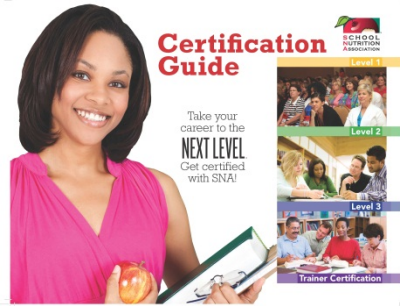


School Nutrition Association



SNA's CERTIFICATION & SNS CREDENTIALING PROGRAMS

Miles Truax

Certification and Credentialing Manager

July 15, 2013



BECOMING CERTIFIED

- Increases your knowledge & skills of food safety and nutrition to create a healthy school environment.
- Enhances your professional image with parents, children & school administrators.
- Keeps you current on issues concerning school nutrition initiatives.
- Demonstrates commitment to your profession.
- Provides a career ladder you can use to 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

LEVEL 1	
Academic Experience	High School Diploma/GED
Core Requirements	✓ 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
Total Core Hours	20 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 taken.



LEVEL 2

REQUIREMENTS

LEVEL 2	
Academic Experience	High School Diploma/GED
Core Requirements	✓ 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
Key Area Requirements <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
Total Hours	90 Hours

NOTE: Core Requirement courses & Key Area hours 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

REQUIREMENTS

LEVEL 3 – TABLE A	
Academic Experience	High School Diploma/GED and College Credits
College Course Requirement	Key Area 1 - Operations ✓ 3 College Credits such as Food Safety/HACCP/Sanitation/Food Science/Microbiology
	Key Area 2 - Nutrition ✓ 3 College Credits such as Nutrition/Feeding Children with Special Needs/Community Nutrition
	Key Area 3 – Administration <u>or</u> Key Area 4 – Communications/Marketing ✓ 3 College Credits such as Foodservice Management/Leadership/Marketing/Accounting
Total College Credits	9 College Credits

NOTE: There are two ways to earn Level 3. Use Table A for college courses only. College courses can be used for initial certification regardless of how many years ago they were taken.



LEVEL 3

REQUIREMENTS

LEVEL 3 – TABLE B	
Academic Experience	High School Diploma/GED or College Credits (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).
Core Requirements	✓ 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
Key Area Requirements <i>(Can be earned by using college credits)</i>	✓ 35 Hours in Key Area 1 – Operations
	✓ 35 Hours in Key Area 2 – Nutrition
	✓ 45 Hours in Key Area 3 – Administration & Key Area 4 – Communications/Marketing
	✓ 15 Hours of General Electives <i>(Can complete courses in any of the four Key Areas)</i>
Total Hours	150 Hours



INITIAL APPLICATION FEE

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

NOTE: *This is a nonrefundable application fee. You will be notified if you are missing information. You will have 30 calendar days to respond.*

If your documents are not received within 30 calendar days, you will have to re-submit a new application, documentation, and fee.



CERTIFICATION RENEWAL

- You have to maintain your certification by renewing annually and paying an annual renewal fee.
- Three months prior to your certification expiration date, SNA will mail you a letter and renewal application.
- **You are only required to submit CEU documentation if you receive an audit notice from SNA.**

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

- Individuals with expired certifications can reinstate it within 90 days of expiring.
- SNA will mail a reinstatement notice after the expiration date with instructions.
- Individuals will pay the reinstatement fee, any annual fees due, and submit documentation of CEUs earned (*Mandatory Audit*)

