



TEXAS ASSOCIATION FOR SCHOOL NUTRITION CERTIFICATION HANDBOOK

**AN ONGOING PROJECT
OF THE
TASN EDUCATION COMMITTEE**

This New Program is effective JULY 1, 2022

Texas Association for School Nutrition

5910 Courtyard Drive

Suite # 230

Austin, Texas 78731

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

Fax: (512) 371-0125

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 Education Committee & Sub-Committee is grateful to the individuals and groups of people across the state for their assistance in promoting professionalism and growth in the career of school foodservice. 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 Education Committee is to provide a quality education program with timely training 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 foodservice personnel.
- To educate membership about the educational opportunities offered by the School Nutrition Association (TASN).

CERTIFICATION PROGRAM GUIDELINES

Earning a Level 1, Level 2, Level 3, Level 4, or Level 5 TASN Certification in School Nutrition shows your dedication to your profession by enhancing knowledge and skills necessary for school foodservice and empowering our members to lead and efficiently operate school nutrition programs. TASN's Certification Program is based on the standards of practice in the four key areas of USDA Professional Standards.

TASN members are also encouraged to participate in the School Nutrition Association Certification program. As an affiliate of the School Nutrition Association (SNA), we are aligned closely with their certification program. With careful course selection, members can become both TASN and SNA certified at the same time.

The program progresses from basic skills and minimum experience to managerial and administrative responsibilities. The individual may select education courses that will enhance their job skills and knowledge.

There are FIVE steps to earning your TASN Certification.

1. TASN Membership

Active membership is a requirement for certification. If membership dues are not received thirty (30) days after the expiration date, the member shall automatically forfeit membership, certifications, and all other rights and privileges.

2. Work experience

Each level has specified how many years of experience in school foodservice is needed to obtain that certification. Determine if you have met all the required experience needed for the level you are applying.

3. Education Hours

Each level specifies how many hours are needed from each Key Area that must be obtained. Courses must be TASN approved and directly related to the school foodservice field. Determine if you have met all the training hours for the Certification level that you are applying for.

4. Documentation and Payment

You must submit ALL proof of training documents along with the completed application, course completion grid, and fee to TASN. TIP: You should ALWAYS keep a copy of all application documentation sent into TASN. Please allow 2 -3 weeks for your application to be processed.

5. You are CERTIFIED!!

TASN will send you a verification letter and certificate to confirm you have earned your TASN certification. Your TASN certification is valid for one year from month of approval.

Levels of Certification (Effective July 1, 2022)

Cost is \$ 20 per Level.

LEVEL 1

Initial LEVEL 1 Application Requirements:

1-year experience and 16 continuing education hours in these required courses:

4 Hours in Safety

4 Hours in Sanitation

4 Hours in Customer Service

4 Hours in Recognizing Reimbursable meals

CEUs must be categorized by required courses listed above

- CEUs CANNOT date back further than five (5) years from the date you apply.
- College credits have no expiration. (see page 7 for college credit details)

LEVEL 1 Application Fee: \$20

Annual Renewal Requirements:

6 hours annually

Required annual training hours may be in one or all key areas.

CEUs for renewal must date within the one year of renewal.

Level 1 Annual Renewal Fee: \$10

LEVEL 2

Initial and Upgrade LEVEL 2 Application Requirements:

1-year experience and 40 continuing education hours in these USDA Key Areas:

Key Area 1 Nutrition– 10 Hrs

Key Area 2 Operations– 10 Hrs

Key Area 3 Administration– 10 Hrs

Key Area 4 Communications and Marketing– 10 Hrs

- CEUs must be categorized by Key Area based on the USDA Professional Standards.
- CEUs CANNOT date back further than five (5) years from the date you apply.
- College credits have no expiration. (see page 7 for college credit details)

LEVEL 2 Application Fee: \$20

Annual Renewal Requirements:

6 hours annually

Required annual training hours may be in one or all key areas.

CEUs for renewal must date within the one year of renewal.

