



## Professional Standards Training Requirements and Online Resources



Annual Training Requirements	
Title	Required Hours
Program Directors	12 hours
Program Managers	10 hours
Program Staff (20 or more hours per week)	6 hours
Program Staff (less than 20 hours per week)	4 hours
Vended Site Staff (20 or more hours per week)	6 hours
Vended Site Staff (less than 20 hours per week)	4 hours

### Important:

- Training hours earned in excess of the annual requirement may be applied to the school year directly preceding or directly following the date of training. Therefore, if the number of training hours earned in SY22-23 did not meet the annual requirement, extra hours earned in SY23-24 can be used to make up the difference.
- **New Food Service Directors** must have a Food Protection Manager Certification not more than 5 years prior to their starting date or within 30 days of their start date by completing the Food Protection Manager Certification training. Access information about online or in-person training below:
  - ServSafe Managers course is available online: <https://www.servsafe.com/> or Always Food Safe <https://alwaysfoodsaf.com/en/food-protection-manager>
  - ServSafe Training through Nebraska Extension can be found on the following UNL website: <https://food.unl.edu/servsafe-training>.
- The Food Protection Managers course is **required** for Food Service Managers and Food Service Directors of vended sites (see information above).
- Every year, all Food Service Directors must read and sign off on *Standard Operating Procedures (SOPs)* relevant to your foodservice operation: <https://www.education.ne.gov/ns/nslp/hazard-analysis-and-critical-control-point/#1566416773609-65d0c690-7f7f>.
- All training must be documented on a training tracker/log.
  - NDE Annual Training Log: [NDETrackerTool.xlsx \(live.com\)](#)
  - USDA Training Tracker Tool 2.0: <https://pstrainingtracker.fns.usda.gov/>

## Additional Online Resources for Free Continuing Education/Training

### **Nutrition Services School Lunch Training webpage:**

<https://www.education.ne.gov/ns/training/national-school-lunch-program/>

- In addition to School Lunch Training for Food Service staff, this page has links to training for all individuals who work with the School Meals Program including bookkeepers. You can access recorded Town Hall session on topics such as Shutting Down your Kitchen Over Summer and Commodities in addition to training to meet the annual Civil Rights training requirement. There are also links to upcoming workshops and other in-person training opportunities.

### **Institute of Child Nutrition (ICN) e>Learning Portal:** <https://theicn.docebosaa.com/learn>

- Over 60 courses in categories such as Food Safety and School Nutrition. Register for a free account and get started!

### **School Nutrition Association (SNA):** <https://schoolnutrition.org/learning-center/>

- The SNA Learning Center provides many resources on topics such as Breakfast in the Classroom, Culinary Skills, Procurement, and the Training Zone to name a few.
- The Training Zone is described as a "One-Stop Shop" for all of SNA's eLearning. Here you will find Online Training Modules, On-Demand Webinars, and the popular Webinar Wednesdays.
- Must be a member to log in.

### **USDA/FNS**

- **Database of Professional Standards Trainings:** <https://professionalstandards.fns.usda.gov/>
  - Search for training by topic. Check out the Trainings of the Month on timely topics such as *Purchasing Using the Food Buying Guide*.
- **USDA/FNS YouTube Channel:** <https://www.youtube.com/user/USDAfoodandnutrition>
  - You can browse by Videos, Playlists, Community and Channels. Useful source of up-to-date information on many topics such as CN Labeling, Farm to School, USDA Foods and more.
- **Team Nutrition:** <http://www.fns.usda.gov/tn/team-nutrition>
  - A link to Team Nutrition Webinars & Training can be found in the bottom right-hand corner of the Spotlights section. Useful source of Crediting Updates for Child Nutrition Programs.
- **Food Safety:** <https://www.fns.usda.gov/fs/food-safety-resources>
  - The FNS Food Safety division provides great resources for training, including Produce Safety, Norovirus, Food Allergies, Food Defense, and other training.
  - Produce Safety University Resource page <https://www.fns.usda.gov/psu/graduates>  
A valuable source of produce safety training in many formats including fact sheets, videos, webinars, and training materials taught at the annual USDA Produce Safety University.
- **Making It Count (UMass Amherst):** <http://www.makingitcount.info/>  
**Highly recommended training for foodservice staff who work at vended sites.**
  - Videos and interactive activities provide a fun learning experience for all school food service staff.
  - Topics are divided into the categories of Breakfast, Lunch, Afterschool Snack, Food Production in Schools, Accountability and Access. Specific topics within these categories include Identify a Reimbursable Meal, Portion Control, Meal Patterns, Dietary Specifications and Special Dietary Needs.