



Culinary Directions

The Child Nutrition Unit is excited to announce that Culinary Directions Part I, Part II, and Recertification will be available virtually this summer! Read below for registration information.

Training is based on the *DESE Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers, and Workers* (March 14, 2005).

The 2021 Culinary Directions Training Program is sponsored by the Arkansas Department of Education, Division of Elementary and Secondary Education, Child Nutrition Unit in cooperation with the University of Central Arkansas Division of Outreach and Community Engagement.

Registration and Workshop Information

To reserve your spot in the training, please follow the **online registration process** outlined below:

Culinary Directions Training Part I - June 7th through 18th, 2021

Participants will receive an email with a link to a Zoom Meeting a couple of days prior to the start of the workshop. At **1pm on Monday, June 7th**, participants will click the link to join the Orientation session. The remaining days of training, participants will click on the same original link for their Breakouts by Topic. Districts must ensure that Part I participants have an individual district email address (cannot be the director's email address), reliable internet access, a laptop or computer with a microphone and camera, and a quiet space for learning. Attendance will be monitored using the registered email address for each manager, so individual computers and learning spaces will be required daily.

This two-week workshop provides basic training in Child Nutrition Program regulations and requirements, human resources, meal preparation documentation, and sanitation and safety. Four sessions, each an hour and a half long, will be held virtually each day for each of the four Breakouts by Topic. Sessions will be held Monday—Friday and will require full-time intensive work for the two-week period. Daily attendance is required and will be monitored. **The registration fee is \$200.** Registration is limited to **275** participants.

If districts need to train a manager or director for the 2021-22 school year but have not hired the individual, they may reserve a spot by completing the online registration form with the first and last name listed as **Unknown Participant**. For the unknown participant's email address, type **profdev@uca.edu**. For the street address and primary phone number, use the district's information. For the date of birth, type **01/01/1901**, and for the SSN, type **0000**. Type **N/A** for Emergency Contact Name and Phone. Select the **Other** option for both Participant Job Title for 2020 – 2021 and the credentials question. There is no need to fill in the blanks after each of those questions. Choose **High school or equivalent** for highest level of education. Lastly, you will need to enter the school district information each time. Use this for each unknown spot that you want to reserve. Once a person has been hired, please email **profdev@uca.edu** with the correct participant information. (UCA Outreach will send you an email upon registration outlining all of the information that you will need to provide.)

Culinary Directions Training Part II

Session A - June 7th through 11th, 2021

Session B - June 14th through 18th, 2021

Part II will be a virtual, one-week training for each participant.

Participants will request Session A or Session B during the registration process on a first-come, first-served basis and will attend only the week they are assigned. A couple of days prior to the start of the workshop, participants will receive an email with a link to a Zoom Meeting. At **11am on Monday of the week of training**, participants will click the link to join the Orientation session. For the remaining days of training, participants will click on the same original link for their Breakouts by Topic. Since Part II focuses on culinary skills and food science, participants will virtually join a university professor for food science instruction and demonstrations. Then, participants will use provided recipes to prepare their own product (offline) in their school kitchens using school equipment and supplies. Participants will re-join the Zoom Breakout by Topic using the original link to share about their product and experience preparing the recipe. Recipes will be provided in advance so that districts may ensure managers have correct and adequate supplies. The cost savings in registration should cover the cost of recipe supplies.

Each one-week session provides training in culinary techniques, food science, management of school meals programs, kitchen efficiency, and basic culinary math. Sessions will be held virtually each day. Sessions will be Monday through Friday, and each one-week period will require full-time intensive work. Participants must have completed Part I in order to register for Part II. Districts must ensure that Part II participants have an individual district email address (cannot be the director's email address), reliable internet access, a laptop or computer with a microphone and camera, a quiet space for learning, and access to a school kitchen, equipment, and supplies (including food for recipes). Attendance will be monitored using the registered email address for each manager, so individual computers and learning spaces will be required daily. Daily attendance is required and will be monitored. **The registration fee is \$200.** Registration is limited to **60 participants per session.**

Culinary Directions Recertification - June 22nd through 24th, 2021

Participants will receive an email with a link to a Zoom Meeting a couple of days prior to the start of the workshop. At **9am on Tuesday, June 22nd**, participants will click the link to join the Orientation session. The remaining days of training, participants will click on the same original link for additional virtual presentations. Districts must ensure that Recertification participants have an individual district email address (cannot be the director's email address), reliable internet access, a laptop or computer with a microphone and camera, and a quiet space for learning. Attendance will be monitored using the registered email address for each manager, so individual computers and learning spaces will be required daily. Daily attendance is required and will be monitored. **The registration fee is \$100.**

Recertification is for those managers whose certification expires in 2021 or 2022. Recertification is only offered in odd-numbered years.

