

School Nutrition Association

Professional Standards Training Guidelines



Professional
Standards



May 2016



Professional Standards



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Professional Standards



Overview

The United States Department of Agriculture (USDA) has established minimum Professional Standards for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.

The standards are a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) and went into effect on July 1, 2015. The standards provide minimum education standards for new State and local school nutrition directors as well as annual training requirements for all school nutrition professionals.

SNA Credentialing and Certificate Programs

SNA's Certificate in School Nutrition and School Nutrition Specialist (SNS) Credential are aligned with USDA Professional Standards.

For more information, visit: www.schoolnutrition.org/certificate

www.schoolnutrition.org/Credentialing

Annual training for USDA Professional Standards counts toward continuing education requirements for maintaining your SNA certificate and credentialing status.

1 SNA Continuing Education Unit (CEU) = 1 hour of training for USDA Professional Standards

Purpose of SNA's Professional Standards Training Guidelines

These recommended guidelines are for SNA members and SNA State Affiliates to consider when planning training programs. Since State Agencies ultimately monitor compliance during the 3 year Administrative Review period, SNA encourages operators and SNA state affiliates to direct questions or concerns to their respective State Agencies for clarification purposes.

- ✔ Included in these guidelines are the USDA Professional Standards Learning Objectives, organized by key area and linked to specific codes.
- ✔ Additionally, SNA has created a grid that includes the USDA Professionals Standards coded topics (organized by key area) as a quick reference guide.



Professional Standards



USDA Professional Standards Required Annual Hours of Training

The USDA Professional Standards annual training requirements are being phased-in for School Year 2015-16 per the chart below.

Professional Standards Annual Training Hours Required	SY 2015-16	SY 2016-17
Directors	8 hours	12 hours
Managers	6 hours	10 hours
Staff	4 hours	6 hours
State Agency Directors	8 hours	15 hours
Staff (less than 20 hours)	4 hours	4 hours

Consistent with SNA's professional development programming, training for USDA Professional Standards must be in all or one of the 4 key areas listed below, depending on the individual's training goals.

Key Area 1: NUTRITION (1000)

Key Area 2: OPERATIONS (2000)

Key Area 3: ADMINISTRATION (3000)

Key Area 4: COMMUNICATIONS & MARKETING (4000)

In the final rule, USDA lists suggested topics for each level (staff, managers, directors and state agency directors), however these are suggested topics. The specific training plan and topics should be determined by the supervisor or the employee/staff with their manager/supervisor. The most important consideration is if the training is relevant to the person's job or to the next role that individual may be working towards.

Coding of Training

- ✔ SNA encourages SNA state affiliates and anyone that oversees training to code and categorize training specifically into **one** USDA Professional Standards subtopic. Subtopics should not be categorized in the broader title topics (ending in 00 and shown in yellow throughout this document).
 - Coding is not mandatory for SNA (or for USDA) but it is strongly encouraged by SNA to help operators easily identify training categories.
- ✔ If it is difficult to distinguish one specific subtopic, please review the USDA Professional Standards Learning Objectives for further clarification.
- ✔ There may also be some topics that do not fall into any of the key areas (i.e. State Association Planning Tips, Association Bylaws etc.) These do not count toward USDA Professional Standards or the SNA Certificate and Credentialing programs.



Professional Standards



Professional Standards Training Hub



All the requirements in one place



Training tracking tools



New learning plans for school nutrition staff
See additional information below.



Guidelines for coding training

www.schoolnutrition.org/ProfessionalStandards

(Member Login Required)

Tracking

SNA recommends training providers create a training tracking spreadsheet with coding for each of your training sessions. Attendees can use the tracking sheet to easily track and identify the specific USDA Professional Standards topics they are obtaining.

SNA has developed a [tracking spreadsheet for your use](#). The spreadsheet comes prepopulated, via dropdown menu, with all of the Professional Standards Key Areas, Topics and Subtopics. Simply add your training then choose the correct code from the dropdown list.

