

What You Need to Submit for Documentation

Now that you have read through the requirements for Trainer Certification, you are ready to submit your completed application, payment and documentation to SNA.

Trainer Certification Application:

Complete the Trainer Certification Application and submit with the application fee.

Professional Experience:

Submit two letters of recommendation from your current employer, former employer or customers, indicating your experience as a trainer.

Credential/Academic Experience:

Submit a copy of your proof of Level 3 Certification, SNS, RD, Associates, Bachelors, Masters or PhD in a related field (*copy of certificates or college degree.*)

Course Requirement Documentation:

Submit a copy of your certificates of completion for each of the required courses. The certificates must show the course title, date of completion, number of approved hours and instructor's signature.

NOTE: *Courses cannot date back further than five years of the date you apply for Trainer Certification. Adult Education Training college course can be used for Trainer Certification regardless of how many years ago it was taken.*

For a listing of Nutrition Education Courses offered online, please visit SNA's School Nutrition University (SNU) website at www.snuniversity.org.

Trainer Certification Annual Maintenance

Trainers will maintain their certification by paying an annual maintenance fee (\$50 for members and \$145 for non-members) that will be assessed yearly—3 months prior to the anniversary date of their Trainer Certification expiration.

Trainer Certification—Renewal

Once you become a Certified Trainer, you also have to renew every 3 years. You must teach at least 1 class within your 3 year period. Three months prior to your Trainer Certification expiration date, SNA will mail you a letter and renewal application. To renew, submit your renewal form, payment and documentation for the class which includes an agenda listing the objectives, date, time, location and class evaluation forms. In order to pay the member rate for the renewal fee, you must be an active SNA member during your entire Trainer Certification period. If you are an inactive member for anytime, you will be required to pay the non-member rate.

Note: *As of August 1, 2008, all current Healthy EDGE Trainers were grandfathered into the new Trainer Certification Program and have a Trainer Certification expiration date of July 31, 2011.*

Trainer Certification—Renewal

Member Renewal Fee

\$50.00

Non-Member Renewal Fee

\$145.00

Documentation

**Must have taught at least
1 class within 3 years to be
eligible to renew.**