

**In a “Nutshell”
Professional Standards
Understanding USDA’s Professional Standards Rule
Effective July 1, 2015**



Current Directors and Managers: No change, Current directors are exempt from the minimum education requirements as they were hired before the (Professional Standards) rule was in place.

Hiring Criteria: New Directors Minimum Requirements (hired after July 1, 2015)*

Each SFA must designate at least one staff member as a program director. Program director is the person designated to perform the majority of the program duties such as sanitation, food safety, nutrition and menu planning, food production, procurement, financial management, record keeping, marketing, customer service, nutrition education, and general day to day program management.

SFA Enrollment under 500	SFA Enrollment under 2,499	SFA Enrollment 2,500 – 9,999	SFA Enrollment > 10,000
**High school diploma (or GED) and at least 1 year relevant experience in school nutrition	**High school diploma (or GED) and at least 3 years relevant experience in school nutrition	**Associate degree (or equivalent) with related academic major and at least 2 years of relevant experience in school nutrition	**Bachelor’s degree (or equivalent) in any academic major and at least 5 years experience in school nutrition

*In addition 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.

**Note: These are minimum standards. Please reference the complete listing at: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/profstandards_flyer.pdf.

Annual Training Requirements for All Staff

Directors*	Managers*	Other Staff*	Part Time Staff*
2015-16 school year 8 hours	2015-16 school year 6 hours	2015-16 school year 4 hours	2015-16 school year 4 hours
2016-17 School Year 12 hours	2016-17 school year 10 hours	2016-17 school year 6 hours	2016-17 school year 4 hours

*Note: If hired January 1 or later requires only ½ of the above hours during first school year of employment.

USDA Topics and Learning Codes for Continuing Education Units (CEUs)

SFAs may begin tracking CEUs anytime after April 1, 2015 in four key areas:			
Nutrition (1000)	Operations (2000)	Administration (3000)	Communications and Marketing (4000)
<ul style="list-style-type: none"> • Menu Planning • Nutrition Education • General Nutrition 	<ul style="list-style-type: none"> • Food Production • Serving Food • Cashier/Point of Service • Purchasing/Procurement • Receiving/Storage • Food Safety/HAACP 	<ul style="list-style-type: none"> • Free/Reduced Meal Benefits • Program and Financial Management • Human Resources/Staff Training • Facilities and Equipment Planning 	<ul style="list-style-type: none"> • Communications and Marketing
<ul style="list-style-type: none"> • Any job specific training counts toward the required training hours. • Training is counted minute for minute with no minimum amount of required time. • Tracking Tools: http://professionalstandards.nal.usda.gov/content/professional-standards-information • Training Resources: https://dpi.wi.gov/school-nutrition/training 			



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