

Professional Development Log

Year _____ *

Required Annual* Training:	Food Service Director: 12 hours	Kitchen Site Manager: 10 hours
	Other Food Service Staff: 6 hours	PT Staff (>20hr/week): 4 hours

Training Topics are categorized as: 1=Nutrition; 2=Operations; 3=Administration; 4=Communications & Marketing

NAME of STAFF MEMBER	DATE	TOPIC (1,2,3 or 4)	PRESENTER/TRAINING TITLE	Hr/Min
		3	"Civil Rights in School Meal Programs" (Annual Requirement)	

Professional Development Resources	Website with training opportunities
USDA Professional Standards Training Database	Professionalstandards.fns.usda.gov
NDDPI-CNFD website under 'Updates'	Nd.gov/dpi/districtsschools/child-nutrition-and-food-distribution/updates
Institute of Child Nutrition	Theicn.org
School Nutrition Association	Schoolnutrition.org

Annual requirements apply for 12 months between July 1 and June 30th the following year.
Can carryover extra hours earned in a year to the next year.