School Year: 2025-2026

Professional Standards for School Nutrition Employees

EMPLOYEE TRAINING RECORD

Employee Name:

*Date of Hire:

Position Title:

* The training requirement in the year of hire for a mid-year hire (Jan 1, or later) is one-half the annual training hours required of the employee's job category.

Job Category and Annual Training Requirement:

- ☐ Director — 12 hours
- ☐ Manager — 10 hours
- ☐ Staff (*20 or more hours per week*) — 6 hours
- ☐ Staff (*less than 20 hours per week*) — 4 hours

Training Date	Title of Training / Subject	Training Provider	Key Area, Training Topic, Learning Objective *	Length of Training		
				Hours	Minutes	
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Total Hours Completed: 0.00

*See USDA website for appropriate Key Area, Training Topic, and Learning Objective Codes

10/2025

ILLINOIS STATE BOARD OF EDUCATION