



# SCHOOL NUTRITION ASSOCIATION

## CEU APPROVAL FORM

Due 6 weeks prior to program date.

*(Please Print or Type)*

### PROVIDER DETAILS

Educational Provider: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of Contact Person: \_\_\_\_\_

#### For SNA or State Affiliate Use Only

Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Number of Hours approved: \_\_\_\_\_

Number of Hours requested: \_\_\_\_\_

Approved by: \_\_\_\_\_

### PROGRAM DETAILS

Program Title: \_\_\_\_\_

Is a national program?  Yes  No

Program Date: \_\_\_\_\_ Location (City, State): \_\_\_\_\_

Number of CEUs Requested: \_\_\_\_\_ *(must be at least 1 hour of active instructional time - does not include breaks, registration, warm-ups.)*

Program Type:  Workshop  Conference  Seminar

Satellite  \*Home Study  Online

*\*Home-Study Courses - **The following is required:***

- Participant must complete an evaluation or test that documents that the course was completed.  
The evaluation or test must be submitted to the educational provider.

### REQUIRED ATTACHMENTS

Program Description

Learning Objectives

Program Evaluation Form

Copy of Presentation *(Handouts, PowerPoint)*

Printed Program Agenda/Outline  
*(Sessions & times, registration, breaks, meals)*

Speaker Bio *(Qualifications/Degree/Current Position)*

## GUIDELINES

### A. Who should approve your program?

SNA state affiliates approve CEU programs being held within their respective state. SNA headquarters will approve only those CEU programs offered in more than one state or other organization's national conference. The CEU Approval Form should be submitted for approval prior to offering the program.

### B. What are Continuing Education Units (CEUs)?

Continuing Education Units (CEUs) are hours earned for attending job related activities such as workshops, seminars, in-service training that provides ongoing professional growth.

### C. Are educational providers required to provide documentation of completion?

Yes. Each participant should receive documentation of completion for the CEU Program completed. This may be in the form of a certificate, transcript and/or confirmation notice of attendance.

## IN-STATE PROGRAM:

If this program is being held in-state, please mail or fax the completed form and attachments to your SNA State Affiliate:

**Mail to:** MSNA CEU Approval  
10013 Herding Row  
Columbia, MD 21046

**Or FAX to:** 877-886-7372

## NATIONAL PROGRAM or BEING HELD IN MORE THAN ONE STATE

If this program is being in more than one state, please mail or fax the completed form and attachments to SNA Headquarters:

**Mail to:** School Nutrition Association  
Attn: Certification & Credentialing Manager  
700 S. Washington St., Ste. 300  
Alexandria, VA 22314

**Or Fax to:** SNA Certification & Credentialing Manager (703) 739-3915