

CNP Director's Qualifications

<https://www.alsde.edu/sec/cnp/snp/Forms/CNP%20Director%20Certification%20Qualification%20-%20Code.pdf>

A Child Nutrition Program director shall hold as a minimum, a bachelor's degree. The director shall meet the qualifications for Child Nutrition program director certification as prescribed by Supervision and Administration 290-080-030-.06. In the event an acceptable candidate meeting the educational requirements is not available the school board may employ a director with a bachelor's degree in another field on the condition that the educational requirements for a Child Nutrition Program director be met within three (3) years from date of employment. A director so employed who fails to meet the educational requirements within the prescribed time limits shall not be continued in employment as the Child Nutrition Program director. A Child Nutrition Program director employed prior to July 1, 1994, shall be exempt from the requirement contained herein.

Child Nutrition Program Director Certification

In order to meet the certification requirements for a Child Nutrition Program director The following must be met.

- Hold, as a minimum, an earned bachelor's degree from a regionally accredited senior institution of higher education in Foods and Nutrition, Food Service Management, or Home Economics, with a minimum of four (4) courses in foods and nutrition.
- Verify a minimum of 1400 clock hours of compensated food service management or an acceptable alternative to be approved by the State Superintendent of Education, to include, by not limited to, supervisor and/or administrative experience attained within five (5) years immediately preceding the date of application.
- Provisional Requirement. Hold an earned bachelor's degree from a regionally accredited senior institution of higher education in any subject other than the ones identified and complete the following educational requirements for certification within three (3) years from the date of employment.
 - (a) A minimum of nine (9) semester hours or twelve (12) quarter hours in foods and nutrition;
 - (b) A minimum of three (3) semester or four (4) quarter hours in Quantity Purchasing; and
 - (c) A minimum of three (3) semester hours or four (4) quarter hours in personnel management and three (3) semester hours or four(4) quarter hours in accounting.
- Professional Development. A minimum of fifteen (15) clock hours or approved professional development per year is required for certificate validity. The Alabama State Department of Education, Child Nutrition Program will make the final decision on the approval of professional development activities.

Procedures for Certification

A certification application must be completed and submitted to the Child Nutrition Program Office. A \$20 nonrefundable application fee in the form of a cashier's check or money order made payable to the State Department of Education must be submitted with the application.

[http://web.alsde.edu/home/Sections/DocumentDownload.aspx?SectionID=53&FileName=CNP Director - Certification Application - New Director.docx](http://web.alsde.edu/home/Sections/DocumentDownload.aspx?SectionID=53&FileName=CNP%20Director%20-%20Certification%20Application%20-%20New%20Director.docx)

School Foodservice Directors Continuing Education for Certification

Master Degree Programs with online components are available at three universities:

Iowa State University visit their web site at <http://www.iastate.edu/>

University of Alabama contact Dr. Olivia Kendrick at okendric@ches.ua.edu or visit their web site at <http://www.ua.edu/>

The University of Southern Mississippi contact Dr. Kathy Yadrick at M.Yadrick@usm.edu or visit their web site <http://www.usm.edu/>

The University of Southern Mississippi offers an online certificate program in Child Nutrition. For more information visit their web site at <http://www.usm.edu/>

University of Alabama offers several nutrition courses including Quantity Food Production online. Contact Dr. Olivia Kendrick at okendric@ches.ua.edu or visit their web site at <http://www.ua.edu/>

Nutrition

In addition to the online courses, many Alabama Junior College and Community Colleges offer nutrition courses. They are often taught in the nursing or dietetic technician programs. For more information visit the web site of the one nearest you. Or visit <http://www.tradevocationalschools.com/cc/community-colleges-AL.html> to find the one nearest you.

Accounting, Finance, and Management

Business courses are available at most Alabama Junior or Community Colleges. Many offer these courses at night and online. For more information visit the web site of the one nearest you. Or visit <http://www.tradevocationalschools.com/cc/community-colleges-AL.html> to find the one nearest you.

