



The Wisconsin Department of Public Instruction-School Nutrition Team (DPI-SNT) is excited to offer you the opportunity to participate in the GOALS Training Certification Program. GOALS is an acronym for Goal Oriented Achievement Learning Skills, a tiered learning system where participants can find and access training resources specific to their roles and responsibilities as school nutrition professionals. Upon completion of the GOALS training curriculum, school nutrition professionals will earn a *Certificate of Excellence* in school nutrition management and operations.

GOALS Training Tracks

- *Director Track* – this track is for current and aspiring school nutrition directors. No previous experience as a director is required before applying.
- *Manager Track* – this track is for current and aspiring school nutrition managers. No previous experience as a director is required before applying.
- *Staff Track* – this track is for school nutrition professionals currently working as staff members on their school nutrition team.

Overview of Training Requirements

Certification Level	Required Course Hours	Elective Course Hours	Total Hours
Director	69	41	110
Manager	53	22	75
Staff	40	10	50

Required course hours are completed by participating in trainings provided by the DPI-SNT. The required course hours include a mixture of instructor-led and recorded webcasts in the Online Learning Library. The specific curriculum for each track level is listed on the following pages.

Courses taken to meet the elective hours are determined by the individual applicant. In-person and online learning provided by the DPI-SNT and Institute of Child Nutrition (ICN) are pre-approved to fulfill elective hour requirements. Other trainings may be credited with DPI-SNT approval.

Education Exemptions

Applicants with a degree in dietetics, nutrition, or a related field are exempt from the eight-hour Nutrition 101 course. Additionally, they are exempt from up to 10 hours of electives. Applicants with a degree in culinary arts, restaurant and hotel management, or a related field are exempt from the four-hour culinary skills class.



This institution is an equal opportunity provider.

GOALS Training Hour Requirements – Director

Required Course	Training Hours	Class Type	USDA Professional Standards Code
Child Nutrition Program Basics	4	Instructor-Led	3000
Eligibility, Certification, and Verification	8	Instructor-Led and Online Learning Library	3100
Financial basics	4	Instructor-Led	3300
Food Buying Guide and Crediting	2	ICN Course	2150
Food Production Records	2	Instructor-Led	2120
Meal Pattern	2	Instructor-Led	1110
Offer vs Serve	2	Instructor-Led	2220
Procurement Training	4	Instructor-Led and Online Learning Library	2400
Special Diets and Food Allergies	4	Instructor-Led and Online Learning Library	1160
Standardized Recipes	2	Instructor-Led	1140
Communication Skills	1	Online Learning Library	4140
Culinary Skills	4	Online Learning Library	2130
Customer Service	1	Online Learning Library	4130
Farm to School	2	Instructor-Led or Online Learning Library	1130
Food Safety Manager Certification*	8	Proof of Completion	2600
Marketing and Program Promotion	1	Online Learning Library	4120
Nutrition 101	8	ICN Course	1300
Serving Appealing School Meals	2	Online Learning Library	2230
Smart Snacks	1	Instructor-Led or Online Learning Library	3230
Student Engagement	1	Online Learning Library	1200
USDA Foods Ordering	2	Instructor-Led or Online Learning Library	2400
Additional Child Nutrition Programs	1	Online Learning Library	3000
Civil Rights Training	1	Proof of Completion	3400
Point of Service	1	Online Learning Library	2300
Wellness Policy	1	Online Learning Library	3230
Total Required Course Training Hours	69	<i>Some of the required GOALS courses must be satisfied by attending either the in-person or virtual School Nutrition Summer Training (SNST) classes each summer and are labeled as "Instructor-Led". The remaining courses can be taken online via recorded webcasts and e-learning courses in the Online Learning Library.</i>	
Required Training Hours of Electives	41	<i>Elective courses are determined by the applicant. All trainings provided by DPI-SNT and ICN are approved courses. Additional trainings may be credited with DPI-SNT approval.</i>	
Total Training Hour Requirements	110		

*Any eight hour course that provides a quality food safety manager certificate is creditable toward GOALS, so long as the exam is passed. The DPI-SNT offers ServSafe to meet this requirement. Other food manager certification programs are allowable.