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



TRAINER CERTIFICATION REQUIREMENTS

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



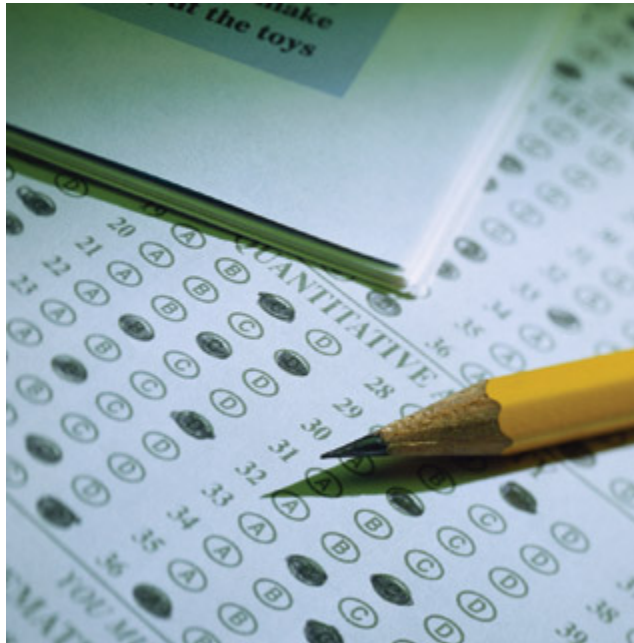
TRAINER CERTIFICATION RENEWAL

Certified Trainers have to maintain their certification by **paying an annual maintenance fee and renewing every 3 years.** Three months prior to the Trainer Certification expiration date, SNA will mail a letter and renewal form.

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



SCHOOL NUTRITION SPECIALIST EXAM AND CREDENTIAL (SNS)



SNS EXAM OVERVIEW



- The SNS Credentialing Exam tests candidates on the competencies, knowledge and skills required to perform specific job activities related to school nutrition.
- Individuals who meet all prerequisites and pass the exam earn the designation - School Nutrition Specialist (SNS).
- Knapp & Associates International, Inc. oversees the electronic grading of the exam.

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



ELIGIBILITY REQUIREMENTS

Individuals interested in taking the SNS Credentialing Exam must meet the requirements of one of the options listed below:

	ACADEMIC REQUIREMENT	KEY AREA HOURS REQUIREMENT	WORK EXPERIENCE REQUIREMENT
OPTION I	<ul style="list-style-type: none"> ✓ 60 College Credits or Associate's Degree 	<ul style="list-style-type: none"> ✓ An additional 30 College Credits in any of the four Key Areas: <i>Operation, Nutrition, Administration, Communications</i>Marketing OR ✓ Work experience in coordinating, managing or supervising various aspects of child nutrition programs may be substituted for the 30 college credits. <i>For example, 1 year of work experience equals 10 college credits. Therefore, 3 years of additional work experience may be used to substitute the additional 30 college credits listed above.</i> 	<ul style="list-style-type: none"> ✓ 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"> ■ School Nutrition Program (<i>District/State/Federal</i>) ■ Community Nutrition Program (<i>Child Care/Head Start</i>) ■ College/University/Technical/Culinary Program (<i>Staff/Faculty/Research</i>) ■ SNA State/National Association Staff ■ State/Community Agency ■ Trainer/Consultant/Industry Staff
OPTION II	<ul style="list-style-type: none"> ✓ Bachelor's Degree or Higher 	<ul style="list-style-type: none"> ✓ None 	<ul style="list-style-type: none"> ✓ Same as Above



EXAM APPLICATION

- The SNS Credentialing Exam Handbook contains the exam application form and requirements.
- The Handbook is available online on SNA's website at www.schoolnutrition.org/sns
- You must:
 - Submit a copy of your transcript
 - Submit the application and appropriate fee
- SNA will verify that you meet the eligibility requirements.



EXAM FEES

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

NOTE: *Individuals who don't meet the eligibility requirements or cancel the exam will have a processing fee of \$50 deducted from their refund. Those who do not reschedule or are "no-shows" on exam day will not receive a refund for the exam fee. Individuals who fail the exam will have to re-apply and pay the exam fee again.*



EXAM PREP

- Use the SNS Credentialing Exam Handbook to:
 - Review the Content/Knowledge Areas for the exam. Notice the percentage weight and number of questions per area.
 - Review the Exam Resource List. Thorough reading, study, and understanding is necessary to achieve a passing score on the exam. Study efforts should cover the resources listed.
 - Review the Sample Questions for practice.
- Form a study group or contact an SNS at your chapter or SNA state affiliate for mentoring.



