

**Kirsten Baesler**  
State Superintendent  
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**NORTH DAKOTA DEPARTMENT OF  
PUBLIC INSTRUCTION**

600 E Boulevard Ave., Dept. 201  
Bismarck, ND 58505-0440  
Phone (701) 328-2260  
Fax (701) 328-2461  
[www.nd.gov/dpi](http://www.nd.gov/dpi)

### Professional Standard Rule Hiring Waiver

#### **Request for NDDPI Approval of a Food Service Director Candidate who meets Educational Standards but has less than the required three years Relevant Experience**

School Nutrition Program Sponsors with less than 2,500 students may request approval from NDDPI to hire a candidate for Food Service Director who meets the education standards but has less than the required three years' experience. The rationale for the hiring decision must be well-supported and documented for NDDPI to consider the request.

Return this completed form by fax or e-mail to Lynelle Johnson at [lynellejohnson@nd.gov](mailto:lynellejohnson@nd.gov) or fax: 701-328-9566.

School District: \_\_\_\_\_ LEA number: \_\_\_\_\_ Number of students: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

Food Service Director Candidate Name: \_\_\_\_\_

Explain Food Service Director Recruitment Process:

Detail why this candidate should be approved without the required 3 years school nutrition experience (include other relevant experience in food service or other jobs):

Reminder: New Food Service Director's must complete 8 hours of Food Safety Training within 30 days of employment. On-line Food Safety in Schools class at [theicn.org](http://theicn.org)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

NDDPI Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Signature of Assistant Director  
Child Nutrition Programs, NDDPI

\_\_\_\_\_  
Date

ND School for the Deaf/RCDHH  
Devils Lake, ND  
(701) 665-4400

ND State Library  
Bismarck, ND  
(701) 328-2492

ND Vision Services/School for the Blind  
Grand Forks, ND  
(701) 795-2700