

**Arkansas Department of Education
Division of Elementary and Secondary Education
Child Nutrition Unit
Manager Certification Program**

Administration:

The Arkansas Department of Education (ADE), Division of Elementary and Secondary Education (DESE), Child Nutrition Unit (CNU) administers the Arkansas Child Nutrition Manager Certification Program.

Definition of Child Nutrition Manager:

Directly supervises the food service program in one or more schools. Managers are expected to resolve most problems that arise in the operation of a school kitchen/cafeteria. Managers receive general supervision from the district Child Nutrition Director and directly supervise employees in the school child nutrition / food service program.

Certification Requirements:

- **Educational Requirements:**

Before certification is awarded, participants must provide a copy of a high school diploma or GED (transcripts will also be accepted) to the Child Nutrition Unit. Participants may enroll and attend Part 1 and Part 2 of Manager Certification Training prior to submitting documentation. However, documentation of educational requirements must be submitted with the completed "Manager Evaluation for Certification" at the end of the year of on-the-job training, which occurs the school year after completing Part 2.

- **Manager's Certification Basic Course Requirements:**

Successful completion of the following classes provided in Part 1 and Part 2 of Manager Certification Training is required for Manager Certification:

- Introduction to Child Nutrition
- Food Safety
- Human Resources
- Production Records
- Technology 101
- Child Nutrition 101
- Ethics and Professionalism in Child Nutrition
- Basic Culinary Math
- Food Science Course and Culinary Techniques Labs
- Kitchen Efficiency
- Management 101
- Online Institute of Child Nutrition eLearning Course - Nutrition 101
- Online Institute of Child Nutrition eLearning Course – Marketing for Child Nutrition

- **Attendance Requirements:**

All classes must be completed to receive credit for the course. A maximum of 2 excused absences are allowed during the two-week Part 1 workshop. No excused absences are allowed in the streamlined, one-week, Part 2 workshop. Illness or deaths in the family are the only reasons for an excused absence. All absences must be excused and documented by the attendance official for the workshop. An unexcused absence or exceeding the maximum allowed absences will result in the participant being required to repeat the workshop. COVID accommodation: In 2021 training will be offered virtually via ZOOM. Attendance will be monitored and documented by logging-in via an individual district email address for each session and remaining engaged throughout the presentation (video on).

- **One-year “on-the-job” Training Requirements:**

After completing Manager Certification Training Part 1 and Part 2, participants must complete one year of on-the-job training as a Child Nutrition Manager or Assistant Manager. To confirm success as a manager or assistant manager, the participant must receive a recommendation from their immediate supervisor. An evaluation form is emailed to the immediate supervisor in August following the completion of one school year of on-the-job training (14 months after attending Part 2).

Continuing Certification Requirements:

Each certified manager must attend Manager Recertification Training provided by the Child Nutrition Unit, within 6 years of the initial certification and every 6 years thereafter. Currently, the Recertification Training workshop is offered in odd numbered years. Managers that are certified in even years will be required to attend their first Recertification training after 5 years.

If a certified manager does not meet the continuing certification requirements, the manager must successfully complete both Part 1 of the Manager Certification and Recertification Training before certification will be renewed.

COVID Accommodations: Due to training not being available in 2020, new managers and directors, including those previously in the certification process, were granted a grace year and will continue their training in 2021 at the point where they paused due to COVID.

Required documentation to be certified as a manager (August 2022):

- ✓ Complete evaluation form submitted and signed by supervisor
- ✓ A recommendation for certification from supervisor
- ✓ Copy of high school diploma, GED, higher education diploma, or transcript (high school or college)
- ✓ Copy of completion certificates for the Institute of Child Nutrition courses:

- Nutrition 101
- Marketing Your School Nutrition Programs