



DEPARTMENT OF AGRICULTURE

Food and Nutrition Service

Agency Information Collection Activities: USDA Professional Standards Trainings and Tracker Tool (PSTTT).

AGENCY: Food and Nutrition Service (FNS), USDA.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on this proposed information collection.

This collection is an extension, without change, of a currently approved collection for assisting State agencies and school nutrition professionals in searching for trainings, recording, tracking, and managing the required training hours for State and local school district nutrition professionals, in four major areas (nutrition, operations, administration, and communications and marketing), to meet the requirements of the Healthy Hunger Free Kids Act (HHFKA) of 2010 Professional Standards Rule.

DATES: Written comments must be received on or before (insert date that is 60 days after publication in the Federal Register).

ADDRESSES: Comments may be sent to the Nutrition and Technical Assistance Branch, Food and Nutrition Service, U.S. Department of Agriculture, 1320 Braddock Place, 4th Floor, Alexandria, VA 22314. Comments may also be submitted to the attention of the Nutrition and Technical Assistance Branch via email to cnpntab@usda.gov. Comments will also be accepted through the Federal eRulemaking Portal. Go to <http://www.regulations.gov>, and follow the online instructions for submitting comments electronically.

All responses to this notice will be summarized and included in the request for Office of Management and Budget (OMB) approval. All comments will be a matter of public record.

FOR FURTHER INFORMATION CONTACT: Requests for additional information or copies

of this information collection should be directed to Brittany Gorman at 703-305-2621 or cnpntab@usda.gov.

SUPPLEMENTARY INFORMATION: Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions that were used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

Title: USDA Professional Standards Trainings and Tracker Tool (PSTTT).

Form Number: None.

OMB Number: 0584-0626.

Expiration Date: September 30, 2026.

Type of Request: Extension, without change, of a currently approved collection.

Abstract: The Healthy Hunger Free Kids Act (HHFKA) of 2010 (Section 306) requires Professional Standards for State and local school district nutrition professionals. In addition to hiring standards, mandatory annual training is required for all individuals involved in preparing school meals. To meet the training requirements and assist in locating and keeping track of training, USDA's FNS provides a web-based application tool with a Structured Query Language (SQL)-server database, which is available for employees of State agencies, local educational agencies, and school food authorities through the FNS public website, as a guest user or with Login.gov. While training requirements are mandatory, using the USDA Professional Standards Trainings and Tracker Tool (PSTTT) is voluntary. The tool facilitates compliance with HHFKA requirements and is provided at no cost. In addition, FNS provides a mobile-friendly version of

the PSTTT application to ensure easy usage and accessibility across mobile devices. The application is compatible with all mobile operating systems (iOS, Android, and Windows).

The user can create a user profile with the following information:

- School District/Address
- School Name/Address
- Individual's Name
- Email Address
- Job Title and Role
- Hiring Date

The user will enter the following information:

- Key Area
- Training Topic
- Learning Objective
- Training Title
- Training Hours/Minutes
- Date of Training
- Training Provider or Organization (including State, local or national)

The user can enter multiple employee names for one specific training. Users can print certificates of completion for trainings. The tool provides the user with the ability to export and save results in multiple file formats, including portable document format (.pdf), Microsoft Excel (.xlsx), and Word Files versions 2000 or higher (.docx). Streamlined and intuitive navigation is offered to allow for easy access to all functionalities. In July 2025, the PSTTT integrated the former Professional Standards Training Database into the PSTTT, allowing for guest user access to search for relevant professional standards trainings to take in addition to logging completed trainings — this resulted in renaming the tool from the “Professional Standards Training Tracker Tool” to the “Professional Standards Trainings and Tracker Tool” to more accurately reflect the

PSTTT's capabilities. In this notice, the previous requirements listed as "State agency personnel" and "school nutrition professionals" has been clarified to include the estimated burden encompasses the time users are expected to spend using the tool (e.g., searching and logging trainings).

Affected Public: State, Local, and Tribal Government. Respondent groups include State agency personnel and school nutrition professionals.

Estimated Number of Respondents: The total estimated number of respondents is 10,006. This includes six State agency personnel and 10,000 school nutrition professionals who voluntarily choose to utilize this tracking tool as registered users. All respondents will be offered a 60-minute training webinar on features of the tool.

Estimated Number of Responses per Respondent: Total estimated number of responses per respondent across the entire collection is seven. The estimated number of responses per respondent for the tracking tool is five. The tracking tool users will first be required to create their user profile, which will be saved for future use. It is estimated that the user will be searching for trainings, updating, and managing their records on a quarterly basis. The estimated number of responses per respondent for the training webinar is two; one for the live webinar and one for the recorded training.

Estimated Total Annual Responses: 70,042.

Estimated Time per Response: The average estimated time per response for all of the participants, across all of the activities in this collection, is approximately 14 minutes (0.24 hours). For the USDA Professional Standards Trainings and Tracker Tool (PSTTT), the estimated time of response varies from five to 10 minutes depending on familiarity of the tool and the number of reports created, with an average estimated time of 7.5 minutes (0.125 hours) for all participants. The annual training webinar of 60 minutes (1 hour) will be available for all participants. Participants will search for and record trainings into the tracking tool, which is estimated to take 5 minutes (0.083 hours) to complete.

Estimated Total Annual Burden on Respondents: 17,090.25 hours (rounded to 17,090 hours).

See the table below for estimated total annual burden for each type of respondent.

Respondent	Estimated # Respondent	Responses annually per Respondent	Total Annual Responses (Col. bxc)	Estimated Avg. # of Hours Per Response	Estimated Total Hours (Col. dx)
Reporting Burden for State, Local, and Tribal Govt					
State agency personnel sessions, searching and logging trainings.	6	5	30	0.125	3.75
Training webinar.	6	1	6	1	6
Recording of trainings on the tool.	6	1	6	0.083	0.498
School nutrition professionals sessions, searching and logging trainings.	10,000	5	50,000	0.125	6,250
Training webinar	10,000	1	10,000	1	10,000
Recording of trainings on the tool.	10,000	1	10,000	0.083	830
Total Reporting Burden	10,006	7	70,042	0.24	17,090.25

Patrick A. Penn
 Deputy Under Secretary,
 Food, Nutrition, and Consumer Services
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