

# 2024 Culinary Directions for Managers Part 1

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**Correspondence Date:** 03/01/2024

**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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## ***Culinary Directions Manager Training Part 1***

The Child Nutrition Unit is excited to announce that Culinary Directions Part 1 Manager's Certification Program will be an in-person workshop for 2024.

The 2024 *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*.

Part 1 will be held June 24-28 at Benton High School. Classes will run 8:00-5:00 with early dismissal on Friday. Session 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.

### ***Pre-Requisites 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 17, 2024 and provide copies of the completion certificates to [cnu.training@ade.arkansas.gov](mailto:cnu.training@ade.arkansas.gov). Participants may not receive an exception to this requirement or deadline. Put the participant's name, district, and "Part 1 pre-requisites" in the subject line. Send **all** certificates in one email.

### ***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 to [cnu.training@ade.arkansas.gov](mailto:cnu.training@ade.arkansas.gov). Put participant's name, district, and "food safety certificate" in the subject line.

Part 1 participants not already meeting the Certified Food Protection Manager requirements will take the ServSafe® exam on Friday. 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. Chromebooks and iPad are NOT compatible with the testing site and cannot be used for this training. Please contact your school district IT department to insure you have the correct technology.

### ***Check In and Orientation for Part 1***

Check-in for Part 1 will begin at 9:00am on Monday, June 24th in the Benton High School Cafeteria, 211 North Border Street, Benton. Orientation will follow at 10:00.

### ***Registration Information Culinary Directions Manager Training***

ALL registration must be submitted online. NO PAPER REGISTRATION FORMS WILL BE ACCEPTED. To register for *Part 1*, click on the web address listed below. The deadline to register is April 26, 2024. No registration will be accepted after the deadline.

## **[2024 Manager's Training Part 1 Registration Link](#)**

### ***Registration Process***

During the registration process select Part 1. Registration is limited to 200 participants. Each session will be filled as registration is processed. For *Part 1* 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 2024 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 Conway School District is registering an unknown person, then that name should appear as **Unknown Conway**. For the unknown participant's email address, type [profdev@uca.edu](mailto:profdev@uca.edu). Use this for each unknown participant for whom you want to make a reservation. Once a person has been hired, please email [profdev@uca.edu](mailto:profdev@uca.edu) or call 501-450-5261 with the name and details of the person hired by May 17, 2024.

### ***Waiting List***

If session has 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. Add name, school district, and contact information. Also, indicate the number of people from your district that need to register. After filling in all of the necessary information, you will receive an email confirming placement on the wait list.

### ***Registering More Than One Person***

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 for UCA Outreach at 501.450.5261 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.

Please adhere to all deadlines in this memo to avoid problems with registration and attendance at the training.

### ***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 by Check” 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

### ***Cancelling Registration and Refunds:***

To cancel a registration, please send an email to [profdev@uca.edu](mailto:profdev@uca.edu) by June 3, 2024. 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 8:00a.m.- 4:30 p.m.at **501.450.5261** or by email at [profdev@uca.edu](mailto:profdev@uca.edu).

**[Manager Certification Requirements](#)**

**[General Prerequisites to Certification](#)**

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. 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. 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.

Certification will be awarded at the following 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. 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](http://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](#)

[Manager Certification Requirements](#)