

## CACFP Child Nutrition Professional (CCNP) & CACFP Management Professional (CMP)

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### What is the difference between CCNP and CMP?

- a. CCNP is for the home child care provider or staff employed at a center enrolled in CACFP and/or a CACFP Agency (Sponsor, Head Start, State Agency, etc.)
- b. 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.).

### What is an Operator and Administrator?

- a. An Operator works for an organization on the CACFP like a family home child care, child or adult care center, afterschool care facility, emergency shelter, etc.
- b. An Administrator works in an agency that administers the CACFP for providers. Examples: Sponsor, Center, State Agency, etc.

## CEU – Continuing Education Units

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### What is a CEU?

- a. CEUs are classes/workshops/trainings (minimum of 30 minutes) you have attended that are documented by a certificate of attendance.

### How old can my CEUs be?

- a. CEUs accrued within 5 years of the application date are eligible.

### Can I attend the annual National Child Nutrition Conference and receive CEU credits?

- a. Yes, you can earn CEU hours by attending the classes offered at the annual National Child Nutrition Conference.

### How do I know which specialty category my CEU fits in?

- a. Specialty types can be found on page 4 of the certification handbook. There are examples below each specialty to help guide you in categorizing your CEUs. Some CEUs can fit into multiple specialties.

### Can I use classes I took for my degree as CEUs as well?

- a. If using your degree to qualify for the certification, the classes you took to satisfy the degree cannot be converted to CEUs.

### What types of degrees are accepted?

- a. Associates and higher are accepted in any subject.

### Do you need official transcripts?

- a. No, copies of your transcript or a copy of your degree is satisfactory.

### Do you have additional CEU resources?

- a. Yes, you can find USDA training webinars on this webpage: <https://www.cacfp.org/resources/thirty-thursdays/>



## Documentation and Application

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### What types of documentation are accepted?

- Webinars & Online Training Participation
- Local, regional, state, employer provided workshops/trainings/conference attendance
- Secondary Learning Coursework

### How do I submit my documentation?

- Email: [certification@cacfp.org](mailto:certification@cacfp.org)
- Fax: 512-519-1704
- Mail: NCA, PO Box 1748, Round Rock, TX 78680

### What formats do you accept?

- Digital (PDF, Word, JPEG, PNG, etc.)
- Physical copies via mail
- Faxed copies

### Is the application fee refundable?

- The application fee is non-refundable.

### What if I apply and I do not qualify?

- If NCA receives an incomplete application, candidates will receive an email listing additional documentation needed to earn your certification. Requested documents must be received by NCA within 30 calendar days of receipt of notice. If NCA receives your documents after 30 calendar days, you will have to re-submit the entire application and pay the initial certification fee again.

### How long is my certification good for?

- The certification is good for 3 years.



### Other questions?

#### Contact us at:

512-850-8278

[certification@cacfp.org](mailto:certification@cacfp.org)

