School Year _____

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/tn/professional-standards/training-objectives-topics Annually, directors require 12 hours, managers 10 hours, full-time (≥ 20 hours) require 6 hours, and part-time staff (≤ 20 hours) require 4 hours.

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