Certification Renewal

Certification renewal is required every five years. A renewal application must be completed and submitted to the Child Nutrition Program Office. A \$20 nonrefundable application fee in the form of a cashier's check or money order made payable to the State Department of Education must be submitted with the application.

<http://www.alsde.edu/sec/cnp/snp/Pages/forms-all.aspx>



Professional Standards for All School Nutrition Program Employees Summary of the Final Rule Effective July 1, 2015

USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

The standards, another key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), aim to institute minimum education standards for new State and local school nutrition directors as well as annual training standards for all school nutrition professionals. These new standards will ensure school nutrition personnel have the knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe, and enjoyable school meals. This final rule will:

- Create minimum hiring standards for new school food authority (SFA) directors based on a school district's size;
- Establish minimum hiring standards for new State directors of school nutrition programs and State directors of distributing agencies; and
- Require minimum annual training for all new and current school nutrition professionals.

A comprehensive Professional Standards Web site provides a database of training options. School nutrition staff can search for training that meets their learning needs in one easy-to-use location: <http://professionalstandards.nal.usda.gov/>

Training Standards for All School Nutrition Program Employees (All Local Educational Agency Sizes)

All Directors **For School Year 2015-2016 ONLY: at least 8 hours of annual continuing education/training.**
Beginning school year 2016-2017: at least 12 hours of annual continuing education/training. This required continuing education/training is in addition to the food safety training required in the first year of employment.

All Managers **For School Year 2015-2016 ONLY: at least 6 hours of annual continuing education/training.**
Beginning school year 2016-2017: at least 10 hours of annual continuing education/training.

All Other Staff **For School Year 2015-2016 ONLY: at least 4 hours of annual continuing education/training.**
Other than the Director or Manager who works an average of at least 20 hours per week
Beginning school year 2016-2017: at least 6 hours of annual continuing education/training.

Part-Time Staff Each year, at least 4 hours of annual continuing education/training, regardless of the number of part-time hours worked.
Work <20 hours per week
Note: If hired January 1 or later, an employee must only complete half of the above required training hours.

Training Requirements for All State Agency Directors

State Director of School Nutrition Programs	State Director of Distributing Agencies
Each year, at least 15 hours of annual continuing education/training.	Each year, at least 15 hours of annual continuing education/training.
Must PROVIDE, or ensure that State agency staff receives, annual continuing education/training.	Must PROVIDE, or ensure that State food distribution staff receives, annual continuing education/training.*
Must also PROVIDE a minimum of 18 hours of training to SFAs each year.*	

**Training is an approved use of State Administrative Expenses (SAE) funds and a variety of training formats are allowed. States may use contractors or partner with other organizations (School Nutrition Association and National Food Service Management Institute, etc.) to provide training.*

Hiring Standards for New School Nutrition Program Directors

New directors — those hired on or after July 1, 2015 — are subject to the new education requirements below. Existing directors will be grandfathered in their current positions as well as in the Student Enrollment category where they currently are working. (School Nutrition Program Directors are the individuals responsible for the operation of school nutrition programs for all schools under the local educational agency (LEA).)

