

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 Training Hours – Director Short-Track		
<p>For an aspiring director or existing director with less than one year of school foodservice experience, please complete the 110 hour GOALS training track for Directors.</p> <p>Existing Director with nutrition degree - 75 training hours Nutrition degree such as an RD, DTR, CDM, etc. Or Existing Director without nutrition degree - 85 training hours An additional 10 hours of nutrition training are outlined at the end of this document.</p>		Training Hours
NUTRITION		
MENU PLANNING – 16 training hours required		
Meal Pattern (Face to face training required)		8
Special Diets and 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		
Comprehensive Procurement Training (Face to face training required)		4

FOOD SAFETY AND HAACP – 8 training hours required	
ServSafe Certificate or food safety equivalent Required	8
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 Program Basics – (Face to face training required)	8
Eligibility, Certification and Verification (Face to face training required)	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	
Financial Basics (Face to face training required)	4
Meal Claims and Edit Checks Webinar	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	1
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	1
Total Training Hours Administration (Code 3000)	28
COMMUNICATIONS AND MARKETING	
4 training hours required	
Strategic Marketing Plans and Program Promotion	2
Communication Skills	2
Total Training Hours Communications and Marketing (Code 4000)	4
Total Electives	5

Total training hours to earn Short Track GOALS Certificate – with nutrition degree	75
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GOALS Training Hour Requirements – without nutrition degree	Training Hours
Candidates without a degree in nutrition must obtain the 75 training hours listed above in addition to 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	75
Total training hours to earn Short Track GOALS Certificate – without nutrition degree	85