

SNA Certificate Program: Changing Levels

Certificate holders may move from one level to another by earning the additional academic requirements or key area training required for the next level.

- College courses can be used regardless of how many years ago they were taken
- Certificates of completion cannot be dated more than five years back
- Documents used to meet the initial certificate program level cannot be used to move up to another level with the exception of the 8 hour Core Course in Food Safety & Sanitation (taken in the last 5 years)

Moving from Level 1 to Level 2

1. 6 hours in Key Area 1 – Nutrition
2. 6 hours in Key Area 2 – Operations
3. 6 hours in Key Area 3 – Administration
4. 6 hours in Key Area 4 – Communications & Marketing
5. 6 hours General Electives in any of the four key areas
6. High School Diploma **OR** GED

Moving from Level 1 to Level 3

1. 15 hours in Key Area 1 – Nutrition
2. 15 hours in Key Area 2 – Operations
3. 15 hours in Key Area 3 – Administration
4. 15 hours in Key Area 4 – Communications & Marketing
5. 10 hours General Electives in any of the four key areas
6. High School Diploma **OR** GED

Moving from Level 1 to Level 4

Option A

1. 8 Hour Core Course: Food Safety & Sanitation
2. 3 College Credits: Key Area 1 Nutrition
3. 3 College Credits: Key Area 2 Operations
4. 3 College Credits: Key Area 3 Administration

OR:

3 College Credits: Key Area 4 Comm. & Marketing

Option B

1. 8 Hour Core Course: Food Safety & Sanitation
2. 35 Hours: Key Area 1 Nutrition
3. 35 Hours: Key Area 2 Operations
4. 45 Hours: Key Area 3 Administration **AND/OR:**
45 Hours: Key Area 4 Comm. & Marketing
5. 15 General Electives in any of the four key areas
6. High School Diploma **OR** GED

Moving from Level 2 to Level 3

1. 9 hours in Key Area 1 – Nutrition
2. 9 hours in Key Area 2 – Operations
3. 9 hours in Key Area 3 – Administration
4. 9 hours in Key Area 4 – Communications & Marketing
5. 4 hours General Electives in any of the four key areas

Moving from Level 2 to Level 4

Option A

1. 8 Hour Core Course: Food Safety & Sanitation
2. 3 College Credits: Key Area 1 Nutrition
3. 3 College Credits: Key Area 2 Operations
4. 3 College Credits: Key Area 3 Administration

OR:

3 College Credits: Key Area 4 Comm. & Marketing

Option B

1. 29 Hours: Key Area 1 Nutrition
2. 29 Hours: Key Area 2 Operations
3. 33 Hours: Key Area 3 Administration
Key Area 4 Comm. & Marketing
4. 9 General Electives in any of the four key areas

Moving from Level 3 to Level 4

Option A

1. 8 Hour Core Course: Food Safety & Sanitation
2. 3 College Credits: Key Area 1 Nutrition
3. 3 College Credits: Key Area 2 Operations
4. 3 College Credits: Key Area 3 Administration

OR:

3 College Credits: Key Area 4 Comm. & Marketing

Option B

1. 20 Hours: Key Area 1 Nutrition
2. 20 Hours: Key Area 2 Operations
3. 15 Hours: Key Area 3 Administration
Key Area 4 Comm. & Marketing
4. 5 General Electives in any of the four key areas

College Credit Conversion

Training hours can be substituted by applicable college credits when applying for any certificate level.

- 1 Credit Course = 15 hours
- 2 Credit Course = 30 hours
- 3 Credit Course = 45 hours

Application Steps

1. Complete and Sign [Certificate Application](#)
2. Complete the [Certificate Program Submission Cover Sheet](#)
3. Submit Application Fee
4. Submit Certificates of Completion/College Transcripts documentation

Application Fees

Level 2

Member: \$23.00

Non-Member: \$80.00

Level 3

Member: \$25.00

Non-Member: \$85.00

Level 4

Member: \$35.00

Non-Member: 205.00