

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

- | | | |
|--|---|---|
| ☐ 3 years experience
(16) Specialty 1
(16) Specialty 1, 2
or 3 | ☐ 1 year experience
(16) Specialty 1
with degree | ☐ 1 year experience
(12) Specialty 1
(4) Specialty 2 or 3
with degree |
|--|---|---|

☐ CACFP Management Professional (CMP)

CACFP Administrator with at least 3 years of agency administration.

- | | | |
|---|--|--|
| ☐ 8 years experience
(4) Specialty 1 or 2
(4) Specialty 5 or 6
(8) Specialty 4 or 7 | ☐ 5 years experience
(4) Specialty 1 or 2
(4) Specialty 5 or 6
(8) Specialty 4 or 7
with degree | ☐ 5 years experience
(12) Specialty 1 or 2
(12) Specialty 5 or 6
(12) Specialty 4 or 7
(24) Specialties 1-7 |
|---|--|--|

☐ I am applying for both CCNP & CMP

How to Calculate Continuing Education Units (CEUs)

CEUs should be completed within the last 5 years. The minimum CEU Hours allowed is 0.5. Include copies of course and degree documentation with worksheet and application.

Course Name (Training)	Specialty Number*	CEU Hours	Course Facilitator/Provider	Date Completed (Within 5 years)
Ex. Serving Vegetables in the CACFP	1	0.5	USDA Team Nutrition	1/8/2026
Ex. Building Your CACFP Cycle Menu	1	1.0	National CACFP Association	4/30/2026
Ex. CACFP Quick Bites	2	0.5	Texas Dept. of Agriculture	5/2/2026

Record additional CEUs on second page.

* See handbook for details

Specialty Totals

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	

Visit cacfp.org/certification to apply online.

IMPORTANT:

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



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