

CEU Approval Discontinuation FAQ

If a person takes one of my organization's courses which no longer have SNA CEU approval, does this mean they cannot count the course towards SNA's certificate program requirements?

As long as the course meets SNA's certificate program requirements and USDA Professional Standards, it can count towards SNA's certificate program. Attendees of an organization's courses then can present documentation of completion to SNA for CEU credit.

Specifically, the requirements are:

- *SNA encourages that training be at least 1 hour but will accept 15-minute training sessions that meet the requirements for the CEU Approval Program.*
- *Training 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*
- *No advertisements are included in your educational content*
- *Training must include a post activity evaluation for live, home study and online training. Home study and online training must include a post-exam*
- *More details can be found here: <https://www.fns.usda.gov/tn/professional-standards-resources>*

Where can I find out more about SNA's Certificate program requirements?

<https://schoolnutrition.org/certificate-and-credentialing/certificate-program/>

Where can I find out more about USDA professional standards requirements?

<https://www.fns.usda.gov/tn/professional-standards-resources>

What identifying information should be on my documentation of completion to help ensure attendees can still get CEU credit after the approval program goes away?

We recommend an organization's documentation of completion contain: Participant's name, activity title, the key area code(s), subtopic code(s), date of completion, and the name of the organization presenting the training/course.

Why is SNA discontinuing its CEU-approval program?

The CEU approval program is not widely used and therefore only benefits a small number of members of SNA. SNA's Board of Directors decided the resources required to maintain this program would be best used towards higher priority programs in SNA's strategic plan.

Do SNA State Associations have to discontinue their CEU-approval programs?

We recommend that SNA State Associations discontinue their CEU-approval programs. However, this is not a requirement they do so.

If a SNA State Association chooses to discontinue their CEU-approval program, we ask they give organizations a small window to submit any last approvals before discontinuing the program.

Will my prior CEU-approvals be valid once the program is discontinued?

Yes, all training/course CEUs are approved for 3 years. Conference CEUs are approved for 1 year. They will still be valid for that time regardless of the discontinuation of CEU-approvals. All approvals up to September 30, 2022, will still be valid for their 3-year or 1-year period.

We will not be reapproving any CEUs post October 1, 2022.

How do people submit documentation of completion or training trackers to SNA to get CEU credit after attending a training/course/or conference?

Once someone has attended a training/course or a conference that meets SNA and USDA Professional Standards please email certsns@schoolnutrition.org.

In the email be sure to include your documentation of completion or training tracker along with how many hours the content was.

Can anyone besides the attendee send over their documentation of completion or training tracker to certsns@schoolnutrition.org?

No, the attendee who is looking to claim CEU credit must be the one to email certsns@schoolnutrition.org. No one may email on their behalf to ensure we are awarding credit to the correct persons.