

CEU Approval Discontinuation FAQ

If a person takes one of my organization's courses, does this mean they cannot count the course towards SNA's certificate program requirements?

If 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 course can present documentation of completion to SNA for CEU credit. Attendees must email their documentation of completion to certsns@schoolnutrition.org to receive credit.

Specifically, the requirements are:

- *SNA encourages that training be at least 1 hour but will accept 15-minute training sessions.*
- *Training must fall within one of the SNA and USDA Key Areas and Key Topics for Professional Standards. Key Areas include:*
 - *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 also include a post-exam.*

To help SNA grant credit to attendees we require an organization's documentation of completion contain: Participant's name, activity title, USDA Professional Standards key area code(s), subtopic code(s), date of completion, and the name of the organization presenting the training/course.

Tell me more about USDA professional standards requirements.

Professional Standards are annual training requirements and hiring standards for professionals in the school nutrition programs. [These regulations](#), from USDA FNS, provide consistent, national professional standards that strengthen the ability of school nutrition professionals to perform their duties effectively and efficiently.

What can I do if I would like my organization's content or course to include SNA CEU credit?

SNA CEU certificates can only be issued for content created in partnership with SNA's professional development department. SNA has educational sponsorship opportunities available, and these opportunities must meet guidelines and standards. SNA does not provide CEU credit for outside organizations without partnership.

For more information on these opportunities, please reach out to Nita Artis, Senior Corporate Sales, Industry Success & Patron Program, at nartis@schoolnutrition.org.

If my organization sponsors a webinar or related education content with SNA, can we host it on our website or LMS?

All educational content that is approved for SNA CEU credit must live on SNA's site or LMS to ensure compliance and maintain integrity of the educational standards.

Am I able to market SNA CEU credit for my organization's courses/conferences going forward?

No, you cannot market your educational content or conferences as SNA CEU credit approved, as the approval program has been discontinued. This includes marketing stating that a conference or course is eligible or possibly eligible towards completing SNA certificate program requirements.

Why did SNA discontinue 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.

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

We recommended that SNA State Associations discontinue their CEU-approval programs. However, this is not a requirement.

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

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

All training/course SNA CEUs are approved for 3 years. Conference SNA 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 period.

We are no longer reapproving any CEUs.

How does an SNA member 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. You do not need to include test results or your evaluation in the email just the documentation of completion will suffice.

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 SNA CEU credit must be the one to email certsns@schoolnutrition.org. No one may email it on their behalf. This way we can ensure we are awarding credit to the correct individual.