



ISNA/IDOE School Nutrition Certificate Program

Frequently Asked Questions

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1. Does this certificate replace the need for a Bachelor's or Associate's degree to be hired as a Food Service Director?
 - No, it does not. USDA does not currently allow State Agencies that kind of flexibility.
 2. Is this a new program?
 - The program began in 2019, however, it is being relaunched in 2021 with updates and newly branded materials. This program was created and is recognized by ISNA and IDOE.
 3. What will this certificate do for me? Why should I enroll?
 - ISNA and IDOE will be promoting the program to Superintendents, School Business Officials, and others as a highly regarded program that they should look for when hiring or evaluating Food Service Directors.
 - All courses have been newly developed for this program and are specific to Indiana in many



instances. The material covered will assist you with your job duties.

- All courses will count toward the yearly USDA Professional Standards requirements.
- You can utilize the continuing education hours to help support the SNA Certificate Program.

4. How does this program relate to the SNA Certificate level program?

- This program is separate from the SNA Certificate program; however, all ISNA/IDOE Certificate program courses will be coded for USDA Professional Standards key areas. This will allow you to meet key area requirements for the SNA Certificate program including Nutrition, Operations, Administration and Communications and Marketing. Education hours can be counted in order to change levels in the SNA program.

5. What credentials are required to participate?

- There are no prerequisites or credentials required to participate in this program. Courses are open to all; members and nonmembers of ISNA.

6. Is this program only for Food Service Directors?

- This program is for Food Service Directors, Assistant Food Service Directors/Supervisors, and/or anyone aspiring to become a Food Service Director. Program courses will assist existing Directors and Assistants within their current roles, and will also assist aspiring Directors to advance their careers. This program will be promoted to Superintendents, School Business Officials and School Boards as a desirable qualification when hiring a Food Service Director.

7. How long will it take to complete the program?

- The program has been structured to be completed within 2 years.

8. How long will the courses be?

- All courses will be 3 hours whether in person or virtual.

9. What topics will the program courses cover?

- Marketing Your School Nutrition Program
- School Nutrition Program Expense Basics
- Facilities Planning & Management
- School Nutrition Program Revenue Basics
- Product and Inventory Management
- Financial Planning and Reporting
- School Nutrition Policies & Procedures
- Advanced Menu Planning and Production Strategies



- Planning for the Next Crisis - Keeping your Staff & Space safe
- Procurement - Beyond the Basics
- Program Accountability and Ethics
- Creating and Implementing your HACCP Plan
- Human Resource Management
- Menu Planning Regulations and Concepts
- Visionary Leadership
- Food Production and Operation Management
- USDA Foods: Background, Utilization and Strategy

10. Are all of the courses in person or will some be available online?

- Due to the current pandemic situation, courses through May 2021 will be offered virtually.
- The goal is to begin offering courses in person in June 2021, however, updates will be given due to the ever-changing pandemic situation.

11. Do the courses have to be taken in a specific order?

- No, the courses can be taken in whatever order fits your schedule.

12. What will it cost?

- There is a one-time enrollment fee of \$25. As an enrollee, you will receive preference when registering for courses. This fee also covers your certificate of completion, the use of the ISNA/IDOE Certificate Program logo for your signature line, communications to be sent to your Superintendent and School Board upon completion, and your name to be added to the list of graduates on the ISNA website.
- All courses are \$90 for ISNA members and \$130 for non-members.

13. Where can I find a course schedule?

- The course schedule for the 2021 Calendar year can be found by clicking [HERE](#) or visiting the ISNA website at www.indianasna.org (Professional Development > ISNA/IDOE School Nutrition Certificate Program)

14. Who can I contact with questions that weren't addressed in this FAQ?

- Please contact Sheri Shipp, R.D., ISNA Executive Director at sheri@indianasna.org or by calling 317-852-1985.