

Moving From Level 2 to Level 3

Moving From Level 2 to Level 3		Do I Meet The Requirements?
Academic Experience	High School Diploma/GED	
*Additional Key Area Requirement (Please review the Key Area Course Suggestion Table on page 5)	✓ 15 Hours in Key Area 1—Operations	
	✓ 20 Hours in Key Area 2—Nutrition	
	✓ 10 Hours in Key Area 3—Administration AND Key Area 4—Communications/Marketing	
	✓ 15 Hours in General Electives (Can complete courses in any of the four Key Areas)	
Total Hours	Additional 60 Hours	
*If using college courses to move from Level 2 to Level 3, please use the Conversion Table for College Credits on page 11 to determine how many Key Area hours each college credit is worth.		

Place a check (✓) next to each that apply.

OR

Moving From Level 2 to Level 3

Moving From Level 2 to Level 3		Do I Meet The Requirements?
Academic Experience	Some College Credit	
Additional College Credit Requirement	Key Area 1—Operations ✓ 3 College Credits such as Food Safety/HACCP/Sanitation/Food Science	
	Key Area 2—Nutrition ✓ 3 College Credits such as Nutrition/Feeding Children with Special Needs/Community Nutrition	
	Key Area 3—Administration AND Key Area 4—Communications/Marketing ✓ 3 College Credits such as Foodservice Management/Leadership/Marketing/Accounting	
Total College Credits	9 College Credits	

Place a check (✓) next to each that apply.

Note: College courses can be used for moving from one level to the next regardless of how many years ago they were taken. Key Area hours completed by attending programs/workshops cannot date back further than five years of the date you apply to move from one level to the next and must be at least 2 hours of active instructional time.

Course documentation used to meet the initial certification Level cannot be used to move up to another Level.