

School Nutrition Association



SNA CERTIFICATION AND SNS CREDENTIALING

SHANTAL HALL
CERTIFICATION & CREDENTIALING MANAGER
JULY 14, 2010 FROM 2:30 – 3:30 PM

WHY BECOME CERTIFIED?



- Increase your knowledge & 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.
- Provides a career ladder you can use to advance in the field from assistant, to cook, to manager, to director.

CERTIFICATION LEVELS



LEVEL 1 Certification

LEVEL 2 Certification

LEVEL 3 Certification

TRAINER Certification

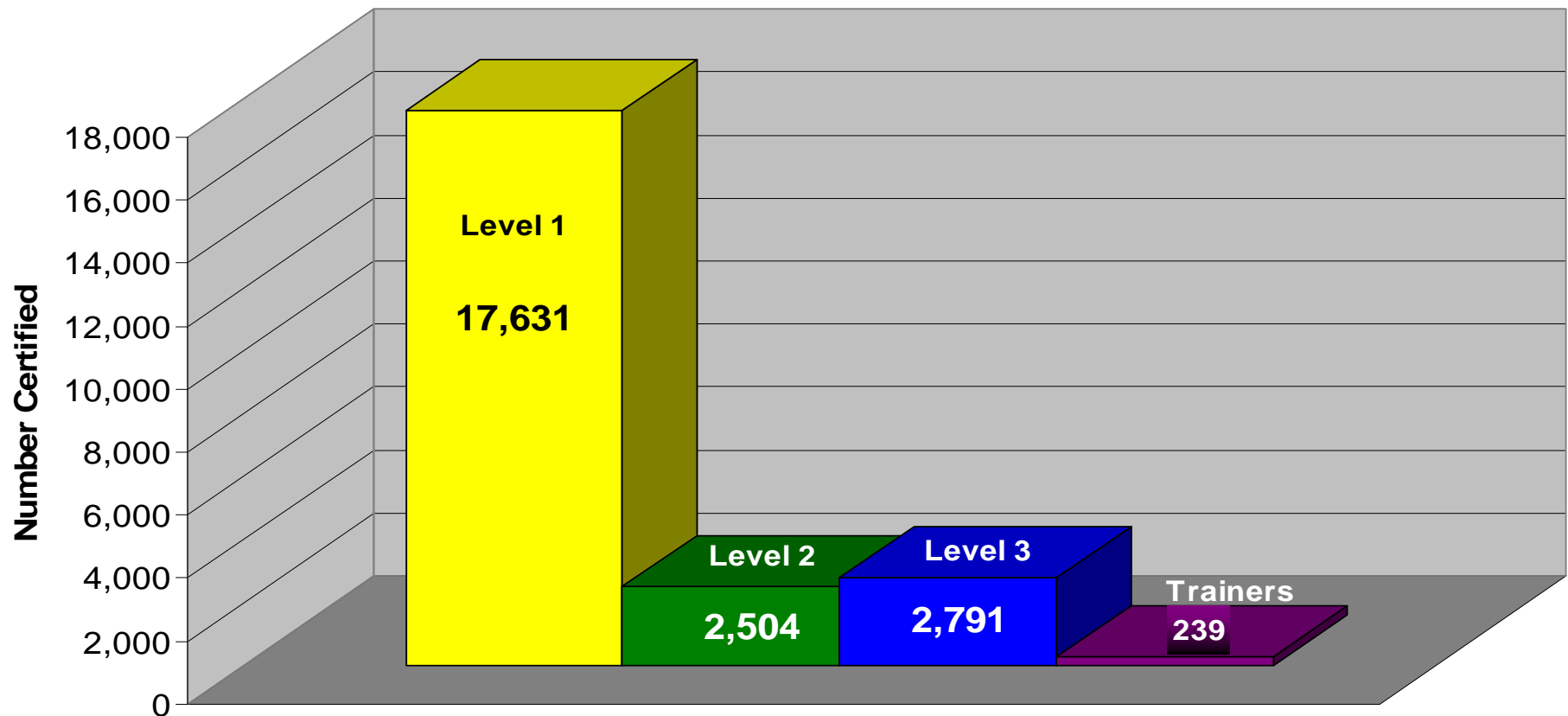


CERTIFICATION STATISTICS

AS OF MAY 31, 2010



SNA Certification



LEVEL 1 REQUIREMENTS



LEVEL 1	
Academic Experience	<p>*NONE</p> <p><i>*High School Diploma/GED will be required in 2011 for new applicants at all levels.</i></p>
Core Requirements	<p>✓10 Hour Nutrition Education Course <i>(i.e. Healthy EDGE or SNA-approved equivalent course)</i> <i>Healthy EDGE must be taught by an SNA Certified Trainer</i></p>
	<p>✓10 Hour Sanitation & Safety Course <i>(i.e. ServSafe® or SNA-approved equivalent course)</i></p>
Total Core Hours	20 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 2 REQUIREMENTS



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

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	College Credit Hours
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 & 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



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LEVEL 3 – TABLE B	
Academic Experience	High School Diploma/GED and/or Some College Credit
Core Requirements	✓ 10 Hour Nutrition Education Course <i>(i.e. Healthy EDGE or SNA-approved equivalent course)</i> <i>Healthy EDGE must be taught by an SNA Certified Trainer</i>
	✓ 10 Hour Sanitation & Safety Course <i>(i.e. ServSafe® or SNA-approved equivalent course)</i>
