



The Wisconsin Department of Public Instruction-School Nutrition Team (DPI-SNT) is excited to offer you the opportunity to participate in the GOALS Training Certification Program. GOALS is an acronym for Goal Oriented Achievement Learning Skills, a tiered learning system where participants can find and access training resources specific to their roles and responsibilities as school nutrition professionals. Upon completion of the GOALS training curriculum, school nutrition professionals will earn a *Certificate of Excellence* in school nutrition management and operations.

GOALS Training Tracks

- *Director Track* – this track is for current and aspiring school nutrition directors. No previous experience as a director is required before applying.
- *Manager Track* – this track is for current and aspiring school nutrition managers. No previous experience as a director is required before applying.
- *Staff Track* – this track is for school nutrition professionals currently working as staff members on their school nutrition team.

Overview of Training Requirements

Certification Level	Required Course Hours	Elective Course Hours	Total Hours
Director	69	41	110
Manager	53	22	75
Staff	40	10	50

Required course hours are completed by participating in trainings provided by the DPI-SNT. The required course hours include a mixture of in-person and web-based learning. The specific curriculum for each track level is listed on the following pages.

Courses taken to meet the elective hours are determined by the individual applicant. In-person and web-based trainings provided by the DPI-SNT and Institute of Child Nutrition (ICN) are pre-approved to fulfill elective hour requirements. Other trainings may be credited with DPI-SNT approval.

Education Exemptions

Applicants with a degree in dietetics, nutrition, or a related field are exempt from the eight hour Nutrition 101 course. Additionally, they are exempt from up to 10 hours of electives. Applicants with a degree in culinary arts, restaurant and hotel management, or a related field are exempt from the four hour culinary skills class.



This institution is an equal opportunity provider.

GOALS Training Hour Requirements – Director

Required Course	Training Hours	Class Type	Category	USDA Professional Standards Code
Child Nutrition Program Basics	4	In-person	Program Basics	3000
Eligibility, Certification, and Verification	8	In-person	Program Basics	3100
Financial basics	4	In-person	Financial and HR Management	3300
Food Buying Guide and Crediting	2	In-person	Program Basics	2150
Food Production Records	2	In-person	Program Basics	2120
Meal Pattern	2	In-person	Program Basics	1110
Offer vs Serve	2	In-person	Program Basics	2220
Procurement Training	4	In-person	Program Basics	2400
Special Diets and Food Allergies	4	In-person	Program Basics	1160
Standardized Recipes	2	In-person	Program Basics	1140
Communication Skills	1	In-person or Webcast	Quality Meal Improvement	4140
Culinary Skills	4	In-person or Webcast	Quality Meal Improvement	2130
Customer Service	1	In-person or Webcast	Quality Meal Improvement	4130
Farm to School	2	In-person or Webcast	Quality Meal Improvement	1130
Food Safety Manager Certification*	8	In-person or Webcast	Health and Safety	2600
Marketing and Program Promotion	1	In-person or Webcast	Quality Meal Improvement	4120
Nutrition 101	8	In-person or Webcast	Health and Safety	1300
Serving Appealing School Meals	2	In-person or Webcast	Quality Meal Improvement	2230
Smart Snacks	1	In-person or Webcast	Program Basics	3230
Student Engagement	1	In-person or Webcast	Quality Meal Improvement	1200
USDA Foods Ordering	2	In-person or Webcast	Program Basics	2400
Additional Child Nutrition Programs	1	Webcast	Program Basics	3000
Civil Rights Training	1	Webcast	Program Basics	3400
Point of Service	1	Webcast	Program Basics	2300
Wellness Policy	1	Webcast	Program Basics	3230
Total Required Course Training Hours	69	<i>A minimum of 42 hours of training must be completed in-person at DPI-SNT led trainings. The remaining courses can be taken in-person or via webcast.</i>		
Required Training Hours of Electives	41	<i>Elective courses are determined by the applicant. All trainings provided by DPI-SNT and ICN are approved courses. Additional trainings may be credited with DPI-SNT approval.</i>		
Total Training Hour Requirements	110			

*Any eight hour course that provides a quality food safety manager certificate is creditable toward GOALS, so long as the exam is passed. The DPI-SNT offers ServSafe to meet this requirement. Other food manager certification programs are allowable.

