

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.