

CERTIFICATION REQUIREMENTS for School Food Service Administrators (SFSAs)

The information below outlines the current minimum educational qualifications for certification as a School Food Service Administrator (SFSA). The levels of certification - Levels II, III or IV - are based on the educational background of the individual.

SFSA Level	Degree	Course Requirements	
		Food & Nutrition Requirement	Business, Management, Accounting or Educational Administration Requirement
II	Bachelor's	9 semester hours	6 semester hours
III	Master's	12 semester hours	6 semester hours
IV	Doctoral	15 semester hours	9 semester hours

Effective July 1, 2015: all newly hired SFSAs must be ServSafe certified or obtain certification within 30 days after hire date.

Once the individual has been hired by the school district, the superintendent submits the following:

- Application for Child Nutrition Certification
- All college transcripts for applicant
- ServSafe certificate or obtain certification within 30 days after hire date

This information is submitted to the OCN Division of Training and Program Outreach for evaluation. If all educational qualifications have been met for the appropriate level, the applicant will be issued an emergency certificate valid up to one year. The individual must attend and successfully complete **New Administrator Orientation** during the first year of employment and Decide to Succeed to become initially certified.

A copy of the certification application and general responsibilities of a School Food Service Administrator are attached. Please call me in the Division of Training and Program Outreach at 601-576-4970 or email April Catchings (acatchings@mdek12.org) if you have further questions.