

To all current and prospective new Trainers:

On behalf of the Executive Board of the Minnesota School Nutrition Association, the Trainer Network Committee would like to invite current and prospective Trainers to **re-apply** or **apply** to become members of the Trainer Network and to update our current Trainer Network Directory. **Application deadline is Friday, February 5, 2010 and needs to be mailed to Sharon Maus, MSNA Administrative Coordinator, 21997 Co. Road 141, Kimball, MN 55355. Applications postmarked after February 5, 2010 will be returned unopened.**

PROSPECTIVE TRAINERS: The application requirements and criteria are as follows:

Requirements	Criteria
Membership	<ul style="list-style-type: none"> • Current member of SNA and MSNA
Work Experience	<ul style="list-style-type: none"> • Two (2) years experience teaching adults within the past five years • Two (2) letters of recommendations
Academic Requirements	<ul style="list-style-type: none"> • Certified at SNA Level 3, Registered Dietitian (R.D.), School Nutrition Specialist (SNS) or Bachelor's Degree in related field • Current Food Manager Certification with the Minnesota Department of Health (MDH) • High School Diploma/GED
Core Requirements	<ul style="list-style-type: none"> • Attend the 10 hour Trainer Certification Workshop (which will be required to be renewed once every three years)* • Attend the Mandatory Annual Train the Trainer Workshop*

*** Did you take the 10 hour Trainer Certification Workshop on July 14, 2008?**

_____ Yes _____ No

TRAINER APPLICATION

- SNA/MSNA membership number (required) _____ Exp date _____
- The (*) information will be posted on the MSNA web site and will be the information used in contacting you.
 *Name _____
 *Address _____

 *Telephone number (include area code) (h) _____ (w) _____
 Indicate preference for the web site regarding home and work numbers.
 * E-mail address _____
 * Food Safety Certification status and areas qualified to train will also be posted on the web site.
- Are you currently a SNA Certified Trainer?** Yes _____ No _____
 To a SNA Certified Trainer, you would have completed the SNA requirements.
- Education:** List and attach copies of certificates, licenses or degrees.

- Work Experience:** List any relevant experiences – be specific. (Use additional sheet if needed)

- Training Experience:** Please attach a list of training you have conducted along with the location and date for these trainings.

7. **Food Safety Certification:**
- ServSafe (with test) – Instructor ID from NRAEF _____
 - ServSafe (without test)
 - Serving it Safe, Proctor ID from MDH Approved Exams for CPFM _____
8. **Areas in which you are qualified to train.** List the names of individual courses, number of hours, resources and year published that you will use. You may attach an additional sheet if needed. Be very specific as to the resources/materials you will be using for each class.

Area	Course Title	Number or Range of Hours	Resources/Materials and Year Published (i.e. NFSMI, NRA, etc.)
Food Safety & Sanitation or Operations			
Nutrition			
Administration			
Communications Marketing			

9. Check the regions of the State of Minnesota where you would be able to conduct training sessions (see attached map).
- Northwest (Becker County)
 - Northeast (St. Louis County)
 - Central (Stearns County)
 - Statewide
 - Southwest (Lyons County)
 - Southeast (Steele County)
 - Metro (All Metro Counties)
10. **References:** Please include two (2) letters of references with the application. References must be from individuals who have observed your training and can speak to your knowledge base.
11. The MSNA Trainer Network Committee and Executive Board Members are working on developing and enhancing new curriculum in the areas of Farm to School and Financial Management. Please indicate your interest in teaching these curriculums by checking one or more of the following classes.
- Farm to School:** **Interested in Teaching** **Not Interested in Teaching**
- Financial Management:** **Interested in Teaching** **Not Interested in Teaching**
- If you checked "interested" under Financial Management, you must have previous experience developing School Food Service Budgets.*

Thank you for your interest in the MSNA Trainer Network. If you have any questions, please feel free to contact the members of the Trainer Network.

Committee:

- Annette Derouin, Chair, derouina@willmar.k12.mn.us or 320-231- 8521
- Janeen Peterson, janeen.peterson@district196.org 651-683-8558
- Kathy Burrill, kburrill@chisagolakes.k12.mn.us or 651-213-2506
- Sherri Knutson, shknutson2@rochester.k12.mn.us or 507-287-2282