

Summary of School Nutrition Program Director Professional Standards by Local Educational Agency (LEA) Size

Minimum Education Standards for Directors – REQUIRED (new directors only)	
Student Enrollment: 2,499 or Less	<p>Bachelor’s degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; OR</p> <p>Bachelor’s degree, or equivalent educational experience, with any academic major or area of concentration, <i>and</i> a State-recognized certificate for school nutrition directors; OR</p> <p>Associate’s degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; <i>and</i> at least one year of relevant school nutrition programs experience; OR</p> <p>High school diploma (or GED) <i>and</i> 3 years of relevant school nutrition programs experience.</p> <p>Note for LEAs with 500 or less enrollment: Wisconsin DPI allows a minimum of 1 year of relevant school nutrition programs experience with this option.</p>
Student Enrollment: 2,500–9,999	<p>Bachelor’s degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; OR</p> <p>Bachelor’s degree, or equivalent educational experience, with any academic major or area of concentration, <i>and</i> a State-recognized certificate for school nutrition directors; OR</p> <p>Bachelor’s degree in any academic major <i>and</i> at least 2 years of relevant school nutrition programs experience; OR</p> <p>Associates degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; <i>and</i> at least 2 years of relevant school nutrition programs experience.</p>
Student Enrollment: 10,000 or More	<p>Bachelor’s degree, or equivalent educational experience, with academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; OR</p> <p>Bachelor’s degree, or equivalent educational experience, with any academic major or area of concentration, <i>and</i> a State-recognized certificate for school nutrition directors; OR</p> <p>Bachelor’s degree in any major <i>and</i> at least 5 years’ experience in management of school nutrition programs.</p>

Minimum Education Standards for Directors – PREFERRED (new directors only)	
Student Enrollment: 2,499 or Less	Directors hired without an associate’s degree are strongly encouraged to work toward attaining associate’s degree upon hiring.
Student Enrollment: 2,500–9,999	Directors hired without a bachelor’s degree are strongly encouraged to work toward attaining bachelor’s degree upon hiring.
Student Enrollment: 10,000 or More	<p>Master’s degree, or willingness to work toward master’s degree, preferred.</p> <p>At least one year of management experience, preferably in school nutrition, strongly recommended.</p> <p>At least 3 credit hours at the university level in food service management plus at least 3 credit hours in nutritional sciences at time of hiring strongly preferred.</p>

Minimum Prior Training Standards - REQUIRED (new directors only)	
At least 8 hours of food safety training is either required not more than 5 years prior to their starting date or completed within 30 calendar days of employee’s start date.	

Summary of Required Minimum Continuing Education/Training Standards, for All Local Educational Agency Sizes

New and Current Directors

Annually, at least 12 hours of continuing education/training.

Includes topics such as:

- Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures).
- Any specific topics required by FNS, as needed, to address Program integrity or other critical issues.

Continuing education/training is in addition to the food safety training required; however, you may include that food safety training in the required training hours.

New and Current Managers

Annually, at least 10 hours of continuing education/training.

Includes topics such as:

- Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures).
- The identification of reimbursable meals at the point of service.
- Nutrition, health and safety standards.
- Any specific topics required by FNS, as needed, to address program integrity or other critical issues.

New and Current Staff (other than the director and managers) that work an average of at least 20 hours per week

Annually, at least 6 hours of continuing education/training.

Includes topics such as:

- Free and reduced price eligibility.
- Application, certification, and verification procedures.
- The identification of reimbursable meals at the point of service.
- Nutrition, health and safety standards.
- Any specific topics required by FNS, as needed, to address program integrity or other critical issues.

New and Current Part-Time Staff (working less than 20 hours per week)

Each year, at least 4 hours of annual continuing education/training (regardless of number of part-time hours).