GOALS Training Hour Requirements – Manager

Required Course	Training Hours	Class Type	USDA Professional Standards Code
Child Nutrition Program Basics	4	Instructor-Led	3000
Eligibility, Certification, and Verification	8	Instructor-Led and Online	3100
Food Buying Guide and Crediting	2	ICN Course	2150
Food Production Records	2	Instructor-Led	2120
Meal Pattern	2	Instructor-Led	1110
Offer vs Serve	2	Instructor-Led	2220
Special Diets and Food Allergies	4	Instructor-Led	1160
Standardized Recipes	2	Instructor-Led	1140
Communication Skills	1	In-person or Online Learning Library	4140
Culinary Skills	4	Online Learning Library	2130
Customer Service	1	Instructor-Led or Online Learning Library	4130
Food Safety Manager Certification*	8	Instructor-Led or Online Learning Library	2600
Nutrition 101	8	ICN Course	1300
Serving Appealing School Meals	2	Instructor-Led or Online Learning Library	2230
Student Engagement	1	Instructor-Led or Online Learning Library	1200
Civil Rights Training	1	Proof of Completion	3400
Point of Service	1	Online Learning Library	2300
Total Required Course Training Hours	53	<i>A minimum of 18 hours of training must be completed at either in-person or virtual SNST; these are labeled as instructor-led. The remaining courses can be taken online via recorded webcasts and e-learning courses in the Online Learning Library.</i>	
Required Training Hours of Electives	22	<i>Elective courses are determined by the applicant. All trainings provided by DPI-SNT and ICN are approved courses. Additional trainings may be credited with DPI-SNT approval.</i>	
Total Training Hour Requirements	75		

*Any eight hour course that provides a quality food safety manager certificate is creditable toward GOALS, so long as the exam is passed. The DPI-SNT offers ServSafe to meet this requirement. Other food manager certification programs are allowable.

GOALS Training Hour Requirements – Staff

Required Course	Training Hours	Class Type	USDA Professional Standards Code
Child Nutrition Program Basics	4	Instructor-Led	3000
Food Buying Guide and Crediting	2	ICN Course	2150
Food Production Records	2	Instructor-Led	2120
Meal Pattern	2	Instructor-Led	1110
Offer vs Serve	2	Instructor-Led	2220
Communication Skills	1	Instructor-Led or Online Learning Library	4140
Culinary Skills	4	Instructor-Led or Online Learning Library	2130
Customer Service	1	Instructor-Led or Online Learning Library	4130
Food Safety*	8	Proof of Completion	2600
Nutrition 101	8	ICN Course	1300
Serving Appealing School Meals	2	Instructor-Led or Online Learning Library	2230
Civil Rights Training	1	Proof of Completion	3400
Eligibility, Certification, and Verification	1	Instructor-Led or Online Learning Library	3100
Point of Service	1	Online Learning Library	2300
Special Diets and Food Allergies	1	Instructor-Led or Online Learning Library	1160
Total Required Course Training Hours	40	<i>A minimum of 10 hours of training must be completed at either in-person or virtual SNST; these are labeled as instructor-led. The remaining courses can be taken online via recorded webcasts and e-learning courses in the Online Learning Library.</i>	
Required Training Hours of Electives	10	<i>Elective courses are determined by the applicant. All trainings provided by DPI-SNT and ICN are approved courses. Additional trainings may be credited with DPI-SNT approval.</i>	
Total Training Hour Requirements	50		

*Any eight hour course that provides a quality food safety manager certificate is creditable toward GOALS, so long as the exam is passed. The DPI-SNT offers ServSafe to meet this requirement. For Staff-level GOALS certification ICN's *Food Safety in Schools* course is acceptable if the applicant does not wish to obtain a food safety manager certificate.