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## EXAM ELIGIBILITY REQUIREMENTS

## WELCOME

Congratulations on taking this important career step to earn the School Nutrition Specialist (SNS) Credential! The School Nutrition Association (SNA) established the SNS Credentialing Program in 1997 to:

- Enhance the professional image of school nutrition professionals;
- Establish a foundation for professional standards;
- Enhance individual performance; and
- Recognize achievement among school nutrition professionals.

The SNS Credential is a mark of excellence and achievement that reflects what it takes to manage school nutrition programs in today's challenging climate. The SNS Credentialing Exam evaluates candidates' knowledge and skills required to perform specific job activities related to managing or directing school nutrition programs. It is important to note that the test is set from a national perspective, both in terms of running a program and federal regulations (rather than state specific regulations).

The SNS Exam is based on four (4) key



# EXAMELIGIBILTREQUIREMENTS

Candidates

## SNS Exam Application Fee

The SNS exam application fee is:

- \$ 225.00 for SNAMembers
- \$ 325.00 for Non-Members

Note: There is a \$50.00 late fee (As of August 1, 2021) for applications submitted or postmarked after the registration deadline.

## Refunds

If the exam candidate is deemed ineligible to sit for the SNS Exam or cancel the exam registration, SNA will refund the exam fee minus a processing fee of \$50.00.

## APPLYING & PAYING FOR THE SNS EXAM

Visit [www.schoolnutrition.org/sns](http://www.schoolnutrition.org/sns) to view the current listing of SNS exams scheduled throughout the country. Once you have selected the exam date, submit the following:

1. Completed SNS Exam Application Form (page 18 of this handbook)
2. Copy of your college transcript (unofficial transcript is acceptable)
3. Appropriate payment to the address or fax number located on the exam application form

Note that the application must be postmarked by the registration deadline posted online. Once the application has been reviewed and accepted, SNA will send an exam confirmation notice via email. If you do not receive an email within

- Information on the application is falsified

## Reasonable Exam Accommodations

SNA complies with the provisions of the Americans with Disabilities Act in accommodating candidates who require reasonable accommodations. SNA must be informed of exam needs or modifications in writing with supporting medical documentation at the time of application submission.

# SNS EXAM CONTENT

The





6. Develop food quality standards to assist school nutrition staff in evaluating menu items prior to service.
7. Maintain current training materials for use by school nutrition managers to train staff on food production techniques.
8. Coordinate training for school nutrition staff to enhance their culinary and/or catering skills.
9. Develop delivery and inventory requirements that address product quality indicators (e.g., temperature upon delivery and receipt, packaging) time, and quantity.
10. Develop and update systems for tracking product inventory.

**B. Establishes operational systems for managing food production and service.**

1. Develop contingency plans for use in the event of hardware and/or software failure, such as performing backup of information periodically.
2. Encourage school nutrition managers and staff to produce and serve meals in a customer friendly environment.
3. Establish and communicate quality customer service standards to the school nutrition staff.
4. Ensure a dining environment that promotes good nutrition and

A.



A. Establishes a human resource infrastructure for the school nutrition program that complies with school district policies as well as federal, state, and local



## KeyArea4 – Communications & Marketing

A. Develo3

EXAM



# TAKING THE SNS EXAM

Two weeks prior

Questions that appear to be flawed are reviewed by the Exam Working Group to determine if they should be deleted from scoring entirely or if credit should be given for more than one answer. These judgments are analyzed statistically to determine the passing score.

## Exam Results

SNS exam results will be mailed approximately 6-8 weeks following the exam.

## SNS Exam Recognized by the Commission on Dietetic Registration (CDR)

The SNS Exam is listed in the Commission on Dietetic Registration (CDR) Professional Development Portfolio (PDP) Guide under Certification for Alternate Recertification Periods, Activity Type 545: SNA, School Nutrition Specialist. Registered Dietitian Nutritionists and Nutrition and Dietetic Technicians, Registered (RDNs/NDTRs) who successfully pass the SNS exam after June 1, 2017 can earn CPEUs. The SNS Exam has been approved for 75 CPEUs for CDR cycles ending through 2024 and 40 CPEUs thereafter. Instructions on how RDNs/NDTRs can receive a CPEU certificate for passing the SNS Exam are included in the pass



Total Years of Experience in the field: P01-5years P06-10years P010-15years P016+years