

SNF WEBINAR WEDNESDAYS

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SNF WEBINAR S WEDNESDAYS

SNA's Certification and Credentialing Program: A Step-by- Step Guide

Wednesday, September 21, 2011

Moderated by Ruth Bennett, CMP

Education Center Consultant

School Nutrition Association (SNA)

Questions & Answers



- Type your questions into the “Question” box at any time during the webinar
- Questions will be addressed during the webinar and at the end as time allows

A close-up photograph of a person's hand holding a bright green apple. The apple has a bite taken out of it, revealing the white flesh and a small seed. The background is a plain, light-colored wall.

Polling Question

How many people
are viewing the
webinar at your
computer?

- 1-2
- 3-4
- 5-6
- 7-8
- 9 or more

Expert Panel



Ruth Bennett, CMP
Education Center Consultant
School Nutrition Association (SNA)



Shantal Hall
Certification & Credentialing
Manager
School Nutrition Association (SNA)

School Nutrition Association



SNA CERTIFICATION & SNS CREDENTIALLING

SHANTAL HALL

Certification & Credentialing Manager

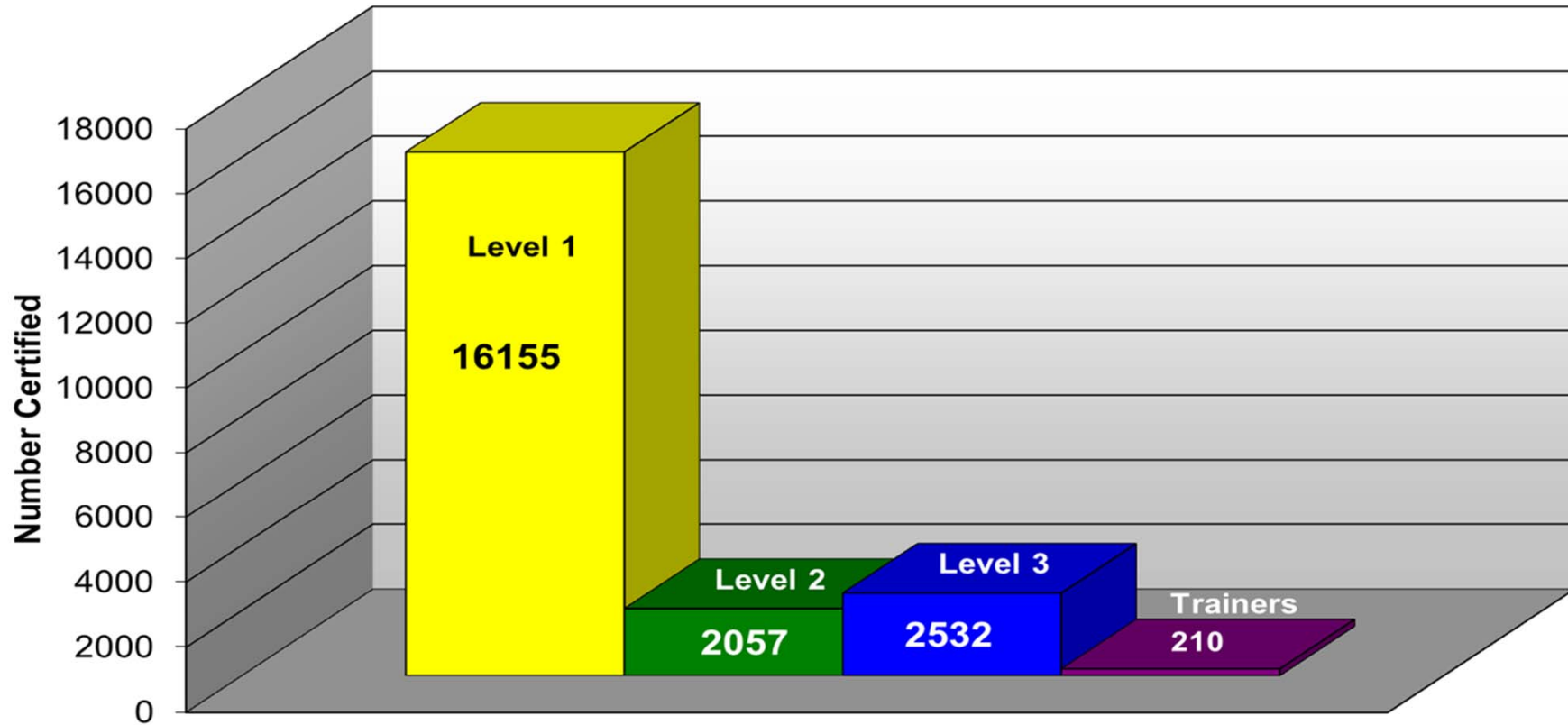
September 21, 2011 from 2:00 – 3:15 pm

CERTIFICATION STATISTICS

AS OF AUGUST 31, 2011



SNA Certification





LEVEL 1 REQUIREMENTS

LEVEL 1	
Academic Experience	*NONE <i>*High School Diploma/GED will be required in 2012 for new applicants at all levels.</i>
Core Requirements	✓ 10 Hour SNA-Approved Nutrition Education Core Course or 1 College Credit Course in Nutrition
	✓ 10 Hour SNA-Approved Food Safety and Sanitation Core Course or 1 College Credit Course in Food Safety and Sanitation/ HACCP/ Microbiology
Total Core Hours	20 Hours

NOTE: Core Requirement courses 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 SNA-Approved Nutrition Education Core Course or 1 College Credit Course in Nutrition
	✓ 10 Hour SNA-Approved Food Safety and Sanitation Core Course or 1 College Credit Course in Food Safety and Sanitation/ HACCP/ Microbiology
Key Area Requirements <i>(Can be earned by using college credits)</i>	✓ 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	High School Diploma/GED and College Credits
College Course Requirement	Key Area 1 - Operations ✓ 3 College Credits such as Food Safety/HACCP/Sanitation/Food Science/Microbiology
	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

LEVEL 3 – TABLE B	
Academic Experience	High School Diploma/GED or College Credits (College credits are not required to meet Level 3 using Table B, but can be combined with workshop hours to meet the 150 hours required).
