

# Certificate Program Submission Cover Sheet

 **Page 1**

 **This cover sheet must be submitted with your application for levels 2, 3 and 4.**

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| **First and Last Name**      | **Choose one of the following options**1. [ ]  NEW Application 2. [ ]  CHANGING Levels (moving up or down) | **Number of Hours Submitted with this Cover Sheet**      |
| **SNA Member Number**      | **Certificate level applying for**      |
| **Supervisor Attestation***I have reviewed the number of CEUs, CEU supporting documentation, and education (as applicable). My signature indicates my confirmation of training and education.* | **Print Supervisor Name, Email, and Phone**      | **Supervisor/Director Signature and Date** |

You have two options when submitting the required paperwork. You may submit **ALL** proof of training documents along with this cover sheet **OR** your manager may review your training and then sign above providing confirmation. If your supervisor signs above you **DO NOT** need to send copies of your documentation. You should **ALWAYS** keep a file of all training documentation in the event you are randomly selected for an audit.

 **Choose one of the following submission options**

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| [ ]  **Submission Option 1:** | * List all training on the following pages
* Submit all proof of training documentation
* Submit this completed cover sheet
* Submit the completed signed application and the appropriate fees
 | **Have you listed all training and totaled the number of hours?****[ ]** YES or [ ]  NO |
| **Have you attached proof of training for everything listed?[ ]** YES or [ ]  NO |
| [ ]  **Submission Option 2:** | * List all training on the following pages
* Have your supervisor review and confirm the training then sign above
* Submit the completed and signed cover sheet
* Submit the signed application along with the appropriate fees
 | **Have you listed all training and totaled the number of hours?****[ ]** YES or [ ]  NO |
| **Has your supervisor reviewed and signed this cover sheet?[ ]** YES or [ ]  NO |
| **Calculating CEUs/training hours  *For additional information download the*** [***Certificate Guide***](https://schoolnutrition.org/uploadedFiles/4_Certificate_and_Credentialing/1_Certificate/Certificate-program-guide.pdf) |  | **Example Subtopic Code** |
| * 1 Continuing Education Unit (CEU) = 1 hour of training for Professional Standards
* CEUs must be a minimum of 15 minutes in length
* Training sessions that are less than one hour in length are no longer required to be bundled within the same subtopic to reach one CEU to be accepted.
* **Subtopic codes** can be found in the [USDA Professional Standards Learning Objectives](http://www.fns.usda.gov/sites/default/files/cn/ps_learningobjectives.pdf), or the [SNA Professional Standards Training Guidelines](http://www.schoolnutrition.org/professionalstandards). ***Refer to example on the right.***
 |  | **Key Area** | (1000) Nutrition |
| **Key Topic** | (1100) Menu Planning |
| **Subtopic** | (1120) Plan cycle menus that meet all rules. Consider cost, equipment, foods available, storage, staffing, student tastes, and promotional events. |

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# Certificate Program Submission Cover Sheet

 **Page 2**

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| **First and Last Name**      | **Member SNA Number**      |

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| --- | --- | --- | --- | --- |
| **8 hour Core Course in Nutrition Education[ ]** YES or [ ]  NO [ ]  N/A  | ***OR*** | **1 College Credit in Nutrition****[ ]** YES or [ ]  NO [ ]  N/A  | ***AND*** | **8 hour Core Course in Food Safety & Sanitation****[ ]** YES or [ ]  NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nutrition Education Core Course Date of Training** |  | **College Credit in Nutrition Date Earned** |  | **Food Safety & Sanitation Core Course Date of Training** |
|       |  |       |  |       |

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| --- | --- | --- | --- | --- |
| **Nutrition Education Core Course Title and Provider** |  | **College Name and Location** |  | **Food Safety & Sanitation Core Course Title and Provider** |
|       |  |       |  |       |

***Levels 2, 3 and 4 Submissions:***

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| **Did you include a copy of your High School Diploma or GED? Documentation MUST be included.** |
| **[ ]** High School Diploma/High School Transcripts or [ ]  GED or [ ]  College/University Degree or Transcripts |

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| ***Key Area Hours Summary*** |  |
|  | * List all of your training on the grid below.
* You may want to list your training by Key Area to make totaling your hours easier.
* Add the total number of hours in each Key Area to the summary on the right along with the grand total.
 | Key Area 1 - Nutrition Total Hours: |       |  |
| Key Area 2 – Operations Total Hours: |       |
| Key Area 3 – Administration Total Hours: |       |
| Key Area 4 – Communications and Marketing Total Hours: |       |
| **Grand Total:** |       |
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 **Page 3**

# Certificate Program Submission Cover Sheet

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| --- | --- |
| **First and Last Name**      | **Member SNA Number**      |

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| **Date of Training** | **Name of Training** | **Key Area** | **Sub Topic Code(Optional)** | **Number of Hours** |
|       |       |       |       |       |
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| **Total** |       |

 ***If more space is needed, please use additional sheets.
Refer to the*** [***Certificate in School Nutrition Program Guide***](https://schoolnutrition.org/uploadedFiles/4_Certificate_and_Credentialing/1_Certificate/Certificate-program-guide.pdf) ***for additional information.***

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 **Page 4**

# Certificate Program Submission Cover Sheet

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| **First and Last Name**      | **Member SNA Number**      |

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| **Date of Training** | **Name of Training** | **Key Area** | **Sub Topic Code(Optional)** | **Number of Hours** |
|       |       |       |       |       |
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| **Total** |       |

 ***If more space is needed, please use additional sheets.
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