

# Certificate Program Application



## APPLICATION INFORMATION

(Print or type all information)

Preferred Mailing Address:  Home  Work

Check here  if membership application has been submitted and you do not already have a membership number.

**SNA Membership Number:** \_\_\_\_\_

\_\_\_\_\_  
Name (first, middle initial, last)

\_\_\_\_\_  
Preferred Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Home Phone Work Phone

\_\_\_\_\_  
Fax E-mail

Do you receive a pay increase for having a Certificate in School Nutrition?

Yes  No

### Application Fees and Documentation

Submit your application form and copies of the required documentation for the Level you are applying for to SNA.

*Place a checkmark next to the appropriate Member or Non-Member fee that pertains to the Level you are applying for.*

Level	Application Fee for Members	Application Fee for Non-Members
Level 1	<input type="checkbox"/> \$16	<input type="checkbox"/> \$61
Level 2	<input type="checkbox"/> \$20	<input type="checkbox"/> \$73
Level 3	<input type="checkbox"/> \$30	<input type="checkbox"/> \$180

### Declaration

I declare that all the information I have provided is true to the best of my knowledge. I understand that SNA reserves the right to verify any or all information in this application or in connection with my certificate. Therefore, I understand and agree that my failure to provide information that is true, respond to authorized SNA requests for additional information or abide by SNA policies and procedures shall constitute grounds for rejection of my application or denial or revocation of my certificate.

\_\_\_\_\_  
Signature Date

### Payment

Total Payment Enclosed \$ \_\_\_\_\_  Check  Money Order  
 VISA  MasterCard  
 American Express

\_\_\_\_\_  
Credit Card Number Expiration Date

\_\_\_\_\_  
Signature

**Make check or money order payable to SNA. Mail your application, payment and documentation to: SNA, P.O. Box 759297, Baltimore, MD 21275-9297 or fax your application, credit card information and documentation to: (301) 686-3115.**

**NOTE: Please allow 4 -6 weeks for your application to be processed. The application fee is non-refundable. If your application is incomplete, you will receive a letter listing additional documentation needed to earn your Certificate and you will have 30 calendar days to submit the documents to SNA. If SNA received your documents after 30 calendar days, you will have to re-submit the entire application and pay the initial certification fee again.**

**MAKE A PHOTOCOPY OF YOUR APPLICATION FOR YOUR RECORDS. Please call the SNA Service Center at (800) 877-8822 or email us at [certsns@schoolnutrition.org](mailto:certsns@schoolnutrition.org) with any questions. SAVE MONEY! Become a member of SNA when you apply for a certificate. For a membership application, call the Service Center at (800) 877-8822.**

## Certificate Application Checklist

- Complete and sign the application form.
- Enclose check, money order or complete credit card information on the application form.
- Enclose a copy of your high school diploma/ GED for Level 2.
- Enclose a copy of your high school diploma/ GED or college transcript for Level 3.
- Enclose a copy of your required documentation for all Levels.

Mail the application form, payment and all documentation to:

**SNA, PO Box 759297,  
Baltimore, MD 21275-9297**

## Certificate Renewal Process

To stay current you must obtain continuing education units (CEUs) and pay the appropriate renewal fee for your level annually (see table). Effective July 1, 2015, the number of CEUs required to renew are based on USDA Professional Standards and your member type. For more information about how to obtain CEUs and the number required please visit: [www.schoolnutrition.org/certificate](http://www.schoolnutrition.org/certificate).

## Annual Certificate Renewal Rates

Level	Member	Non-Member
Level 1	\$10	\$55
Level 2	\$11	\$65
Level 3	\$13	\$165

**Note:** Annual fees are subject to change at any time.

## Maintaining Your Certificate

- Your SNA Certificate is valid for one year. Three months before your certificate is due to expire, SNA will mail you a renewal form. It is your responsibility to renew on time to avoid your certificate being cancelled.
- You must complete the required number of CEUs during your annual period.
- Each individual is responsible for maintaining and keeping records of CEUs earned.
- SNA 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, notification to send CEU documentation to SNA will be included in your annual renewal notice.*
- Submit your annual renewal fee with the renewal form to SNA at least four weeks prior to expiring.
- After SNA reviews and approves your certificate renewal, you will receive notification of approval. *Please allow 4–6 weeks for your renewal to be processed.*
- To show your school district that you obtained your certificate, you can print a copy from the My Account section of [www.schoolnutrition.org](http://www.schoolnutrition.org).
- If your renewal form is incomplete, you will receive a letter explaining what is required to maintain your certificate.
- In order to pay the member renewal rate, your SNA membership status must be active during your entire certificate period. If your membership status was inactive at any point, you will be required to pay the non-member rate.



## Certificate Program Reinstatement

- Individuals who have lapsed can reinstate their certificate within 90 days of expiring.
- If a certificate expires, SNA will mail a reinstatement notice with instructions.
- In addition to a renewal fee, a reinstatement fee must be paid to re-activate a lapsed certificate:

Level	Annual Member Renewal	Reinstatement	Total
Level 1	\$10	\$16	\$26
Level 2	\$11	\$20	\$31
Level 3	\$13	\$30	\$43

- Submit documentation of CEUs earned during the annual certificate period (mandatory audit).

*Upon approval of your reinstatement, SNA will send you a verification letter explaining responsibilities and procedures for renewal. Please allow 4–6 weeks for your reinstatement to be processed.*

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