



School Nutrition Association Iowa CEU Approval Form

The application must be submitted completely filled out with all required materials 6-8 weeks prior to program date.
Applications submitted less than 6 weeks prior to program date MAY BE REJECTED.

PART I – CONTACT DETAILS

Program Provider		
Address		City, State, Zip
Contact Person	Email	Phone
Are you willing to share your program with other members of SNAI? <input type="checkbox"/> Yes, you may post my program on the SNAI members website for use by others. <input type="checkbox"/> No, I do not want to share my program		
Your signature below confirms that the CEU training will be delivered as approved by SNA and that there will be no significant changes to the content		

PART II – PROGRAM DETAILS

Educational Program Title			
Program Date(s)			
Program Location(s), List Cities and States as applicable			
Professional Standards Topic Area(s) <input type="checkbox"/> NUTRITION – 1000 <input type="checkbox"/> OPERATIONS – 2000 <input type="checkbox"/> ADMINISTRATION – 3000 <input type="checkbox"/> COMM/MARKETING - 4000			
Nutrition subtopic*	Operations subtopic	Administration subtopic	Communications/Marketing subtopic
No. CEU(s) Requested**:	Program type(s): <input type="checkbox"/> Workshop <input type="checkbox"/> Conference <input type="checkbox"/> Webinar <input type="checkbox"/> Online <input type="checkbox"/> Home study		

*Subtopics are optional **CEU's must be a minimum of 1 hour instructional time – registration time, breaks and lunch are NOT included in instructional time.

***Online or Home Study courses must include a post-exam with an answer key.

PART III – REQUIRED ATTACHMENTS All attachments must be submitted with the CEU Approval Request Application)

- Minimum of three (3) Measurable Learning Objectives
- Program Description – Please include why this content is needed, what need is being met
- Content Summary – A summary overview of the content to be provided
- Program Agenda, as applicable – Registration times, Sessions & times, Breaks, Meals
- Speaker(s) / content developer(s) bio's – Qualifications, Degree and Current Position
- Educational materials – Presentation PowerPoint, Handouts, Pre- and Post-presentation materials as applicable
- Home Study Quiz (As applicable) – For Home Study, participants must complete a quiz documenting completion
- Program Evaluation Form – Evaluates content, speaker(s) and extent to which learning objectives were achieved

For SNAI Use Only

Received	Processed	CEU's Requested	CEU's Approved	Approved by
Materials Received: <input type="checkbox"/> Objectives <input type="checkbox"/> Prog. Desc. <input type="checkbox"/> Prog. Agenda <input type="checkbox"/> Speaker bio's <input type="checkbox"/> Educational materials <input type="checkbox"/> Home Study Quiz <input type="checkbox"/> Program Evaluation				

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