



January 2011

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 4, 2011

**Please mail to: Sharon Maus, MSNA Executive Director
21997 Co. Road 141
Kimball, MN 55355.**

Applications postmarked after February 4, 2011 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

TRAINER APPLICATION

*Note: All currently 2010 approved trainers will only need to answer the following questions.
1,2,3,6,7,9,11*

1. SNA/MSNA membership number (required)_____
2. 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 in will also be posted on the web site.
3. **Are you currently a SNA Certified Trainer?** _____ Yes _____ No

To a SNA Certified Trainer, you would have completed the SNA requirements.
4. **Education:** List and attach copies of certificates, licenses or degrees.

5. **Work Experience:** List any relevant experiences - be specific.

6. **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 or 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 committed to offering the Core Requirement classes required for Level 1 certification, and plan to offer these classes at the annual conference in St. Cloud in August, 2011. Please indicate if you are interested in being considered as a trainer for either of these two sessions:

ServSafe: Interested Not Interested

School Nutrition Basics: Interested Not Interested

If you checked "interested" under ServSafe, you must hold current Professional Food Service Manager certification from the State of MN Dept. of Health. (refer to question 7) The new School Nutrition Basics will be presented to the Trainer Network at the annual Trainer Workshop in June 2011.



*** Did you take the 10 hour Trainer Certification Workshop on July 14, 2008?**
 _____ Yes _____ No

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.

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