

Child Nutrition Director's Certification Course

Issue Number: CNU E-Memo 19-2025

Correspondence Date: March 5, 2025

Regulatory Authority: Arkansas Code § 20-7-134; [ADE Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers, and Workers](#)

Response Required: No

Attention: Superintendents, Child Nutrition Directors/Managers

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The Arkansas Department of Education (ADE), Division of Elementary and Secondary Education (DESE), Child Nutrition Unit (CNU) is accepting applications for the 2025 Director Certification Training Program. This training is for new district Child Nutrition Directors who have attended the pre-requisite courses: Culinary Directions Part 1 and Part 2 or have met the requirements as identified in the Arkansas Certification Rules. Those new directors who will attend the 2025 Culinary Directions Manager Part 2 Training in June may also apply to participate in the 2025 Director Certification Training.

Child Nutrition Directors are required to be certified through the Arkansas Child Nutrition Unit when they are paid from the non-profit food service account in Arkansas public and charter schools. All Child Nutrition Directors must meet the [United States Department of Agriculture \(USDA\) Professional Standards](#).

The 2025 Child Nutrition Director Certification Training sessions during the 2025-2026 school year. Participants will choose one session. Those sessions will be held in the summer, fall, and spring. Each session is an online course offered via Google Classroom. This course is entirely online with assignments due each week. There is no set class time.

Applicants will complete the attached [Child Nutrition Director Training Application](#) for Acceptance and email the application, copies of manager training certificate or manager certification, diploma or transcript, and safe food handler certificate (if applicable).

The Child Nutrition Unit will review all applications to ensure all requirements for education and recommendations are included. Once the applicant is accepted into the Director's Program, the applicant will be notified of the session dates.

The deadline to submit the Application for Acceptance is April 30, 2025 to be considered for the Summer 2025 class.

Once accepted into the Directors Certification Program, you will receive an acceptance letter by email with a link to complete your registration. The registration fee of \$325 will be paid to UCA Outreach during the online registration process. Should you encounter any problems with the registration process, please call Paula Myers at 501-450-3429.

Attachments:

[ADE Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers, and Workers](#)

[Application for Director Certification](#)