

Professional Standards –Continuing Education/Training Requirements

(These standards apply to all local education agency sizes.

Position	Required Annual Hours	Suggested content of training
Director	12	<p>Includes topics such as:</p> <ul style="list-style-type: none"> ▪ Administrative Practices (including training in applications, certification, verification, meal counting, and meal claiming procedures. ▪ Any specific topics required by USDA, as needed to address Program integrity or other critical issues. ▪ Annual Civil Rights training. <p>This required continuing education/training is in addition to the food safety required in the first year of employment.</p>
Managers	10	<p>Includes topics such as:</p> <ul style="list-style-type: none"> ▪ Administrative Practices (including training in applications, certification, verification, meal counting, and meal claiming procedures. ▪ The identification of meals at the point of service. ▪ Nutrition, health and safety standards. ▪ Any specific topics required by USDA, as needed to address Program integrity or other critical issues. ▪ Annual Civil Rights training.
Staff working 20 or more hours/week	6	<p>Depending on position duties topics such as:</p> <ul style="list-style-type: none"> ▪ Free and reduced price eligibility ▪ Application, certification and verification procedures ▪ Nutrition, health and safety standards. ▪ Any specific topics required by USDA, as needed to address Program integrity or other critical issues. ▪ Annual Civil Rights training.
Staff working less than 20 hours/week	4	Same as above based on position duties

- Some training hours must be completed each year, e.g. Civil Rights.
- An employee’s annual training requirements for one year may be met with hours in excess of the annual requirement from either the immediately previous or immediately subsequent training year.