

2016 Arkansas Child Nutrition Directors Certification Program Requirements

Administration:

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

Definition of Child Nutrition Director:

Child Nutrition (CN) Director – The local education agency or school district employee who administers a school district's federal child nutrition program through the interpretation of state and federal regulations with responsibilities for, or supervision of individuals who perform the following functions: menu planning and production, nutrition, procurement, personnel management, financial management and accountability. The Child Nutrition Director coordinates and directs the required training for the child nutrition program personnel. This can be a director of a single site or multi-site federal child nutrition program in public or charter schools. The CN Director receives general supervision from local school administration. This person provides administrative supervision over all child nutrition employees, including managers, workers, and clerical staff.

Certification Requirements:

Certification requirements include acceptance into the program and successful completion of the following by October 17, 2017.

1. **Educational Requirements:** Based on United State Department of Agriculture (USDA) Required Minimum Hiring Standards for New School Food Authority (SFA) Nutrition Directors (attached).
2. **Recommendation:** Each trainee must have a recommendation from the current superintendent of the school district. The recommendation is located on page 2 of the *Application for Acceptance - Child Nutrition Directors Certification Training*.
3. **Directors Certification Basic Course:** Successful completion of the following classes:
 - Managers Certification, Part 1 and Part 2
 - Program Accountability and Policy Development
 - Menu Planning and Production
 - Procurement/Purchasing

Continuing Certification Requirements:

- Financial Management
- Personnel Management
- Marketing
- Computer Technology
- Policy & Program Management
- Equipment and Facility Organization and Planning

Attendance Requirement: All classes must be completed to receive credit for the course. Illness or death in the family is the only excused absence.

4. **Three Distance Learning Classes:** The trainee must participate in three of the distance learning classes offered by ADE/CNU October 17, 2017.

COMPLETION OF THE COURSE WORK BY OCTOBER 17, 2017, IS THE RESPONSIBILITY OF THE PRORAM PARTICIPANT. ADE/CNU WILL ASSUME NO RESPONSIBILITY FOR MONITORING AND

NOTIFYING PARTICIPANTS OF THE DEADLINE. If certification is not completed by the deadline, **NONE** of the course work will count toward certification. The application process and all requirements must be repeated for completion and certification of the individual.

1. Minimum Hours Required:

A minimum of 12 hours of continuing education will be required each year in order to maintain Director Certification status. These hours can be earned by participating in the Arkansas Department of Education (ADE) Child Nutrition Unit (CNU) Annual Directors Conference, or any workshops conducted or approved by ADE/CNU.

Approval will be granted for training provided by the following sources:

United States Department of Agriculture (USDA), The Institute of Child Nutrition (ICN), Arkansas School Nutrition Association (ASNA), School Nutrition Association (SNA), Dietary Managers Association (DMA), and Arkansas Academy of Nutrition and Dietetics (ArAND). Training from any other professional organization can only be counted with prior approval.

2. Documentation of Completion for Initial Certification:

The candidate for certification is responsible for maintaining a personal file with original documentation of certification requirements completed, including continuing education hours.

3. For continued Certification:

- The Certified Director must maintain documentation of completion of 12 hours continuing education each year. This information will be checked on the Administrative Review.
- Copies of 12 hours continuing education shall be submitted to ADE/CNU by **July 1** each year, if continuing education is not sponsored by ADE/CNU.

APPLICATION AND ACCEPTANCE PROCESS:

1. Complete *Application for Acceptance Form*.

- a. Attach copy of the:
 - i. Diploma/General Equivalency Diploma (GED), and
 - ii. Statement of experience.
- b. Submit *Application for Acceptance* (Step 1) and documentation by **Wednesday, May 4, 2016** to:
Wynona Bryant-Williams, Ph.D.
Child Nutrition Unit
2020 West 3rd Street, Suite 404
Little Rock, AR 72205

2. Managers' Part 1 and Part 2 Certificates.

3. Letter of acceptance into the Directors Certification Training course and registration form will be mailed to applicants that qualify for the program.

4. The completed *Registration Form Child Nutrition Directors Certification Training*, a letter of acceptance into the Directors Certification Training Program, and the registration fee must be mailed by **Wednesday, June 1, 2016 to:**

University of Central Arkansas
Division of Outreach & Community Engagement
201 Donaghey Ave.
BHCC 102
Conway, AR 72035-5003

Based on available resources ADE/CNU reserves the right to limit the **number of participants to 35**.