

| Key Area | Course Suggestion |
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| Key Area 1— Operations | <ul style="list-style-type: none"> ✓ HACCP ✓ Purchasing/Inventory ✓ Menu Planning ✓ Food Preparation/Culinary/ Garnishing ✓ Commodities ✓ Facility Design/Management ✓ *State-Approved Alternatives |
| Key Area 2 — Nutrition | <ul style="list-style-type: none"> ✓ Basic Nutrition ✓ 2005 Dietary Guidelines ✓ *State-Approved Alternatives |
| Key Area 3— Administration | <ul style="list-style-type: none"> ✓ Personnel Management ✓ Human Relations ✓ Business Management ✓ Organizational Management ✓ Personal Wellness ✓ Interpersonal Skills ✓ Financial Management ✓ Cashiering ✓ Record Keeping ✓ Accounting ✓ Technology/Computers ✓ *State-Approved Alternatives |
| Key Area 4— Communications/ Marketing | <ul style="list-style-type: none"> ✓ Marketing ✓ Promotion ✓ Customer Service ✓ Merchandising ✓ Communication ✓ Foreign Languages ✓ Public Speaking ✓ *State-Approved Alternatives |

*State-approved alternatives are those programs/courses that have been approved by SNA state affiliates and offer Key Area Hours.

Key Area—Course Topic Suggestions

SNA's Certification Program is based on the standards of practice and indicators in the *Keys to Excellence in School Food and Nutrition Programs* that define nationally accepted standards for quality programs.

What You Need to Submit for Documentation

Now that you have read through the requirements for Level 2, you are ready to submit your completed application, payment and documentation to SNA.

Academic Experience Documentation:

For Level 2, you must submit a copy of your high school diploma, or general equivalency diploma (GED).

Core Requirement and Key Area Requirement Documentation:

For Level 2, you must submit a copy of your certificates of completion for each of the required courses. The certificates must show the course title, date of completion, number of approved hours and instructor's signature. **NOTE: Core Requirement courses and Key Area hours completed by attending programs/workshops cannot date back further than five years of the date you apply for initial certification. College Courses can be used for initial certification regardless of how many years ago they were taken.**

Ways to Earn Core Requirement Hours

Below is a list of suggested ways to earn the Core Requirement hours:

- Enroll in Nutrition Education and Sanitation/Safety Courses offered online on SNA's School Nutrition University (SNU) at www.snuniversity.org.
- Contact your state affiliate for state approved Nutrition Education and Sanitation/Safety Courses.
- Participate in Core Courses approved by SNA that are offered by other associations.