

Posted: 5/26/20

To: School Food Authorities  
Subject: SFS-20-x165 Registration Available: June & July 2020 Virtual Manager Training Classes

### ***Registration now open for VIRTUAL School Nutrition Manager Training***

**June 22-26, 2020**

**July 6-10, 2020**



LDOE DNS and Louisiana Fit Kids are happy to present the first ever virtual manager training classes! Training will be conducted live, via Zoom. Participants will have the opportunity to interact with the instructor and other classmates, ask questions and participate in discussion, without traveling to a physical location. Participants will gain valuable experience in navigating online training in addition to CNP knowledge.

SFA directors/supervisors must register their employees by visiting [Louisiana Fit Kids](#) and clicking the calendar link. **Each participant must have a unique email address (separate from the CNP director's address).** Classes are limited to 25 participants, to ensure that there is adequate opportunity for interaction. **There is no charge for this training.**

**Schedule:** A detailed agenda is available on the registration website. The general schedule is as follows:

Training Day	Activity	Time
Monday	Registration	8:00 a.m. – 8:30 a.m.
	Training Session	8:30 a.m. – 12:00 p.m.
Tuesday – Friday (a.m.)	“Settling In”	8:00 a.m. – 8:30 a.m.
	Training Session	8:30 a.m. – 12:00 p.m.
Friday (p.m.)	Assessment	1:00 p.m. – 3:30 p.m.

Each morning from 8:00 – 8:30 a.m., participants will have time to log in, ensure all technology is working, ask questions and network with other participants. This will allow training to begin promptly at 8:30.

**Materials:** A link to download course materials will be provided. **The SFA will be responsible for ensuring that all participants are provided with the necessary materials.**

**Assessment:** The assessment will be conducted online. Participants will have up to 2.5 hours to complete the assessment – after the allotted time, the assessment will no longer be accessible. Participants will have the opportunity to skip questions and return to them later in the assessment, as time permits. However, any question left blank will be marked incorrect. **Participants are required to be proctored by the CNP director or his/her designee.** Therefore, prior to registering, the school system must ensure that there is a location available (such as a computer lab) that will accommodate test takers and allow for adequate supervision. Assessment results will be emailed to SFA directors within 1 month following completion of the class.

#### **RECOMMENDED PREREQUISITES**

Participants are expected to have basic knowledge and skills in food safety, culinary techniques, portion control, weighing, measuring, recipe adjustment, USDA Foods, and inventory management. A list of recommended prerequisites has been compiled (see next page) and should be completed PRIOR to attending the Manager Training. **NOTE:** Other resources, (including those developed locally), are acceptable prerequisites.

## Manager Training Recommended Prerequisites

Individuals attending Manager Training are expected to have basic knowledge and skills in food safety, culinary techniques, portion control, weighing, measuring, recipe adjustment, USDA Foods, and inventory management. Completion of the following prerequisites are recommended prior to attending manager training. The minimum of 16 hours of Culinary Techniques may be from any of the available Culinary Techniques options.

**NOTE:** The resources below are recommendations. Other resources, such as those developed locally, may be used.

For assistance with the courses listed below, call ICN at 1-800-321-3054, or email: [helpdesk@theicn.org](mailto:helpdesk@theicn.org)

Hours	Recommended Prerequisite	Link
8	Food Safety in Schools (ICN), ServSafe®, or other course	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/21/food-safety-in-schools">https://theicn.docebosaas.com/learn/course/external/view/elearning/21/food-safety-in-schools</a>
16	1 hour Culinary Techniques (CT) 1-Introduction	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/7/ct1-introduction">https://theicn.docebosaas.com/learn/course/external/view/elearning/7/ct1-introduction</a>
	6 hour CT 1-Preparing Fruits, Vegetables, & Salads	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/8/ct2-preparing-fruits-vegetables-salads">https://theicn.docebosaas.com/learn/course/external/view/elearning/8/ct2-preparing-fruits-vegetables-salads</a>
	8 hour CT 1-Preparing Entrée Items	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/9/ct3-preparing-entree-items">https://theicn.docebosaas.com/learn/course/external/view/elearning/9/ct3-preparing-entree-items</a>
	8 hour CT 1-Preparing Soups, Eggs, Dairy & Sauces	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/10/ct4-preparing-soups-eggs-dairy-sauces">https://theicn.docebosaas.com/learn/course/external/view/elearning/10/ct4-preparing-soups-eggs-dairy-sauces</a>
	6 hour CT 1-Preparing Breads & Baked Goods	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/11/ct5-preparing-breads-baked-goods">https://theicn.docebosaas.com/learn/course/external/view/elearning/11/ct5-preparing-breads-baked-goods</a>
	4 hour CT 1-Using Seasonings	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/12/ct6-using-seasonings">https://theicn.docebosaas.com/learn/course/external/view/elearning/12/ct6-using-seasonings</a>
6	Culinary Math	<a href="https://theicn.org/icn-resources-a-z/basic-culinary-math-for-school-nutrition-professionals/">https://theicn.org/icn-resources-a-z/basic-culinary-math-for-school-nutrition-professionals/</a>
1	Inventory Management-Controlling Cost	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/13/inventory-management-controlling-cost">https://theicn.docebosaas.com/learn/course/external/view/elearning/13/inventory-management-controlling-cost</a>
4	Portion Control	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/16/portion-control">https://theicn.docebosaas.com/learn/course/external/view/elearning/16/portion-control</a>
4	Recipe Adjustments	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/17/recipe-adjustments">https://theicn.docebosaas.com/learn/course/external/view/elearning/17/recipe-adjustments</a>
4	Weights and Measures	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/19/weights-and-measures">https://theicn.docebosaas.com/learn/course/external/view/elearning/19/weights-and-measures</a>
3	USDA Primer 1	<a href="https://theicn.docebosaas.com/learn/course/external/view/elearning/26/usda-foods-primer-1">https://theicn.docebosaas.com/learn/course/external/view/elearning/26/usda-foods-primer-1</a>
<b>46</b>		