Level 2 Annual Renewal Fee: \$10

LEVEL 3

Initial and Upgrade LEVEL 3 Application Requirements:

2 years' experience and 50 continuing education hours in these USDA Key Areas:

Key Area 1 Nutrition– 10 Hrs

Key Area 2 Operations– 10 Hrs

Key Area 3 Administration– 10 Hrs

Key Area 4 Communications and Marketing– 10 Hrs

General – 10 Hrs in any Key Area

- CEUs must be categorized by Key Area based on the USDA Professional Standards.
- CEUs CANNOT date back further than five (5) years from the date you apply.
- College credits have no expiration. (see page 7 for college credit details)

LEVEL 3 Application Fee: -\$20

Annual Renewal Requirements:

12 hours annually

Required annual training hours may be in one or all key areas.

CEUs for renewal must date within the one year of renewal.

Level 3 Annual Renewal Fee: \$10

LEVEL 4

Initial LEVEL 4 Application Requirements:

2 years' experience and 60 continuing education hours in these USDA Key Areas:

Key Area 1 Nutrition– 12 Hrs

Key Area 2 Operations– 12 Hrs

Key Area 3 Administration– 12 Hrs

Key Area 4 Communications and Marketing – 12 Hrs

General – 12 Hrs in any key area

OR

2 years' school foodservice experience and completion of the TASN Managers Academy (32 hours) with 75% score on the exit exam. (See Manager Academy details on page 5)

- CEUs must be categorized by Key Area based on the USDA Professional Standards.
- CEUs CANNOT date back further than five (5) years from the date you apply.
- College credits have no expiration. (see page 7 for college credit details)

LEVEL 4 Application Fee: \$20

Annual Renewal Requirements:

12 hours annually

Required annual training hours may be in one or all key areas.

CEUs for renewal must date within the one year of renewal.

Level 3 Annual Renewal Fee: \$10

LEVEL 5

Initial and Upgrade LEVEL 5 Application Requirements:

Level 5 – 3 years’ experience and 75 continuing education hours in these USDA Key Areas:

Key Area 1 Nutrition– 15 Hrs

Key Area 2 Operations– 15 Hrs

Key Area 3 Administration– 15 Hrs

Key Area 4 Communications and Marketing– 15 Hrs

General – 15 Hrs in any key area

OR

3 years school foodservice experience and completion of the TASN Administrative Academy with at least a 75% score on the exit exam. (See Administrative Academy details on page 5)

OR

2 years foodservice experience with an unofficial transcript of an Associate’s Degree and completion of the TASN Administrative Academy with at least a 75% score on the exit exam. (See Administrative Academy details on page 5)

OR

Bachelor’s Degree related to nutrition, dietetics, foodservice, foodservice management, business management or directly related field will count towards certification.

- CEUs must be categorized by Key Area based on the USDA Professional Standards.
- CEUs CANNOT date back further than five (5) years from the date you apply.
- College credits have no expiration. (see page 7 for college credit details)

LEVEL 5 Application Fee: \$20

Annual Renewal Requirements:

12 hours annually

Required annual training hours may be in one or all key areas.

CEUs for renewal must date within the one year of renewal.

Level 5 Annual Renewal Fee: \$10

Continuing Education Information

The purpose of CEUs (Continuing Education Units) is to provide job-related professional development and growth experiences. **Annual** training (earning CEUs) is a requirement for both USDA Professional Standards and maintaining your Certification in TASN.

TASN encourages you to engage in 1 hour trainings, whenever possible, to earn CEUs and initial hours for the Certification Program. TASN also understands the challenges many school nutrition professionals are faced with when seeking appropriate training.

- 1 Continuing Education Unit (CEU) = 1 hour of training for Professional Standards
- CEUs must be a minimum of one hour in length.
- Two 30-minute trainings within the same subtopic code, within the same year will be accepted as one CEU.
- Four 15-minute trainings within the same subtopic code, within the same year will be accepted as one CEU.
- Subtopic codes can be found in the USDA Professional Standards Learning Objectives, or the TASN website. Refer to examples below on calculating short trainings using USDA subtopic codes.

