
Non-Member Annual Renewal Fee
\$161.00
Annual CEUs
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 Agendas
- Program Books/Brochures
- Registration Confirmation Letters
- Badges
- Payment Receipts

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.

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

Moving From Level 1 to Level 2

Moving From Level 1 to Level 2		Do I Meet The Requirements?
Academic Experience	High School Diploma/GED	
*Additional Key Area Requirement (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	
Total Hours	Additional 70 Hours	
*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.		

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?
Academic Experience	High School Diploma/GED	
*Additional Key Area Requirement (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 (Can complete courses in any of the four Key Areas)	
Total Hours	Additional 130 Hours	
*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.		

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?
Academic Experience	Some College Credit	
Additional College Credit 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 AND Key Area 4—Communications/Marketing ✓ 3 College Credits such as Foodservice Management/ Leadership/Marketing/Accounting	
Total College Credit	9 College Credits	

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?
Academic Experience	High School Diploma/GED	
*Additional Key Area Requirement (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 (Can complete courses in any of the four Key Areas)	
Total Hours	Additional 60 Hours	
*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?
Academic Experience	Some College Credit	
Additional College Credit 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 AND Key Area 4—Communications/Marketing ✓ 3 College Credits such as Foodservice Management/Leadership/Marketing/Accounting	
Total College Credits	9 College Credits	

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?
Professional Experience	Have two or more years of experience teaching adults within the past five years	
	Submit 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, Associates, Bachelors, Masters or PhD in a related field	
Course Requirements	<ul style="list-style-type: none"> ✓ 10 Hour Nutrition Education Course (i.e. Healthy EDGE or SNA-approved equivalent course) Healthy EDGE must be taught by a SNA Certified Trainer. ✓ 10 Hour Trainer Certification Workshop or Adult Education Training College Course (Minimum 1 College Credit) 	
Total Course Hours	20 Hours	

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 your proof of Level 3 Certification, SNS, RD, Associates, Bachelors, Masters or PhD in a related field (*copy of certificates or college degree.*)

Course Requirement Documentation:

Submit a copy of your certificates of completion for each of the required courses. The certificates must show the course title, date of completion, number of approved hours and instructor's signature.

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.*

For a listing of Nutrition Education Courses offered online, please visit SNA's School Nutrition University (SNU) website at www.snuniversity.org.

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.

Note: *As of August 1, 2008, all current Healthy EDGE Trainers were grandfathered into the new Trainer Certification Program and have a Trainer Certification expiration date of July 31, 2011.*

Trainer Certification—Renewal

Member Renewal Fee

\$50.00

Non-Member Renewal Fee

\$145.00

Documentation

**Must have taught at least
1 class within 3 years to be
eligible to renew.**

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 791004,
Baltimore, MD
21279-1004

Requirements	Level 1	Level 2	Level 3 If using TABLE A	Level 3 If using TABLE B
*High School Diploma/GED	*	✓		✓
Some College Credit			✓	
Documentation: Nutrition Education	✓ 10 Hour Nutrition Education Course (i.e. <i>Healthy EDGE</i> or SNA-approved equivalent course) <i>Healthy EDGE</i> must be taught by a SNA Certified Trainer.	✓ 10 Hour Nutrition Education Course (i.e. <i>Healthy EDGE</i> or SNA-approved equivalent course) <i>Healthy EDGE</i> must be taught by a SNA Certified Trainer.		✓ 10 Hour Nutrition Education Course (i.e. <i>Healthy EDGE</i> or SNA-approved equivalent course) <i>Healthy EDGE</i> must be taught by a SNA Certified Trainer.
Documentation: Sanitation & Safety	✓ 10 Hour Sanitation & Safety Course (i.e. <i>ServSafe®</i> or SNA-approved equivalent course)	✓ 10 Hour Sanitation & Safety Course (i.e. <i>ServSafe®</i> or SNA-approved equivalent course)		✓ 10 Hour Sanitation & Safety Course (i.e. <i>ServSafe®</i> or SNA-approved equivalent course)
Documentation: Key Area Hours		<ul style="list-style-type: none"> ✓ 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 		<ul style="list-style-type: none"> ✓ 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 (Can complete courses in any of the four Key Areas)
Documentation: College Credit			<ul style="list-style-type: none"> ✓ 3 College Credits such as Food Safety/HACCP/ Sanitation/Food Science ✓ 3 College Credits such as Nutrition/Feeding Children with Special Needs/ Community Nutrition ✓ 3 College Credits such as Foodservice Management/ Leadership/Marketing/ Accounting 	
Total	20 Hours	90 Hours	9 College Credits OR 150 Hours	

* High School Diploma/GED will be required in 2011 for all new applicants at all levels.

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 Level 3 Certification, SNS, RD, Associates, Bachelors, Masters or PhD in a related field (copy of certificates or college degree).
- Enclose a copy of your Course Requirement documentation.
- Mail the application form, payment and all documentation to: SNA, PO Box 791004, Baltimore, MD 21279-1004

Requirements	Trainer Certification
Documentation: Professional Experience	✓ Have two or more years of experience teaching adults within the past five years
	✓ Submit two letters of recommendation from your current employer, former employer, or customers indicating your experience as a trainer
Documentation: Credentials/Academic Experience	✓ Level 3 Certification, SNS, RD, Associates, Bachelors, Masters or PhD in a related field
Documentation: Course Requirements	✓ 10 Hour Nutrition Education Course <i>(i.e. Healthy EDGE or SNA-approved equivalent course) Healthy EDGE must be taught by a SNA Certified Trainer.</i>
	✓ 10 Hour Trainer Certification Workshop or Adult Education Training College Course <i>(Minimum 1 College Credit)</i>

If you have a college degree in Education, the 10 Hour Trainer Certification Workshop Requirement is waived.



**SCHOOL
NUTRITION
ASSOCIATION**

Making the right food choices, together.

School Nutrition Association

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Fax: (301) 686-3115

Website: www.schoolnutrition.org