Core Requirements	✓ 10 Hour SNA-Approved Nutrition Education Core Course or 1 College Credit Course in Nutrition
	✓ 10 Hour SNA-Approved Food Safety and Sanitation Core Course or 1 College Credit Course in Food Safety and Sanitation/ HACCP/ Microbiology
Key Area Requirements <i>(Can be earned by using college credits)</i>	✓ 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



Questions?





POLLING QUESTION

- 2. Did you know about the July 2012 High School Diploma/GED requirement for Level 1 prior to this webinar?**
- a. Yes
 - b. No
 - c. Maybe



INITIAL APPLICATION FEE

Certification Level	Member Fee	Non-Member Fee
Level 1	\$ 14	\$ 59
Level 2	\$ 17	\$ 70
Level 3	\$ 27	\$ 177

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



REINSTATEMENT

- Individuals with expired certifications can reinstate it within 90 days of expiring.
- SNA will mail a reinstatement notice after the expiration date with instructions.
- Individuals will pay the reinstatement fee, any annual fees due, and submit documentation of CEUs earned (*Mandatory Audit*)

Level	Reinstatement Fee
Level 1	\$ 14
Level 2	\$ 17
Level 3	\$ 27

TRAINER CERTIFICATION REQUIREMENTS



TRAINER CERTIFICATION	
Professional Experience	Submit 2 letters of recommendation from current employer, former employer, or customers indicating a minimum of 2 years experience as a trainer teaching adults
Credentials/ Academic Experience <i>(Must have one of the following)</i>	Level 3 Certification, SNS, RD, Associates, Bachelors, Masters or PhD in a related field, other advanced college degrees.
Course Requirements	<p>✓ 10 Hour Trainer-the-Trainer Workshop or 1 College Credit Course in Adult Education Training <i>(Waived if you have a degree in Education)</i></p> <p>New Trainers will select the SNA developed course they want to teach and submit the certificate of completion for that course to SNA in order to gain access to the instructor manual for the course.</p>
Total Course Hours	10 Hours



TRAINER CERTIFICATION RENEWAL

Certified Trainers have to maintain their certification by **paying an annual maintenance fee and renewing every 3 years**. Three months prior to the Trainer Certification expiration date, SNA will mail a letter and renewal form.

Member Annual Fee	Non-Member Annual Fee	Documentation <i>(only submit when expiring)</i>
\$ 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.