USDA has also developed a Training Tracking Tool available at:

<http://professionalstandards.nal.usda.gov/content/professional-standards-information>

NEW! Professional Standards Learning Plan

The Learning Plan provides a method of tracking for supervisors managing staff and their training. Prepopulated with a suggested course list, the plan provides you with courses for every level of staff along with links for quick access to training. Visit the [Professional Standards Training Hub](#) and click on Learning Plan to start utilizing this tool.

Disclaimer

These guidelines are based on available information from USDA and every effort has been made to ensure that these guidelines are accurate. However, SNA is not responsible for alignment of the guidelines with USDA information as USDA may choose to update information at any time.



Professional Standards



SNA is your resource for Professional Standards!

The Professional Standards Learning Objectives lists training topics in the four key areas of Nutrition, Operations, Administration and Communications & Marketing. Each Key Area has several key topics and specific training subtopics with objectives that will assist those who are planning or taking training.

This document has been created by SNA as a member resource.

Key Areas & Key Topics

Key Area 1: NUTRITION (1000)

- ✓ Menu Planning (1100)
- ✓ Nutrition Education (1200)
- ✓ General Nutrition (1300)

Key Area 2: OPERATIONS (2000)

- ✓ Food Production (2100)
- ✓ Serving Food (2200)
- ✓ Cashier & Point of Service (2300)
- ✓ Purchasing/Procurement (2400)
- ✓ Receiving & Storage (2500)
- ✓ Food Safety & HACCP (2600)

Key Area 3: ADMINISTRATION (3000)

- ✓ Free & Reduced Price Meal Benefits (3100)
- ✓ Program Management (3200)
- ✓ Financial Management (3300)
- ✓ Human Resources & Staff Training (3400)
- ✓ Facilities & Equipment Planning (3500)

Key Area 4: COMMUNICATIONS & MARKETING (4000)

- ✓ Communications & Marketing (4100)



Learning Objectives

Key Area 1: NUTRITION (1000)

KEY TOPIC: MENU PLANNING (1100)

Employee will be able to effectively and efficiently plan and prepare standardized recipes, cycle menus, and meals, including the use of USDA Foods, to meet all Federal school nutrition program requirements, including the proper meal components.

Subtopics

- 1110 - Plan menus that meet USDA nutrition requirements for reimbursable meals, including calculating meal components.
- 1120 - Plan cycle menus that meet all rules. Consider cost, equipment, foods available, storage, staffing, student tastes, and promotional events.
- 1130 - Utilize local food sources, especially Farm to School, when possible.
- 1140 - Write standardized recipes, and use Food Buying Guide.
- 1150 - Analyze menus for school meal pattern requirements.
- 1160 - Plan meals to accommodate students requiring special diets, including food allergies.
- 1170 - Plan for effective use of USDA Foods.

KEY TOPIC: NUTRITION EDUCATION (1200)

Employee will be able to utilize resources to prepare and integrate age/grade appropriate nutrition education curriculum with school nutrition program.

Subtopics

- 1210- Plan age/grade appropriate nutrition education activities using USDA Team Nutrition materials when possible.
- 1220- Integrate nutrition education curriculum with school nutrition program, utilizing the cafeteria as a learning environment. (Including Team Nutrition resources).
- 1230- Support school gardens as a means to nutrition education.



KEY TOPIC: NUTRITION (1300)

Employee will be able to understand the Dietary Guidelines for Americans, USDA food guidance concepts and general nutrition principles.

Subtopics

- 1310- Relate the Dietary Guidelines and USDA food guidance (such as MyPlate) concepts to the goals of the school nutrition programs.
- 1320- Understand general nutrition concepts that relate to school meals, such as whole grains, sodium, etc.

Key Area 2: OPERATIONS (2000)

KEY TOPIC: FOOD PRODUCTION – 2100

Employee will be able to effectively utilize food preparation principles, production records, kitchen equipment, and food crediting to prepare foods from standardized recipes, including those for special diets.

Subtopics

- 2110- Understand and effectively prepare food using a standardized recipe.
- 2120- Complete a food production record and other required paperwork.
- 2130- Develop culinary skills necessary for school meal preparation.
- 2140- Properly use and care for equipment.
- 2150- Understand CN labeling, product formulation statements and/or appropriate crediting information for school meal pattern.

KEY TOPIC: SERVING FOOD – 2200

Employee will be able to correctly and efficiently serve food portions to meet all USDA school meal pattern requirements and encourage healthy food selections including those for special diets.

Subtopics

- 2210- Identify/serve portions of food items according to USDA school meal pattern requirements and diet restrictions.
- 2220- Use Offer Versus Serve correctly.
- 2230- Serve food to maintain quality and appearance standards.
- 2240- Manage serving lines for clean and efficient operation.



KEY TOPIC: CASHIER AND POINT OF SERVICE – 2300

Employee will be able to efficiently operate and utilize a Point of Service (POS) system, ensuring correct application of reimbursable meal components, Offer Versus Serve, and confidential student eligibility identification in a financially responsible manner.

Subtopics

- 2310- Count reimbursable meals according to meal pattern requirements (including Offer versus Serve) and eligibility status.
- 2320- Use financial responsibility at Point of Service.
- 2330- Apply proper measures to prevent overt identification of students receiving free or reduced price meals.

KEY TOPIC: PURCHASING – 2400

Employee will be able to effectively and efficiently implement purchasing procedures and practices in order to appropriately and best utilize supplies and USDA Foods to meet menu requirements and comply with all Federal, State, and local regulations.

Subtopics

- 2410- Develop product specifications to best meet menu requirements.
- 2420- Solicit, receive and evaluate bids for award in compliance with Federal, State, and local regulations.
- 2430- Purchase food, supplies, and equipment through vendors, meeting school district specifications in compliance with Federal, State, and local procurement regulations and availability of USDA Foods.
- 2440- Generate food and supply orders.
- 2450- Identify possible cooperative purchasing groups and geographic preference options.
- 2460- Develop and monitor contract(s) with foodservice management company and/or others.



RECEIVING AND STORAGE – 2500

Employee will be able to ensure proper inventory management including correct delivery and storage of inventory, and that which has been placed on hold or recalled.

Subtopics

- 2510- Develop processes for inventory management.
- 2520- Apply safe and effective inventory receiving and storage procedures.
- 2530- Understand hold and recall procedures.

FOOD SAFETY AND HACCP TRAINING – 2600

Employee will be able to effectively utilize all food safety program guidelines and health department regulations to ensure optimal food safety.

Subtopics

- 2610-Practice a HACCP-based program.
- 2620-Practice general food safety procedures.
- 2630-Practice Federal, State, and local food safety regulations and guidance.
- 2640-Promote a culture of food safety behaviors in the school community.

Key Area 3: ADMINISTRATION (3000)

FREE AND REDUCED PRICE MEAL BENEFITS – 3100

Employee will be able to effectively certify, process, and verify free and reduced price meal eligibility benefits in accordance with Federal and State regulations related to nutrition programs. Understand and apply Community Eligibility (CE) to eliminate the administrative burden of school meal applications and be able to serve meals at no charge.

Subtopics

- 3110-Certify, process, and verify free and reduced price meal eligibility benefits in compliance with Federal regulations.
- 3120-Understand and practice direct certification procedures practiced by your state.
- 3130- Understand and apply Community Eligibility (CE).



PROGRAM MANAGEMENT – 3200

Employee will be able to effectively manage staff and resources; prepare for yearly Administrative Reviews, emergency programs; and utilize Standard Operating Procedures (SOP).

Subtopics

- 3210-Manage staff work including scheduling.
- 3220-Oversee Standard Operating Procedures for routine operations.
- 3230-Evaluate and utilize resources to promote a healthy school environment.
- 3240-Develop and implement emergency and disaster plans as needed.
- 3250-Manage water, energy, and waste.
- 3260-Prepare for yearly Administrative Reviews.

FINANCIAL MANAGEMENT – 3300

Employee will be able to manage procedures and records for compliance with Resource Management with efficiency and accuracy in accordance with all Federal, State, and local regulations, as well as the Administrative Review.

Subtopics

- 3310-Implement a system of checks and balances to ensure accuracy and integrity of meal counting and claiming, funds collected, and record keeping.
- 3320-Establish and document appropriate accounting procedures for all revenues and expenses, ensuring that all procedures comply with Federal, State, and local regulations and Administrative Review.
- 3330-Prepare a budget that appropriately reflects financial goals.
- 3340-Analyze financial statements and accounting procedures to make informed financial decisions and ensure alignment with budget and regulations.
- 3350-Recommend prices for meals and other food items to district authorities, maintaining compliance with Federal, State, and local guidelines.
- 3360-Communicate financial goals, status and other data to appropriate district and State authorities.



HUMAN RESOURCES AND STAFF TRAINING – 3400

Employee will be able to implement human resources management practices through maintenance and familiarity with current personnel policies and procedures and support employees through training and retention strategies.

Subtopics

- 3410-Understand and apply human resource management practices.
- 3420-Implement current personnel policies and procedures.
- 3430-Develop employee training plans, including a plan for tracking training.
- 3440-Implement a system for retention, promotion and recognition.
- 3450-Foster employee health, safety, and wellness.

FACILITIES AND EQUIPMENT PLANNING – 3500

Employee will be able to evaluate school nutrition program equipment and facilities to ensure maximum efficiency and availability of healthy food choices.

Subtopics

- 3510-Evaluate/plan facilities and equipment to meet program goals.
- 3520-Maintain plans for purchasing and maintaining equipment.

Key Area 4: COMMUNICATIONS & MARKETING (4000)

Employee will be able to develop plans that include involvement with school and community members, empower school nutrition leaders and address excellent customer service.

Subtopics

- 4110-Develop strategic plans and marketing plans that reflect program goals and enhance interaction with stakeholders.
- 4120-Promote the Child Nutrition Program.
- 4130-Empower school nutrition staff to provide excellent customer service.
- 4140-Develop communications skills.
- 4150-Communicate within the school and to the community through multiple approaches to inform and educate stakeholders.
- 4160-Create an environment that engages students to select and consume healthy foods with minimum waste, including Smarter Lunchroom techniques.



SNA's Professional Standards Training Tracking Tool

	A	B	C
1	TRAINING TRACKER		
2			
3			
4			
5			
6			
7			
8			
9			

SNA developed a professional standards training tracking tool in Excel for to track your individual training. This tracking document has been prepopulated with dropdown menus containing all the Key Areas, Key Topics and Subtopics.

To download this tool, please visit:
schoolnutrition.org/professionalstandards

- ✔ Please send questions regarding Professional Standards to education@schoolnutrition.org.
- ✔ For additional information on the United States Department of Agriculture's Professional Standards for school nutrition employees, please visit: www.professionalstandards.nal.usda.gov

Additional Training Codes

- ✔ The following grid provides a list of Professional Standards training topics by key area.
- ✔ The column on the left features the original USDA Professional Standards topics and codes.
- ✔ The column on the right codes additional topics that may count toward Professional Standards.

Training Grid

Listed by Key Area, Key Topic and Subtopic

KEY AREA 1: (1000) NUTRITION					
(1100) Menu Planning	(1200) Nutrition	(1300) General Nutrition			
(1110) USDA Nutrition Requirements	(1210) Nutrition Activities	(1310) Dietary Guidelines for Americans, MyPlate & School Nutrition			
(1120) Cycle Menus	(1210) Nutrition Activities	(1320) General Nutrition			
(1130) Local Foods – Farm to School	(1220) Classroom & Cafeteria Integration				
(1140) Standardized Recipes	(1230) School Gardens				
(1150) Menu Analysis					
(1160) Special Diets, Including Food Allergies					
(1170) USDA Foods					
KEY AREA 2: (2000) OPERATIONS					
(2100) Food Production	(2200) Serving Food	(2300) Cashier & Point of Service	(2400) Purchasing/ Procurement	(2500) Receiving & Storage	(2600) Food Safety & HACCP
(2110) Standardized Recipes	(2210) Portion Sizes/ Special Diets	(2310) Reimbursable Meals	(2410) Product Specifications	(2510) Inventory Management	(2610) HACCP
(2120) Food Production Records	(2220) Offer VS Serve	(2320) POS Financial Responsibility	(2420) Bid Solicitation & Evaluation	(2520) Receiving & Storage	(2620) Food Safety – General
(2130) Culinary Skills	(2230) Maintaining Food Quality & Appearance	(2330) Free or Reduced Identification	(2430) Purchase Food, Supplies & Equipment	(2530) Hold & Recall	(2630) Federal, State & Local Food Safety Regulations
(2140) Use & Care of Equipment	(2240) Serving Lines		(2440) Food & Supplies Orders		(2640) Food Safety Culture
(2150) CN Labeling, Crediting			(2450) Cooperative Purchasing Groups		
			(2460) Contracts with FS Management Co.		
KEY AREA 3: (3000) ADMINISTRATION					
(3100) Free & Reduced Price Meal Benefits	(3200) Program Management	(3300) Financial Management	(3400) Human Resources & Staff Training	(3500) Facilities & Equipment Planning	
(3110) Eligibility	(3210) Staff Management	(3310) Meal Counting, Claiming, Managing Funds	(3410) Human Resources Management	(3510) Facility & Equipment Planning	
(3120) Direct Certification	(3220) Standardized Operating Procedures	(3320) Compliance with Regulations/Policies	(3420) Policies & Procedures	(3520) Equipment Purchasing & Maintenance	
(3130) Community Eligibility (CE)	(3230) Healthy School Environment	(3330) Budgets	(3430) Training Plans & Tracking		
	(3240) Emergency Plans	(3340) Financial Analysis	(3440) Retention, Promotion & Recognition		
	(3250) Water, Energy & Waste	(3350) Pricing	(3450) Employee Health, Safety & Wellness		
	(3260) Administrative Review	(3360) Communicate Financial Information			
KEY AREA 4: (4000) COMMUNICATIONS & MARKETING					
(4100) Communications & Marketing					
(4110) Strategic & Marketing Plans					
(4120) Program Promotion					
(4130) Customer Service					
(4140) Communication Skills					
(4150) School & Community Communication					
(4160) Smarter Lunchrooms Techniques					



KEY AREA 1 - (1000) NUTRITION	
USDA Professional Standards	Coding for Other Training Topics
KEY TOPIC - (1100) Menu Planning	
Subtopic Codes	
(1110) USDA Nutrition Requirements	(1110) USDA Menu Planner
	(1110) Smart Snacks & Competitive Foods
(1120) Cycle Menus	
(1130) Local Foods - Farm to School	
(1140) Standardized Recipes	(1140) Standardized Recipes
	(1140) Whole Grains Recipes
	(1140) Chef-Inspired Recipes
(1150) Menu Analysis	(1150) Menu Planning & Analysis
	(1150) Menus with Reduced Sodium
(1160) Special Diets, Including Food Allergies	(1160) Special Diets
	(1160) Food Allergy
	(1160) Food Intolerance
(1170) USDA Foods	(1170) USDA Foods & Menus
(1200) Nutrition	
Subtopic Codes	
(1210) Nutrition Activities	(1210) Nutrition Education
(1220) Classroom & Cafeteria Integration	(1220) Implementing Breakfast in the Classroom
	(1220) Other Breakfast Options - Breakfast After the Bell, Second Chance Breakfast
	(1220) The Importance of Fresh Fruits & Vegetables
(1230) School Gardens	



KEY AREA 1 - (1000) NUTRITION	
USDA Professional Standards	Coding for Other Training Topics
(1300) General Nutrition	
Subtopic Codes	
(1310) Dietary Guidelines for Americans, MyPlate & School Nutrition	(1310) MyPlate
(1320) General Nutrition	(1320) Child Nutrition
	(1320) Community Nutrition
	(1320) Family Nutrition
	(1320) Human Nutrition
	(1320) Nutrients
	(1320) Nutrition
	(1320) Vitamins & Nutrients
	(1320) Food Science
	(1320) Understanding Whole Grains
KEY AREA 2 - (2000) OPERATIONS	
USDA Professional Standards	Coding for Other Training Topics
(2100) Food Production	
Subtopic Codes	
(2110) Standardized Recipes - Planning, Preparation & Service	(2110) Quantity Food Preparation
(2120) Food Production Records	(2120) Food Production
(2130) Culinary Skills	(2130) Culinary Techniques
	(2130) Food Preparation
	(2130) Weights & Measurements



KEY AREA 2 - (2000) OPERATIONS	
USDA Professional Standards	Coding for Other Training Topics
(2100) Food Production	
Subtopic Codes	
(2140) Use & Care of Equipment	(2140) Knife Safety
(2150) CN Labeling, Crediting	(2150) How to Read a CN Food Label
	(2150) Product Formulation Statements
(2200) Serving Food	
Subtopic Codes	
(2210) Portion Sizes/Special Diets	(2210) Weights & Measurements
(2220) Offer VS Serve	
(2230) Maintaining Food Quality & Appearance	(2230) Quality Management
	(2230) Garnishing
(2240) Serving Lines	
(2300) Cashier & Point of Service	
Subtopic Codes	
(2310) Reimbursable Meals	(2310) Claiming & Counting
	(2310) Recognizing a Reimbursable Meal
(2320) POS Financial Responsibility	(2320) Computer Software
	(2320) Cashiering
	(2320) Confidentiality - Student Data
	(2320) Onsite Review/CEP Accountability
(2330) Free or Reduced Identification	



KEY AREA 2 - (2000) OPERATIONS	
USDA Professional Standards	Coding for Other Training Topics
(2400) Purchasing/Procurement	
Subtopic Codes	
(2410) Product Specifications	(2410) Food Buying Guide
(2420) Bid Solicitation & Evaluation	(2420) Procurement Ethics
	(2420) Multi-Year Bids
(2430) Purchase Food, Supplies & Equipment	(2430) Procurement
	(2430) Purchasing
	(2430) Establishing Contracts with Third Party Vendors (i.e. National Buying Groups)
	(2430) USDA Foods/DOD/Diverted Foods
	(2430) Exhibit Hours/Food Shows*
(2440) Food & Supplies Orders	(2440) Forecasting & Ordering
(2450) Cooperative Purchasing Groups	
(2460) Contracts with FS Management Co.	
(2500) Receiving & Storage	
Subtopic Codes	
(2510) Inventory Management	(2510) Inventory
(2520) Receiving & Storage	
(2530) Hold & Recall	

**Exhibit Hours/Food Shows: At the discretion of the state agency, no more than 2 hours of exhibit/food show time may count toward professional standards annual training. Download the [Training Hours Approved by State Agency for Exhibit Hall Participation](#) to check on your state. If a determination has not yet been communicated to the state association, the chart has been left blank.*



KEY AREA 2 - (2000) OPERATIONS	
USDA Professional Standards	Coding for Other Training Topics
(2600) Food Safety & HACCP	
Subtopic Codes	
(2610) HACCP	(2610) Food Safety
(2620) Food Safety - General	(2620) Food Handler
	(2620) Food Safety
	(2620) Serving It Safe/ServSafe/Food Safety
	(2620) Blood Borne Pathogens
	(2620) Thermometers/Calibration
(2630) Federal, State & Local Food Safety Regulations	(2630) Food Bio-Security
	(2630) Food Defense
(2640) Food Safety Culture	(2640) Promote Food Safety Behavior
KEY AREA 3 - (3000) ADMINISTRATION	
USDA Professional Standards	Coding for Other Training Topics
(3100) Free & Reduced Price Meal Benefits	
Subtopic Codes	
(3110) Eligibility	
(3120) Direct Certification	
(3130) Community Eligibility	



