

*If using Table B to meet the requirements for Level 3, please use the Conversion Table for College Credits to determine how many Key Area hours each credit is worth. **NOTE: There are no other options to convert College Credits to Key Area hours.**

Level 3 - Table B		Do I Meet The Requirements?
Academic Experience	High School Diploma/GED and/or Some College Credit	
Core Requirements	✓ 10 Hour Nutrition Education Course (i.e. Healthy EDGE or SNA-approved equivalent course) Healthy EDGE must be taught by a SNA Certified Trainer.	
	✓ 10 Hour Sanitation & Safety Course (i.e. ServSafe® or SNA-approved equivalent course)	
Key Area Requirements (Please review the Key Area Course Suggestion Table on page 5)	<ul style="list-style-type: none"> ✓ 35 Hours in Key Area 1—Operations ✓ 35 Hours in Key Area 2—Nutrition ✓ 45 Hours in Key Area 3—Administration AND Key Area 4—Communications/Marketing ✓ 15 Hours of General Electives (Can complete courses in any of the four Key Areas) 	
Total Hours	150 Hours	

For example, you can meet the requirements for Key Area 3 and 4 by completing a 3 college credit Accounting course and meet the requirements for Key Area 1 and 2 by attending programs/workshops that offer Key Area Hours.

Conversion Table for College Credits
1 Credit Course = 15 Key Area Hours
2 Credit Course = 30 Key Area Hours
3 Credit Course = 45 Key Area Hours

Place a check (✓) next to each that apply.

“Being certified and credentialed helps me convey to my employers, coworkers, customers, and employees that I am committed to my chosen profession and the school nutrition program. It is proof that I have a set of skills and abilities and has given me an edge in the work place more than once. I’m proud to be certified and credentialed.”

—Mary Jane Cardarelle-Hermans, SNS, Cafeteria Manager, Nolan Middle School, Bradenton, Florida

What You Need to Submit for Documentation

Now that you have read through the requirements for Level 3, you are ready to submit your completed application, payment, high school diploma and/or college transcript and certificates of completion to SNA.

NOTE: College courses can be used for initial certification regardless of how many years ago they were taken. Key Area hours completed by attending programs/workshops cannot date back further than five years of the date you apply for initial certification and must be at least 2 hours of active instructional time.