## SUMMARY OF ANNUAL CONTINUING EDUCATION (CE) REQUIREMENTS FOR SCHOOL NUTRITION PERSONNEL

<table>
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<th>Level of Employment</th>
<th>School Year 2015-16 Minimum CE Hours</th>
<th>Beginning School Year 2016-17 Minimum CE Hours</th>
<th>Recommended CE Topics</th>
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| Director / Administrator  | 8 hours                              | 12 hours                                      | • Administrative practices for application, certification, verification, meal counting, and meal claiming procedures  
                                 |                                      |                                               | • Any specific topics required by FNS to address Program integrity or other critical topics  
                                 |                                      |                                               | • For new hires, additional 8 hours of food safety education within 30 days subsequent or not more than 5 years previous to hiring date  |
| Manager                   | 6 hours                              | 10 hours                                      | • Nutrition  
                                 |                                      |                                               | • Health and safety standards  
                                 |                                      |                                               | • Identification of reimbursable meals at the point of service  
                                 |                                      |                                               | • Administrative practices for application, certification, verification, meal counting, and meal claiming procedures  
                                 |                                      |                                               | • Any specific topics required by FNS to address Program integrity or other critical topics  |
| School Nutrition Staff    | 4 hours                              | 6 hours                                       | • Nutrition  
                                 |                                      |                                               | • Health and safety standards  
                                 |                                      |                                               | • Identification of reimbursable meals at the point of service  
                                 |                                      |                                               | • Free and reduced price eligibility, application, certification, and verification procedures  
                                 |                                      |                                               | • Any specific topics required by FNS to address Program integrity or other critical topics  |
| Part-time School Nutrition Staff (working less than 20 hours per week) | 4 hours                              | 4 hours                                       | • See above for recommended topics.  |

1 Continuing Education received three months prior to July 1, 2015, may count toward the first year requirements for all directors, managers, and staff; therefore, CE hours completed on or after April 1, 2015, may count toward the requirements for school year 2015-2016.

2 If hired January 1 or later, an employee may only complete half of the required CE hours for that school year.

References: