

Arkansas  
Child Nutrition  
Manager Certification Program

**Administration:**

The Child Nutrition Unit (CNU), Arkansas Department of Education (ADE) administers the Arkansas Child Nutrition Manager Certification Program.

**Definition of Child Nutrition Manager:**

Directly supervises the food service program in one or more schools. Expected to resolve most problems that arise in the operation of a school cafeteria. Receives general supervision from the Child Nutrition Director and directly supervises employees in the school child nutrition/food service program.

**Certification Requirements:**

- **Educational requirements:**  
Before certification is awarded participant must provide a copy of a high school diploma or GED to the Child Nutrition Unit. Participants may enroll and attend Part 1 and 2 of Manager Certification Training but will not be certified until documentation is provided.
- **Manager's Certification Basic Course:** Successful completion of the following classes provided in Part 1 and Part 2 of Manager Certification Training:
  - Sanitation and Safety
  - Food Service Math
  - Food Buying Guide Skills
  - Introduction to Child Nutrition
  - Personnel Management
  - Food Production & Food Science
  - Nutrition
  - Organization and Management
  - New Meal Pattern
  - Time Management
  - Marketing/Cafeteria Classroom Connection
- **Attendance Requirement:** All classes must be completed to receive credit for the course. A maximum of 2 excused absences are allowed per workshop. Illness or deaths in the family are the only reasons for an excused absence. All absences must be excused and documented by the attendance official for the workshop. An unexcused absence or exceeding the maximum allowed absences will result in the participant being required to repeat the workshop.

- **One-year “on the job”:** After completing Manager Certification Training, Part 1 and Part 2, participants must complete one year “on the job” training as a Child Nutrition Manager or Assistant Manager. To confirm success as a manager or assistant manager, the participant must receive a recommendation from their immediate supervisor. An evaluation form is mailed to the immediate supervisor in the spring following the completion of Part 2 Manager Certification Training.

**Continuing Certification Requirements:** Each certified manager must attend Manager Recertification Training provided by the Arkansas Department of Education, Child Nutrition Unit, **within 6 years** of the initial certification and every 6 years thereafter. Currently the Recertification Training Workshop is offered in odd numbered years (2017, 2019, 2021, 2023, 2025, etc.) **Managers that are certified in even years (2018, 2020, 2022, 2024, etc.) will be required to attend their first Recertification course after 5 years.** For example, if you wait to attend the 2017 Recertification course you will have exceeded the 6 year requirement and will lose your certification.

If a certified manager does not meet the continuing certification requirements, the manager must successfully complete both Part 1 of the Manager Certification and Recertification Training before certification will be renewed.

#### **Registration Process:**

Currently the registration process is being handled by the Division of Academic Outreach and Community Engagement of the University of Central Arkansas. The current address and phone number is:

University of Central Arkansas  
Division of Outreach and Community Engagement  
201 Donaghey Ave.  
BHCC 102  
Conway, AR 72035-5003  
Phone: (501) 450-3429

Each participant is responsible for making arrangements with a local hotel/motel for lodging during the workshop if needed. A list of Conway hotels/motels and room rates are available in the Manager Certification Training Brochure which is mailed in the spring to all superintendents and Child Nutrition Directors.

Based on available resources CNU, ADE reserves the right to limit the Child Nutrition Manager Certification Program participants. Participants will be accepted on a first come first served basis.