

SUMMARY OF ANNUAL CONTINUING EDUCATION (CE) REQUIREMENTS FOR SCHOOL NUTRITION PERSONNEL

Level of Employment	School Year 2015-16 <sup>1,2</sup> Minimum CE Hours	Beginning School Year 2016-17 <sup>2</sup> Minimum CE Hours	Recommended CE Topics
Director / Administrator	8 hours	12 hours	<ul style="list-style-type: none"> <li>• Administrative practices for application, certification, verification, meal counting, and meal claiming procedures</li> <li>• Any specific topics required by FNS to address Program integrity or other critical topics</li> <li>• 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> </ul>
Manager	6 hours	10 hours	<ul style="list-style-type: none"> <li>• Nutrition</li> <li>• Health and safety standards</li> <li>• Identification of reimbursable meals at the point of service</li> <li>• Administrative practices for application, certification, verification, meal counting, and meal claiming procedures</li> <li>• Any specific topics required by FNS to address Program integrity or other critical topics</li> </ul>
School Nutrition Staff	4 hours	6 hours	<ul style="list-style-type: none"> <li>• Nutrition</li> <li>• Health and safety standards</li> <li>• Identification of reimbursable meals at the point of service</li> <li>• Free and reduced price eligibility, application, certification, and verification procedures</li> <li>• Any specific topics required by FNS to address Program integrity or other critical topics</li> </ul>
Part-time School Nutrition Staff (working less than 20 hours per week)	4 hours	4 hours	<ul style="list-style-type: none"> <li>• See above for recommended topics.</li> </ul>

<sup>1</sup> Continuing Education received three months prior to July 1, 2015, may count toward the first year requirements for all directors, managers, and staff; therefore, CE hours completed on or after April 1, 2015, may count toward the requirements for school year 2015-2016.

<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:

<http://www.fns.usda.gov/professional-standards-state-and-local-school-nutrition-programs-personnel-required-healthy-hunger-0>  
[https://www.federalregister.gov/articles/2015/03/02/2015-04234/professional-standards-for-state-and-local-school-nutrition-programs-personnel-as-required-by-the#table\\_of\\_tables](https://www.federalregister.gov/articles/2015/03/02/2015-04234/professional-standards-for-state-and-local-school-nutrition-programs-personnel-as-required-by-the#table_of_tables)