

2025 Culinary Directions for Managers Part 1

Issue Number: CNU E-Memo 21-2025

Correspondence Date: March 5, 2025

Regulatory Authority: Arkansas Code § 20-7-134; [ADE Rules Governing the Certification and Continuing Professional Development of Child Nutrition Directors, Managers, and Workers](#)

Response Required: No

Attention: Superintendents, Child Nutrition Directors/Managers

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REGISTRATION FOR THIS EVENT WILL CLOSE APRIL 30TH AT MIDNIGHT.

The 2025 Culinary Directions trainings 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*.

Culinary Directions Manager Certification Program - Part 1

Part 1 will be held **June 23-27, 2025** at Benton High School. Classes will run from approximately 8:00-5:00 with early dismissal on Friday. Sessions 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 or meals. Many hotels include breakfast in the room rate. Participants will have adequate time to purchase lunch at an area establishment. Dress for the training is the same uniform as when working in your district.

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.

PREREQUISITES FOR PART 1:

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 16, 2025**. Submit a copy of

the completion certificates to profdev@uca.edu. Put the certificates in the order they are listed on the Prerequisite handout. Scan the certificates as 1 file. In the subject line of your email type "Part 1 Prerequisites – Participant's Name". **Participants may not receive an exception to this requirement or the May 16 deadline.**

CERTIFIED FOOD PROTECTION MANAGER TEST FOR PART 1:

During the registration process for Part 1, indicate if the participant already holds certification as a Certified Food Protection Manager, and if so, from which company offering the certification. Participants holding the Certified Food Protection Manager credential are asked to submit a copy of their certificate at the same time as the pre-requisite certificates are submitted to cnu.training@ade.arkansas.gov.

Part 1 participants not already meeting the Certified Food Protection Manager requirements will take the ServSafe® exam on Friday. Those Part 1 participants already meeting the Certified Food Protection Manager requirement will receive a different food safety test on Friday. The Part 1 registration fee covers the cost of the Food Safety textbook and test administration.

All Part 1 participants must bring a laptop computer with internet access to the training. The participants need to know how to access the internet on the computer.

CHECK IN AND ORIENTATION FOR PART 1 Part 1:

Check-in for Part 1 will begin at **8:30 am on Monday, June 23rd** in the Benton High School Cafeteria, 211 North Border Street, Benton. Orientation will begin immediately following check in.

REGISTRATION INFORMATION:

ALL registrations must be submitted online. NO PAPER REGISTRATION FORMS WILL BE ACCEPTED.

Payment can be MADE immediately upon registration via credit card. If paying by check, then choose the **Pay Later** option. Details for paying by check will be included on the invoice that you will receive via your confirmation email. **The deadline to register is April 30, 2025. Registration is limited to 200 participants** for Part 1.

[2025 Manager's Part 1 Registration Link](#)

REGISTRATION PROCESS:

During the registration process select Part 1. Each session will be filled as registration is processed. For Part I registrants, the online registration form will need to be authorized by either

the Child Nutrition Director, Superintendent, or designated assistant. Therefore, one of these individuals should complete the online registration.

UNKNOWN PARTICIPANTS:

If a staff member needs to attend during Summer 2025 but the individual has not yet been hired, a place may be reserved by completing the online registration form with the First Name listed as Unknown and the Last Name listed as the name of your district. For example, if the Benton School District is registering an unknown person, then that name should appear as Unknown Benton.

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.

WAITING LIST:

If all sessions have been filled by the time of registration, add the name to the waiting list. Click on the waiting list link that will show on the registration page. After filling in all the necessary information, you will receive an email confirming placement on the wait list.

REGISTERING MORE THAN 1 PERSON:

You may add as many as eight (8) 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. **Please adhere to all deadlines in this memo to avoid problems with registration or attendance at the trainings.**

PAYMENT OPTIONS:

A credit card payment is the preferred method of payment. You may use a Visa, MasterCard, Discover, or American Express card. To pay with a credit card, please see the instructions on the online registration form.

If payment must be made by check, choose the **Pay Later** option under Payment Options. Instructions for paying by check will be emailed to you. Be aware that 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. **Checks will not be accepted at registration.**

MAKE CHECKS PAYABLE TO: UCA OUTREACH & COMMUNITY ENGAGEMENT

CANCELING REGISTRATION AND REFUNDS:

To cancel a registration, please send an email to profdev@uca.edu by June 1, 2025. The registration fee minus \$10 will be refunded for cancellations received in this manner. **No refunds will be given after the workshop begins.**

Upon completion of your online registration, 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 upper right side of the registration confirmation page screen.

ADDITIONAL INFORMATION:

Due to fiscal and accounting principles of the University of Central Arkansas (UCA), registration is not allowed without payment. If registration is paid by credit card, please be aware that registration will not be guaranteed until the payment is processed. Space is limited, therefore, once the maximum capacity for the session is reached, no additional registrations will be accepted. Please share this information with district bookkeeping officials or fiscal management department so that registration can be confirmed before session capacity is reached.

Questions related to REGISTRATION, please contact the UCA Division of Outreach & Community Engagement weekdays between the hours of 8:00 a.m.- 4:30 p.m. at **501-450-5261** or by email at profdev@uca.edu.

Manager Certification Requirements

General Prerequisites to Certification:

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. 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.
 - 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.
4. Recommendation for certification by immediate supervisor (Child Nutrition Director or Superintendent). An evaluation form will be sent after completion of Manager Certification Training Part 2 and the completion of one year on the job.
5. Candidates must be recommended for participation by their Child Nutrition Director or Superintendent. The recommendation section is listed at the bottom of the online registration form.

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. The scholarship checks will be mailed to the district to help cover the cost of sending staff to training. Scholarship forms are available on the ASNA website at www.arsna.org.

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.

Attachments

[Managers Certification Program Prerequisites](#)

[ICN Enrollment Instructions](#)

[Earnestine Camp Scholarship Application](#)