

Training Hours & Maintaining Certification



Earning Hours

Earning Continuing Education Units (CEUs)

The purpose of CEUs is to provide job-related professional development and growth experiences. Annual training (earning CEUs) is a requirement to earn and maintain your CACFP Certification. Candidates can earn continuing education credits in any of the following ways:

- Webinars & Online Training Participation
- Workshops/Trainings/Conference Attendance
- Secondary Learning Coursework

Calculating Hours

CEUs should be recorded in one-hour increments.

Requirements can also be met by taking relevant college courses.

- 1 Credit Hour College Course = 16 CEU Hours
- 2 Credit Hour College Course = 32 CEU Hours
- 3 Credit Hour College Course = 48 CEU Hours

CACFP Professional Certification is valid for three years.

Identifying Hours

CEU Specialties

Education credits should be self-declared in one these following categories:

Specialty 1— Nutrition

i.e. Understanding Whole Grains, Best Practices, Infant, Child & Adult Nutrition, Child Obesity Prevention, Eating Behaviors, Dietary Guidelines, Special Diets, Food Allergies, CACFP Substitutions, Picky Eaters, Breast Feeding, CACFP Meal Patterns, Creditable Foods, CN & Manufacturer Labeling

Specialty 2—Program Operations

i.e.; Record-Keeping, Menu Planning, Meal Patterns, Claims Processing, Meal Service, Program Monitoring

Specialty 3—Training & Technology

i.e.; Monitoring, Training Strategies, CACFP Software, Online Training, Provider Resources

Specialty 4—Program Administration

i.e.; Serious Deficiency, CACFP Management Plans, Program Integrity, Enrollment, Eligibility Determinations, NDL, Program Eligibility, Training, Childcare Licensing, Program Recordkeeping, Program Appeals

Specialty 5—Financial Management

i.e.; Budgeting, Claims, Cost-Allocation, Financial Management, Accounting, OMB Super Circular, Procurement, Administrative Payment Systems, Program Review and Audit Requirements

Specialty 6—Non-profit Management

i.e.; Staffing, Marketing, Communications, Vendor Management, Program Eligibility, Governing Bodies

Specialty 7—Civil Rights & Policy

i.e.; Civil Rights, Advocacy, Regulations, Child Nutrition Reauthorization, IOM

**Specialties 1-3 are required for the CACFP Child Nutrition Professional and education credits in specialties 1-7 are required for the CACFP Management Professional certification.*

How to Renew Your CACFP Certification

Renewal Process

It is your responsibility to renew on time to avoid your certification being canceled. Each individual is responsible for maintaining and keeping records of CEUs earned. Submit your renewal fee and form to NCA at least four weeks prior to certification expiration.

NCA will check proof of CEUs via a random audit. Only those chosen for the audit will be required to send in documentation of CEUs earned.

If NCA does not receive your renewal documents within 30 calendar days of your certification renewal date, you will have to re-submit a new application and pay the initial certification fee again.

Renewal Requirements

You must complete the required number of CEUs during your certification period to be eligible for renewal.

CACFP Child Nutrition Professional

(16) Hours CEU in Specialties 1-3 with a minimum of (2) CEUs in each specialty

CACFP Management Professional

(24) Hours CEU in Specialties 1-7 with a minimum of (2) CEUs in each specialty

Certification Renewal Fees

CACFP Child Nutrition Professional
\$50.00
CACFP Management Professional
\$100.00

