



Save time logging training hours with the Professional Standards Training Tracker Tool

A list of training titles from the USDA Professional Standards Training Database and other sources is available on the PSTTT. You can select a training title from the available list and the PSTTT will auto-populate information related to the training, such as the length of the training, training provider, key area(s), training topic(s), and learning objective(s).

Don't see the title of the training you completed on the PSTTT list? You can also add the new training title and training information to the PSTTT training list.



Looking for training?

Check out the **USDA Professional Standards Training Database**

<https://professionalstandards.fns.usda.gov/>.

The website provides direct access to a wide range of free and low-cost trainings in a variety of formats:

- Videos
- Webinars
- Online Trainings
- Training Documents
- Face-to-Face Trainings

Each training listing contains information about the training, how to access the training, key area(s), training topic(s), learning objective(s), and more.

Access the PSTTT at

<https://www.fns.usda.gov/tn/professional-standards-training-tracker-tool>

For assistance with using the PSTTT and additional information and resources on Professional Standards, visit <https://www.fns.usda.gov/tn/professional-standards-resources>.



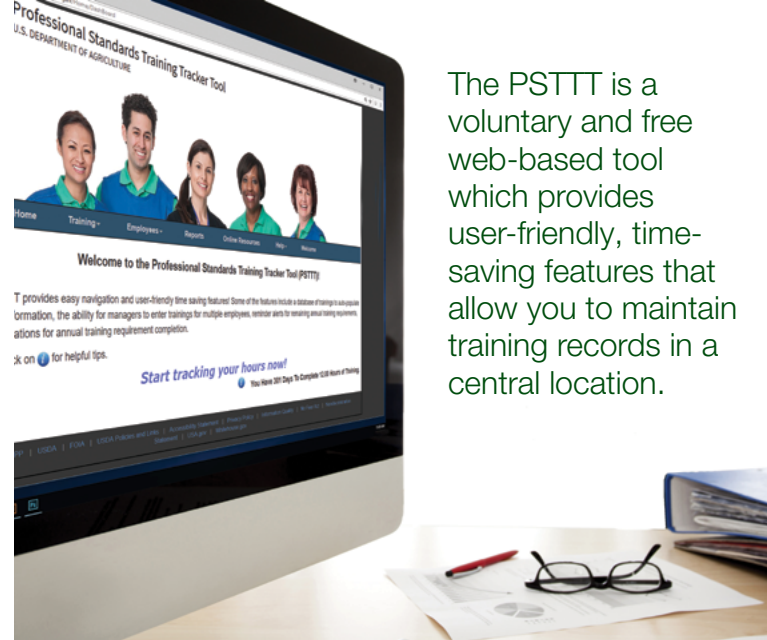
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Explore the Professional Standards Training Tracker Tool (PSTTT)

Achieve Excellence with Professional Standards

Professional Standards requirements for School Nutrition Professionals who manage and operate the National School Lunch Program (NSLP) and School Breakfast Program (SBP) are designed to help advance the field of school nutrition by establishing minimum hiring and annual training standards. The Professional Standards requirements help to ensure all of America's children receive safe, nutritious meals through efficient, cost-effective programs.



The PSTTT is a voluntary and free web-based tool which provides user-friendly, time-saving features that allow you to maintain training records in a central location.

Professional Standards Training Tracker Tool
<https://pstrainingtracker.fns.usda.gov>



The regulation requires each school food authority to maintain records that document compliance with the Professional Standards requirements for all school nutrition program professionals who manage and operate the NSLP and SBP. You can use the USDA Professional Standards Training Tracker Tool (PSTTT) developed by Team Nutrition to help you keep track of your annual required training hours.

The PSTTT features are tailored to your role as a school nutrition program director, manager, or employee.

All users can:

- Create a profile and edit to update job title, organization (school, State, etc.) and user role (director, manager, or employee)
- Log training (add/edit/delete training records)
- View and print logged training reports from current and previous school years
- Print certificates of completion once the annual required training hours are met for the school year
- Earn training reward badges for completed training
- Track remaining training hours that are needed to fulfill the annual training requirements
- Upload supporting documents (agendas, attendance logs, certificates, and more)

Manager/Director-users can:

- Maintain rosters and training records for each employee
- Add, delete, and edit training records and upload supporting documents for multiple employees at the same time
- Track training hours completed by staff and hours remaining to fulfill the annual training requirements
- Print certificates of completion for all employees once the annual required training hours are met for the school year
- Print summary reports to support an administrative review
- Add new schools to their district

School Director-users can:

- Add a new school district
- Deactivate and reactivate employees within their district
- Request additional access to manage multiple school districts

State agency-users can:

- View and print summary reports for all schools in their State
- Filter school director, manager, and employee training records by districts and schools in their State