



SCHOOL NUTRITION ASSOCIATION
NATIONAL CERTIFICATION APPLICATION
(Please see back of application for guidance.)

PRINT OR TYPE:

- ❶ SNA Membership Number: _____ ❷ Preferred Mailing Address: Work Home
- ❸ Name: _____
- ❹ Address: _____
- City, State, Zip Code: _____
- ❺ Home Telephone: _____ ❻ Work Telephone: _____
- ❼ Fax Number: _____ ❽ E-mail Address: _____
- ❾ Check if membership application has been submitted (if you don't have a membership number)
- ❿ SNA Membership Expiration Date: _____ ⓫ Current Certification Level: _____
- ⓬ Current Certification Expiration Date: _____
- ⓭ Do you receive a pay increase or bonus for being SNA certified? (check one) Yes No
- ⓮ Applying as: (check one) New Recertification Changing Levels Check level below:

LEVEL	NEW CERTIFICATION*		RECERTIFICATION**	ANNUAL FEES	
	MINIMUM SPECIALIZED TRAINING	MINIMUM EDUCATION	MINIMUM CONTINUING EDUCATION UNITS (CEUs) (PER 3-YEAR CERT. PERIOD)	MEMBER	NON-MEMBER
<input type="checkbox"/> 1	30 Hours	Less than HS/GED	15	\$5	\$78
<input type="checkbox"/> 2	90 Hours	HS/GED	30	\$6	\$80
<input type="checkbox"/> 3	150 hours or 9 semester hours in sanitation & safety, nutrition, and food service management	Post-secondary	45	\$8	\$230

***NEW CERTIFICATION**

- It is required for each of the three levels that you must have completed an approved course in the following content areas, along with the additional requirements: *Sanitation & Safety, Nutrition*
- Documentation of completion must be submitted for all Specialized Training Courses. Specialized Training Courses cannot date back further than five years from the date that you are applying for certification.
- Post-secondary requirement for Level 3: Applicant must have completed at least one college credit course prior to applying for certification. Copy of a transcript or diploma must be submitted as documentation.

****RECERTIFICATION**

- Documentation of completion must be submitted for all Continuing Education Units (CEUs). (Exception: if documentation sent in prior to renewing certification.)
- Make checks payable to: SNA. Mail completed application to: SNA, P.O. Box 791004, Baltimore, MD 21279-1004. Make a

photocopy of the application for your records.

Please call the SNA Service Center at (800) 877-8822 with any questions.

CHANGING LEVELS (UPGRADE/DOWNGRADE)

- If you desire to advance from one level to the next, you may do so when you meet the requirements for the higher level. You must provide documentation demonstrating that you have met the additional academic and specialized training requirements for the higher level, and pay the appropriate certification fee.
- You may lower your certification level by submitting the required CEU's for that level, along with your certification application and appropriate fee.

(NOTE: If you change levels, your expiration date will be subject to change.)

I hereby verify that I am eligible for certification and/or recertification at the requested level according to the requirements listed on the reverse side of this application, and that my certification can be revoked if any portion of this information is found to be incorrect.

⓯ _____
Applicant's Signature

Date

⓰ _____
Supervisor's Signature

Date

FOR OFFICE USE ONLY	
Date Received	_____
Check #	_____
Check Amount	_____
Certification Level	_____

SNA NATIONAL CERTIFICATION APPLICATION GUIDELINES

This application is used for applying for new certification, recertification and changing levels.

1. Please enter current SNA membership number. In order to be certified at the discounted member rate, you must be a current member of SNA and a member in good standing during the past three years of your certification period. New certification candidates must be in the process of becoming a member in order to get the discounted member rate.
2. Check your preferred mailing address – work or home.
3. Print legibly or type your name.
4. Enter mailing address including city, state and zip code.
5. Enter home telephone number.
6. Enter work telephone number.
7. Enter fax telephone number.
8. Enter e-mail address.
9. Check here if you do not have an SNA membership number but have submitted the membership application.
10. If you are currently an SNA member, enter membership expiration date.
11. If you are currently SNA certified, enter certification level.
12. If you are currently SNA certified, enter certification expiration date.
13. Check yes or no, whichever applies to whether you receive a pay increase or bonus for being SNA certified.
14. Check which is applicable:
 - New – never been certified
 - Recertification – renewing current certification at current level
 - Changing levels – currently certified but moving certification levels either higher or lower. If a higher level, must submit documentation of completion of required Specialized Training hours for that level minus the specialized training hours required for your current level.Then, check the level you are newly applying for, recertifying at or changing to.
 - Minimum Specialized Training and minimum education requirements apply to individuals seeking new certification or changing current certification level. Each certification level requires Specialized Training Courses in specific key areas.
 - Minimum continuing education units (CEUs) only apply to those renewing their current certification.
 - The same fees are paid for new certification and recertification.
15. Applicant's signature is required here.
16. Supervisor's signature only required for new applicant's to document that the applicant has met the one year of work experience.

(NOTE: If application submitted to SNA is incomplete, you will receive a letter explaining what is needed to complete your application.)

Please see the certification brochure *Reach Your Professional Goals* for complete details on the SNA Certification Program. Please call the SNA Service Center at (800) 877-8822 with any questions or view the SNA Web site at: <http://www.schoolnutrition.org> for certification.
(formerly the American School Food Service Association)