

**Summary of School Nutrition Program Director Professional Standards by Local Educational Agency Size**

<b>Minimum Requirements for Directors</b>	<b>Student Enrollment 2,499 or Less</b>	<b>Student Enrollment 2,500–9,999</b>	<b>Student Enrollment 10,000 or More</b>
<p><b>Minimum Education Standards</b> (required-<i>new directors only</i>)</p>	<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  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  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  High school diploma (or GED) <i>and</i> 3 years of relevant experience in school nutrition programs.</p>	<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  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  Bachelor’s degree in any academic major <i>and</i> at least 2 years of relevant school nutrition programs experience;  OR  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 2 years of relevant school nutrition programs experience.</p>	<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  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  Bachelor’s degree in any major <i>and</i> at least 5 years experience in management of school nutrition programs.</p>
<p><b>Minimum Education Standards</b> (preferred-<i>new directors only</i>)</p>	<p>Directors hired without an associate’s degree are strongly encouraged to work toward attaining associate’s degree upon hiring.</p>	<p>Directors hired without a bachelor’s degree are strongly encouraged to work toward attaining bachelor’s degree upon hiring.</p>	<p>Master’s degree, or willingness to work toward master’s degree, preferred.   At least one year of management experience, preferably in school nutrition, strongly recommended.   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>
<p><b>Minimum Prior Training Standards</b> (required-<i>new directors only</i>)</p>	<p>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 calendar days of employee’s start date.</p>		

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

Please note the difference in required number of hours for SY 2015-16 (in parenthesis) compared to the number of hours required for SY 2016-17 and beyond.

<p><b>New and Current Directors</b></p>	<p>Annually, at least 12 hours (8 hours for SY 2015-16) of continuing education/training. Includes topics such as:</p> <ul style="list-style-type: none"> <li>• Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures).</li> <li>• Any specific topics required by FNS, as needed, to address Program integrity or other critical issues.</li> </ul> <p>This required continuing education/training is in addition to the food safety training required in the first year of employment.</p>
<p><b>New and Current Managers</b></p>	<p>Annually, at least 10 hours (6 hours for SY 2015-16) of continuing education/training. Includes topics such as:</p> <ul style="list-style-type: none"> <li>• Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures).</li> <li>• The identification of reimbursable meals at the point of service.</li> <li>• Nutrition, health and safety standards.</li> <li>• Any specific topics required by FNS, as needed, to address Program integrity or other critical issues.</li> </ul>
<p><b>New and Current Staff</b> (other than the director and managers) that work an average of at least 20 hours per week</p>	<p>Annually, at least 6 hours (4 hours for SY 2015-16) of continuing education/training. Includes topics such as:</p> <ul style="list-style-type: none"> <li>• Free and reduced price eligibility.</li> <li>• Application, certification, and verification procedures.</li> <li>• The identification of reimbursable meals at the point of service.</li> <li>• Nutrition, health and safety standards.</li> <li>• Any specific topics required by FNS, as needed, to address Program integrity or other critical issues.</li> </ul>
<p><b>New and Current Part-Time Staff</b> (working less than 20 hours per week)</p>	<p>Each year, at least 4 hours of annual continuing education/training (regardless of number of part-time hours).</p>