



Are You Interested in Hosting SNA's School Nutrition Specialist (SNS) Credentialing Exam?

WHO'S RESPONSIBLE	COSTS INCURRED
EXAM HOST	<ul style="list-style-type: none"> ▪ As of August 1, 2020, SNA has discontinued billing exam hosts for the shipping cost of the exam materials. SNA Headquarters will cover the shipping cost of the exam materials to and from the proctors. ▪ Pay costs associated with lost exam materials (Only if the host is responsible for the loss of exam materials.) ▪ Absorb additional costs when SNA staff is requested to proctor exams. ▪ Decide if proctors selected will proctor the exam free of charge or if they will be paid for their services. ▪ Exam Hosts <u>may</u> charge an additional on-site fee to registrants. <i>Please do not include this "additional charge" in SNA's exam fee. State Affiliates are responsible for billing this fee separately.</i> <p><i>*Potential exam hosts can include: USDA, ICN, State Agencies, State Associations, Local Chapters, Local Education Authorities, Affiliated Colleges & Universities, and Industry.</i></p>
EXAM CANDIDATE	<ul style="list-style-type: none"> ▪ Submit to SNA completed application form, documentation, and examination fee.
SCHOOL NUTRITION ASSOCIATION (SNA)	<ul style="list-style-type: none"> ▪ Process registrations and payments. ▪ Provide staff proctor(s) for SNA sponsored conference exams. ▪ Mail test administration letters, result letters/diagnostic reports, credentialing certificates and cards. ▪ Score the exam.



Exam Host should submit the Exam Site Request Form 60 days prior to the exam date to:
SNA Credentialing Fax: (703) 824-3015 or Email CertSNS@schoolnutrition.org.



SNS Exam Site COVID-19 Protocols

To ensure the utmost safety of the candidates and proctors at the exam site, we have modified our on-site exam procedures. Everyone's safety is our number one priority, and the following protocols have been established. ***(Please note these are subject to change)***

- ✓ Face coverings/masks are recommended. Please refer to state or local mandates for mask/face covering requirements. If there are no state or local mandates, please refer to the [CDC Guidelines](#) on mask/face covering and social distancing protocols.
- ✓ Candidates are to bring their own materials. These materials include hand sanitizer, pencils, calculators, etc...

If you have specific questions on our SNS Exam Site COVID-19 Protocols, please feel free to call at 703-824-3000 or email CertSNS@schoolnutrition.org.



School Nutrition Association
2900 S. Quincy Street, Suite 700
Arlington, VA 22206

(800) 877-8822 (P)
(703) 824-3015 (F)
Email: certsns@schoolnutrition.org



EXAM SITE REQUEST FORM

Complete and submit no later than 60 days prior to the exam date.
(Type or Print)

State Hosting Exam: _____ Exam Date: _____ Exam Start Time: _____

Contact Name: _____ SNA ID#: _____ Email: _____

Please provide the following information for the EXAM:
The exam location information provided will be sent to the exam candidates

Exam Location:

_____ Building/Facility Name
 _____ Room Name/Number
 _____ Street Address
 _____ City, State, Zip
 _____ Phone Number _____ Fax Number

Please provide the following information for the Primary and Secondary Proctor:

PRIMARY PROCTOR*

SECONDARY PROCTOR

Name:	_____	_____
SNA Mbr. #:	_____	_____
Address:	_____	_____
City, State, Zip:	_____	_____
Phone:	_____	_____
Fax:	_____	_____
Email:	_____	_____

***Exam materials will be shipped to the Primary Proctor's address one week prior to the exam. No P.O. boxes please.**

FAX TO: SNA Credentialing at (703) 824-3015 or
EMAIL TO: CertSNS@schoolnutrition.org

*The Primary and Secondary Proctor must agree to the terms listed in the Exam Site Guidelines and Proctor Affidavit. The Proctor Affidavit can be found on the next page.



SCHOOL NUTRITION ASSOCIATION

PROCTOR AFFIDAVIT

(SNS) Credentialing Exam

Acknowledgement and Non-Disclosure Agreement

Complete and submit no later than 60 days prior to the exam date

FAX TO: SNA Credentialing at (703) 824-3015 or

EMAIL TO: CertSNS@schoolnutrition.org



(Type or Print)

Name: _____ Date: _____

Confirmation of your profession - describe the nature of your work in this profession:

Employment:

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Title: _____ Years with Company: _____

Telephone: _____ Fax: _____ E-mail: _____

Educational Institution Employment or Affiliation:

Institution Name: _____

Institution Address: _____

City: _____ State: _____ Zip Code: _____

Title: _____ Years with Institution: _____

Telephone: _____ Fax: _____ E-mail: _____

[OVER]

Acknowledgement and Non-Disclosure Agreement

1. ACKNOWLEDGEMENT

I agree and acknowledge that I am being given access to examination questions, examination materials, examination specifications, preparation, and other related information and documents belonging to the School Nutrition Association for the sole purpose of proctoring the School Nutrition Specialist (SNS) Credentialing Exam. I further agree and acknowledge that the School Nutrition Association is providing me with access to the foregoing solely for the purposes set forth above and in connection with my relationship with the School Nutrition Association.