GOALS Training Hour Requirements – Manager

Required Course	Training Hours	Class Type	Category	USDA Professional Standards Code
Child Nutrition Program Basics	4	In-person	Program Basics	3000
Eligibility, Certification, and Verification	8	In-person	Program Basics	3100
Food Buying Guide and Crediting	2	In-person	Program Basics	2150
Food Production Records	2	In-person	Program Basics	2120
Meal Pattern	2	In-person	Program Basics	1110
Offer vs Serve	2	In-person	Program Basics	2220
Special Diets and Food Allergies	4	In-person	Program Basics	1160
Standardized Recipes	2	In-person	Program Basics	1140
Communication Skills	1	In-person or Webcast	Quality Meal Improvement	4140
Culinary Skills	4	In-person or Webcast	Quality Meal Improvement	2130
Customer Service	1	In-person or Webcast	Quality Meal Improvement	4130
Food Safety Manager Certification*	8	In-person or Webcast	Health and Safety	2600
Nutrition 101	8	In-person or Webcast	Health and Safety	1300
Serving Appealing School Meals	2	In-person or Webcast	Quality Meal Improvement	2230
Student Engagement	1	In-person or Webcast	Quality Meal Improvement	1200
Civil Rights Training	1	Webcast	Program Basics	3400
Point of Service	1	Webcast	Program Basics	2300
Total Required Course Training Hours	53	<i>A minimum of 30 hours of training must be completed in-person at DPI-SNT led trainings. The remaining courses can be taken in-person or via webcast.</i>		
Required Training Hours of Electives	22	<i>Elective courses are determined by the applicant. All trainings provided by DPI-SNT and ICN are approved courses. Additional trainings may be credited with DPI-SNT approval.</i>		
Total Training Hour Requirements	75			

*Any eight hour course that provides a quality food safety manager certificate is creditable toward GOALS, so long as the exam is passed. The DPI-SNT offers ServSafe to meet this requirement. Other food manager certification programs are allowable.

GOALS Training Hour Requirements – Staff

Required Course	Training Hours	Class Type	Category	USDA Professional Standards Code
Child Nutrition Program Basics	4	In-person	Program Basics	3000
Food Buying Guide and Crediting	2	In-person	Program Basics	2150
Food Production Records	2	In-person	Program Basics	2120
Meal Pattern	2	In-person	Program Basics	1110
Offer vs Serve	2	In-person	Program Basics	2220
Communication Skills	1	In-person or Webcast	Quality Meal Improvement	4140
Culinary Skills	4	In-person or Webcast	Quality Meal Improvement	2130
Customer Service	1	In-person or Webcast	Quality Meal Improvement	4130
Food Safety*	8	In-person or Webcast	Health and Safety	2600
Nutrition 101	8	In-person or Webcast	Health and Safety	1300
Serving Appealing School Meals	2	In-person or Webcast	Quality Meal Improvement	2230
Civil Rights Training	1	Webcast	Program Basics	3400
Eligibility, Certification, and Verification	1	Webcast	Program Basics	3100
Point of Service	1	Webcast	Program Basics	2300
Special Diets and Food Allergies	1	Webcast	Program Basics	1160
Total Required Course Training Hours	40	<i>A minimum of 24 hours of training must be completed in-person at DPI-SNT led trainings. The remaining courses can be taken in-person or via webcast.</i>		
Required Training Hours of Electives	10	<i>Elective courses are determined by the applicant. All trainings provided by DPI-SNT and ICN are approved courses. Additional trainings may be credited with DPI-SNT approval.</i>		
Total Training Hour Requirements	50			

*Any eight hour course that provides a quality food safety manager certificate is creditable toward GOALS, so long as the exam is passed. The DPI-SNT offers ServSafe to meet this requirement. For Staff-level GOALS certification ICN's *Food Safety in Schools* course is acceptable if the applicant does not wish to obtain a food safety manager certificate.