

# USDA Professional Standards for School Nutrition Professionals

<https://www.fns.usda.gov/tn/professional-standards>

# TRAINING HOURS



## QUICK REFERENCE GUIDE

### The required annual training hours for School Food Authority personnel are:

- Program directors: **12 hours**
- Program managers: **10 hours**
- Program staff: **6 hours**
- Part-time staff: **4 hours** (Part-time staff is considered those working less than 20 hours per week.)

#### Did you know?

If hired Jan. 1 or later, an employee is required to complete only half of the required training hours for that school year.

### May excess training hours be applied over multiple school years?

Yes. Excess annual training hours may be applied to the school year directly preceding or directly following the date of the training.

### Resources

#### Individual Employee Annual Tracking Requirement Tracker

<https://www.isbe.net/Documents/SNP-Employee-Training-Tracker.pdf>

#### SNP Training and Professional Standards Webpage

<https://www.isbe.net/Pages/snp-training.aspx>

#### Guide to Professional Standards for School Nutrition Programs

<https://www.fns.usda.gov/tn/professional-standards/guide>

### If you attend the same workshop each year, may this count?

Yes, it is likely that new issues and questions arise year to year.

### May you select any topic you want?

Training must focus on the day-to-day management and operation of the school nutrition programs. Training must be job-specific and intended to help employees perform their duties well.

### What documentation do I need from a training?

Supporting documentation for all completed trainings such as agendas and certificates should be maintained. The SFA is required to track annual training. Records should include staff name, date hired, title and staffing level, training topic, date/time, and length of training. The [USDA Training Tracker Tool](#) is available for use.