

2021 Arkansas Child Nutrition Directors Certification Program Requirements

Administration:

The Arkansas Department of Education (ADE), Division of Elementary and Secondary Education (DESE), 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 CN 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 4, 2022.

- 1. Minimum Education:** as required by the USDA Professional Standards for Directors (attached)
- 2. Recommendation from Superintendent:** Each participant must have a recommendation from the current superintendent of the school district. The individual completing the Application for Acceptance, whether the new director or a representative, will ensure that the superintendent agrees to the recommendation statement included on the Application for Acceptance via Google Forms. Including inaccurate information may result in the participant not being accepted into the program.
- 3. Directors Certification Training:** Successful completion of the following courses:
 - Culinary Directions Part I and Part II
 - Program Administration, Accountability, and Accessing Resources
 - Key Performance Indicators
 - Menu and Nutrition Management, Food Production and Operation Management, USDA Foods
 - Food Security, Sanitation and Safety
 - Marketing and Communication
 - Meal Modifications, Managing Contracts, and Professional Development
 - Fall Team Up for New Directors
 - Spring Procurement for New Directors

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. **Key Performance Indicator (KPI) Project:** The participant will complete a KPI Project with Goals to be approved by the Superintendent and submitted to the Child Nutrition Unit by December 31, 2021. The participant will complete a KPI Statement of Activities to be approved by the Superintendent and submitted to the Child Nutrition Unit by April 30, 2022.
5. **Three Digital Learning Workshops:** The participant must receive a passing score on the Google quizzes of at least three (3) Child Nutrition Digital Learning Sessions by October 6, 2022.

COMPLETION OF THE CERTIFICATION REQUIREMENTS BY OCTOBER 20, 2022 IS THE RESPONSIBILITY OF THE PRORAM PARTICIPANT. THE ADE CHILD NUTRITION UNIT 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.

Continuing Certification Requirements:

1. **Professional Development:**

A minimum of twelve hours of Child Nutrition specific professional development is required each year in order to maintain Director Certification status. These hours can be earned by participating in the Child Nutrition Annual Directors Conference or any workshops conducted or approved by 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), and the Arkansas Academy of Nutrition and Dietetics (ArAND). Training from any other professional organization can be counted only with prior approval.

2. **Documentation:**

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

3. **Monitoring:**

The Certified Director must maintain documentation of completion of 12 hours continuing education each year. This information will be checked on the Administrative Review.

APPLICATION AND ACCEPTANCE PROCESS:

1. Complete *Application for Acceptance* via Google Forms.
 - a. Attach copy of the:
 - i. Diploma or General Equivalency Diploma (GED); and
 - ii. Managers Part I and Part II Certificates.
 - b. Applications are due by Friday, May 21, 2021 via Google Forms

2. A letter of acceptance into the Directors Certification Training course and registration form will be emailed to applicants that qualify for the program.
3. Instructions for completing the registration process through UCA Outreach will be included in the letter of acceptance.

Registration will be limited to 35 participants.