TEXAS ASSOCIATION FOR SCHOOL NUTRITION

CERTIFICATION HANDBOOK

AN ONGOING PROJECT
OF THE
TASN EDUCATION COMMITTEE

Texas Association for School Nutrition

4130 Spicewood Springs Rd., Suite #201

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(800) 444-5189 or (512) 371-0087

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This handbook is available on the TASN website at www.TASN.net

FOREWORD

The Certification Handbook is designed to provide information to association members, school districts, interested agencies, and individuals in regard to training programs, courses of study, and certification developed and implemented by the Texas Association for School Nutrition.

ACKNOWLEDGEMENTS

The Texas Association for School Nutrition Certification Sub Committee is grateful to the individuals and groups of people across the state for their assistance in promoting professionalism in the career of school food service. The long-term project of developing a quality educational program is the result of the dedication and involvement of the TASN members, officers, committees, retirees, colleges and instructors, Texas Education Agency, Texas Department of Agriculture, Region Education Service Centers, and local school districts.

MISSION STATEMENT

The mission of the Texas Association for School Nutrition Certification Sub Committee is to provide a current quality education program with timely data for the purpose of continuous improvement of the Child Nutrition Program.

GOALS

- To improve competency in job performance as evidenced by excellence in school nutrition programs.
- To provide a means of recognition by peers and other professionals for all levels of employees in school nutrition.
- To promote the building of pride and self-esteem by involvement in the TASN training program.
- To establish a recognized career ladder system for the advancement of school food service personnel.

  To educate membership about the educational opportunities offered by the School Nutrition Association (formerly ASFSA and now SNA).

REQUIREMENTS

CERTIFICATION GUIDELINES

There are three categories of requirements for TASN Certification. They are as follows:

- Membership in TASN is a requirement for certification.
- Work experience in school food service.
- Required courses directly related to the food service field.

The program progresses from basic skills to managerial and administrative responsibilities from Level 1 to Level 5. Each course level requires a certain number of certification hours. The individual may select certain training courses that will enhance their job skills; however, **some courses may require specific number of hours.**

TASN Certification Program is from Level 1 to Level 5 therefore, Level 6 and Level 7 have been changed to Level 5.

TASN members are also encouraged to participate in the School Nutrition Association Certification program and with careful course selection, members can become both TASN and SNA certified at the same time.

Certification Responsibilities

Member responsibilities:

- When a member is signing up for class(s) they must write their name as it appears on the TASN membership card.
- When taking courses, it is the member's responsibility to make certain that the course counts at the level the member is working toward.
- Each course certificate may only be used once, either for certification or re-certification.

Self-study opportunities - It is the member's responsibility to determine that a course is approved by our TASN Headquarters for self-study **prior** to taking the course.

There is a **grace period of 90 days** from the certification (previously named upgrade) expiration date for the member to certify for the next level. Effective 10/1/2016, if the member does not apply to certify for the next level or re-certify for their current level within the 90 day grace period they will be required to re-start the certification program with Level 1.

Helpful Tips:

- Please submit all certificates for the level in which you are applying for in the same envelope, fax, or email. Keep in mind payment may not be collected via phone or email for confidentiality purposes
- All required course hours must be attended in order to receive a certificate of completion, partial credit will **NOT** be given. If a member needs to miss class time due to an illness or family/personal emergency, a letter written by the member must be submitted to the Headquarters office in order to receive credit for time attended.
- A variety of courses must be submitted when applying for certification; multiple certificates for the same course will not be accepted.

EXPIRATION OF COURSES

All courses expire after 5 years, unless they are college credit (transcript) courses. Courses may not be used for certification or re-certification after they have expired.

COURSES TAKEN AT COLLEGES

Semester/College Hours
Each 4 semester hours of college credit in a food service related field is equivalent to 16 hours of TASN Certification credit. College courses that are part of a degree plan that is related to nutrition, dietetics, food service, food service management, or directly related field will count towards certification.

A college transcript is a permanent record; therefore, these credit hours do not ever expire. They may be used as certification credit at any time. They may be used for re-certification, however, only if taken during the three-year re-certification period.

