

New Certification Application Checklist

- Complete and sign the application form.
- Enclose check, money order or complete credit card information on the application form.
- Enclose a copy of your high school diploma or GED for Level 2.
- Enclose a copy of your high school diploma/ GED or college transcript for Level 3.
- Enclose a copy of your required documentation for all Levels.
- Mail the application form, payment and all documentation to: SNA, PO Box 791004, Baltimore, MD 21279-1004

Requirements	Level 1	Level 2	Level 3 If using TABLE A	Level 3 If using TABLE B
*High School Diploma/GED	*	✓		✓
Some College Credit			✓	
Documentation: Nutrition Education	✓ 10 Hour Nutrition Education Course (i.e. <i>Healthy EDGE</i> or SNA-approved equivalent course) <i>Healthy EDGE</i> must be taught by a SNA Certified Trainer.	✓ 10 Hour Nutrition Education Course (i.e. <i>Healthy EDGE</i> or SNA-approved equivalent course) <i>Healthy EDGE</i> must be taught by a SNA Certified Trainer.		✓ 10 Hour Nutrition Education Course (i.e. <i>Healthy EDGE</i> or SNA-approved equivalent course) <i>Healthy EDGE</i> must be taught by a SNA Certified Trainer.
Documentation: Sanitation & Safety	✓ 10 Hour Sanitation & Safety Course (i.e. <i>ServSafe</i> or SNA-approved equivalent course)	✓ 10 Hour Sanitation & Safety Course (i.e. <i>ServSafe</i> or SNA-approved equivalent course)		✓ 10 Hour Sanitation & Safety Course (i.e. <i>ServSafe</i> or SNA-approved equivalent course)
Documentation: Key Area Hours		<ul style="list-style-type: none"> ✓ 20 Hours in Key Area 1— Operations ✓ 15 Hours in Key Area 2— Nutrition ✓ 20 Hours in Key Area 3— Administration ✓ 15 Hours in Key Area 4— Communications/Marketing 		<ul style="list-style-type: none"> ✓ 35 Hours in Key Area 1— Operations ✓ 35 Hours in Key Area 2— Nutrition ✓ 45 Hours in Key Area 3— Administration AND Key Area 4—Communications/Marketing ✓ 15 Hours of General Electives (Can complete courses in any of the four Key Areas)
Documentation: College Credit			<ul style="list-style-type: none"> ✓ 3 College Credits such as Food Safety/HACCP/ Sanitation/Food Science ✓ 3 College Credits such as Nutrition/Feeding Children with Special Needs/ Community Nutrition ✓ 3 College Credits such as Foodservice Management/ Leadership/Marketing/ Accounting 	
Total	20 Hours	90 Hours	9 College Credits OR 150 Hours	

* High School Diploma/GED will be required in 2011 for all new applicants at all levels.