2. SCHOOL NUTRITION ASSOCIATION - OWNED MATERIALS

I understand and agree that all examination questions, examination materials, examination specifications, preparation, and all other related information and documents received from the School Nutrition Association are, and shall remain, the exclusive property of the School Nutrition Association. I also understand and agree that all such information and documents, in whatever form, including any copies thereof, shall be returned promptly to the School Nutrition Association immediately upon request. Finally, I acknowledge the School Nutrition Association would be damaged by any unauthorized use, reproduction or disclosure of any of the information or documents provided to me. I acknowledge that test security and integrity are of utmost importance, that the examinations administered provided by the School Nutrition Association may rely upon viewing exam questions, and that any breach of test security or activity that compromises the integrity of the exam erodes the value of licensure testing and potentially jeopardizes members of the public. My appreciation of these issues is critically important and it is my obligation to ensure that none of my actions is intended or designed to subvert the exam process. I am prohibited from revealing the text of the SNS Credentialing Exam questions. I understand and agree that activity inconsistent with the goals of the School Nutrition Association to maintain test security and confidentiality of test questions renders the testing vendor unable to interpret test results and, in turn, to certify scores as reliable and valid.

3. NON-DISCLOSURE

I hereby swear and affirm that I shall not disclose or provide to any person or entity, directly or indirectly, any information or documents pertaining to the School Nutrition Association's SNS Credentialing examination questions, examination materials, examination specifications, preparation, testing, and/or grading services, or any other information or documents received from SNA Headquarters. If affiliated with an educational institution, I hereby certify that I will not use any information and/or knowledge I gain from proctoring the exam to compromise the validity of the examination, including but not limited to changing current SNS prep courses to reflect specific exam content or discuss specific exam content with anyone affiliated with my school district, work or any other. I further certify that the information contained in this document is true and accurate and that my signature shall have the same legal effect as if made under oath. Failure to follow this non-disclosure clause could lead to the revocation of my SNS credential.

As Primary/Secondary Proctor, I agree to the terms listed in the Proctor Affidavit and Exam Site Guidelines. I acknowledge my responsibility for maintaining the strict confidentiality of the information relating to the School Nutrition Specialist (SNS) Credentialing Exam and will not disclose such information to anyone. Failure to follow these responsibilities could lead to SNA revoking my SNS credential. I also understand and agree that I will be ineligible to teach SNS Exam Prep Courses (online/workshops) for 2 years after serving as SNS exam proctor.

CERTIFICATION: I have read this document and understand and agree to abide by the above stated terms.

Signature: _____ Date: _____



SCHOOL NUTRITION SPECIALIST(SNS) EXAM SITE GUIDELINES

Exam Hosts, Primary and Secondary Proctors are required to follow the steps in this guide to assure uniform and proper administration of SNA's School Nutrition Specialist (SNS) Credentialing exam.

I. SCHEDULING EXAMS

- A. Exam Host's role is to make arrangements for the exam site and accommodations. Arrange to have the exam site location booked for four hours. According to the guidelines of the *American with Disabilities Act (ADA)*, accommodations must be made for individuals with special needs. Please ensure that the exam site is accessible for those who are physically disabled. **The exam room needs to be in a quiet area without any adjoining sessions. The exam room cannot have a room divider.**
- B. Prior to the exam date, the Exam Host must establish a definite means of communication with SNA's Credentialing Staff in case of emergency situations on the exam date.
- C. Proctors will receive all exam materials at least three days prior to the exam date.
- D. Proctors **must** return all exam materials to SNA no later than 1 business day after the exam.

II. PROCTOR CRITERIA

- A. Exam Host requirements:
 - Is responsible for appointing two (2) proctors for the SNS Credentialing Exam held within their state.
 - Must complete, sign, and submit the *Exam Site Request Form* with exam information, proctor names and contact information.
 - Must complete, sign, and submit the *Proctor Affidavit Form*.

III. PROCTOR'S ROLE

- A. The proctor titles will be: Primary Proctor and Secondary Proctor.
- B. Primary Proctor will be the main contact for proctoring the exam. The Primary Proctor's role is to receive the exam materials from SNA, sign-in exam candidates, monitor the exam to maintain the highest integrity and professional behavior during the examination, collect the exam booklets and answer sheets from the candidates, and forward exam materials to SNA.