COURSE SPONSOR RESPONSIBILITIES

Course sponsors (Local TASN chapters, school districts, industry partners, and ESCs) should at all times strive to publicize the correct level for each course offered. If there is any question regarding the level for a course, the sponsor should contact the Certification Department at the TASN headquarters prior to advertising the course.

Confusion among members can be avoided if the sponsor publicizes the correct level for each course offered.

Course approvals:

If the course is part of a workshop, the approval form must be sent in at least **45 days** in advance due to Professional Standard Guidelines.

If the course is an in-district course (only applies to district-wide employees), the approval form must be sent in at least **30 days** in advance.

Courses must be a minimum of 2 hours. If a district would like to teach a course in smaller increments these times must be combined on one certificate to total 2+ hours.
Requirement to teach TASN approved courses:

Requirement to teach TASN approved courses:
Instructors must be any of these:
- TASN or SNA Level 3 or higher
- Bachelor's Degree & Resume .
- Associates Degree + 2 years School Food Service Experience & Resume .
- 5 years' experience in the Key Training Area assigned to teach + Resume
- 5 years' experience training/presenting to groups + Resume

ALL of the above must also have completed a course dealing with Training Adult Learners within the previous 5 years. (Recommended Train the Trainer) Evidence of training/presenting to groups is **Levels of Certification Structure for Courses (Effective July 1, 2019)**

The following courses are recommended but not limited to only these courses. A variety of courses must be taken for each certification level. Please verify that the course taken has been approved and qualifies under appropriate code and category. If you have any questions contact TASN HQ.

TASN Level 1 Requirements: A total of 16 Hours & 1 year school food service experience
Required courses are:

4 hours Safety
4 hours Sanitation
4 hours Customer Service
4 hours recognizing a Reimbursable Meal

TASN Level 2 Requirements: A total of 48 Hours & 1 year school food service experience
Required courses must be related to Food Preparation.
HACCP courses can be used as it relates to food preparation.

Suggested Courses are:
Quantity Food Preparation
Equipment use and maintenance
Work Simplification
HACCP Related Food Preparation

TASN Level 3 Requirements: A total of 64 Hours & 2 years' school food service experience
Required courses must focus on Compliance and/or Regulations and Nutrition.

Suggested Courses are:
Compliance Guidance for Managers
Menu Planning
Food Buying Guide
Application Processing
Inventory, Receiving & Storage
Nutrition
Computer Applications (Except Basic Computer)

TASN Level 4 requirements: A total of 64 Hours & 2 years' school food service experience
Required courses will focus on Management and Human Relations.

Suggested Courses are:
Managing Employees
Interpersonal Skills/Customer Service
Employee Discipline
Train the Trainer
Successful Program Operations
AR (Administrative Review)
Counting & Claiming
Food Production Records
Required Records
Eligibility Guidance
Texas Public School Nutrition

OR

2 years' school food service experience and completion of the TASN Managers Academy (32 hours) with 75% score on the exit exam.

To complete the process and become Level 4 certified, you will submit the TASN certification application and appropriate payment with a copy of the TASN Managers Academy certificate.

TASN Level 5 requirements: A total of 72 Hours & 3 years' school food service experience
Required courses must be related to Advanced Management

OR

3 years school food service experience and completion of the TASN Administrative Academy (32 hours) with 75% score on the exit exam.

To complete the process, please fill out the certification application and send with the appropriate payment, a copy of the TASN Administrative Academy Certificate, and an unofficial transcript of an Associate Degree + 2 additional years' experience, or Bachelor's Degree.

Train the Trainer Certification

All required course hours must be attended in order to receive a certificate of completion, partial credit will NOT be given.

Members who wish to take TASN approved Train the Trainer Course must be TASN Level 3 certified before taking the course.

TASN Approved Managers Academy

All required course hours must be attended in order to receive a certificate of completion, partial credit will NOT be given.

Presently, TASN offers a Managers Academy Program which allows participants to receive Level 4 certification after successful completion of the training and an exit exam.

No other Academies will be accepted for the certification credit at Level 4 unless it meets the following requirements.

1. Pre-Approved by the TASN Certification Sub Committee.
2. Consists of least 32 hours of instructor/pupil contact and homework.

