

# General CEU Information

Following is some information that we hope you will find helpful in earning CEU's that are necessary for renewal of your SNA certification. It's a good idea to familiarize yourself with this information before it is necessary to renew your certification.

## CEU Guidelines

- Individuals are responsible for maintaining documentation of all CEU's earned.
- Core Requirements and Key Area Hours can be used for CEU's – CEU's cannot be used for Core Requirements or Key Area Hours.
- CEU's are for certification renewal only.
- CEU's must be completed or earned within the certification renewal period.
- CEU's should reflect job-related growth experiences.
- CEU's for SNA-sponsored events will be maintained in the SNA database. (Note: This refers to SNA events; you should keep documentation for WSNA events).
- All CEU's must be a minimum of one hour in length.

CEUs are required annually as indicated on the chart below:

Certification Level	Annual CEU's	Member Annual Renewal Fee	Non-Member Annual Renewal Fee
Level 1	6 CEUs	\$6.00	\$51.00
Level 2	12 CEUs	\$7.00	\$61.00
Level 3	18 CEUs	\$9.00	\$161.00

## CEU Documentation for Audits

SNA will notify individuals who are selected for an audit of the CEUs they need to submit. Below is a list of the types of CEU documentation accepted by SNA:

- Certificates of completion
- Copies of rosters
- College/university transcripts
- Program agendas
- Program books/brochures
- Registration confirmation letters
- Badges
- Payment Receipts

### IMPORTANT!

**You must complete the required number of CEU's during your annual certification period.**

# Ways to Earn CEU's

## CEU SUGGESTIONS

## CEU's

Participate in state affiliate-approved educational programs	1 CEU for each hour of instructional time
Attend workshops and seminars	1 CEU for each hour of instructional time
Attend state and national conferences	1 CEU for each hour of instructional time
Complete home study/correspondence courses	Education provider determines CEU amount
Complete online courses on SNA's website <a href="http://www.schoolnutrition.org/">http://www.schoolnutrition.org/</a>	Education provider determines CEU amount
Complete Professional Development Articles (PDA's) in <i>School Nutrition</i> magazine of state PDA's	1 CEU - Passing grade of 80%. Limited to 3 passing per year. Articles must be published within current renewal period.
Participate in study group meetings to review and discuss at least two foodservice/management-related articles	1 CEU - Limited to 2 per year
Participate in Personal Wellness programs	1 CEU - Limited to 1 per year (weight loss programs should be science-based programs.)
Participate in Webinars/Satellite Teleconferences	Education provider determines CEU amount
Teach a course - first time only	2 CEU's per hour taught - First time for each course
Publish an article in a national journal/magazine	2 CEU's
Earn a high school diploma or GED during your renewal period (before July 1, 2011)	5 CEU's
Attend Exhibits/Food Shows	1 CEU per year
Teach Classroom Nutrition Lesson	1 CEU
Participate in Back to School Workshops	1 CEU for each hour of instructional time
Participate in Point of Sale Training	1 CEU for each hour of instructional time
Attend Blood Borne Pathogens Workshops	1 CEU for each hour of instructional time
Participate in Civil Rights or Diversity Training	1 CEU for each hour of instructional time
Participate in Meal Pattern/Production Training	1 CEU for each hour of instructional time
Participate in Offer vs Serve Training	1 CEU for each hour of instructional time
Hold State Leadership Position	1 CEU per year of service
Hold Chapter Leadership Position	1 CEU per year of service
Hold National Leadership Position	1 CEU per year of service
Planning or participating in Special Event Planning & Implementation Workshops	1 CEU per event
Participate in School Community Open House	1 CEU per event
Participate in Technology Skill Development Workshops	1 CEU for each hour of instructional time