



## SNA Certificate Program: Changing Levels

Certificate holders may move from one level to another by earning the additional academic requirements or key area training required for the next level.

- College courses can be used regardless of how many years ago they were taken
- Certificates of completion cannot be dated more than five years back
- Documents used to meet the initial certificate program level cannot be used to move up to another level with the exception of the 8 hour Core Course in Food Safety & Sanitation (taken in the last 5 years)

### Moving from Level 1 to Level 2

1. 15 hours in Key Area 1 – Nutrition
2. 20 hours in Key Area 2 – Operations
3. 20 hours in Key Area 3 – Administration
4. 15 hours in Key Area 4 – Communications & Marketing
5. High School Diploma **OR** GED

### Moving from Level 1 to Level 3

#### Option A

1. 8 Hour Core Course: Food Safety & Sanitation
  2. 3 College Credits: Key Area 1 Nutrition
  3. 3 College Credits: Key Area 2 Operations
  4. 3 College Credits: Key Area 3 Administration
- OR:**
- 3 College Credits: Key Area 4 Comm. & Mark.
  5. High School Diploma **OR** GED

#### Option B

1. 8 Hour Core Course: Food Safety & Sanitation
  2. 8 Hour Core Course: Nutrition Education
- OR:** 1 College Credit: Key Area 1 Nutrition
3. 35 Hours: Key Area 1 Nutrition
  4. 35 Hours: Key Area 2 Operations
  5. 45 Hours: Key Area 3 Administration **AND/OR:**  
45 Hours: Key Area 4 Comm. & Marketing
  6. 15 General electives in any of the four key areas
  7. High School Diploma **OR** GED



## Moving from Level 2 to Level 3

### Option A

1. 8 Hour Core Course: Food Safety & Sanitation
2. 3 College Credits: Key Area 1 Nutrition
3. 3 College Credits: Key Area 2 Operations
4. 3 College Credits: Key Area 3 Administration

**OR:**

- 3 College Credits: Key Area 4 Comm. & Mark.
5. High School Diploma **OR** GED

### Option B

1. 20 Hours: Key Area 1 Nutrition
2. 15 Hours: Key Area 2 Operations
3. 10 Hours: Key Area 3 Administration  
Key Area 4 Comm. & Marketing
4. 15 General electives in any of the four key areas
5. High School Diploma **OR** GED

## Application Steps

1. Complete and Sign [Certificate Application](#)
2. Complete the [Certificate Program Submission Cover Sheet](#)
3. Submit Application Fee
4. Submit Certificates of Completion/College Transcripts documentation

## Application Fees

### Level 2

Member: \$22.00

Non-Member: \$73.00

### Level 3

Member: \$ 32.00

Non-Member: \$180.00