Managers Academy is offered annually at Board Meetings and as requested and approved during the summer.

TASN Approved Administrative Academy

All required course hours must be attended in order to receive a certificate of completion, partial credit will NOT be given.

In addition to the Managers Academy, TASN sponsors an Administrative Academy that allows participants to receive Level 5 certification after successful completion of the training and an exit exam. A written multiple choice exam will be administered at the conclusion of the TASN Administrative Academy. Participants must score 75% or higher on the exam to be awarded Level 5 certification. Applicants who wish to take TASN Administrative Academy must submit a letter of recommendation or sponsor letter from Superintendent/Director.

Administrative Academy is offered annually at Board Meetings and as requested and approved during the summer.

Institute of Child Nutrition (ICN) Courses

The Institute of Child Nutrition (formerly named National Food Service Management Institute or NFSMI) is the only pre-approved online self-study. Applicants can also submit all of the required hours from https://theicn.docebosaas.com/learn for certification and re-certification.

Food Handler Requirements

Effective September 1, 2016, the Texas Department of State Health Services (TXDSHS), under Texas Food Establishment Rules (TFER) §228.33, requires that "all food employees shall successfully complete an accredited food handler training course, within 60 days of employment"; exemptions from this course may apply. TASN will accept a course certificate of completion from state accredited sources that may be applied towards two (2) online hours for Level 1 certification or Level 1-5 re-certification, unless otherwise specified.

Additional information regarding the food handler program may be located online at:

http://www.dshs.texas.gov/food-handlers/default.aspx

Retirees/Individuals No Longer Employed in School Food Service

1. Retirees re-entering the work force may resume the certification level held at retirement for one year.

2. After three years the retiree must re-certify with the required number of re-certification hours in effect at the time he/she re-certifies. Failure to re-certify within three years of returning to the work force will make the retiree subject to the same re-certification requirements as any other TASN certified member.

RE-CERTIFICATION GUIDELINES

Re-Certification certificates are issued for a three-year period. As a courtesy, a notice of expiration is mailed to members, district, or to designated address 60 days prior to expiration. It is, however, the responsibility of the member to keep track of the expiration date and to keep TASN updated with the current mailing addresses. The individual must complete a current application form and submit it with the appropriate fee(s) to the TASN office prior to the expiration date shown on the certificate.

There is a **grace period of 90 days** from the expiration date for the member to re-certify. Effective 10/1/2016, if the member does not apply to re-certify for their current level within the 90 day grace period they will be required to re-start the certification program with Level 1. A member may not re-certify greater than **120 days** prior to their expiration date.

Required Training Hours Requirements for Re-Certification

Level 1	8 hours, in any combination of approved hours.
Level 2 – 5	32 hours, in any combination of approved hours.

FEES

Fees for processing certification and re-certification applications are set by the TASN Board and are subject to review as needed. The amount is published in the TASNews and is printed on the application form.

If an applicant applies for certification or re-certification and does not meet the requirements, the fee is not refunded. However, a credit will be extended for one year from the date of receipt at TASN Headquarters Office provided the individual meets the requirements within that period.

Texas Association for School Nutrition
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Toll Free: 800-444-5189 Fax: 512-371-0125

CERTIFICATION APPLICATION

***Please note: Your TASN membership is a one year membership. You must renew your membership each year for your certification to remain in active (approved) status. Membership must be renewed within 30 days of the expiration**

INFORMATION: Please print all information and sign the completed application

Name _____ TASN Membership #_____ Certification #_____

School District _____ Title _____

Address _____ City _____ Zip Code _____

Telephone Home _____ Work _____

Email _____ Fax _____

EXPERIENCE

Check present job title — # of years in each position

- ☐ Specialist/Helper/Cashier _____
- ☐ Manager/Asst. Manager/Trainee _____
- ☐ Supervisor/Director/Administrator _____

Total years of experience in school food service _____

FORMAL EDUCATION

Check highest level completed:

- ☐ Below High School Level
- ☐ GED or High School Diploma
- ☐ Certificate of Credit (or 20-30 college hours toward a degree plan in a food service related field)
- ☐ Associate Degree ☐ Bachelor's Degree ☐ Master's Degree

CERTIFICATION

Last Certification Level _____ Expiration Date _____ **<u>$20 per Level</u>**

(Please attach copies of your certificates for the level that you are applying for.)

