

Continuing Education Unit (CEU) Approval Program

Requirements and Application for Training Providers



SCHOOL
NUTRITION
ASSOCIATION



Continuing Education Unit (CEU) Approval Requirements and Application for Training Providers

Thank you for your interest in the **SNA CEU Approval Program**.

SNA's approval of education and training allows training providers to support SNA members across the country to satisfy the minimum required continuing education annual training. SNA approved CEU's further satisfy the requirements for the Certificate in School Nutrition Program, Certificate Program maintenance, School Nutrition Specialist (SNS) Credentialing maintenance and USDA Professional Standards. SNA approves applications for national and regional courses. Statewide courses should be submitted to the respective SNA state affiliate for approval.

As of July 1, 2015, the USDA implemented the Final Rule for Professional Standards. This ruling establishes the minimum annual training requirements for **ALL** school nutrition employees. SNA requires that CEU's be aligned with Professional Standards. For more information download SNA's [Professional Standards Training Guidelines](#).

Requirements

Please read this packet in its entirety before you begin to prepare your material. Continuing education and training content should be aligned with adult learning principles, ensuring that the content will:

- convey a body of knowledge that will meet each learning objective
- be congruent with purpose and learning objectives
- include details beyond a restatement of learning objectives
- reflect the intent of the learning objectives
- exclude any type of promotional marketing or sale of products and/or services

SNA has created Content Development Guidelines to assist you in the development of adult continuing education training. The guidelines provide information on developing measurable learning objectives, adult learning principles and provide examples for participant engagement. If you have not reviewed this document, please download it from our website, [SNA Content Development Guidelines](#).

SNA approved continuing education and training **MUST** impart substantive and procedural knowledge that relates to **school nutrition** and is of **benefit** to school nutrition professionals. CEU training that does not meet these criteria will not be approved. All CEU training must be aligned with **USDA Professional Standards**.

Primary Criteria, CEU's:

- must meet the minimum requirement of one hour
 - ideally, a minimum of one hour of training
 - can be two 30-minute trainings within the **same subtopic code**
 - can be four 15-minute trainings within the **same subtopic code**
- do not include introductions, breaks, meals or other non-training related activity
- must NOT contain promotional, marketing or sales products
- must have a minimum of three (3) measurable learning objectives
- must fall within one of the SNA and USDA Key Areas and Key Topics for Professional Standards
 - NUTRITION – 1000
 - OPERATIONS – 2000
 - ADMINISTRATION – 3000
 - COMMUNICATIONS AND MARKETING – 4000
- must include a post activity evaluation for live, home study and online training
 - home study and online training must include a post-exam

CEU Approval Process

Providers shall submit proposed CEU content to SNA for approval a minimum of four (4) weeks before commencement or a rush fee will be incurred. All material must be submitted via email to SNA Headquarters: education@schoolnutrition.org. Please do NOT mail or fax your application.

Documentation Requirements

The following items MUST be included with your submission.

- Completed SNA CEU Approval Application
- Application Fees
- Needs Summary and Program Description
- Minimum of three (3) measureable learning objectives
- Presentation and handout materials
- Speaker bio's
- Conferences
 - Program Agenda to include session titles, speakers, breaks, and meals with corresponding times
- CEU program evaluation form
- Home study or online programs (As applicable)
 - Post-exam with answer key

Applications that are missing documentation will not be reviewed until all materials are received. In an effort to simplify this process, all requirements are outlined in this document. SNA will send one courtesy email for incomplete applications; if outstanding materials are not received the application will be forfeited.

Fees

Rush fee: CEU applications received less than four (4) weeks prior to the program will be subject to a **\$55 rush fee**.

Program fees: Applicants must pay a program fee based on the fee structure below:

| Program Minutes | CEU Hours | Program Fee For: Individuals, School Districts or Associations and Industry Members |
|-----------------|-----------|---|
| 60 – 300 | 1 – 5 | \$90.00 |
| 306 – 600 | 5.1 - 10 | \$120.00 |
| 606 - 900 | 10.1 - 15 | \$140.00 |
| 906 – 1200 | 15.1 – 20 | \$145.00 |
| 1206 – 1500 | 20.1 – 25 | \$165.00 |
| 1506 – 1800 | 25.1 – 30 | \$185.00 |
| 1806 or > | 30.1 or > | \$205.00 |

SNA Approved Providers: The following providers are not subject to program fees.

