

# Core Course Approval Program

Requirements and Application for Training Providers



**S**CHOOL  
**N**UTRITION  
**A**SSOCIATION



## Core Course Approval Requirements and Application for Training Providers

Thank you for your interest in the **SNA Core Course** Approval Program.

SNA's approval of Core Courses allows training providers to support SNA members across the country to satisfy the minimum required continuing education annual training. SNA approved Core Courses further aid school nutrition professionals pursuing the Certificate in School Nutrition Program, Certificate Program maintenance, School Nutrition Specialist (SNS) Credentialing maintenance and USDA Professional Standards. All core courses must be approved by SNA. State affiliates may not approve core courses.

As of July 1, 2015, the USDA implemented the Final Rule for Professional Standards. This ruling establishes the minimum annual training requirements for **ALL** school nutrition employees. SNA requires that CEU's be aligned with Professional Standards. For more information download SNA's [Professional Standards Training Guidelines](#).

### Requirements

Please read this packet in its entirety before you begin to prepare your material. Continuing education and training content should be aligned with adult learning principles, ensuring that the content will:

- convey a body of knowledge that will meet each learning objective
- be congruent with purpose and learning objectives
- include details beyond a restatement of learning objectives
- reflect the intent of the learning objectives
- exclude any type of promotional marketing or sale of products and/or services

SNA has created [Content Development Guidelines](#) to assist you in the development of adult continuing education training to meet Professional Standards annual training requirements. The guidelines provide information on developing measurable learning objectives, adult learning principles and provide examples for participant engagement. If you have not reviewed this document, please download it from our website.

**Core Courses are workshops, seminars or online courses that meet objectives and goals which help to achieve best practices.**

#### Core Courses **MUST**:

- be a minimum of eight (8) hours of instructional time
- fall within one of the following two learning areas
  - Nutrition Education - 1200
  - Food Safety & HACCP Training – 2600

#### Courses can be broken down into modules and bundled:

- two 4 hour sessions = 8 hours
- four 2 hour sessions = 8 hours

#### Additional Criteria, Core Course **MUST**:

- NOT include introductions, breaks, meals or other non-training related activity
- NOT contain promotional, marketing or sales products
- HAVE a minimum of three (3) measurable learning objectives
- INCLUDE a post activity evaluation for live, home study and online training
- INCLUDE a post-exam for home study or online training

## Core Course Approval Process

Providers shall submit proposed Core Course content to SNA for approval a minimum of four (4) weeks before commencement or a rush fee will be incurred. All material must be submitted via email to SNA Headquarters: [education@schoolnutrition.org](mailto:education@schoolnutrition.org). Please do NOT mail or fax your application.

### Documentation Requirements

The following items MUST be included with your submission.

- Completed SNA Core Course Approval Application
- Application Fees
- Minimum of three (3) measureable learning objectives
- Content Summary
- Course Outline
- Speaker bio's
- Course Curriculum
  - Syllabus, Manuals, Videos, Handouts, Pre- and Post-curriculum materials as applicable
- Course evaluation form
- Home study or online programs (As applicable)
  - Post-exam with answer key
  - Incorrect answers should include rationale explaining why the incorrect answer was not the optimum choice

Applications that are missing documentation will not be reviewed until all materials are received. In an effort to simplify this process, all requirements are outlined in this document. SNA will send one courtesy email for incomplete applications; if outstanding materials are not received the application will be forfeited.

### Fees

**Rush fee:** Applications received less than four (4) weeks prior to the program will be subject to a **\$55 rush fee**.

**Program fees:** Applicants must pay a program fee based on the fee structure below:

Program Minutes	Core Course Hours	Program Fee For: Individuals, School Districts or Associations and Industry Members
480	8	\$125.00
481 – 900	8.1 – 15	\$145.00
901 – 1200	15.1 – 20	\$150.00
1201 – 1500	20.1 – 25	\$170.00
1501 – 1800	25.1 – 30	\$190.00
1801 or >	30.1 or >	\$210.00

**\*SNA Approved Providers:** The following providers are not subject to program fees.

- School Nutrition Foundation (SNF)
- SNA State Affiliates
- State Agencies
- State Department of Education (DOE)
- National Restaurant Association (NRA)
- US Department of Agriculture (USDA)
- Institute of Child Nutrition (ICN), formerly NFSMI
- Academy of Nutrition and Dietetics (AND)
- Dietary Managers Association (DMA)

### Expiration and Renewal

Approved CEU's expire in 3 years. If you wish to renew please resubmit a new application. Core Courses **CANNOT** be renewed.



# SNA Core Course Approval Application

This application should be submitted with all required materials a minimum of 4 weeks prior to the program date. Applications submitted less than 4 weeks prior to the program date **MUST** include a **rush fee of \$55.00** along with the application fees.

## PART I – CONTACT DETAILS

Program Provider		
Address		City, State, Zip
Contact Person	Email	Phone
Your signature below confirms that the CEU training will be delivered as approved by SNA and that there will be no significant changes to the content.		

SNA reserves the right to request an analysis of training evaluation results at any time.

## PART II – CORE COURSE DETAILS

Core Course Title:	
Core Course Program Date(s) and Location(s):	
Course Type: <input type="checkbox"/> Nutrition Education Course <b>or</b> <input type="checkbox"/> Food Safety and HACCP	
Core Course Hours Requested*:	Program type(s): <input type="checkbox"/> Workshop <input type="checkbox"/> Conference <input type="checkbox"/> Webinar <input type="checkbox"/> Online** <input type="checkbox"/> College Course

\*Core Courses must be a minimum of 8 hours instructional time – registration time; breaks and lunch are NOT included in instructional time.

\*\*Online or Home Study courses must include a post-exam with an answer key.

## PART III – REQUIRED ATTACHMENTS (All attachments must be submitted with the Core Course Approval Request Application)

- Minimum of three (3) Measureable Learning Objectives
- Content Summary – A summary overview of the content to be provided
- Course Outline – Registration times, Sessions & times, Breaks, Meals
- Speaker(s) / content developer(s) bio’s – Qualifications, Degree and Current Position
- Course Curriculum – Syllabus, Manuals, Videos, Handouts, Pre- and Post-curriculum materials as applicable
- Course Evaluation Form – Evaluates content, speaker(s) and extent to which learning objectives were achieved
- Home Study Quiz (As applicable) – Participants must complete a quiz documenting course completion

## PART VI – PAYMENT **Submit application with required materials to [education@schoolnutrition.org](mailto:education@schoolnutrition.org)**

<input type="checkbox"/> Check made payable to SNA <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover		
Name on Credit Card		Expiration Date
Credit Card Number	Fees to include: \$ _____ Program Fee (see p2) \$55.00 Rush Fee as applicable	Amount Enclosed
Credit Card Billing Address		
Signature		

## For SNA Use Only

Received	Processed	Core Course Hours Requested	Core Course Hours Approved	Approved by
Materials Received: <input type="checkbox"/> Objectives <input type="checkbox"/> Content Summ. <input type="checkbox"/> Course Outline <input type="checkbox"/> Speaker bio’s <input type="checkbox"/> Course Curriculum <input type="checkbox"/> Home Study Quiz <input type="checkbox"/> Course Evaluation				