

## Appendix C. Staff Guide to Professional Standards for Training

School nutrition employees now have annual training requirements. These Federal standards went into effect July 1, 2015. The total hours of required annual training depends on your work schedule. The goal of training is to help you maintain or acquire the knowledge and skills needed to successfully operate school meal programs.

The first year (July 1, 2015-June 30, 2016) training requirements for all staff are 4 hours.

Position	Defined As	Annual Hours*
Staff	Works 20 or more hours weekly in direct program support	6
Part-Time Staff	Works less than 20 hours per week in direct program support	4

\*If hired on or after January 1, only half of the required hours for that school year are required.

### What Counts as Training?

Training should apply to your work duties. In many cases, your manager or director will provide training. Options for job-specific training include:

- ▶ Online courses
- ▶ On-the-job training
- ▶ In-service training
- ▶ Local school nutrition organization training events
- ▶ State agency-sponsored classes
- ▶ Meetings sponsored by foodservice partners (vendors and commodity groups), including exhibits (as allowed by your State agency)
- ▶ College courses with job-specific content

A full 60 minutes of training counts as 1 training hour. Shorter time periods can count, too. For example, four 15-minute in-service training sessions equal 1 training hour. Not all training activities will count; they must be job-specific. Check with your manager or director.

Your district needs to keep training records for all school nutrition employees. Your manager or director will tell you how to track and report your training. Be sure to keep your own training record in case you change schools or districts.

Check with your manager or director to find out if your State agency allows a 2-year period to complete the training hours. If so, be sure to complete some training each year (July 1-June 30) and meet the total combined hours needed for 2 years.

### Where Do I Find More Information?

Looking for free and low-cost training? USDA maintains an online searchable library of trainings at <http://professionalstandards.nal.usda.gov>. Whether you plan to remain in your current position or aspire to other staff or managerial positions, training helps you perform effectively today and prepare for tomorrow.