Indicate below which level of certification for which you are applying:

☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ Level 5

I, the undersigned, verify the accuracy of the information contained in this application. Furthermore, I understand that any certificate issued by TASN which is based upon information found to be false will be revoked and the person to whom the certificate was issued will be subject to denial of any other certificate issued by TASN. I hereby give permission to release information regarding certification records to the authorized representative of the school district where I am employed.

_____ _____
Signature of Applicant Title Date

_____ _____
Signature of School Nutrition Official Title Date

Payment Information:

Discover __ Visa __ Master Card __ Amex __ Credit Card or Check # _____

Security Code *(On back of card)* _____ Expiration Date _____ **Total Amount Enclosed/Charged: _____**

Name on Card: _____

Billing Address (if different from Certification address): _____

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RE-CERTIFICATION APPLICATION

Applicant must be a current TASN member in order to become re-certified. The fee for re-certification is a total of $20.00.

INFORMATION

Name _____ TASN Membership #_____Certification #_____

School District _____ Title _____

Address _____ City _____ Zip Code _____

Telephone Home _____ Work _____

Email _____ Fax _____

Last Certification Date _____

Last Level of Certification _____ Years of Experience _____

(Must also attach copies of all certificates to this application when submitting to TASN HQ)

I, the undersigned, verify the accuracy of the information contained in this application. Furthermore, I understand that any certificate issued by TASN which is based upon information found to be false will be revoked and the person to whom the certificate was issued will be subject to denial of any other certificate issued by TASN. I hereby give permission to release information regarding certification records to the authorized representative of the school district where I am employed.

_____ _____
Signature of Applicant Title Date

_____ _____
Signature of School Nutrition Official Title Date

Payment Information: TASN USE ONLY

Discover____ Visa____ Master Card____ AmEx____ Credit Card/Check #_____

Security Code (On back of card) _____ Expiration Date_____

Total Amount Enclosed/Charged: _____

Name on Card: _____Billing Zip Code:_____

Billing Address (if different from above address):

_____

_____

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REQUEST FOR APPROVAL OF CERTIFICATION TRAINING

All training applicants must complete this form for **each** class offered. (This includes all ESC's) If you are requesting approval for multiple courses, please use the attached spreadsheet**.**

If course materials that are being used are already TASN approved, please complete Part 1 and submit to TASN at least **45 days prior to scheduled training**. If the course is an in-district course (only applies to district-wide employees), the approval form must be sent in at least **30 day in advance.**

If the course materials that are being used have **not** been approved by TASN, please complete Part 1 and Part 2 and submit to TASN at least **60 days prior to schedule training**.

Materials that need to be approved by TASN need to be submitted to TASN via email in PDF or by regular mail.

Courses must be a minimum of 2 hours. If a district would like to teach a course in smaller increments these times must be combined on one certificate to total 2+ hours.

Once your course request is approved. TASN will create a certificate template for you that includes the statement: this class has been approved by TASN. **If you choose to use your own course certificate, submit along with this request. The template should include: Professional Standard Code(s), title of course, Instructors name, date, student name, number of CEU's.**

***If class is not pre-approved by TASN Headquarters the class will NOT be considered for TASN Certification or Re-certification. (*Please review the list of Professional Standard Codes and TASN Levels on the TASN website at http://www.tasn.net/certification-overview)**

PART 1

TRAINING SPONSOR INFORMATION

Contact Name _____ Email _____

School District _____ Department _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

TRAINING INFORMATION

TASN Certification Course Title:_____

TASN Level: _____ In-district_____ Open Workshop_____

Location of Training _____

Date(s) of Class:_____

Actual Certification Hours per scheduled dates:

Course Code	**Time Class Starts and Ends**		**Total Hours**
PS Code:_____	From _____	To_____	Total Hours per class_____
PS Code:_____	From _____	To_____	Total Hours per class_____
PS Code:_____	From _____	To_____	Total Hours per class_____

☐ ***Check if TASN Training materials are being used (must attach course syllabus and training material***

