**Professional Standards Tracker**

The USDA Professional Standards requires school food authorities to keep training documentation for all employees which includes the employee’s name, training topic, key area, learning objective code, length of training, and date of training. Key areas and learning objectives can be found at [https://www.fns.usda.gov/sites/default/files/cn/ps\_learningobjectives](https://www.fns.usda.gov/sites/default/files/cn/ps_learningobjectives.pdf).pdf. Annually, directors require 12 hours, managers 10 hours, full-time (≥ 20 hours) require 6 hours, and part-time staff (≤ 20 hours) require 4 hours.

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| **Employee Name** | **School** | **Training Topic** | **Key Area Code** | **Learning Objective Code** | **Length of** **Training** | **Completion Date** |
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