Calculating CEUs example, 30 minute trainings

| Training Example | Length | Key Area | Key Topic | Sub Topic |
|------------------|--------|------------------|----------------------|--|
| Menu Planning | 30 Min | 1000 - Nutrition | 1100 - Menu Planning | 1120 - Plan cycle menus that meet all rules. Consider cost, equipment, foods available, storage, staffing, student's tastes, and promotional events. |
| Serving Meals | 30Min | | | |

1 Hour

Accepted as 1 credit hour as both classes have same USDA subtopic

Calculating CEUs example, 15 minute trainings

| Training Example | Length | Key Area | Key Topic | Sub Topic |
|----------------------------|--------|------------------|----------------------|--|
| Menu Planning | 15 Min | 1000 - Nutrition | 1100 - Menu Planning | 1120 - Plan cycle menus that meet all rules. Consider cost, equipment, foods available, storage, staffing, student's tastes, and promotional events. |
| Serving Meals | 15 Min | | | |
| Cycle Menus: Beginner | 15 Min | | | |
| Cycle Menus: Best Practice | 15 Min | | | |

1 Hour

Accepted as 1 credit hour as both classes have same USDA subtopic

- CEUs CANNOT date back further than five (5) years from the date you apply.
- Initial hour requirements can also be met by using college credits.
- Multiple certificates for the same course will not be accepted.
- Renewal CEUs must be completed during the certification renewal year.

College Credit Courses

A college transcript is a permanent record; therefore, these credit hours never expire. They may be used as initial certification credit at any time. They may be used for renewal, however, only if taken during the annual renewal period.

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

TASN Managers Academy

* It is preferred that any member attending Managers Academy has a food handler's Certification.

TASN offers a Managers Academy Program which allows participants to achieve TASN Level 4 certification. To attend the Managers Academy a member must be an active TASN member and submit a letter of recommendation from the district supervisor or director. Successful completion of Managers Academy is full and complete attendance and a 75% or higher on the exit exam. After successful completion of the Managers academy and 3 years school foodservice experience, the member may submit a TASN certification application, with a copy of the TASN Managers Academy Certification and appropriate payment.

TASN Managers Academy is offered semi-annually at Board Meetings and as requested and approved during the summer. Effective July 2021, the TASN Board voted and approved that TASN will accept the Region 4 Managers Academy starting with the 2019-2020 Managers Academy. No other ESC “Manager” Academies will be accepted for the certification credit at Level 4.

TASN Administrative Academy

In addition to the Managers Academy, TASN offers an Administrative Academy that allows participants to achieve Level 5 certification. To attend Administrative Academy a member must be an active TASN member and submit a letter of recommendation from their Superintendent/Director. Successful completion of Administrative Academy is full and complete attendance and a 75% or higher on the exit exam. After successful completion of the administrative academy and 3 years school foodservice experience, the member may submit a TASN certification application, with a copy of the TASN Administrative Academy Certification and appropriate payment.

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

Texas Food Handler Requirements

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 Texas Food Handler course Certification of completion from state accredited sources that may be applied towards two (2) hours for Level 1 certification or Level 1-5 Key Area 2 Operations renewal (if taken during the one year renewal period), unless otherwise specified. Additional information regarding the food handler program may be located online at: <http://www.dshs.texas.gov/food-handlers/default.aspx>

How to Earn CEUs

1. Attend a course provided one of the pre-approved sponsors listed below.
2. Or attend a course provided by a local TASN chapter, school district, or industry partners that has been approved by TASN.

Pre- Approved Program

Texas Education Service Centers (ESC)
Institute of Child Nutrition (ICN)
Texas Dept. of Agriculture (TDA)
Texas Academy of Nutrition & Dietetics
Texas Education Agency (TEA)
Academy of Nutrition & Dietetics
American Red Cross
Dietary Manager’s Association

School Nutrition Association (SNA)
School Nutrition Foundation (SNF)
Texas Dept. of Health & Human Services
Tx Assoc. for School Business Officials (TASBO)
US Dept. of Agriculture (USDA)
American Heart Association
National Restaurant Association

COURSE SPONSOR GUIDELINES

Courses provided by a local TASN chapter, school district, or industry partner requires pre-approval for TASN continuing education credits. A *REQUEST FOR APPROVAL OF CERTIFICATION TRAINING* form must be submitted with these two considerations:

