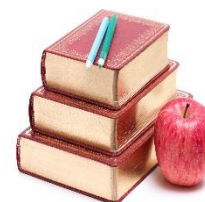


In a “Nutshell”: Professional Standards
Understanding USDA’s Professional Standards Rule
Effective July 1, 2015



Directors hired before July 1, 2015 are exempt from the minimum education requirements as they were hired before the Professional Standards rule was in effect.

Hiring Criteria: New Directors Minimum Requirements (hired after July 1, 2015)

Each SFA must designate at least one staff member as a program director. Program director is the person designated to perform the majority of the program duties such as sanitation, food safety, nutrition and menu planning, food production, procurement, financial management, record keeping, marketing, customer service, nutrition education, and general day to day program management.

SFA Enrollment under 500	SFA Enrollment under 2,499	SFA Enrollment 2,500 – 9,999	SFA Enrollment > 10,000
*High school diploma (or GED) and at least 1 year relevant experience in school nutrition	*High school diploma (or GED) and at least 3 years relevant experience in school nutrition	*Associate degree (or equivalent) with related academic major and at least 2 years of relevant experience in school nutrition	*Bachelor’s degree (or equivalent) in any academic major and at least 5 years experience in school nutrition

In addition, new directors are required to obtain at least 8 hours of food safety training, either not more than 5 years prior to their starting date or completed within 30 days of their start date.

***Note:** These are minimum standards. [Reference USDA’s summary of the Professional Standards Final Rule](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/profstandards_flyer.pdf) for more information (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/profstandards_flyer.pdf).

Annual Training Requirements for All Staff

Directors	Managers	Other Staff (working 20 hours or more per week)	Part Time Staff (working less than 20 hours per week)
12 hours	10 hours	6 hours	4 hours

Note: If hired January 1 or later requires only ½ of the above hours during first school year of employment.

USDA Topics and Learning Codes for Continuing Education Units (CEUs)

SFAs must track CEUs for all school nutrition staff. Trainings are coded from these four key areas:			
Nutrition (1000)	Operations (2000)	Administration (3000)	Communications and Marketing (4000)
<ul style="list-style-type: none"> • Menu Planning • Nutrition Education • General Nutrition 	<ul style="list-style-type: none"> • Food Production • Serving Food • Cashier/Point of Service • Purchasing/Procurement • Receiving/Storage • Food Safety/HAACP 	<ul style="list-style-type: none"> • Free/Reduced Meal Benefits • Program and Financial Management • Human Resources/Staff Training • Facilities and Equipment Planning 	<ul style="list-style-type: none"> • Communications and Marketing

- Any job specific training counts toward the required training hours.
- Training is counted minute for minute with no minimum amount of required time.
- Training must be tracked. DPI developed a Microsoft Excel based Tracker found on the [Professional Standards](https://dpi.wi.gov/school-nutrition/professional-standards) webpage, under Tracking Resources (https://dpi.wi.gov/school-nutrition/professional-standards)
- [Training Resources](https://dpi.wi.gov/school-nutrition/training) (https://dpi.wi.gov/school-nutrition/training)