

2024 Culinary Directions for Managers Part 2

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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 2

The Child Nutrition Unit is excited to announce that Culinary Directions Part 2 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 2 is a one-week intensive hands-on culinary program. The same instruction will be offered twice at Benton High School, 211 North Border Street, Benton. **Participants will choose only one 1-week session.** Session A will be offered June 10-14, 2024. Session B will be offered June 17-21, 2024. Class will run from 8:00-5:00 each day 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. Put the participant's name, district, and "Part 1 prerequisites" in the subject line. Send **all** certificates in one email. Many hotels include breakfast in the room rate. Dress for the training is the same uniform as when working in your district, including shoes, jewelry, and nail polish.

Meals will NOT be provided. However, participants are expected to participate fully including taste test and product evaluations of the products prepared. Participants will have adequate time to purchase lunch at an area establishment.

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 various Benton School District campuses, assigned during Orientation.

Pre-Requisites for Part 2

Part 2 participants MUST complete the following free prerequisite courses, Nutrition 101 (8 hours), Culinary Math (4-one hour programs), and Marketing Your School Nutrition Programs (2 hours), for a total of 14 hours, from the Institute of Child Nutrition (www.theicn.org) and provide copies of the completion certificates to cnu.training@ade.arkansas.gov on or before May 17, 2024. Participants may not receive an exception to this requirement or deadline.

Optional Certified Food Protection Manager Test for Part 2

Part 2 participants who do not have the Certified Food Protection Manager credential as required by the Health Department may take the ServSafe® exam on Friday, June 28, 2024, at Benton High School if needed. There will be an additional \$40.00 fee for this exam. Participants must indicate a need for this certification exam during registration and must bring a laptop computer to the exam. Those taking the exam should arrive no later than 8:30am.

Check In and Orientation for Part 2

Check in for Part 2 will begin at 9:00 am on Monday, June 10th for Session A or June 17th for Session B in the Benton High School Cafeteria, 211 North Border Street, Benton. Orientation will immediately follow at 10:00. All Part 2 sessions will be held at various campuses in the Benton School District.

Registration Information Culinary Directions Manager Training

ALL registration must be submitted online. NO PAPER REGISTRATION FORMS WILL BE ACCEPTED. To register for *Part 2*, go to 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 2 Registration Link](#)

Registration Process

During the registration process select Part 2. You will then select the preferred session/dates to attend, either Session A (June 10-14) or Session B (June 17-21). Each session will be filled as registration is processed. **Registration is limited to 96 participants each week. Participants will attend only the week assigned during 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. 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 by May 17, 2024.

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. Add name, school district, and contact information. Also, indicate the number of people from your district that need to register. After filling in all 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 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 or attendance at 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

Canceling Registration and Refunds

To cancel a registration, please send an email to 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.

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 certificate 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 1 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.

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](#)