



# Certified CACFP Professionals Program

## Why Should I Earn the Certification of CACFP Professional?

Receiving your CACFP Certification shows your commitment to your profession and your willingness to uphold high standards. You will be able to enhance your professional image by adding credibility to your position and your agency while staying current on the latest topics, issues and solutions. Additional benefits for those who obtain the CACFP Professional designations include community recognition, competitive advantage, salary enhancement, and personal achievement.



[www.cacfp.org](http://www.cacfp.org)

# CACFP Child Nutrition Professional (CCNP)

# CACFP Management Professional (CMP)



NCA offers two certification programs opportunities. Both certifications require applicants to submit documentation of education and experience which allow them to receive the designation.

## How to Earn Your CACFP Certification

### Requirements Review

Review the requirements of the certification designation for which you would like to apply to determine whether or not you meet the requirements.

### Documentation Checklist

Gather all copies of all your training documents (including certificate of training or attendance, transcripts) and indicate which training fulfills each of the specific requirements of the Certification for which you are applying.

### Application Process

Complete the application form and submit it together with documentation and certification payment to the address listed on the form. You can also complete the process online at [www.cacfp.org](http://www.cacfp.org).

### Certification Confirmation

After review and upon approval of your application, NCA will send you a confirmation letter indicating you have earned your CACFP Professional Certification. If you would like NCA to alert a supervisor, state agency representative, and/or media, simply supply the appropriate contact information on the application and we will also send an email notice regarding your achievement to any agencies as requested and announce on social media.

### Application Fees

CACFP Child Nutrition Professional \$75.00  
CACFP Management Professional \$175.00

### Incomplete Applications

If NCA receives an incomplete application, candidates will receive a letter 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. The application fee is non-refundable.

### Dual Certification

CACFP Professionals may hold both certifications. If you apply for both at the same time, candidates must submit an application form, documentation of education and experience as well as the application fee for each of the certification designations. If a candidate holds one certification and applies for a second certification at a later date, s/he will be given a new certification expiration date specific to that designation. S/he will be expected to meet the CEU requirements and fees for each of their designations at that expiration date.

# Certification Requirements



## CACFP Child Nutrition Professional (CCNP)

Education	Experience
(16) Hours Nutrition Training (16) Hours CEU Total with minimum (3) Hours in each of Specialities 1-3	Child Care Home or Center enrolled in CACFP <i>and/or</i> CACFP Agency (Sponsor, Headstart, State)  (3) Years
<b>OR</b>	
Associate or bachelor degree (16) hours of Nutrition Training	(1) Year
<b>OR</b>	
Associate or bachelor degree (12) Hours in Speciality 1 (4) Hours in Specialities 2 & 3	(1) Year

## CACFP Management Professional (CMP)

Education	Experience
(4) Hours Nutrition Training (4) Hours Management Training (8) Hours CACFP Specific Training	Child Care <i>and/or</i> CACFP Agency (minimum 3 years)  (8) Years
<b>OR</b>	
Associate or bachelor degree (4) Hours Nutrition Training (4) Hours Management Training (8) Hours CACFP Specific Training	(5) Years
<b>OR</b>	
(12) Hours Nutrition Training (12) Hour Management Training (12) Hour CACFP Specific Training (24) Hours CEU in Specialities 1-7 with a minimum of (2) Hours per specialty	(5) Years

# Training Hours

## 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 and must be a minimum of one hour in length. Training that is three hours in length earns attendees three CEUs'. Training that is one and half hours in length earns attendees one 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 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.*



# Maintaining Certification

Your CACFP Professional Certification is valid for three years.

## How to Renew Your CACFP Certification

### Renewal Process

Six months before your certification is due to expire, NCA will email you a renewal form. 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 with the renewal form to NCA at least four weeks prior to certification expiration. After NCA reviews and approves your certification renewal, you will receive notification of approval. If your renewal form is incomplete, you will receive a letter explaining what is required to maintain your certification.

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 you are selected for an audit, a notification to send CEU documentation to NCA will be included in your annual renewal notice

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

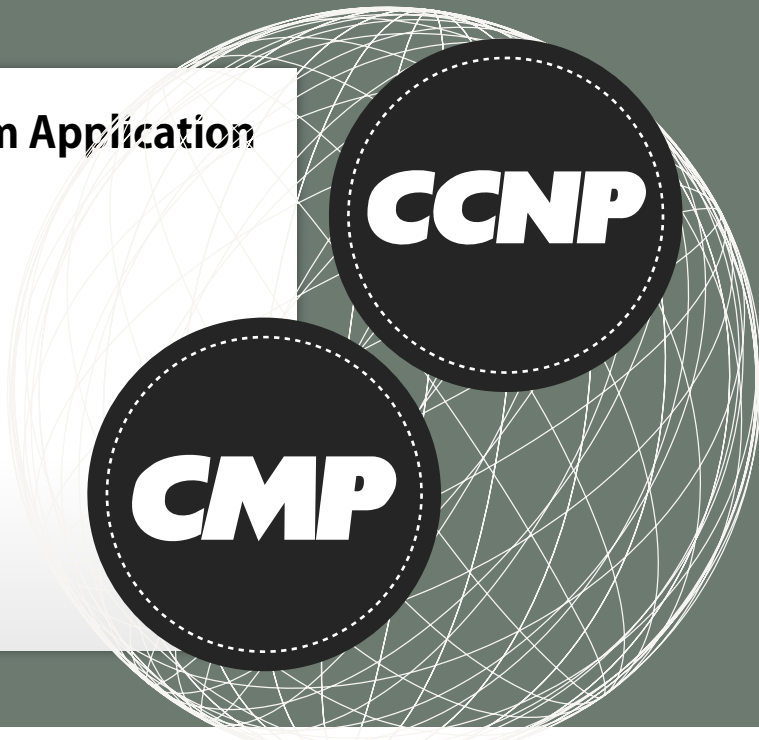
CACFP Child Nutrition Professional \$50.00  
CACFP Management Professional \$100.00

# Certified CACFP Professional Program Application



CACFP Child Nutrition Professional (CCNP)

CACFP Management Professional (CMP)



## Verify Requirements *please circle the track within each professional designation for which you qualify*

CACFP Management Professional (CMP) \$175.00			CACFP Child Nutrition Professional (CCNP) \$75.00		
8 Years Experience (4) Nutrition (4) Management (8) CACFP	5 Years Experience (4) Nutrition (4) Management (8) CACFP <i>with degree</i>	5 Years Experience (12) Nutrition (12) Management (12) CACFP (24) Specialities 1-7	3 Years Experience (16) Nutrition (16) Specialities 1-3	1 Year Experience (16) Nutrition  <i>with degree</i>	1 Year Experience (12) Nutrition (4) Specialities 2-3  <i>with degree</i>

Total Due  CCNP \$75.00  CMP \$175.00  CCNP & CMP \$250.00

Name \_\_\_\_\_

Agency: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

PAYMENT BY  Visa  MasterCard  Check Number \_\_\_\_\_

Credit Card # \_\_\_\_\_ Security Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Make checks payable to National CACFP Sponsors Association and remit payment to:  
National CACFP Sponsors Association, PO Box 28487, Austin, TX 78755*

## Share Your Success!

NCA will send a congratulatory note to your supervisor, state agency, and newspaper if information is completed at time of application.

NAME	EMAIL
Supervisor _____	Supervisor _____
State Agency _____	State Agency _____
Newspaper _____	Newspaper _____

## 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 a letter 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.*