

In a “Nutshell”: Professional Standards

USDA’s Professional Standards Rule: Training Requirements



Effective July 1, 2015 for All Staff with School Nutrition Duties

The Professional Standards regulations in 7 CFR 210.30 establish annual training standards for all school nutrition program directors, managers, and staff. The required annual training hours vary according to the employee’s role in the management and operation of the school nutrition program.

Annual Training Requirements

Job Title	Directors	Managers	Other Staff (20 hours or more per week)	Part Time Staff (less than 20 hours per week)
Required Annual Training Hours	12 hours	10 hours	6 hours	4 hours

- Training must be job specific and intended to help employees perform their duties well.
- Training may be in-person, online, meetings, webinars, conferences, etc.
- Training is counted minute for minute, but recommend 15 minute minimum.
- If hired January 1 or later, half of the above hours are required during the first school year of employment.
- Training requirements also apply to the Authorized Representative from the School Food Authority (SFA) when a Food Service Management Company acts as the Food Service Director (FSD).
- Continuing education or training hours may be flexed between two school years to allow flexibility in meeting the training requirement. Some training must be completed each year.

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

The [USDA Learning Objectives](https://fns.usda.gov/sites/default/files/cn/ps_learningobjectives.pdf) code training topics from the four Key Areas (fns.usda.gov/sites/default/files/cn/ps_learningobjectives.pdf).

Learning Code	Nutrition (1000)	Operations (2000)	Administration (3000)	Communications and Marketing (4000)
Topics	<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

Annual Training Records

SFAs must establish a process for tracking and monitoring annual training for school food service staff. The USDA does not mandate a specific tool, but either of the following tools are strongly recommended to ensure all required information is documented and recorded for compliance. Sign in sheets, agendas, and training information must be maintained for three years plus the current year.

- [USDA Professional Standards Tracking Tool Version 2.0](https://pstrainingtracker.fns.usda.gov/) (pstrainingtracker.fns.usda.gov/)
- [DPI-developed Professional Standards Tracking Tool](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx) (dpi.wi.gov/sites/default/files/imce/school-nutrition/xls/dpi-professional-standards-tracking-tool.xlsx)

Program Acronyms

- NSLP=National School Lunch Program
- SBP=School Breakfast Program
- ASP=Afterschool Snack Program
- SMP=Special Milk Program
- WSDMP=Wisconsin School Day Milk Program
- FFVP=Fresh Fruit and Vegetable Program
- BIC=Breakfast in the Classroom

Training Resources

- [DPI School Nutrition Training](https://dpi.wi.gov/school-nutrition/training) webpage (https://dpi.wi.gov/school-nutrition/training)
- [USDA Food and Nutrition Service Professional Standards](https://www.fns.usda.gov/school-meals/professional-standards) webpage (https://www.fns.usda.gov/school-meals/professional-standards)
- [The Institute of Child Nutrition](https://theicn.org/) (https://theicn.org/)
- [DPI Professional Standards](https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards) webpage (https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards)
- The DPI School Nutrition Team (SNT) [Suggested Training Checklist](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/professional-standards-suggested-trainings.docx) is a list of potential training topics (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/professional-standards-suggested-trainings.docx).

Professional Standards Training Requirements

Use this guide to determine training requirements for school nutrition program staff and volunteers.

	Category 1	Category 2	Category 3
Who	School nutrition directors, managers and staff.	School nutrition substitutes and volunteers, teachers or cashiers determining reimbursable meals/milk at Point of Service (POS), office staff with school nutrition program duties (submitting claims for NSLP, SBP, ASP, SMP, WSDMP and/or FFVP, processing free and reduced-price applications, verification, or financial management).	Teachers directing BIC, FFVP, SMP, and/or WSDMP; paid and volunteer cafeteria aides; student workers; custodians; and delivery drivers.
Required Training	Any topics in the USDA Key Areas and annual civil rights training. Note: Food safety training is required for new directors and recommended for all other program staff.	Any topics in the USDA Key Areas and annual civil rights training. Use the SNT Suggested Training Checklist to tailor training to job duties.	Job specific training; may need annual civil rights training.
Required Documentation	Record of employee name, title of training, training source, dates and total training hours. Certificate of attendance is encouraged but not required.	Record of employee name, title of training, training source, dates and total training hours in any format. Certificate of attendance is encouraged but not required.	Any training should be documented. The civil rights training for front line staff must be documented.