Key Area Requirements	✓ 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	\$ 12	\$ 57
Level 2	\$ 15	\$ 68
Level 3	\$ 25	\$ 175

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	\$ 6	\$ 51	6 CEUs
Level 2	\$ 7	\$ 61	12 CEUs
Level 3	\$ 9	\$ 161	18 CEUs

TRAINER CERTIFICATION REQUIREMENTS



TRAINER CERTIFICATION	
Professional Experience	Two or more years of experience teaching adults within the past five years
	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	✓ 10 Hour Nutrition Education Course <i>(i.e. Healthy EDGE or SNA-approved equivalent course)</i> <i>Healthy EDGE must be taught by an SNA Certified Trainer</i>
	✓ 10 Hour Trainer Certification Workshop or Adult Education Training College Course (Minimum 1 College Credit) <i>If you have a college degree in Education, the 10 Hour Trainer Certification Workshop requirement is waived.</i>
Total Course Hours	20 Hours

TRAINER CERTIFICATION RENEWAL



Once you become a Certified Trainer, you have to maintain this certification by **paying an annual maintenance fee and renewing every 3 years.** Three months prior to your Trainer Certification expiration date, SNA will mail you a letter and renewal application.

Member Annual Fee	Non-Member Annual Fee	Documentation (only submit when expiring)
\$ 50	\$ 145	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.

PROGRAM CHANGES



- Beginning August 1, 2010 the fees for Professional Development Articles (PDAs) will be:

PDAs Member Fee	PDAs Non-Member Fee
\$ 7	\$ 13

- After July 1, 2011 a High School Diploma/GED will be required for new applicants at all levels.
- Certification and Credentialing Governing Council will review the Certification Program in the Fall 2010.

CREDENTIALING OVERVIEW



- The SNS Credentialing Exam tests candidates on the 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, Inc. oversees the electronic grading of the exam.



