



Child Nutrition Director

Established in 1998, the MSBO Voluntary Certification Program supports the ongoing professional development of school business officials. The program is a mark of distinction that reflects professional achievement and demonstrates a person's dedication to his/her profession.

This voluntary certification program is sponsored by Michigan School Business Officials (MSBO), in cooperation with School Nutrition Association of Michigan (SNAM) and Michigan Department of Education (MDE).

Benefits of Child Nutrition Director Certification

The Child Nutrition Director (CND) certification:

1. provides access to information and training that is specific to Federal and State (Michigan) laws and regulation.
2. provides resources for quality child nutrition programs in Michigan schools; and
3. provides a basis for advancing professionalism of Child Nutrition Directors in Michigan Schools.

The CND Program

MSBO certification courses provide a great deal of information in a short time. They are intended to cover major points about their respective topics, offer an opportunity for questions and discussion, and provide resource information for future use.

Our recommended beginning course for Child Nutrition Director Certification is School Meals Program Requirements through MDE or School Food Service Basics through SNAM. Although anyone may benefit from this or other individual certification courses, the full program is generally intended for Child Nutrition Directors in their first 1-5 years of employment. However, any person employed in food service who meets the stated requirements may receive Child Nutrition Director Certification. There is no requirement for holding a particular position in a school district.

Requirements

This program and the courses listed have been created and reviewed by the Food Services Committee and Professional Development Committee of MSBO. An applicant for certification must be a member of MSBO.

Read the reverse side of this sheet for a listing of certification courses that are offered through MSBO, MDE and the Statewide Training Program for School Nutrition Professionals through SNAM. In some circumstances, courses from other sources may be counted toward MSBO certification. Please be aware that some courses and/or requirements may change. MSBO and the committees that created this program continue to evaluate plans and make minor modifications as deemed appropriate



MSBO Voluntary Certification Program

MSBO's Certification Program Benefits:

- Provides access to information needed to succeed in your job.
- Offers practical overviews of key areas of law, regulations and practices.
- Identifies resources for information that may be utilized at a later time.
- Assures a quality curriculum is developed and monitored by the MSBO Professional Development Committee.
- Uses experienced practitioners to teach classes.
- Offers seminars at regular intervals and reasonable prices.
- Uses adult learning principles and provides a learning environment where colleagues can share experiences and information.
- Coordinates with the SNA Level I and Level II certification requirements

Go to www.msbo.org for more information about the MSBO Voluntary Certification Program for School Business Officials.

Questions?

Contact Debbie Kopkau:
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Child Nutrition Director (CND) Course Descriptions

The following courses must be completed:

Course Title	Offered by	Hours
Financial Management Sound financial principles are identified as the primary foundation of child nutrition programs. Materials, case studies and work sheets cover revenue, expense, balance sheets, meal equivalents, meals per labor hour, pricing, and budgets.	SNAM #415	4
Food Service Program Accountability Develop a comprehensive internal audit/evaluation system for reviewing all aspects of your food service program. Learn how to perform audits in all areas to ensure compliance of local, state, and federal regulations and guidelines, including policies and agreements that govern food service operations.	MSBO	3
Labor Relations/Employment Law Understand the major state and federal employment laws that apply to public schools. Learn about collective bargaining, wage and hour, discrimination, COBRA, Family Medical Leave Act and other state and federal retirement issues.	MSBO	6
Nutrition I Learn essential nutrition facts, understand the Dietary Guidelines for Americans, and discover more about sodium, sugar, fat, cholesterol, and weight management.	SNAM #180	10
Wrap-up/Ethics Celebrate completion of your certification program! Reflect on what you have learned and your role in the educational process and your school district. This class can be taken only if you are two classes or less from completing your certification (not counting the Wrap-Up/Ethics Session).	MSBO	2
Elective Any class can be taken in any of the other certification tracks or designates as such.	SNAM/MDE/MSBO	3
Total = 28 hours		

Program Details:

To obtain the Child Nutrition Director (CND) certification, you must complete 61-63 hours within a three-year time period. The courses which must be taken to meet the requirements are listed on this page. By completing the outline of courses, participants will also be able to achieve SNA Level I certificate and be well on their way to SNA Level II certification.

To locate and register for courses visit:

www.msbo.org

www.michigansna.org

www.michigan.gov/mde

<https://www.michigan.gov/mde/services/food/cep/topics/training>

Select one of the **Communications** courses from the following list:

Course Title	Offered by	Hours
Effective Communications Learn techniques and strategies to send clear messages, create credibility, and develop strategic communications programs that are effective for your school district.	MSBO	3
Team Leadership Learn how to match your leadership style with the culture of the organization. Matching leadership style to the cultural landscape will allow you to increase your productivity, decrease communication problems and strengthen your conflict management skills.	MSBO	3
Conflict Resolution Learn about conflict, how individuals handle it, causes and values, characteristics of conflict resolution styles, and ways to practice more effective skills for listening and building rapport.	SNAM #143	3
Total=3 hours		

Select one of the **Food Safety** courses from the following list:

Course Title	Offered by	Hours
Sanitation and Food Safety Understand Michigan Food Law 2007, foodborne illnesses, requirements for providing safe and sanitary equipment, pest prevention, and Hazard Analysis and Critical Control Points.	SNAM #130	10
ServSafe® ServSafe® is a food safety certification program sponsored by the National Restaurant Association Education Foundation. It meets local, state, and national certification requirements.	SNAM #132	12
Total=10 or 12 hours		

Select one of the **Meal Basics** courses from the following list:

Course Title	Offered by	Hours
Core Competencies Training for New Directors Overview of school nutrition programs, including regulations and requirements needed to operate the programs. A year-long virtual class that meets monthly.	MDE	20
Targeted Training for School Nutrition Professionals (10 hours) Two-day-class that focuses on completing the meal component certification tool. Additional topics include Meal Patterns, Production Records, Product labels, Meal Counting/Claiming, Offer Vs Serve, Student Eligibility, Professional Standards requirements, and other school nutrition topics. This class must be completed along with one of the options below:	MDE	10
A. SNAM 100 School Nutrition Basics (10 hours)	MDE	10
B. Tuesday at 2 pm with MDE (10, 1-hour sessions) on various topics scheduled virtually throughout the school year		
Total= 20 hours		

Continuing education hours are 90 hours within a five-fiscal-year period.

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