Calculating Continuing Education Units (CEUs) Worksheet

Applicant:

Name _____

Email _____

Years of CACFP Experience _____

Payment:

Payment Submitted? ❑ Yes ❑ No

Date of Payment ____ / ____ / ____

Copy of Degree Attached *(if applicable)* ❑ Yes ❑ No

Select Certification Type & Experience Level

❑ CACFP Child Nutrition Professional (CCNP)

CACFP Operator or Administrator

❑ 3 years experience	❑ 1 year experience	❑ 1 year experience
(16) Specialty 1	(16) Specialty 1	(12) Specialty 1
(16) Specialty 1, 2 or 3	*with degree*	(4) Specialty 2 or 3
		with degree

❑ CACFP Management Professional (CMP)

CACFP Administrator with at least 3 years of agency administration.

❑ 8 years experience	❑ 5 year experience	❑ 5 year experience
(4) Specialty 1 or 2	(4) Specialty 1 or 2	(12) Specialty 1 or 2
(4) Specialty 5 or 6	(4) Specialty 5 or 6	(12) Specialty 5 or 6
(8) Specialty 4 or 7	(8) Specialty 4 or 7	(12) Specialty 4 or 7
	with degree	(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)
Ex. Serving Vegetables in the CACFP	*Specialty 1*	*0.5*	*USDA Team Nutrition*	*1/8/2020*

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	

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Continued from previous page

Course Name (Training)	**Specialty Type***	**CEU Hours**	**Course Facilitator/Provider**	**Date Completed** (Within 5 years)

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