C. Secondary Proctor will be called upon to assist when:

- The Primary Proctor is unable to proctor the exam or requires a restroom break during the exam time. The Secondary Proctor will therefore take on the responsibilities as assigned as the Primary Proctor.
- More than two (2) individuals are scheduled to take the exam.

IV. PROCTOR'S QUALIFICATIONS

- A. Proctors must have an active SNS Credential for a minimum five (5) years and maintain an active credential.
- B. Proctors must sign the Proctor Affidavit Acknowledgement/Non-Disclosure Agreement for the SNS exam.
- C. Proctors will be ineligible to teach SNS Exam Prep Courses (online/workshops) for two (2) years after serving as SNS exam proctors.

V. EXAMINATION OFFERINGS

There are multiple offerings of SNA's School Nutrition Specialist (SNS) Credentialing Exam. If unsure of the ability to host the SNS exam, individuals should contact SNA's Credentialing Staff at (703) 824-3000 or email at CertSNS@SchoolNutrition.org. The SNS exam can be hosted:

- A. At SNA sponsored conferences: *(will be proctored by SNA Staff. State Proctor may be called upon if SNA Staff is not available to proctor)*
 - Annual National Conference
 - School Nutrition Industry Conference
 - Legislative Action Conference
 - National Leadership Conference
- B. Upon request for state conferences.
- C. Upon request by a SNA State Association separate from a state conference.
- D. Upon request from USDA, ICN, State Agencies, Local Chapters, Local Education Authorities, Affiliated Colleges & Universities, or Industry.

VI. SNS CREDENTIAL CANDIDATE RESPONSIBILITIES

- A. Submit completed application and documentation.
- B. Pay the examination fee by the exam registration deadline.

VII. SNA HEADQUARTER RESPONSIBILITIES

- A. Process registrations and payments.
- B. Provide staff proctor(s) for SNA sponsored conference exams.
- C. Mail/Email:
 - Test administration letters
 - Email registration confirmations
 - Result letters/diagnostic reports
 - Credentialing certificates and cards
- D. Score the exam.

VIII. EXAM HOST RESPONSIBILITIES

- A. Select the exam site and exam date.
- B. Arrange to have the exam site location booked for four hours. *(Candidates have four hours to complete the 220 multiple choice question exam.)* The exam room needs to be in a quiet area without any adjoining sessions. The exam room cannot have a room divider.
- C. Submit the *Exam Site Request* Form to SNA 60 days prior to requested exam date for approval.
- D. Pay cost associated with lost exam materials. **(Only if the host is responsible for the loss of the exam materials.)**
- E. Provide exam room setup in the following manner:
 - **A quiet room in a minimal traffic area with no adjoining meeting sessions on either side during the scheduled exam and in a room without room dividers. NOTE: Noise and areas with high traffic are disruptive to exam candidates.**
 - Outside Exam Room:
 - One (1) registration table with two (2) chairs *(For Proctors to sit)*
 - Signage for exam
 - Inside Exam Room:
 - One (1) head table and two (2) chairs *(For Proctors to sit)*
 - Classroom set-up

1. Preferably no linen on table tops (*if the table tops are smooth and not damaged*) or they may use very thin tablecloths in the event that the table tops are damaged.
 2. Two (2) candidates per table in rows with 6 feet of distance between the test takers.
- Water Station
- F. Absorb additional costs when SNA staff is requested to proctor exams.
- G. Decide if proctors selected will proctor the exam free of charge or if they will be paid for their services.
- H. Exam Hosts **may** charge an additional on-site fee to registrants.
- a. The Exam Host will request the contact information of those registered for the exam from SNA.
 - b. The Exam Host will be responsible for billing the registrants individually. *SNA will not process these; it is the responsibility of the Exam Host to handle these payments.*
 - c. Please do not include this “additional charge” in SNA’s exam fee; bill this fee separately.
- I. Ensure that all SNS Exam Site COVID-19 Protocols are exercised. **(Please note these are subject to change)**
- a. Face coverings/masks are recommended. Please refer to state or local mandates for mask/face covering requirements. If there are no state or local mandates, please refer to the [CDC Guidelines](#) on mask/face covering and social distancing protocols.
 - b. Candidates are to bring their own materials. These materials include hand sanitizer, pencils, calculators, etc...

If you have any questions about the SNS Exam hosting process or SNS Exam Site COVID-19 protocols, please feel free to call 703-824-3000 or email CertSNS@schoolnutrition.org.