



## 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.*

**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.**