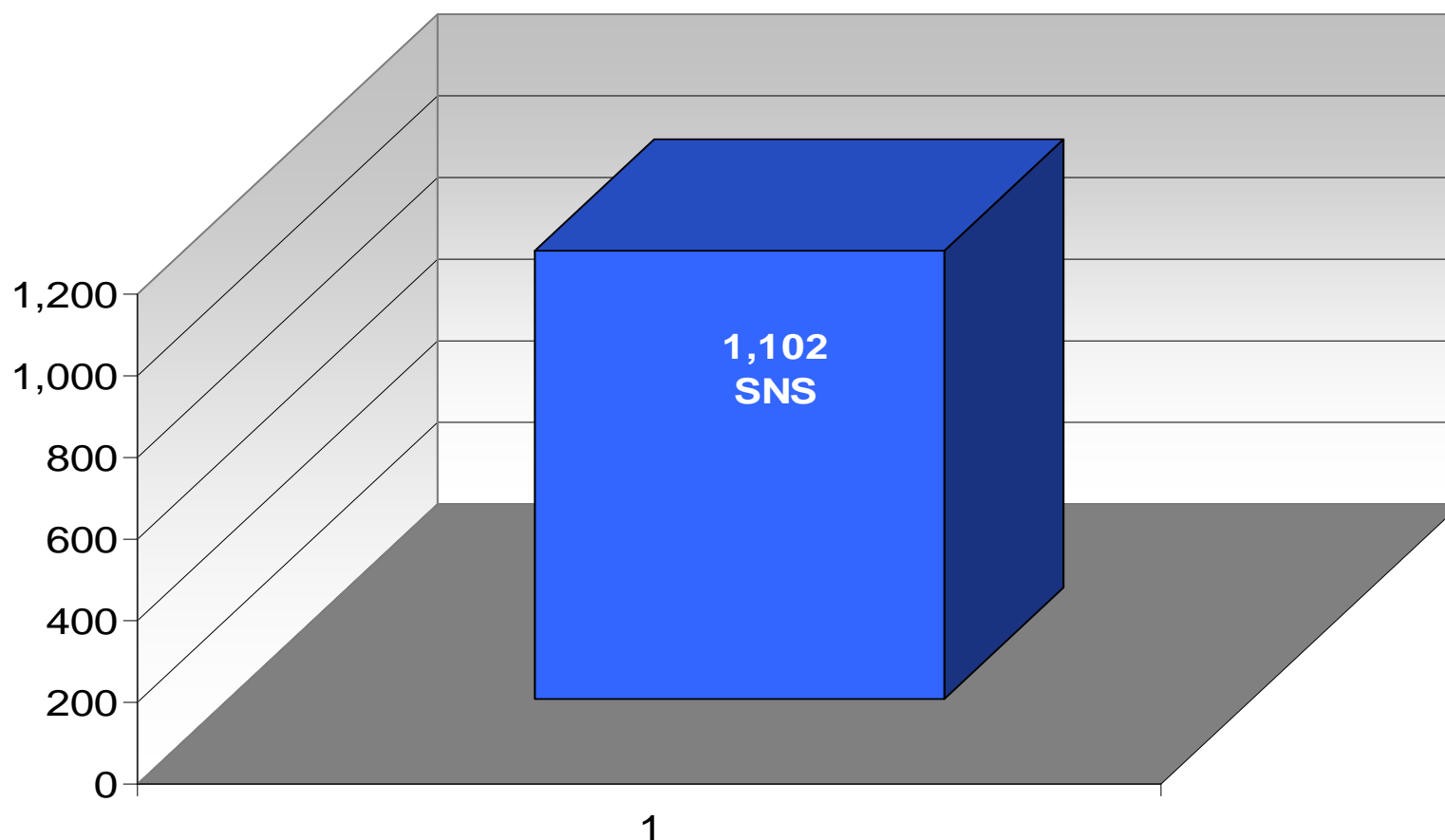
SNA's School Nutrition Specialist (SNS) Credentialing Program was established in 1997.

SNS CREDENTIAL STATISTICS

AS OF MAY 31, 2010



SNS Professionals



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ELIGIBILITY REQUIREMENTS



SNS CREDENTIAL	
Academic Experience	Associate's Degree or education equivalent (60 college credits)
Work Experience	<p>1 year work experience or related involvement in school nutrition within the past 5 years.</p> <p><i>Types of employment:</i></p> <ul style="list-style-type: none">■ School nutrition at the school, district, state or federal level■ Community nutrition programs (<i>i.e., child care, Headstart</i>)■ College/university staff/faculty, teaching and/or research in school nutrition■ SNA State Affiliate or SNA Headquarter staff■ Trainers, consultants, industry staff providing services to the school nutrition market

ELIGIBILITY REQUIREMENTS



SNS CREDENTIAL

Key Area Requirement

Additional 30 college credits in any of the four Key Areas:
*(Operations, Nutrition, Administration
or Communications/Marketing.)*

OR

Supervisor/Director-level work experience in child nutrition programs may be substituted for the 30 college credits.