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KEY AREA 3 - (3000) ADMINISTRATION	
USDA Professional Standards	Coding for Other Training Topics
(3200) Program Management	
Subtopic Codes	
(3210) Staff Management	(3210) Professional Development
	(3210) Organizational Management
	(3210) Payroll
	(3210) Leadership Principles
	(3210) Change Management
(3220) Standardized Operating Procedures	(3220) Starting a Summer/After School/Breakfast/Supper Program
(3230) Healthy School Environment	
(3240) Emergency Plans	
(3250) Water, Energy & Waste	(3250) Green Schools & Sustainability
(3260) Administrative Review	
(3300) Financial Management	
Subtopic Codes	
(3310) Meal Counting, Claiming, Managing Funds	(3310) Cost Management
	(3310) Community Eligibility Provision
(3320) Compliance with Regulations/Policies	(3320) Regulations & Legislation
	(3320) Record Keeping
	(3320) Indirect Costs
	(3320) Fraud/Separation of Duties
(3330) Budgets	(3330) Budget
	(3330) Financial Management
	(3330) Accounting
	(3330) Grant Writing
	(3330) Developing an Annual Business Plan



KEY AREA 3 - (3000) ADMINISTRATION	
USDA Professional Standards	Coding for Other Training Topics
(3300) Financial Management	
Subtopic Codes	
(3340) Financial Analysis	(3340) Auditing
	(3340) Finance Database
	(3340) Keys to Excellence - Business Planning
	(3340) Using Excel for the Job
(3350) Pricing	
(3360) Communicate Financial Information	
(3400) Human Resources & Staff Training	
Subtopic Codes	
(3410) Human Resources Management	(3410) Conflict Management
	(3410) Employee Concerns
	(3410) Time Management
	(3410) Dealing with Difficult People
	(3410) Supervising
	(3410) Team Management
	(3410) Personnel Management
	(3410) Negotiating/Resolution
(3420) Policies & Procedures	(3420) Ethics
	(3420) Absences from the Workplace
	(3420) Disability in the Workplace
	(3420) Discrimination in the Workplace
	(3420) Sexual Harassment
	(3420) Diversity
	(3420) Understanding Professional Standards
	(3420) Civil Rights Training
	(3420) Drug Free Workplace



KEY AREA 3 - (3000) ADMINISTRATION	
USDA Professional Standards	Coding for Other Training Topics
(3400) Human Resources & Staff Training	
Subtopic Codes	
(3430) Training Plans & Tracking	(3430) Building a Curriculum
(3440) Retention, Promotion & Recognition	(3440) Employee Retention
	(3440) Delegating/Empowering
	(3440) Building the Next Generation of School Nutrition Professionals
(3450) Employee Health, Safety & Wellness	(3450) Personal Health
	(3450) Behavior Based Safety
	(3450) CPR/First Aid
	(3450) Stress Management
	(3450) Workplace Wellness
	(3450) Employee Safety - Ergonomics, Lifting, etc.
	(3450) OSHA
	(3450) Violence in the Workplace
	(3450) Hostile Work Environment
	(3450) Workplace Bullying
	(3450) Hazardous Materials
(3500) Facilities & Equipment Planning	
(3510) Facility & Equipment Planning	(3510) Facility Design
	(3510) Using Technology for the Job
(3520) Equipment Purchasing & Maintenance	(3520) Preventive Maintenance
	(3520) Energy Usage
	(3520) Disposal of Equipment



KEY AREA 4 - (4000) COMMUNICATIONS & MARKETING	
USDA Professional Standards	Coding for Other Training Topics
(4100) Communications & Marketing	
(4110) Strategic & Marketing Plans	(4110) Marketing
(4120) Program Promotion	(4120) Advertising
	(4120) Promotion
	(4120) Merchandising
	(4120) Social Media
	(4120) Public Affairs/Public Relations
	(4120) Media Management
	(4120) School Nutrition Market Trends
	(4120) Partnering with a Chef
(4130) Customer Service	(4130) Understanding Your Customer
(4140) Communication Skills	(4140) Oral & Written Communication
	(4140) Presentation Training
	(4140) Public Speaking
	(4140) Business Writing
	(4140) Facilitation Skills
	(4140) Maintaining a Professional Image
	(4140) Interpersonal Skills
	(4140) Using PowerPoint for the Job
	(4140) Business Writing Skills
	(4140) Using Excel for the Job
(4150) School & Community Communication	(4150) Community Marketing
(4160) Smarter Lunchrooms Techniques	(4160) Nudge Marketing/Behavioral Economics/Choice Architecture