

## **2017 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 and 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, 2018.

1. **Educational Requirements:** based on USDA Required minimum hiring standards for New School Food Authority (SFA) Nutrition Directors' (attached)
2. **Recommendation:** Each trainee must have a recommendation from their current superintendent of the school district. The recommendation is part of the *Application for Acceptance - Child Nutrition Directors Certification Training Program*.
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
- Equipment and Facility Organization and Planning
- Computer Technology
- Marketing
- Policy & Program Management

**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 Digital Learning Classes:** The trainee must participate in three of the digital learning classes offered by CNU October 17, 2018.

**COMPLETION OF THE COURSE WORK BY OCTOBER 17, 2018, IS THE RESPONSIBILITY OF THE PRORAM PARTICIPANT. ADE CNU will NOT assume 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 ADE 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 (ArSNA), School Nutrition Association (SNA), Dietary Managers Association (DMA), 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.

**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 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 and
  - iii. Managers' Part 1 and Part 2 certificates
- b. Submit application (Step 1) and documentation by Friday, May 5, 2017 to:

Wynona Bryant-Williams, Ph.D.  
ADE Child Nutrition Unit  
2020 West 3<sup>rd</sup> Street, Suite 404  
Little Rock, AR 72205

2. Letter of acceptance into the Directors Certification Training course and registration link will be mailed to applicants that qualify for the program.
3. The on-line registration process should be completed by Thursday, June 1, 2017. Each applicant will receive a confirmation email from the University of Central Arkansas (UCA) – Division of Outreach & Community Engagement.

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