



# Culinary Directions

## Manager and Director Certification Program Process

for New Child Nutrition Managers and Directors

Newly hired Directors are required to meet the USDA Professional Standards and education requirements for the size of the district in which they are employed.

### Step 1 of Training (for Managers and Directors):

Culinary Directions Part 1 in June

### Step 2 of Training (for Managers and Directors):

Culinary Directions Part 2 in June

### Step 3 One Year On-the-Job Training After Part 2 is completed (for Managers)

#### 14 months (usually August) after completing Part 2:

Evaluated and Recommended for Certification by Supervisor / District

Must have at least a high school diploma or GED

#### Approximately 16 months (October) after completing Part 2:

Presentation of Managers Certification

**Manager Certification is Complete (must recertify according to Certification Rules and obtain 10 hours of PD annually)**

### Training for Directors:

Apply for Acceptance into Director Certification Training Course (after Part 1 & Part 2 or after meeting other advance training according to Certification Rules)

#### After Director Training is completed, the following school year:

Attend three (3) digital learning programs

One Year of On-the-Job Director Training that occurs in the district. (This year may overlap with the year of on-the-job training for manager certification.)

#### 16 months (October) after completing Director Training:

Presentation of Directors Certification

**Director Certification is Complete (must obtain 12 hours of PD annually)**