Minimum Requirements for Directors	Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
<p>Minimum Education Standards</p> <p>See the final rule for additional preferred educational standards for new directors</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*</p> <p>OR</p> <p>Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;</p> <p>OR</p> <p>Bachelor's degree in any academic major, and at least 1 year year of relevant school nutrition programs experience;</p> <p>OR</p> <p>Associate's degree or equivalent educational experience, with academic major in specific areas, * and at least 1 year of relevant school nutrition programs experience;</p> <p>OR</p> <p>High school diploma (or GED) and at least 3 years of relevant experience in school nutrition programs.</p> <p>(For an LEA with less than 500 students, the State agency may approve a candidate who meets the educational standards but has less than the required 3 years experience.)</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*</p> <p>OR</p> <p>Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;</p> <p>OR</p> <p>Bachelor's degree in any academic major and at least 2 years of relevant school nutrition programs experience;</p> <p>OR</p> <p>Associate's degree or equivalent educational experience, with academic major in specific areas, * and at least 2 years of relevant school nutrition programs experience.</p>	<p>Bachelor's degree, or equivalent educational experience, with academic major in specific areas;*</p> <p>OR</p> <p>Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;</p> <p>OR</p> <p>Bachelor's degree in any academic major and at least 5 years experience in management of school nutrition programs.</p> <p>* Specific majors/areas of concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.</p>
<p>Minimum Prior Training Standards</p>	<p>At least 8 hours of food safety training is required either not more than 5 years prior to their starting date or completed within 30 days of the employee's start date.</p>		

Hiring Standards for New State Directors

	State Director of School Nutrition Programs	State Director of Distributing Agencies
Education	Bachelor's degree with an academic major in areas including food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field.	Bachelor's degree with any major.
Knowledge & Experience	Extensive relevant knowledge and experience in areas such as institutional food service operations, management, business, and/or nutrition education.	
Skills & Abilities	Additional abilities and skills needed to lead, manage, and supervise people to support the mission of school nutrition programs.	

State vs. Federal Requirements for Employing Child Nutrition Program Directors

STATE	FEDERAL						
<p>Qualifications for Child Nutrition Program Director Certification</p> <p>Minimum of bachelor's degree in:</p> <ul style="list-style-type: none"> Foods & Nutrition Food Service Management Home Economics¹ (with a minimum of 4 courses in foods and nutrition) <p style="text-align: center;">OR</p> <p>Provisional Requirement</p> <p>Bachelor's degree in another major with requirement of obtaining education requirements within 3 years of employment date:</p> <ul style="list-style-type: none"> 9 semester hrs. in food & nutrition 3 semester hrs. in Quantity Food Production 3 semester hrs. in Quantity Food Purchasing 3 semester hrs. in Personnel Management 3 semester hrs. in Accounting 	<p>Hiring standards for school nutrition program directors hired on or after July 1, 2015</p> <p>Bachelor's degree with major in:</p> <ul style="list-style-type: none"> Food & Nutrition Food Service Management Dietetics Family & Consumer Sciences Nutrition Education Culinary Arts Business² Related field <p style="text-align: center;">OR</p> <p>Bachelor's degree in any major and State recognized certificate</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">2499 or less Enrollment</th> <th style="width: 25%;">2,500-9,999 Enrollment</th> <th style="width: 25%;">10,000 or more Enrollment</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> Bachelor's degree in any major and at least 1 year relevant school nutrition experience OR Associate's degree in same majors and at least 1 year relevant school nutrition experience OR HS diploma and at least 3 years relevant school nutrition experience </td> <td style="vertical-align: top;"> Bachelor's degree in any major and at least 2 years relevant school nutrition experience OR Associate's degree in same majors and at least 2 years relevant school nutrition experience </td> <td style="vertical-align: top;"> Bachelor's degree in any major and at least 5 years of experience in management of school nutrition programs </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">At least 8 hours of food safety training is required either 5 years prior to starting date or within 30 days of starting date.</p>	2499 or less Enrollment	2,500-9,999 Enrollment	10,000 or more Enrollment	Bachelor's degree in any major and at least 1 year relevant school nutrition experience OR Associate's degree in same majors and at least 1 year relevant school nutrition experience OR HS diploma and at least 3 years relevant school nutrition experience	Bachelor's degree in any major and at least 2 years relevant school nutrition experience OR Associate's degree in same majors and at least 2 years relevant school nutrition experience	Bachelor's degree in any major and at least 5 years of experience in management of school nutrition programs
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¹Currently known as Family and Consumer Sciences

² A Business degree is not a minimum State degree. A business degree may be used under the State Provisional Requirement.