(NOTE: 1 year of work experience equals 10 college credits, therefore, 3 years of additional work experience may substitute the additional 30 college credit requirement.)

CREDENTIALING APPLICATION



- The Credentialing Exam Handbook contains the exam application forms and requirements.
- The handbook is available by contacting SNA's Service Center or online at www.schoolnutrition.org
- You must:
 - Submit a copy of your transcript
 - Submit the application (*page 11*), work verification form (*page 13*), appropriate fee and SNA will verify that you meet the eligibility requirements.

CREDENTIALING FEES



These are the new application fees as of August 1, 2010:

SNS FEES	MEMBER	NON-MEMBER
Exam Application Fee	\$ 175	\$ 270
Annual Maintenance Fee	\$ 50	\$ 145
SNS Pins	\$ 12	\$ 12

NOTE: *Individuals who don't meet the eligibility requirements or cancel the exam will have the processing fee of \$45 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.*

PREPARING FOR THE EXAM



- Use the Credentialing Handbook as your main resource to prepare for the exam. It contains the Content Outline for the exam and provides a comprehensive list of resource materials.
- The SNS Study Guide is one of several resource tools that addresses broad topics essential to school nutrition programs; however, *it is not intended to be the sole source* for preparing for the SNS exam . It may be purchased for \$40 through the SNA Emporium toll Free at 800-728-0728.

EXAM CONTENT OUTLINE



The 8 core content areas covered in the SNS Credentialing Exam are: *(note specified percentage weights for each area)*

- Nutrition & Menu Planning – 20%
- Food Production – 15%
- Marketing of Nutrition Programs – 10%
- Safety and Sanitation – 15%
- Facilities Management – 5%
- Personnel Management – 10%
- Financial Management – 20%
- Operations/General Management – 5%

CREDENTIALING EXAM



- Those who take the exam will receive results six to eight weeks after taking the exam.
- Individuals who pass 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.

UPCOMING EXAM DATES



- For a complete listing of upcoming exam dates visit www.schoolnutrition.org, click on “Career & Education” and select “SNS Credentialing”

Over 1100 Child 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.

I'M BEING AUDITED FOR CERTIFICATION!

I HAVE A 3 YEAR PERIOD, HOW MANY CEUs DO I SEND ?



LEVELS	CEUs
Level 1	15 CEUs during 3 year period
Level 2	30 CEUs during 3 year period
Level 3	45 CEUs during 3 year period

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 A 1 YEAR CERTIFICATION PERIOD. WHAT DOES THIS MEAN?



- Under the new annual program.
- 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 need to re-apply for your Level.
- Complete the application form.
- Submit required documentation for initial certification.
- Pay the initial certification fee.

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



- SNA stopped processing CEUs beginning September 1, 2008.
- SNA only tracks CEUs for SNA sponsored activities (ANC, LAC, CNIC, NLC, SNA Webinars)
- *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 MY CERTIFICATION OR CREDENTIAL DATE RANGE?



- 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.

DO I HAVE TO TAKE HEALTHY EDGE IN ORDER TO BECOME A TRAINER?



- No. You do not have to take Healthy Edge.
- Any 10 Hour Nutrition Education Course will suffice.
- A 1 college credit course in Nutrition will also meet this requirement.

ADDITIONAL QUESTIONS?



Contacting SNA



SCHOOL NUTRITION ASSOCIATION
120 WATERFRONT STREET
SUITE 300
NATIONAL HARBOR, MD 20745

SHANTAL HALL
CERTIFICATION & CREDENTIALING MANAGER

Preferred Method of Contact is via Email at:

shall@schoolnutrition.org

Fax: (301) 686-3115

Phone: (800) 877-8822

Website: www.schoolnutrition.org

School Nutrition Association



THANK YOU

• Visit www.snuniversity.org for online courses.

Visit www.schoolnutrition.org and login to MySNA to view additional materials available to SNA members.