1. Course Content
2. Course Instructor

Request for Approval of Certification Training Course Content Guidelines

- All training sponsor applicants must complete the course approval form for each class offered.
- If you are requesting approval for multiple courses, please use the attached spreadsheet.
- If the course is part of a workshop, the approval form must be sent in at least 45 days in advance.
- If course content materials that are being used are already TASN approved, please complete Part 1 of the approval form and submit to TASN at least 45 days prior to scheduled training.
- Pre-approved course content materials are content materials provided by one of the PRE-APPROVED PROGRAMS on page 7.
- If the course content materials that are being used have not been approved by TASN, please complete Part 1 and Part 2 of the approval form and submit to TASN at least 60 days prior to schedule training.
- Course content materials that need to be approved by TASN need to be submitted to TASN via email in PDF or by regular mail. Which will be added to the TASN Curriculum Library.
- 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.
- Courses must be a minimum of 1hour. If a sponsor would like to teach a course in 15 minute increments these times must be combined on one Certificate to total a minimum of 1 hour.
- Once your course request is approved. TASN will create a Certification template for you that includes the statement: “this class has been approved by TASN.” If you choose to use your own course Certification, please submit along with this request. The template should include Professional Standard Code(s), title of course, Instructor’s name, date, that it is TASN approved, student name, and number of CEUs.
- If the class is not pre-approved by TASN HQ the class will NOT be considered for TASN Certification or Re-certification.
- Please review the list of Professional Standard Key Area Codes on the TASN website

TASN Approved Course Instructor Guidelines

Instructor must be one of the following:

- SNA or TASN Level 3 or higher & completed a course dealing with training Adult Learners within the previous 5 years. (Recommended Train the Trainer)
- Bachelor’s Degree & Resume*
- Associates Degree + 2 years School Foodservice Experience & Resume*
- 5 years’ experience in the Key Training Area assigned to teach & Resume*
- 5 years’ experience training/presenting to groups & Resume*

*Training, presenting to adult groups, and subject matter expert, should be evidenced on submitted resume. (Resume is required).

FEES

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

If an applicant applies for certification or renewal 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.

CERTIFICATION RENEWAL GUIDELINES

Renewal Certifications are issued annually. 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 Certification.

There is a grace period of 90 days from the expiration date for the member to re-certify. 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. A member may not re-certify greater than 120 days prior to their expiration date.

Maintaining Your Certification

- Your TASN Certification is valid for one year. Two months before your Certification is due to expire, TASN will mail you a renewal form. It is your responsibility to renew on time to avoid your Certification expiring.
- To keep your Certification current, you must obtain CEUs within your annual Certification period and pay your yearly renewal fee.
- Each individual is responsible for maintaining and keeping records of CEUs earned and the Key Topic Area.
- TASN will check proof of CEUs via a random audit. Only those chosen for the audit will be required to send in documentation of CEUs earned. If you are selected for an audit, a notification to send CEU documentation to TASN will be included in your annual renewal notice.
- Submit your annual renewal fee with the renewal form to TASN at least four weeks prior to expiring.
- After TASN reviews and approves your Certification renewal, you will receive notification of approval. Please allow 2-3 weeks for your renewal to be processed.
- If your renewal form is incomplete, you will receive a letter explaining what is required to maintain your Certification.
- When taking courses, it is the member's responsibility to make certain that the course counts at the level the member is working towards and applies to the USDA professional standards. Contact TASN headquarters for course questions.
- Each course certificate may only be used once per level for certification or renewal.
- All course certificates expire after 5 years, unless they are college credit (transcript) courses.
- Course certificates may not be used for certification or renewal after they have expired.
- Please submit all certificates for the level in which you are applying for in the same envelope or fax.
- Payment will 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 to receive credit for time attended.

- There is a grace period of 90 days from the certification/renewal expiration date for the member to certify for the next level or renew at the same level. If the member does not apply to certify for the next level or renew for their current level within the 90 day grace period they will be required to re-start the certification program with Level 1.

Audit Information at Renewal

TASN will check proof of CEUs via a random audit. Only those renewals chosen for the audit will be required to send in documentation of CEUs earned. If you are selected for an audit, notification to send CEU documentation to TASN will be included in your annual renewal notice.

You should ALWAYS keep a file of all training documentation in the event you are randomly selected for an audit.

NOTE: Certification in Texas Association for School Nutrition (TASN) is valid for a one-year period. To keep your Certification current, you must obtain CEUs within your annual certification period and pay your annual renewal fee.

