



Culinary Directions

The Child Nutrition Unit is excited to announce that Culinary Directions Part 1 and 2 Manager's Certification Program will be an in-person workshop for 2022.

The 2022 *Culinary Directions* training options are based on the *ADE Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers, and Workers* (March 14, 2005) and the Institute of Child Nutrition's *Competencies, Knowledge, and Skills Needed by School Nutrition Managers in the 21st Century*.

Registration and Workshop Information

To reserve your place in the workshop, please follow the **online registration process** outlined in this brochure.

Culinary Directions Manager Training Parts 1 and 2

During the registration process select the preferred dates to attend, either Session A (June 6-10) or Session B (June 13-17). Registration is limited each week. Each session will be filled as registration is processed. Participants will attend only the week assigned during registration. All sessions will be held at the Conway Junior High School, 1815 Prince Street in Conway. Sessions will be held Monday—Friday and will require full-time intensive work for the entire week. There are no “excused” absences. **The registration fee is \$325.** The registration fee does **NOT** include lodging. See lodging information on the next page.

If a staff member needs to attend before the 2022-23 school year but have not hired the individual, a place may be reserved 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. Use this for each unknown participant that you want to make a reservation. Once a person has been hired, please email profdev@uca.edu or call 501-450-5261 with the name and details of the person hired.

If both sessions have been filled by the time you register, you will be asked to place your name on the **waiting list**. Click on the waiting list link that will show on the registration page. Here, you will add your name, school district, and contact information. Also, you will need to indicate the number of people from your district that you are seeking to register. After filling in all of the necessary information, you will receive an email confirming your placement on the wait list.

Culinary Directions Manager Training Part I

During the registration process for Part 1, indicate if the participant already holds certification as a Certified Food Manager (CFM), as required by the Arkansas Department of Health. Part 1 participants not already meeting the CFM requirements, will take the ServSafe® exam on Friday of each week. Part 1 participants already meeting the CFM requirements will receive a different food safety test on Friday.

Registration and Orientation **will begin at 1pm on Monday, June 6th** in the Conway Junior High School Cafeteria. Follow the signs to the Junior High School Cafeteria. **Lunch will not be provided**, so plan to eat prior to arriving on campus. Registration is limited to 100 participants each week.

This one-week workshop provides basic training in Child Nutrition Program regulations and meal pattern, menu planning, personnel management, meal documentation, and sanitation and safety. **Lunch will not be provided for Part 1 participants. Participants will have adequate time to purchase lunch at an area establishment.**

Part 1 participants **MUST** complete all 32 hours of on-line prerequisites from the Institute of Child Nutrition (<http://theicn.org>) on the provided list **prior to May 23, 2022** and provide copies of the completion certificates to profdev@uca.edu. **Participants may not receive exceptions to this requirement or deadline.**

Culinary Directions Manager Training Part II

Each one-week session provides training in culinary techniques, food science, kitchen management, menu planning, meal documentation, and kitchen efficiency. Sessions will be held daily at the Conway Junior High School campuses. **The registration fee for Part 2 includes both lunch and dinner on Tuesday, Wednesday, and Thursday. Friday will include lunch only. No meals will be provided on Monday.** Registration for Part 2 is limited to 64 each week.

Part 2 participants **MUST** complete Nutrition 101 and Marketing Your School Nutrition Programs (total 10 hours) from the Institute of Child Nutrition (<http://theicn.org>) prior to May 23, 2022 and provide copies of the completion certificates to profdev@uca.edu. **Participants may not receive exceptions to this requirement or deadline.**

Lodging

Please read carefully.

UCA has a room block set up at the hotels/motels in Conway listed below. **You must call to make your own reservation. Please reserve your room by May 1st.** Mention that you are with the UCA Child Nutrition group when making your reservation to receive the following rates. **Unless otherwise noted, all rates are for either single or double occupancy. All rates include breakfast.**

Hilton Garden Inn
501-329-1444
805 Amity Road
\$119 + tax (King or 2 Queens)
Use code NUTRI to get the group rate.

Country Inn & Suites
501-932-0500
750 Amity Road
\$83 + tax (King or 2 Beds)
\$95 + tax (Suite)

Home 2 Suites by Hilton
501-504-2602
820 Bill Dean Drive
\$114 + tax (King Studio)
Use code CNC to get the group rate.

Manager Certification Requirements

General Prerequisites:

1. A high school diploma or GED is required before a manager can be certified. Part I participants are required to provide the date of high school graduation or GED certification, or sign the statement on the registration form of intent to earn a GED.
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 Child Nutrition Unit, Division of Elementary and Secondary Education, Arkansas Department of Education has received a copy of their GED certificate.
3. Only Part I candidates must be recommended by their Child Nutrition Director or Superintendent. The recommendation section is listed at the bottom of the online registration form.

Requirements:

1. Successful completion of Culinary Directions Part I and Part 2 of the Manager Certification Training Program.
2. Serve as a Child Nutrition Manager or Assistant Manager for one year after completion of Culinary Directions Part 2 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 2 of Manager Certification Training. Certification 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 Culinary Directions Part 1 or Part 2 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. The application deadline is **March 29th**.

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. Should you choose to pay with a credit card, please be aware that your registration will not be guaranteed until the payment is processed. 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 place at the training. **Please adhere to all deadlines in the brochure to avoid problems with registration or attendance at the trainings.**
- All questions should be directed to **Sheila Chastain** in the Child Nutrition Unit. Sheila.Chastain@ade.arkansas.gov or **501-324-9502**. To pay with a credit card, please see the instructions on the online registration form. **A place will not be held until the payment is processed.**



CULINARY DIRECTIONS CHILD NUTRITION MANAGER TRAINING PROGRAM 2022
ONLINE REGISTRATION ONLY! LINK LISTED BELOW:

Part I Registration Link 2022 **Part II Registration Link 2022**

ALL registration must be submitted online. NO PAPER APPLICATIONS WILL BE ACCEPTED. To register for ***Part I or Part 2***, 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 "Pay By Check" option under ***Payment Options*** and check your email for payment instructions. 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

***Registration
Deadline:
April 20, 2022***

To cancel, please send an email to profdev@uca.edu by June 1, 2022.
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 your online registration, you may print a copy of the receipt (if paying by credit card) or invoice (if paying by school check or purchase order) by clicking on either ***Receipt*** or ***Invoice*** under the Documents heading on the registration confirmation page. From this point you may either print or email your receipt/invoice by clicking on one of the options on the upper right side of the screen.

501-450-5261 or profdev@uca.edu

Non-Profit Org.
US Postage Paid
Little Rock,
Arkansas
ARMailing



*Managers Certification
Training Program*

Parts I & 2

Session A: June 6-10

Session B: June 13-17

Sponsored by

Child Nutrition Unit
Division of Elementary and Secondary Education
Arkansas Department of Education

In cooperation with
Division of Outreach
& Community Engagement
University of Central Arkansas



University of Central Arkansas
Division of Outreach & Community Engagement
201 Donaghey Ave
BHCC 102
Conway, AR 72035-5003