Continuing Education Unit (CEU) Approval Program

Requirements and Application for Training Providers

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:
SNA's CEU Bundling Policy Has Changed as of January 1, 2022

- Submitted training will no longer have to be a minimum of 1 hour in length to be approved. SNA encourages that training is at least 1 hour but will approve 15-minute training sessions that meet the requirements for the CEU Approval Program. Short training sessions in the same subtopic code will no longer have to be bundled to reach 1-hour.

Old CEU Bundling Policy	New CEU Bundling Policy (As of January 1, 2022)
- CEUs must be a minimum of one hour in length. - Two 30-minute trainings within the **same subtopic code, within the same year** will be accepted as one CEU. - Four 15-minute trainings within the **same subtopic code, within the same year** will be accepted as one CEU.	- CEUs must be a minimum of 15 minutes in length. - Training sessions that are less than one hour in length are **no longer required** to be bundled within the same subtopic to reach one CEU to be accepted.

School Nutrition Association | 2900 S. Quincy St | Suite 700 Arlington, VA 22206 | F: 703.824.3015 | O: 703.824.3000

Updated March 2022

P a g e | 2

- CEUs must be a minimum of 15 minutes in length
  - Training sessions that are less than one hour in length are no longer required to be bundled within the same subtopic to reach one CEU to be accepted
- do not include introductions, breaks, meals, or other non-training related activities
- 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

Disclosures & Conflicts of Interest

Any financial relationships with a Corporate Industry Organization associated with the presentation that may include salary, grants/research support, consulting fees, stock shareholder honoraria, or other financial and material support, within the last 12 months must be disclosed in presentation. While an affiliation or financial relationship with a Corporate Industry Organization does not prevent you from making a presentation, the relationship must be made known to attendees.

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) measurable 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**. Please allow 7 business days for CEU hours between 0.25- 8 hours to be reviewed and 14 business days for CEU hours 8.1 hours and above to be reviewed.

School Nutrition Association | 2900 S. Quincy St | Suite 700 Arlington, VA 22206 | F: 703.824.3015 | O: 703.824.3000

P a g e | 3

Updated March 2022

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
15 – 300	0.25 – 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:
☐ Single State or ☐ National

Program Location(s), List Cities and States as applicable:

Professional Standards Topic Area(s)

☐ NUTRITION – 1000　　☐ OPERATIONS – 2000　　☐ ADMINISTRATION – 3000　　☐ COMM/MARKETING - 4000

Nutrition subtopic*	Operations subtopic	Administration subtopic	Communications/Marketing subtopic

No. CEU(s) Requested:**

Program type(s):
☐ Workshop　　☐ Conference　　☐ Webinar　　☐ Online***　　☐ Home study

*Subtopics are optional

**CEU's must be a minimum of 15 minutes 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) Measurable 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

☐ Check *made payable to SNA*　　☐ Visa　　☐ MasterCard　　☐ AMEX　　☐ 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:

☐ Objectives　☐ Prog. Desc.　☐ Prog. Agenda　☐ Speaker bio's　☐ Educational materials　☐ Home Study Quiz　☐ Program Evaluation