Professional Standards Key Area List

Full List: https://fns-prod.azureedge.net/sites/default/files/cn/ps_learningobjectives.pdf

TRAINING TOPICS BY KEY AREAS

| KEY AREAS | TRAINING TOPICS |
|--|--|
| NUTRITION - 1000 | Menu Planning (1100) Nutrition Education (1200) General Nutrition (1300) |
| OPERATIONS - 2000 | Food Production (2100) Serving Food (2200) Cashier and Point of Service (2300) Purchasing/Procurement (2400) Receiving and Storage (2500) Food Safety and Hazard Analysis and Critical Control Point (HACCP) (2600) |
| ADMINISTRATION - 3000 | Free and Reduced-Price Meal Benefits (3100) Program Management (3200) Financial Management (3300) Human Resources and Staff Training (3400) Facilities and Equipment Planning (3500) |
| COMMUNICATIONS AND MARKETING - 4000 | Communications and Marketing (4100) |

Texas Association for School Nutrition

5910 Courtyard Drive # 230 Austin, TX 78731

Toll Free: 800-444-5189 Fax: 512-371-0125

Email: info@tasn.net

CERTIFICATION APPLICATION

\$ 20 per level

If applying for multiple levels, please include appropriate amount.

***Please note: Your TASN membership and certification are good for one year.**

You must renew your membership and certification 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 |
|--|-----------------------------|
| <input type="checkbox"/> Specialist/Helper/Cashier | _____ |
| <input type="checkbox"/> Manager/Asst. Manager/Trainee | _____ |
| <input type="checkbox"/> Supervisor/Director/Administrator | _____ |
| Total years of experience in school foodservice | _____ |

FORMAL EDUCATION

Check highest level completed:

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

CERTIFICATION

Last Certification Level _____ Expiration Date _____ **\$20 per Level**

(Please attach copies of your Certifications 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 Certification issued by TASN which is based upon information found to be false will be revoked and the person to whom the Certification was issued will be subject to denial of any other Certification 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

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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Email: info@tasn.net

CERTIFICATION RENEWAL APPLICATION

Applicant must be a current TASN member in order to become re-certified.

The fee for renewal is \$10.00 annually.

| 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 _____ |

I, the undersigned, **verify the accuracy of the information contained in this application and that all continuing education credits required for renewal at this level have been completed and maintained.** Furthermore, I understand that any Certification issued by TASN which is based upon information found to be false will be revoked and the person to whom the Certification was issued will be subject to denial of any other Certification 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

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):

Texas Association for School Nutrition

5910 Courtyard Drive # 230 Austin, TX 78731

Toll Free: 800-444-5189 Fax: 512-371-0125

Email: info@tasn.net

REQUEST FOR APPROVAL OF CERTIFICATION TRAINING

All training applicants must complete this form for **each** class offered. If you are requesting approval for multiple courses, please use the attached spreadsheet.

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**.

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**.

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 1 hour. If a sponsor would like to teach a course in smaller increments these times must be combined on one Certification to total a minimum of 1 hour.

Once your course request is approved. TASN will create a Certification template for you that includes the statement: "this class has been approved by TASN". **If you choose to use your own course Certification, 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 Renewal. (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/Business _____ 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:

| <u>Course Code</u> | <u>Time Class Starts and Ends</u> | <u>Total Hours</u> |
|--------------------|-----------------------------------|-----------------------------|
| 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 approved 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 _____

Instructor must be one of the following:

- SNA or TASN Level 3 or higher & completed a course dealing with training Adult Learners within the previous 5 years. (Recommended Train the Trainer)
- Bachelor's Degree & Resume*
- Associates Degree + 2 years School Foodservice Experience & Resume*
- 5 years' experience in the Key Training Area assigned to teach & Resume*
- 5 years' experience training/presenting to groups & Resume*

*Training, presenting to groups, and subject matter expert, should be evidenced on submitted resume. (Resume is required).

INSTRUCTOR

Only the approved material may be taught.

Name _____ TASN Member Number _____ Expiration Date: _____

Title _____ TASN Certification Level _____

Credentials if not TASN member/certified _____

Check if TASN Train the Trainer certified or other Adult Learner Certification (SNA or TASN Level 3 or higher)

Check if unofficial transcript or resume is included

Check if unofficial transcript or resume is on file

***After course is completed, send copy of Course Sign-in Sheets and Evaluations to TASN Headquarters.**

FOR TASN USE ONLY

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

A Certification 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 _____

MULTIPLE COURSE APPROVAL LIST

| Course Title | USDA Key Area Code | Instructor | Hours | Date of Class | Class Description | Material Resource (ICN, TDA, ESC, SELF) | NOTES (TASN use only) |
|---------------------|---------------------------|-------------------|--------------|----------------------|--------------------------|--|------------------------------|
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