



Illinois State Board of Education

School Nutrition Programs Professional Standards

Required Training Hours and Resources

Refresh.



Refocus.

School Nutrition Programs
Back to School Conference

Equity • Quality • Collaboration • Community

Review the Professional Standards

What Should School Food Authorities Do?

KNOW the Professional Standards requirements.

INFORM your District's leadership of the standards to ensure hiring and training requirements are met.

ASSESS your organization's hiring and training needs.

REVIEW the Professional Standards Resources website to find training and other tools to help you and your staff meet the requirements (<https://www.fns.usda.gov/tn/professional-standards-resources>).

TRACK completed training using the Professional Standards Training Tracker Tool (PSTTT).



Hours of Annual Training Required

All Directors

- At least **12 hours** of annual continuing education/training
- This is in addition to the food safety training required in the first year of employment

All Managers

- At least **10 hours** of annual continued education/training

All Other Staff: 20+ hours/week

- At least **6 hours** of annual continuing education/training

Part-Time Staff: Less than 20 hours/week

- At least **4 hours** of annual continuing education/training
- Regardless of the number of part-time hours worked.

NOTE: Annual training requirements apply to the 12 months between July 1 and June 30.

What if duties are divided or shared?

- The individual(s) who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program is generally considered the school nutrition program director.
- Depending on the size of the school nutrition operation, these program responsibilities may be divided into one or more positions.
- Only the person who performs the majority of these duties must meet the training standards for program directors.



Who is considered program staff?

- The professional standards vary by three job categories: directors, managers, and staff.
- Program staff would generally include individuals such as cooks, cashiers, and others who are involved in the preparation and service of school meals; individuals who are involved in other program operations, such as eligibility determinations, and meal counting and claiming; and support staff who may have an impact on the safety of school meals.



What if I just help with HEAs?

- Office staff members who process free and reduced-price meal Household Eligibility Applications (HEAs) or provide other support for the school nutrition program for a short period of time during the school year are not required to meet the annual training standards.



Training Topics

TRAINING TOPICS BY KEY AREAS

KEY AREAS	TRAINING TOPICS
NUTRITION - 1000	Menu Planning (1100) Nutrition Education (1200) General Nutrition (1300)
OPERATIONS - 2000	Food Production (2100) Serving Food (2200) Cashier and Point of Service (2300) Purchasing/Procurement (2400) Receiving and Storage (2500) Food Safety and Hazard Analysis and Critical Control Point (HACCP) (2600)
ADMINISTRATION - 3000	Free and Reduced-Price Meal Benefits (3100) Program Management (3200) Financial Management (3300) Human Resources and Staff Training (3400) Facilities and Equipment Planning (3500)
COMMUNICATIONS AND MARKETING - 4000	Communications and Marketing (4100)

Annual training must be relevant to the job duties.

To learn about the specific objectives for relevant school nutrition training, please refer to the training topics and objectives listed at

https://fns.usda.gov/sites/default/files/cn/ps_learningobjectives.pdf



What documentation is required to demonstrate compliance?

- The regulation does not specify the kind of records that must be kept.
- Records that list the following would be appropriate to demonstrate training completion:
 - employee's name
 - employer/school
 - training title
 - topic/objectives
 - training source
 - dates
 - and total training hours
- Records must be maintained and made available to the State agency upon request. SFAs should keep training records for 3 years, plus the current school year.

Looking for training?

1. Check out the **USDA Professional Standards Training Database** at <https://professionalstandards.fns.usda.gov/>. The website provides direct access to a wide range of free and low-cost trainings in a variety of formats:
 - Videos
 - Webinars
 - Online Trainings
 - Training Documents
 - Face-to-Face TrainingsEach training listing contains information about the training, how to access the training, key area(s), training topic(s), learning objective(s), and more.
2. Check out the **ISBE website's** [Nutrition and Professional Standards](#) page
3. Check out the [Institute of Children Nutrition](#) for free self-paced online courses

Quick Reference Resources

- **Professional Standards for School Nutrition Professionals**
<https://www.fns.usda.gov/cn/professional-standards>
- **Professional Standards for School Nutrition Professionals Summary of Updates Flyer**
<https://www.fns.usda.gov/tn/professionalstandards-summary-updates-flyer>
- **Team Nutrition's Professional Standards Resources webpage**
<https://www.fns.usda.gov/tn/professional-standards-resources>
- **Guide to Professional Standards for School Nutrition Programs**
<https://www.fns.usda.gov/tn/guideprofessional-standards-school-nutrition-programs>
- **Professional Standards Training Reward Badges**
<https://www.fns.usda.gov/tn/professionalstandards-training-reward-badges>
- **Professional Standards Training Tracker Tool (PSTTT)**
<https://www.fns.usda.gov/tn/professional-standards-training-tracker-tool>
- **Professional Standards Training Database**
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