

Requirements for CACFP Certification

CACFP Child Nutrition Professional (CCNP)

CACFP Operator or Administrator

Education

(16) Hours in Specialty 1
(16) Hours total with minimum (3) hours in each of Specialties 1-2 or Specialty 3

Experience

(3) Years

OR

Education

Associates degree or higher
(16) Hours in Specialty 1

Experience

(1) Year

OR

Education

Associates degree or higher
(12) Hours in Specialty 1
(4) Hours in Specialties 2 or 3

Experience

(1) Year

CACFP Management Professional (CMP)

CACFP Administrator with at least 3 years of agency administration.

Education

(4) Hours in Specialties 1 or 2
(4) Hours in Specialties 5 or 6
(8) Hours in Specialties 4 or 7

Experience

(8) Years

OR

Education

Associates degree or higher
(4) Hours in Specialties 1 or 2
(4) Hours in Specialties 5 or 6
(8) Hours in Specialties 4 or 7

Experience

(5) Years

OR

Education

(12) Hours in Specialties 1 or 2
(12) Hours in Specialties 5 or 6
(12) Hours in Specialties 4 or 7
(24) Hours in Specialties 1-7 with a minimum of (2) Hours per Specialty

Experience

(5) Years

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. [All training should be within the last 5 years.](#) 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 and completed within the last 5 years. They must be 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.

Examples:

Two thirty-minute trainings = 1 CEU

Three-hour training = 3 CEUs

1.5-hour training = 1 CEU

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

Identifying Hours CEU Specialties

Education credits should be self-declared in one of 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.; 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, Childcare Licensing, Food Program Record-keeping, 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. 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

Note: Make sure to label each of your documents with its corresponding Specialty.



Application for CACFP Professional Certification

Verify Requirements: Please make sure to check the box with the certification type and experience category for which you qualify and are applying for. If applying for both, requirements must be met for each certification separately.

CACFP Child Nutrition Professional (CCNP) \$75.00



CCNP is the professional certification for the home child care provider or staff employed at a center operating CACFP, and/or a CACFP agency (Sponsor, Head Start, State Agency, etc.) administering CACFP.

- 3 years experience
(16) Specialty 1
(16) Specialty 1-2 or Specialty 3

- 1 year experience
(16) Specialty 1
with degree

- 1 year experience
(12) Specialty 1
(4) Specialty 2 or Specialty 3
with degree

CACFP Management Professional (CMP) \$175.00



CMP Certification is for the CACFP administrator that has a minimum of 5 years of experience with at least 3 of those years being CACFP administration experience at a CACFP Agency (Sponsor, Center, State Agency, Head Start, etc.).

- 8 years experience
(4) Specialty 1 or 2
(4) Specialty 5 or 6
(8) Specialty 4 or 7

- 5 year experience
(4) Specialty 1 or 2
(4) Specialty 5 or 6
(8) Specialty 4 or 7
with degree

- 5 year experience
(12) Specialty 1 or 2
(12) Specialty 5 or 6
(12) Specialty 4 or 7
(24) Specialties 1-7
with degree

CCNP \$75.00

CMP \$175.00

CCNP & CMP \$250.00

Applicant:

Name _____
 Job Title _____
 Agency _____
 Street Address _____
 City/State/Zip _____
 Email _____
 Phone _____

Payment: Check # _____
 Visa MasterCard AMEX Discover
 Credit Card # _____
 Cardholder _____
 Exp. Date _____ Security Number _____
 Signature _____

Make checks payable to National CACFP Sponsors Association and remit payment to:
 National CACFP Sponsors Association, PO Box 1748, Round Rock, TX 78680

Applicant Statement:

I affirm that all the information I have provided is true to the best of my knowledge and I understand that National CACFP Sponsors Association has the right to verify any information in regards to my certificate. If I fail to provide true information or abide by the rules of certification by National CACFP Sponsors Association, my application will be denied.

Signature _____

Date _____

Note: Please allow 4-6 weeks for your application to be processed. The application fee is non-refundable. If your application is incomplete, you will receive an email listing additional documentation needed to earn your Certificate and you will have 30 days to submit those needed documents to NCA. If NCA receives your documents after the 30-day period, you will need to resubmit the entire application and pay the application fee again.



Visit cacfp.org/certification to apply online.

Share Your Success! The Certification is a special designation for those in the CACFP profession. We value you as a member of this program and would like to share your success. Please provide your supervisor, state agency, and newspaper information.

Supervisor _____

Email _____

State Agency _____

Email _____

Newspaper _____

Email _____