PART 2

PROGRAM INFORMATION

☐ ***Training Objectives (must attach course syllabus and all training materials)*** Total Hours_____

_____

_____

_____

_____ _____

Signature of Training Sponsor Date

Requirement to teach TASN approved courses:

Instructors must be any of these:

- TASN or SNA Level 3 or higher
- Bachelor's Degree & Resume .
- Associates Degree + 2 years School Food Service Experience & Resume .
- 5 years' experience in the Key Training Area assigned to teach + Resume
- 5 years' experience training/presenting to groups + Resume

ALL of the above must also have completed a course dealing with Training Adult Learners within the previous 5 years. (Recommended Train the Trainer) Evidence of training/presenting to groups is required.

INSTRUCTOR (If instructor is not TASN Certified a copy of unofficial transcript of degree must be attached)

Only the approved material may be taught.

Name_____TASN Member Number _____Expiration Date:_____

Title _____TASN Certification Level _____

Credentials if not TASN certified _____

☐ **Check if TASN Train the Trainer certified (must attach copy of certificate of completion)**

☐ **Check if unofficial transcript or resume is included**

***After course is completed, please send Course Sign-in Sheets/Evaluations to TASN**.

FOR TASN USE ONLY

(Approved or Unapproved application will be sent to district prior to the class date.

A certificate template will be attached for hosting district or ESC to prepare for each participant)

☐ Approved ☐ Not approved for _____ hours of Level _____Certification

Comments _____

_____

_____ _____

Signature of Education/Training Specialist Date

Course Title	PS Code	TASN Level (TASN use only)	Instructors	Hours	Date of Class	Class Description	Material Resource (NFSMI, TDA,ESC)	NOTES (TASN use only)

SUGGESTIONS FOR PLANNING AND HOSTING CERTIFICATION WORKSHOPS

Many food service employees seek the opportunity to take certification courses for the purpose of improving competency on the job and to use for credit toward TASN certification. Your local chapter of TASN or your School Nutrition Department can be of assistance to these individuals by sponsoring classes within your school district.

To plan and organize a class, please follow these steps:

1) Assess the needs of your population to identify which required training area courses to offer.

2) Contact your TASN Area Representative to seek help in the implementation of this program or call the Certification Department at the TASN Headquarters Office.

3) The Request for Approval form is found in the appendix section and website.

4) Determine date, time, and location for courses. Determine the length of training. Classes should be scheduled in segments based on convenience of students, available facilities, and teachers. Inquire about cost of facilities and services that are based on policy of the local school district. Clear these plans through the sponsoring administrator.

5) Set class fees and minimum number of students required based on anticipated costs of overall project. Set class maximum based on available facilities and logistics of teacher/student ratio.

6) Consider qualifications, salary, and availability of teachers. TASN requires that teachers have a thorough and current knowledge of subject matter.

7) Salary is determined by the sponsoring agency.

8) As soon as course offerings are determined, contact teachers regarding class assignment, teaching materials, and contracts.

9) Develop a registration form that includes student information:
   a) Name
   b) Membership Number
   c) Address
   d) Telephone number
   e) School District
   f) Choice or choices of required courses offered

10) Advertise and publicize.

11) Hold registration and tally results to determine which classes “made”. Contact persons who requested classes that did not “make” and offer other choices.
12) Finalize request for facilities.

13) Prepare rosters to use for class rolls and attendance.

14) Prior to class time: plan classroom arrangements and supplies for classes and consult with assigned teacher for necessary teaching supplies. Examples of items that may be needed:

   a) Audio/visual equipment
   b) Print student booklets based on numbers enrolled.
   c) Name tags
   d) Rosters, forms for certificates and tracking
   e) Demonstration or laboratory supplies
   f) Break and meal schedule
   g) Expense form
   h) Teacher "Code of Ethics"

15) On the day of the class:
   a) Open building at least 30 minutes before classes start.
   b) Have people and signs to direct students to classrooms and help with late registrations.
   c) Proceed with classes.

16) At the conclusion of the class: Teachers should be responsible for completing a typed, alphabetized, signed list of all students completing the class, returning all class materials and equipment.

17) Complete follow-up.
   Teachers will be given TASN re-certification certificate by workshop sponsor.