POLLING QUESTION

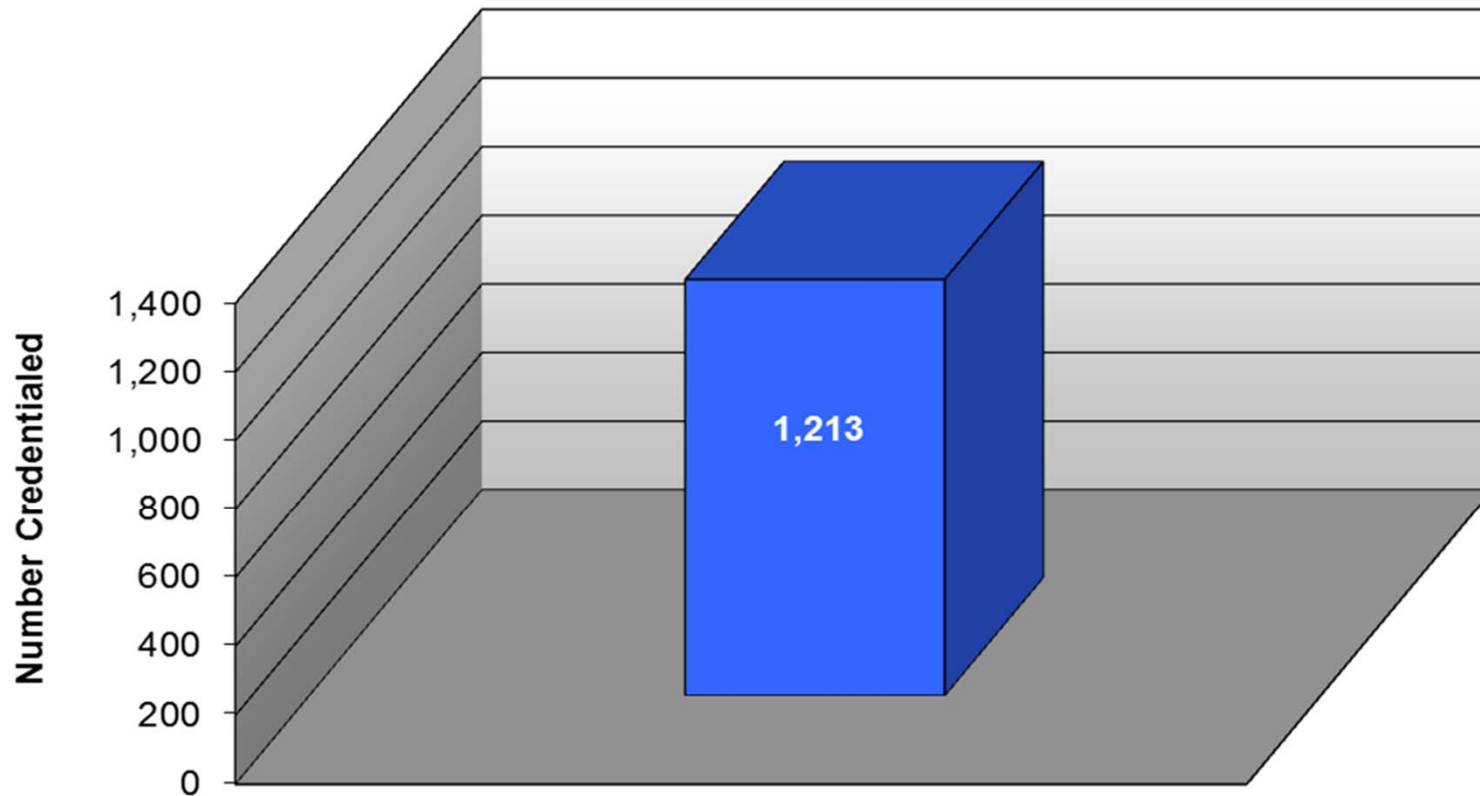
- 3. Do you plan on taking the SNS Exam this year?**
- a. Yes
 - b. No
 - c. Maybe

SNS CREDENTIAL STATISTICS

AS OF AUGUST 31, 2011



SNS Credentialed





SNS EXAM OVERVIEW

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



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



ELIGIBILITY REQUIREMENTS

Individuals interested in taking the SNS Credentialing Exam must meet the requirements of one of the options listed below:

	ACADEMIC REQUIREMENT	KEY AREA HOURS REQUIREMENT	WORK EXPERIENCE REQUIREMENT
OPTION I	<ul style="list-style-type: none"> ✓ 60 College Credits or Associate's Degree 	<ul style="list-style-type: none"> ✓ An additional 30 College Credits in any of the four Key Areas: <i>Operation, Nutrition, Administration, Communications/Marketing</i> OR ✓ Work experience in coordinating, managing or supervising various aspects of child nutrition programs may be substituted for the 30 college credits. <i>For example, 1 year of work experience equals 10 college credits. Therefore, 3 years of additional work experience may be used to substitute the additional 30 college credits listed above.</i> 	<ul style="list-style-type: none"> ✓ One year work experience related to school nutrition within the past 5 years in any of the following settings: <ul style="list-style-type: none"> ■ School Nutrition Program (<i>District/State/Federal</i>) ■ Community Nutrition Program (<i>Child Care/Head Start</i>) ■ College/University/Technical/Culinary Program (<i>Staff/Faculty/Research</i>) ■ SNA State/National Association Staff ■ State/Community Agency ■ Trainer/Consultant/Industry Staff
OPTION II	<ul style="list-style-type: none"> ✓ Bachelor's Degree or Higher 	<ul style="list-style-type: none"> ✓ None 	<ul style="list-style-type: none"> ✓ Same as Above



EXAM APPLICATION

- The SNS Credentialing Exam Handbook contains the exam application form and requirements.
- The Handbook is available online on SNA's website at www.schoolnutrition.org/sns
- You must:
 - Submit a copy of your transcript
 - Submit the application and appropriate fee
- SNA will verify that you meet the eligibility requirements.