Manager Certification Requirements

Prerequisites:

1. A high school diploma or GED is required before a manager can be certified. During the evaluation process the following summer after a manager completes Part II training, districts will submit a copy of a diploma, GED, or transcript to document that the manager has met the educational requirements.
2. Candidates who do not have a high school diploma or GED may register for this certification program with the understanding that they **will not** be certified until the Arkansas Child Nutrition Unit has received a copy of their GED certificate.
3. Candidates for Part I and Part II training must be endorsed by the district in which they are employed.

Requirements:

1. Successful completion of Part I and Part II of the Manager Certification Training Program.
2. Serve as a Child Nutrition Manager or Assistant Manager for one year after completion of Part II of the Manager Certification Training Program.
3. Recommended for certification by immediate supervisor (Child Nutrition Director or Superintendent). An evaluation form will be sent in August the year after completion of Part II of Manager Certification Training.

Certificates will be awarded in the fall at the Arkansas School Nutrition Association (ASNA) conference.

ASNA Scholarships Available

The Arkansas School Nutrition Association (ASNA) offers scholarships to cover the cost of Part I or Part II registration for ASNA members only. The scholarship checks will be given out at registration. Scholarship forms are available on the ASNA website at www.arsna.org and in the attachments to this memo. The application deadline is **April 16, 2021**.

GED Scholarships Available

The Child Nutrition Foundation offers GED Jump Start Scholarships to SNA members who want a General Education Development (GED) diploma. The amount of the scholarship is \$200. Information may be found on the SNA website at <http://www.schoolnutrition.org> or by contacting SNA's service center at 1-800-877-8822. Applications are accepted throughout the year.

NOTE:

- Due to fiscal and accounting principles being instituted by the University of Central Arkansas (UCA), we will not be allowed to register anyone without payment. Whether you choose to pay with a credit card or with a check, please be aware that your registration will not be guaranteed until the payment is processed. Our space is limited; therefore, once we reach the maximum capacity for the workshops, we will not be able to accept additional people. Please share this information with your bookkeeping officials or fiscal management department so that you can be assured of having a spot in the training. **Please adhere to all deadlines in this document to avoid any and all problems.**
- All questions should be directed to **Stephanie Alsbrook** in the CNU office at stephanie.alsbrook@ade.arkansas.gov or **501-324-9502**.
- Payment options will be listed at the bottom of the online registration form. Choose either Pay Online or Pay by Check. When choosing Pay Online, please enter the correct billing information for the card being used for payment. When choosing Pay by Check, please hit the Confirm button to confirm your registration, then check your email for payment instructions. Confirmation emails will be sent to the primary contact (the first person listed on the registration form) and to the Child Nutrition Director/Superintendent Email.
A place will not be held until the payment is processed.

**CHILD NUTRITION MANAGER TRAINING PROGRAM 2021
ONLINE REGISTRATION ONLY! LINKS LISTED BELOW:**

[Part I registration](#)

[Part II registration](#)

[Recertification registration](#)

ALL registrations this year will be submitted online. NO PAPER APPLICATIONS WILL BE ACCEPTED. To register for ***Part I, Part II, or Recertification***, go to the web address listed above. Please make sure to choose the specific workshop desired before completing the registration form.

For ***Part I*** registrants, the Child Nutrition Director, Superintendent or designated assistant should complete the online registration form as it will need to be authorized by one of these individuals. School administrators who need to register more than one person will be able to do so by choosing **Add Another Person** at the bottom of the page after filling out the information for the first applicant. To continue registering multiple applicants, you will be asked to set up a password for security reasons. Call the number at the bottom of this page if you experience any password issues. You may add as many people to your group of registrants as you need. This will enable you to make a single payment on the Checkout page for everyone from your district.

A credit card payment is the preferred method of payment. You may use a Visa, MasterCard, Discover, or American Express card. If you need to submit a school check for payment, choose the “Check” option under **Payment Method** and follow the instructions that will appear on the screen. Please be aware that your registration will not be guaranteed until the check is received and processed. A confirmation email will be sent to all registrants upon completion of registration.

MAKE CHECKS PAYABLE TO: UCA OUTREACH & COMMUNITY ENGAGEMENT

To cancel, please send an email to profdev@uca.edu by June 4, 2021.
The registration fee minus \$10 will be refunded for cancellations received in this manner.
No refunds will be given after the workshop begins. Checks will not be accepted at registration.

Upon completion of the online registration process, the email address listed for the Child Nutrition Director/Superintendent will receive a confirmation email within one business day. The confirmation email will include a receipt if you paid using a credit card or an invoice if you still need to pay by check. Follow the instructions in the confirmation email for mailing a check to UCA Outreach.

**IF YOU HAVE ANY QUESTIONS ABOUT THE ONLINE REGISTRATION PROCESS,
PLEASE CONTACT THE UCA DIVISION OF OUTREACH & COMMUNITY
ENGAGEMENT
BETWEEN THE HOURS OF 8:00 A.M. - 4:30 P.M. (MON. - FRI.)
AT THE NUMBER OR EMAIL ADDRESS LISTED BELOW:**

501-450-5261 or profdev@uca.edu