

GOALS Short Track Training Hour Requirements for Directors

Acceptable training courses for the GOALS Certificate of Excellence include training sponsored by the Wisconsin Department Public of Instruction School Nutrition Team (DPI SNT), The Institute of Child Nutrition (ICN), or USDA's Food and Nutrition Services (FNS). Other training may be credited with DPI approval. Wisconsin Department of Health Services/Wisconsin Department of Agriculture, Trade, and Consumer Protection (DHS/DATCP) food manager certification may be counted as 8 hours of food safety training.

GOALS Required Training Hours		
New Hire Director - 75 training hours Candidates with a nutrition degree such as an RD, DTR, CDM, etc. without prior school nutrition experience		
Or		
Existing Director - 65 training hours Candidates with a nutrition degree such as an RD, DTR, CDM, etc.		Training Hours
NUTRITION		
MENU PLANNING – 16 training hours required		
Meal Pattern		8
Special Diets Including Food Allergies: Comprehensive Training		4
USDA Foods		4
Total Training Hours Nutrition (Code 1000)		16
OPERATIONS		
SERVING FOOD – 6 training hours required		
Food Production Records		2
Portion Sizes		2
Offer vs Serve		2
CASHIER AND POINT OF SERVICE – 4 training hours required		
Point of Service, Identifying Reimbursable Meals and Protecting Student Identity		2
Counting and Claiming		2
PURCHASING AND PROCUREMENT – 4 training hours required		
DPI SNT SNSDC Procurement Class		4
FOOD SAFETY AND HAACP – 8 training hours required		
ServSafe Certificate or food safety equivalent Required		8
ELECTIVES		
Food Safety Culture		1
Receiving and Recall		1
Wisconsin Food Code		1
Total Training Hours Operations (Code 2000)		22

ADMINISTRATION	
ELIGIBILITY AND REGULATIONS – 16 training hours required	
Child Nutrition Basics – The School Nutrition Program Contract	8
Eligibility, Certification and Verification	8
FOOD SERVICE PROGRAM MANAGEMENT – ELECTIVES	
Staff Management	2
Standard Operating Procedures (SOPs)	1
Healthy School Environment	2
Water, Energy and Waste	1
Emergency Plans	1
FINANCIAL MANAGEMENT – 10 training hours required for new hire directors only, electives for existing directors	
Financial Basics	4
Meal Claims and Edit Checks	2
School Foodservice Budgeting	2
School Foodservice Financial Analysis	1
Meal Pricing/Food Costing	1
HUMAN RESOURCES AND STAFF TRAINING – 1 training hour required	
Civil Rights Training Required	1
Human Resource Management/Policy and Procedures	2
Professional Standards Training and Tracking	2
Retention, Promotion and Recognition	2
Employee Health, Safety and Wellness	2
FACILITIES AND EQUIPMENT PLANNING - ELECTIVES	
Purchasing and Maintenance	1
Equipment Maintenance and Care	1
OTHER PROGRAMS – 1 training hour required	
Special Milk, Afterschool Snack, Fresh Fruit/Vegetable, Wisconsin School Day Milk (overview)	1
Total Training Hours Administration (Code 3000)	28
COMMUNICATIONS AND MARKETING – 4 training hours required	
Strategic Marketing Plans and Program Promotion Required	2
Customer Service	1
Communication Skills Required	2
School And Community Communications	1
Smarter Lunchroom Techniques	2
Total Training Hours Communications (Code 4000)	4
Total Electives	5
Total training hours to earn Short Track GOALS Certificate – New Hire Director	75
Total training hours to earn Short Track Goals Certificate – Existing Director	65

GOALS Training Hour Requirements – New Hire Director		Training Hours
Candidates with a degree in any field with prior school nutrition experience must obtain the 65 training hours listed above plus 10 training hours in nutrition courses.		
NUTRITION		
NUTRITION EDUCATION – 2 training hours from the following courses		
Nutrition Activities		2
Classroom Activities		2
School Garden or comparable		2
GENERAL NUTRITION – 8 training hours in Nutrition 101 or similar		
Nutrition 101 Required		8
Total Training Hours Nutrition (Code 1000)		10
Total Training Hours		65
Total training hours to earn Short Track GOALS Certificate – New Hire Director		75