EXAM CONTENT & KNOWLEDGE AREAS

The 9 content/knowledge areas covered in the SNS exam are:

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



EXAM RESULTS

- Those who take the exam will receive results six to eight weeks after taking the exam.
- Individuals who pass (score of 82% or higher) will receive an SNS Certificate and are able to order the SNS Pin.
 - To renew, you must complete 45 CEUs within the three year credentialing period.
- Those who fail will receive a letter and Diagnostic Report showing the areas of weakness in the exam.



EXAM DATES

- For a complete listing of upcoming exam dates, locations and registration deadlines:

Remember! state affiliates may also schedule SNS exams

➤ Visit www.schoolnutrition.org/sns

Over 1,200 School Nutrition Professionals have earned the SNS Credential!



MOST FREQUENTLY ASKED QUESTIONS



HOW LONG DOES IT TAKE TO PROCESS MY APPLICATION?

- Initial applications and renewals take 4-6 weeks for processing.
- Payments first go through SNA's bank.
- Applications then go to SNA Headquarters for processing.
- SNA mails out notice letters for certification and credentialing.



WHO IS REQUIRED TO SUBMIT DOCUMENTATION OF A HS DIPLOMA OR GED?

- ***Very important to note for anyone applying for initial certification or moving up levels:*** all applicants are now required to submit documentation of a High School Diploma or GED.
- 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.



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.



HOW DO I BUNDLE COURSES TO OBTAIN THE 2-HOUR MINIMUM FOR KEY AREA HOURS?

Individuals are able to bundle courses from the same Key Area to meet the necessary 2-hour minimum when provided at the same event.

Examples:

- Utah SNA offers at their state conference; a 1 hour course in marketing at 9:00 am and a different marketing course at 1:00 pm. **Same KEY Area, two different sessions = 2 KEY Hours.**
- Individuals can bundle two NFSMI courses that offer one hour (each) in a specific Key Area.



WHERE CAN I FIND COURSES ONLINE?

School Nutrition University (SNU)

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

National Food Service Management Institute (NFSMI)

- <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



I HAVE AN ANNUAL CERTIFICATION PERIOD. WHAT DOES THIS MEAN?

- 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



I JUST GOT CERTIFIED OR CREDENTIALLED! WHEN WILL I RECEIVE MY PAY INCREASE?

- SNA is not responsible for any monetary awards.
- 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 FAILED TO RENEW BY MY CERTIFICATION EXPIRATION DATE. WHAT DO I DO?

- You will need to reinstate your certification.
- SNA will mail you a reinstatement notice within 30 days of your expiration date.
- You will pay the annual fee for the year and the reinstatement fee for your level.
- You are required to submit CEU documentation for the year (Mandatory Audit).



I LOGGED-IN TO MYSNA AND DON'T SEE ALL MY CEUS LISTED. WHY IS THAT?

- 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)
- ***NOTE: Please do not send CEUs to SNA to input in your record.***



IT'S TIME FOR ME TO RENEW. CAN I TAKE A COURSE TWICE TO COUNT AS CEUs?

- Courses cannot be repeated twice during your certification or SNS renewal period.
- CEUs must be job related growth experiences.
- A course in basket weaving will not count for CEUs.



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 NOW THAT HEALTHY EDGE IS NOT ACCEPTED?

While the Healthy Edge course content does not meet the necessary nutrition education requirements for core courses, there are several programs from other course developers that have already been approved by SNA which can be utilized.

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?

Trainers interested in offering courses will need to contact the specific course developer / provider to determine availability of content, as well as any special requirements that may apply.

One example is **Nutrition 101** from NFSMI. Trainers have the ability to download the course information directly from their website. NFSMI's current policy only provides certificate of completion templates to NFSMI Trainers, so an alternate template (provided by SNA upon request) would be needed to provide to training attendees.



MY SNA 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



ADDITIONAL QUESTIONS?



Contacting SNA

SCHOOL NUTRITION

ASSOCIATION

120 WATERFRONT STREET

SUITE 300

NATIONAL HARBOR, MD 20745

MILES TRUAX

CERTIFICATION & CREDENTIALING MANAGER

Preferred Method of Contact is via Email at:

mtruax@schoolnutrition.org

Fax: (301) 686-3115

Phone: (800) 877-8822

Website: www.schoolnutrition.org

