SNS CREDENTIALING FREQUENTLY ASKED QUESTIONS

1. **Do I need college credits to sit for the SNS Exam?**

   A: Yes. To view the full SNS program requirements and to see if you qualify to sit for the exam, download the SNS Credentialing Exam Handbook at www.schoolnutrition.org/sns.

2. **Where can I find the SNS Exam application?**

   A: The SNS Exam application is part of the SNS Credentialing Exam Handbook at www.schoolnutrition.org/sns.

3. **How many questions are on the SNS Credentialing Exam?**

   A: The exam is currently comprised of 200 multiple choice questions and candidates have four hours to complete it. The exam is based on the four Key Areas and nine Content/Knowledge Areas.

   SNA is planning on releasing a revised version of the exam in July 2017. The new exam will include two-hundred and twenty (220) multiple choice questions of which only two-hundred (200) questions will be scored. The remaining twenty (20) questions will not be scored and are being pre-tested for future examinations. The pre-test items will be randomly dispersed throughout the exam so candidates should plan on answering all questions. This is a standard industry process and best practice approved by the Certificate and Credentialing Governing Council. Candidates will still have four (4) hours to complete the exam.

4. **I'm taking the SNS Exam. What will I need to study?**

   A: Individuals taking the SNS Exam need to use the SNS Credentialing Exam Handbook which can be downloaded at www.schoolnutrition.org/sns. The Exam Handbook contains the requirements, content/knowledge areas, exam resource list to prepare for the exam, and application form.

   Individuals can also purchase the SNS Exam Study Guide and/or the **School Food and Nutrition Service Management for the 21st Century** by Dot Pannell-Martin & Julie Boettger as resources to prepare for the exam. To view the resources, please click here. *Please note: The use of the SNS Exam Study Guide does not guarantee passing of the exam.*

5. **Is there a fee for taking the Credentialing Exam?**

   A: Yes. The application fee is $225 for members and $325 for non-members. If you are not eligible to sit for the exam or cancel your exam registration, you will receive a refund of the exam application fee minus the $50 processing fee. Those who earn the SNS Credential will pay a yearly maintenance fee. The yearly fee for members is $70 and $175 for non-members. *Note that all fees associated with the exam are subject to change at any time.*

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6. **I took the SNS exam, how long will it take for me to receive the results from the exam?**

   A: The exam is scored by an independent testing vendor and it takes approximately 6-8 weeks after the exam date for results to be issued. If you have passed the credentialing exam, you are given the designation SNS as well as a card and certificate displaying the SNS designation. If you fail the exam, you'll receive a diagnostic report which graphically shows how you performed in each content area.

7. **I passed the SNS exam, how long is my credentialing renewal period?**

   A: The credentialing renewal period is every 3 years. You must earn 45 CEUs to maintain your SNS credential, but SNA encourages SNS credentialed professionals to maintain 15 CEUs each year. You will also be invoiced for a yearly maintenance of $70.00. To renew your credential, please click here.

SNS Payment Schedule	Fee
1st Year Maintenance Fee	$70.00
2nd Year Maintenance Fee	$70.00
3rd Year Renewal Fee and 45 CEUs	$70.00

8. **My Credential is scheduled to expire soon. Do I need to submit documentation of my CEUs?**

   A: You are only required to submit documentation of 45 CEUs if you are randomly selected for an audit. SNA will send audit notification with your renewal notice. SNA maintains CEUs for SNA sponsored activities that you attend. You can print your SNA record which is available in the *My Account* section of the SNA website at www.schoolnutrition.org. SNS professionals can also complete the Professional Development Articles (PDAs) from the *School Nutrition* magazine online by visiting www.schoolnutrition.org/PDA.

9. **How can my SNA State Association host the SNS Credentialing exam?**

   A: Visit www.schoolnutrition.org/Credentialing/HostTheSNSExam/ to download the Exam Site Request Form which includes the requirements and criteria for exam proctoring, roles and responsibilities of SNA Headquarters, Exam Hosts and the Exam Candidate. SNA must receive the form at least 60 days prior to the exam date. States must also assign a Primary and Secondary Proctor from a list of prospects who meet the requirements to proctor the SNS Credentialing Exam. Please contact our Credentialing Staff at certsns@schoolnutrition.org to request a list of pre-approved proctors for your state. Proctors must submit to SNA the Proctor Affidavit (included in the Exam Site Guidelines) at least 60 days prior to the exam date.