EXAM FEES



EXAM FEES	MEMBER	NON-MEMBER
Exam Application	\$ 190	\$ 285
Annual Maintenance	\$ 50	\$ 145

NOTE: *Individuals who don't meet the eligibility requirements or cancel the exam will have a processing fee of \$50 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.*



POLL QUESTION

- 4. Does your state offer study group sessions or preparatory courses for the exam?**
- a. Yes
 - b. No
 - c. Not sure



EXAM PREP

- Use the SNS Credentialing Exam Handbook to:
 - Review the Content/Knowledge Areas for the exam. Notice the percentage weight and number of questions per area.
 - Review the Exam Resource List. Thorough reading, study, and understanding is necessary to achieve a passing score on the exam. Study efforts should cover the resources listed.
 - Review the Sample Questions for practice.
- Form a study group or contact an SNS at your chapter or SNA state affiliate for mentoring.



EXAM CONTENT & KNOWLEDGE AREAS

The 9 content/knowledge areas covered in the SNS exam are:

- Facilities, Technology and Equipment Management – 5 %
- Financial Management – 16 %
- Food Production and Operations Management – 15 %
- Food Security, Sanitation and Safety – 14.5 %
- Human Resource Management – 10 %
- Marketing and Communications – 7 %
- Menu and Nutrition Management – 17 %
- Procurement and Inventory Management – 5.5 %
- Program Management and Accountability – 10 %



Questions?





EXAM RESULTS

- 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.



EXAM DATES

Location	Registration Start Date	Registration Deadline	Exam Date
Glendale, AZ	7/23/2011	9/2/2011	9/23/2011
Poughkeepsie, NY	9/3/2011	10/13/2011	11/3/2011
Acme, MI	9/10/2011	10/20/2011	11/10/2011
Sacramento, CA	9/10/2011	10/20/2011	11/10/2011
Williamsburg, VA	9/29/2011	11/8/2011	11/29/2011
Orlando, FL	11/14/2011	12/21/2011	1/14/2012
Washington, DC	1/3/2012	2/10/2012	3/3/2012
Louisville, KY	2/24/2012	4/5/2012	4/26/2012
Denver, CO	4/13/2012	6/21/2012	7/15/2012

For a complete listing of upcoming exam dates, locations and registration deadlines visit www.schoolnutrition.org/sns

*Over 1,200 School 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.

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 AN ANNUAL CERTIFICATION PERIOD. WHAT DOES THIS MEAN?

- 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 will need to reinstate your certification.
- SNA will mail you a reinstatement notice within 30 days of your expiration date.
- You will pay the annual fee for the year and the reinstatement fee for your level.
- You are required to submit CEU documentation for the year (Mandatory Audit).



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

- SNA stopped processing CEUs September 1, 2008.
- SNA only tracks CEUs for SNA sponsored activities (ANC, LAC, CNIC, NLC, School Nutrition magazine PDA's 3 passing)
- *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 OF MY CERTIFICATION OR CREDENTIAL PERIOD?

- 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 are only required to complete a 10 Hour Train-the-Trainer Workshop, meet the Academic/Credential requirement and submit 2 letters of recommendation.
- **If you want to teach Healthy Edge**, then you are required to complete the course and submit a copy of the Certificate of Completion to SNA **AFTER** you are approved as a Trainer.



HOW CAN I EARN KEY AREA HOURS AT ANC?

- Individuals who pre-registered and participated in the pre-conference sessions will earn Key Area Hours.
- You can also earn Key Area Hours by attending Education Sessions.
- Tracking Forms are available at the:
 - Member Services Booth
 - Certification & Credentialing Booth



MySNA REPORTS

- Certification and SNS Credentialing reports are available on MySNA.
- Only Certification Chairs and Certification Processors can access these reports.
- Reports available include:
 - Expired Certifications
 - Current SNS Credentialed
 - Current SNA Certified Trainers



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



Thank You

Archive available by Friday, 9/23

Slides, recording, CEU info, and other resources available
at www.schoolnutrition.org/certandcred

Upcoming Webinar Wednesdays

October 12 (in partnership with USDA): “Applying Good Agricultural Practices (GAPs) for School Gardens and School Nutrition Programs”

October 19 (in partnership with Kellogg’s): “Shaking the Salt: Science and Strategies for Health”