

Calculating Continuing Education Units (CEUs) Worksheet



Applicant:

Name _____

Email _____

Years of CACFP Experience _____

Payment:

Payment Submitted? Yes No

Date of Payment ____ / ____ / ____

Type of Degree (if applicable) _____

Select Certification Type & Experience Level

Copy of Degree Attached (if applicable) Yes No

CACFP Child Nutrition Professional (CCNP)

CACFP Operator or Administrator

- | | | |
|--|--|--|
| <input type="checkbox"/> 3 years experience
(16) Specialty 1
(16) Specialty 1, 2
or 3 | <input type="checkbox"/> 1 year experience
(16) Specialty 1
<i>with degree</i> | <input type="checkbox"/> 1 year experience
(12) Specialty 1
(4) Specialty 2 or 3
<i>with degree</i> |
|--|--|--|

CACFP Management Professional (CMP)

CACFP Administrator with at least 3 years of agency administration.

- | | | |
|---|--|---|
| <input type="checkbox"/> 8 years experience
(4) Specialty 1 or 2
(4) Specialty 5 or 6
(8) Specialty 4 or 7 | <input type="checkbox"/> 5 year experience
(4) Specialty 1 or 2
(4) Specialty 5 or 6
(8) Specialty 4 or 7
<i>with degree</i> | <input type="checkbox"/> 5 year experience
(12) Specialty 1 or 2
(12) Specialty 5 or 6
(12) Specialty 4 or 7
(24) Specialties 1-7 |
|---|--|---|

DUAL CCNP & CMP

How to Calculate Continuing Education Units (CEUs)

CEUs should be recorded in one-hour increments and completed within the last 5 years. They must equal to a minimum of one hour in length. Trainings that are thirty minutes in length are accepted but must be added accordingly to equal one hour. Attach documentation to worksheet.

Course Name (Training)	Specialty Type*	CEU Hours	Course Facilitator/Provider	Date Completed (Within 5 years)
<i>Ex. Serving Vegetables in the CACFP</i>	<i>Specialty 1</i>	<i>0.5</i>	<i>USDA Team Nutrition</i>	<i>1/8/2020</i>

Record additional CEUs on back.

* See handbook for details

Specialties	CEUs Total Hours
Specialty 1 - Nutrition	
Specialty 2 - Program Operations	
Specialty 3 - Training and Technology	
Specialty 4 - Program Administration	
Specialty 5 - Financial Management	
Specialty 6 - Management	
Specialty 7 - Civil Rights & Policy	

IMPORTANT:
Please total each specialty from the CEU courses listed.
Ensure that your hours match the requirements.



Visit cacfp.org/certification to apply online.

