



AMERICAN SCHOOL FOOD SERVICE ASSOCIATION  
**NATIONAL CERTIFICATION APPLICATION**  
*(Please see back of application for guidance.)*

**PRINT OR TYPE:**

- ❶ ASFSFA Membership Number: \_\_\_\_\_      ❷ Preferred Mailing Address:  Work  Home
- ❸ Name: \_\_\_\_\_
- ❹ Address: \_\_\_\_\_
- City, State, Zip Code: \_\_\_\_\_
- ❺ Home Telephone: \_\_\_\_\_      ❻ Work Telephone: \_\_\_\_\_
- ❼ Fax Number: \_\_\_\_\_      ❽ E-mail Address: \_\_\_\_\_
- ❾  Check if membership application has been submitted (if you don't have a membership number)
- ❿ ASFSFA Membership Expiration Date: \_\_\_\_\_      ⓫ Current Certification Level: \_\_\_\_\_
- ⓬ Current Certification Expiration Date: \_\_\_\_\_
- ⓭ Do you receive a pay increase or bonus for being ASFSFA certified? (check one)  Yes  No
- ⓮ Applying as: (check one)  New  Recertification  Changing Levels    Check level below:

LEVEL	NEW CERTIFICATION*		RECERTIFICATION**	FEES	
	MINIMUM SPECIALIZED TRAINING	MINIMUM EDUCATION	MINIMUM CONTINUING EDUCATION UNITS (CEUs)	MEMBER	NON-MEMBER
<input type="checkbox"/> 1	30 Hours	Less than HS or GED	15	\$10	\$230.00
<input type="checkbox"/> 2	90 Hours	HS or GED	30	\$13	\$235.00
<input type="checkbox"/> 3	150 hours or 9 semester hours in sanitation & safety, nutrition, and food service management	Post-secondary	45	\$20	\$670.00

**\*NEW CERTIFICATION**

- For each of the three levels, it is required that you must have completed specialized training courses in the following content areas, along with the additional requirements:
  - SANITATION & SAFETY
  - NUTRITION
- Documentation of completion must be submitted for all Specialized Training Courses. Specialized Training Courses cannot date back further than five years from the date that you are applying for certification.

**\*\*RECERTIFICATION**

- Documentation of completion must be submitted for all Continuing Education Units (CEUs). Only enclose documentation of CEUs not previously submitted to ASFSFA.

Make checks payable to: ASFSFA. Mail completed application to: ASFSFA, P.O. Box 791004, Baltimore, MD 21279-1004. Make a photocopy of the application for your records.

Please call the ASFSFA Service Center at 800-877-8822 with any questions.

I hereby verify that I am eligible for certification and/or recertification at the requested level according to the requirements listed on the reverse side of this application, and that my certification can be revoked if any portion of this information is found to be incorrect.

❿ \_\_\_\_\_ Date \_\_\_\_\_  
 Applicant's Signature

⓫ \_\_\_\_\_ Date \_\_\_\_\_  
 Supervisor's Signature

<b>FOR OFFICE USE ONLY</b>	
Date Received _____	
Check # _____	
Check Amount _____	
Certification Level _____	

**ASFSA NATIONAL CERTIFICATION APPLICATION  
GUIDELINES**

*This application is used for applying for new certification, recertification and changing levels.*

1. Enter current ASFSA membership number. You must be a current member or have submitted a membership application to ASFSA in order to pay member rate for certification.
2. Check your preferred mailing address – work or home.
3. Print legibly or type your name.
4. Enter mailing address including city, state and zip code.
5. Enter home telephone number.
6. Enter work telephone number.
7. Enter fax telephone number.
8. Enter e-mail address.
9. Check here if you do not have an ASFSA membership number but have submitted the membership application.
10. If you are currently an ASFSA member, enter membership expiration date.
11. If you are currently ASFSA certified, enter certification level.
12. If you are currently ASFSA certified, enter certification expiration date.
13. Check yes or no, whichever applies to whether you receive a pay increase or bonus for being ASFSA certified.
14. Check which is applicable:
  - New – never been certified
  - Recertification – renewing current certification at current level
  - Changing levels – currently certified but moving certification levels either higher or lower. If a higher level, must submit documentation of completion of required Specialized Training hours for that level.Then, check the level you are newly applying for, recertifying at or changing to.
  - Minimum Specialized Training and minimum education requirements only apply to individuals seeking certification or changing current certification level. Each certification level requires Specialized Training Courses in specific key areas.
  - Minimum continuing education units (CEUs) only apply to those renewing their current certification.
  - The same fees are paid for new certification and recertification.
15. Applicant's signature is required here.
16. Supervisor's signature is only required for new applicant's and document(s) that the applicant has met the one year of work experience.

**(NOTE: If application submitted to ASFSA is incomplete, it will be returned to you with a letter of explanation.)**

Please see the certification brochure *Reach Your Professional Goals* for complete details on the ASFSA Certification Program. Please call the ASFSA Service Center at 800-877-8822 with any questions or view the ASFSA Web site at: <http://www.asfsa.org> for certification.