- School Nutrition Foundation (SNF)
- SNA State Affiliates
- State Agencies
- State Department of Education (DOE)
- National Restaurant Association (NRA)
- US Department of Agriculture (USDA)
- Institute of Child Nutrition (ICN), formerly NFSMI
- Academy of Nutrition and Dietetics (AND)
- Dietary Managers Association (DMA)

Expiration and Renewal

Approved CEU's expire in 3 years except for conferences and one-time annual events. Conferences and one-time annual events will require a new submission application and all materials per year. To renew approved CEUs please download and utilize the [CEU Renewal Application](#) on our website.



SNA CEU Approval Application

*This application should be submitted with all required materials a minimum of 4 weeks prior to the program date. Applications submitted less than 4 weeks prior to the program date MUST include a **rush fee of \$55.00** along with the application fees.*

PART I – CONTACT DETAILS

| | | | |
|--|-------|------------------|--|
| Program Provider | | | |
| Address | | City, State, Zip | |
| Contact Person | Email | Phone | |
| Your signature below confirms that the CEU training will be delivered as approved by SNA and that there will be no significant changes to the content. | | | |

SNA reserves the right to request an analysis of training evaluation results at any time.

PART II – PROGRAM DETAILS

| | | | |
|--|---|--|-----------------------------------|
| Educational Program Title: | | | |
| Program Date(s): | | | |
| Program Offered in: <input type="checkbox"/> Single State or <input type="checkbox"/> National | | Program Location(s), List Cities and States as applicable: | |
| Professional Standards Topic Area(s) <input type="checkbox"/> NUTRITION – 1000 <input type="checkbox"/> OPERATIONS – 2000 <input type="checkbox"/> ADMINISTRATION – 3000 <input type="checkbox"/> COMM/MARKETING - 4000 | | | |
| Nutrition subtopic* | Operations subtopic | Administration subtopic | Communications/Marketing subtopic |
| No. CEU(s) Requested**: | Program type(s): <input type="checkbox"/> Workshop <input type="checkbox"/> Conference <input type="checkbox"/> Webinar <input type="checkbox"/> Online*** <input type="checkbox"/> Home study | | |

*Subtopics are optional

**CEU's must be a minimum of 1 hour instructional time – registration time, breaks and lunch are NOT included in instructional time.

***Online or Home Study courses must include a post-exam with an answer key.

PART III – REQUIRED ATTACHMENTS (All attachments must be submitted with the CEU Approval Request Application)

- Minimum of three (3) Measureable Learning Objectives
- Program Description – Please include why this content is needed, what need is being met
- Content Summary – A summary overview of the content to be provided
- Program Agenda, as applicable – Registration times, Sessions & times, Breaks, Meals
- Speaker(s) / content developer(s) bio's – Qualifications, Degree and Current Position
- Educational materials – Presentation PowerPoint, Handouts, Pre- and Post-presentation materials as applicable
- Home Study Quiz (As applicable) – For Home Study, participants must complete a quiz documenting completion
- Program Evaluation Form – Evaluates content, speaker(s) and extent to which learning objectives were achieved

PART VI – PAYMENT

Submit application with required materials to education@schoolnutrition.org

| | | |
|--|---|-----------------|
| <input type="checkbox"/> Check made payable to SNA <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover | | |
| Name on Credit Card | | Expiration Date |
| Credit Card Number | Fees to include: \$ _____ Program Fee (see p2) \$55.00 Rush Fee as applicable | Amount Enclosed |
| Credit Card Billing Address | | |
| Signature | | |

For SNA Use Only

| | | | | |
|--|-----------|-----------------|----------------|-------------|
| Received | Processed | CEU's Requested | CEU's Approved | Approved by |
| Materials Received: <input type="checkbox"/> Objectives <input type="checkbox"/> Prog. Desc. <input type="checkbox"/> Prog. Agenda <input type="checkbox"/> Speaker bio's <input type="checkbox"/> Educational materials <input type="checkbox"/> Home Study Quiz <input type="checkbox"/> Program Evaluation | | | | |

