

# Continuing Education Unit (CEU) Renewal

Requirements and Application for Training Providers



**S**CHOOL  
**N**UTRITION  
**A**SSOCIATION



## Continuing Education Unit (CEU)

### Renewal Requirements and Application for Training Providers

Providers shall submit a request for renewal a minimum of four (4) weeks before expiry or a rush fee will be incurred. After the expiry date has passed, providers must reapply for approval. 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.

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](#).

### Renewals

Providers shall submit a request for renewal a minimum of four (4) weeks before expiry. If the CEU content has changed or required updates of greater than 25% of the content, the new content should be **highlighted** or **denoted** in some way for our reviewers.

***All original approval requirements remain the same for renewals. Please refer to the [CEU Approval Requirements and Application](#) document if you require additional information not contained within this renewal document.***

### Documentation Requirements

All material must be submitted via email to SNA Headquarters: [education@schoolnutrition.org](mailto:education@schoolnutrition.org). Please do NOT mail or fax your application. 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, descriptions, speakers, breaks, and meals with corresponding times
- CEU program evaluation form
- Home study or online programs (As applicable)
  - Post-exam with answer key
- Evaluation data summary

### Incomplete Submissions

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.

### Fee Structure

#### Renewal Fee

There is a flat renewal fee of **\$75.00**. Please include this fee when you submit the renewal application. Approved CEU renewals will expire in 3 years.

#### 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.

#### Expiration Information

Approved CEU renewals will expire in 3 years.



## SNA CEU Training Program **RENEWAL** Application

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

### PART I – CONTACT DETAILS

Program Provider		
Address		City, State, Zip
Contact Person	Email	Phone

### PART II – PROGRAM DETAILS

Educational Program Title:			
Original Approval Date:	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"/> COMMUNICATION & MARKETING – 4000			
Nutrition sub code	Operations sub code	Administration sub code	Food Safety & HACCP sub code
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		

\*\*CEU's must be a minimum of 15 minutes of 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
- Evaluation Data Summary – Summary of participant evaluation data

### PART VI – PAYMENT

Submit application with required materials to [education@schoolnutrition.org](mailto:education@schoolnutrition.org)

<input type="checkbox"/> Check <i>made payable to SNA</i> <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: \$75.00 Renewal Fee \$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
<b>Materials Received:</b> <input type="checkbox"/> Objectives <input type="checkbox"/> Prog. Desc <input type="checkbox"/> Speaker bio's <input type="checkbox"/> Educational Materials <input type="checkbox"/> Home Study Quiz <input type="checkbox"/> Program Evaluation				