

Summary of Annual Continuing Education (CE) Guidelines  
for North Carolina School Nutrition Personnel

Level of Employment	Minimum Required CE Hours <sup>1,2</sup>	Recommended CE Topics
<b>All Directors, Assistant Directors, and Supervisors</b>	12 hours	<ul style="list-style-type: none"> <li>• Online annual agreement</li> <li>• Free and reduced-price meal applications (including accuracy of approvals)</li> <li>• Certification (including direct certification, certification of free and reduced applications, and menu certification)</li> <li>• Verification</li> <li>• Meal counting and claiming procedures</li> <li>• Civil rights</li> <li>• Procurement</li> <li>• Efficient and effective use of USDA foods</li> <li>• Nutrition (meal pattern, Offer versus Serve)</li> <li>• [Required for New Director/Administrator; best practice for other levels] Certified Food Protection Manager (CFPM) certification (NC-specific)</li> <li>• [Required for New Director/Administrator; best practice for other levels] For new hires, additional 8 hours of food safety education within 30 days subsequent or not more than 5 years previous to hiring date</li> <li>• Any specific topics required by FNS to address Program integrity or other critical topics</li> </ul>
<b>All Managers</b>	10 hours	<ul style="list-style-type: none"> <li>• Online annual agreement</li> <li>• Free and reduced-price meal applications (including accuracy of approvals)</li> <li>• Certification</li> <li>• Verification</li> <li>• Meal counting and claiming procedures</li> <li>• Identification of reimbursable meals at the point of service</li> <li>• Civil rights</li> <li>• Procurement (as relevant to job duties)</li> <li>• Efficient and effective use of USDA foods</li> <li>• Nutrition (meal pattern, Offer versus Serve)</li> <li>• Health and food safety standards (food safety/HACCP), including allergen awareness training, bodily fluid clean up</li> <li>• If Person in Charge (PIC) of food establishment - Certified Food Protection Manager (CFPM) certification (required by NC Food Code; NC-specific)</li> <li>• Any specific topics required by FNS to address Program integrity or other critical topics</li> </ul>
<b>All Other Full-Time Staff (Work at least 20 hours or more per week)</b>	6 hours	<ul style="list-style-type: none"> <li>• Free and reduced-price eligibility, application, certification, and verification procedures (as applicable to job duties)</li> <li>• Identification of reimbursable meals at the point of service</li> <li>• Civil rights</li> <li>• Efficient and effective use of USDA foods (as applicable to job duties)</li> <li>• Nutrition (meal pattern, Offer versus Serve)</li> <li>• Health and food safety standards (food safety/HACCP), including allergen awareness training</li> <li>• Any specific topics required by FNS to address Program integrity or other critical topics</li> </ul>

<b>Part-Time and Temporary Staff</b> <b>(Work less than 20 hours per week)</b>	4 hours	<ul style="list-style-type: none"> <li>• See above for recommended topics</li> <li>• Topics should be relevant to job duties</li> </ul>
<b>Volunteers</b> <b>(if directly involved in SN Program operations, at discretion of SN Program Director)</b>	Varies	<ul style="list-style-type: none"> <li>• Topics should be relevant to job duties</li> <li>• Food safety training required for all volunteers involved in food handling (when applicable)</li> </ul>

<sup>1</sup> Effective beginning school year 2016-2017.

<sup>2</sup> If hired January 1 or later, an employee may only complete half of the required CE hours for that school year.

#### References:

- Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Health, Hunger-Free Kids Act of 2010. Issued March 3, 2015. Available from : <https://www.federalregister.gov/documents/2015/03/02/2015-04234/professional-standards-for-state-and-local-school-nutrition-programs-personnel-as-required-by-the>
- Child Nutrition Program Integrity – Final Rule. Issued August 23, 2023. Available from: <https://www.govinfo.gov/content/pkg/FR-2023-08-23/pdf/2023-17992.pdf>
- FNS Instruction 113-1: Civil Rights Training. Issued November 8, 2005. Available from: <https://www.fns.usda.gov/cr/fns-instruction-113-1>
- Updated Offer versus Serve Guidance for the National School Lunch Program and School Breakfast Program Effective Beginning School Year 2015-2016 (SP 41-2015). Issued July 21, 2015. Available from: <https://www.fns.usda.gov/cn/updated-offer-vs-serve-guidance-nslp-and-sbp-beginning-sy2015-16>
- 2017 North Carolina Food Code. Effective October 1, 2021. Available from: <https://ehs.dph.ncdhhs.gov/faf/docs/foodprot/NC-FoodCodeManual-2021-FINAL.pdf>
  - 2-102.12 - Certified Food Protection Manager
  - 2-102.20 – Food Protection Manager Certification
  - 2-103.11(n) – Person in Charge: Employees are properly trained in food safety, including food allergy awareness, as it relates to their assigned duties.
  - 2-501.11 – Clean-up of Vomiting and Diarrheal Events