



# DEPARTMENT OF EDUCATION

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October 14, 2022

## MEMORANDUM

**TO:** Summer Food Service Program (SFSP) Sponsors

**FROM:** Aimee F. Beam, MS, RD, LDN *AB*  
Education Associate, Nutrition Programs

**RE:** **2023 Operational Memo #1**  
**FY 23 Annual Civil Rights Training**

United States Department of Agriculture (USDA) regulations require that all Child Nutrition Programs sponsors receive Civil Rights training annually. In order to streamline this process for Delaware sponsors, the Department of Education (DOE) Nutrition team has combined each program specific Civil Rights training into one. This means that if you participate in multiple Child Nutrition Programs (School Nutrition, Summer Food Service Program and Child and Adults Care Food Program) that the course now only needs to be taken one time per year instead of three.

Only one person from each sponsor is required to take this course for DOE annually. The course can then be downloaded and used by sponsors to train their internal staff to meet annual training requirements at the sponsor level.

The Child Nutrition Program Civil Rights course is now available online. You must register for the course in PDMS, then take the course in Schoology:

- Course number: 31043, Section number: 61030

Once the course is complete you will need to take the quiz and then send your certificate to Jeremy Coleman at [Jeremy.coleman@doe.k12.de.us](mailto:Jeremy.coleman@doe.k12.de.us).

Please contact us at 302-857-3356 with any questions.

Attachment: How to Register and Access Nutrition Courses and Certificates

cc: Nutrition Team



# Delaware

## Department of Education

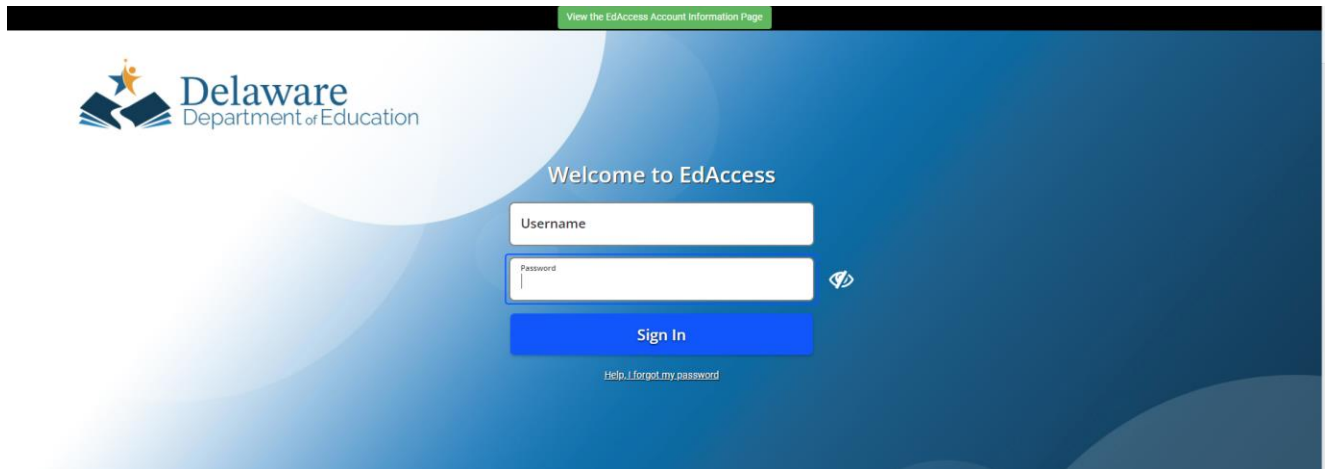
### How to Register and Access Courses in PDMS and Schoology for the Child Nutrition Program (CNP)

The following steps are to be used when registering for a course in the Professional Development Management System (PDMS), and accessing a course in Schoology.

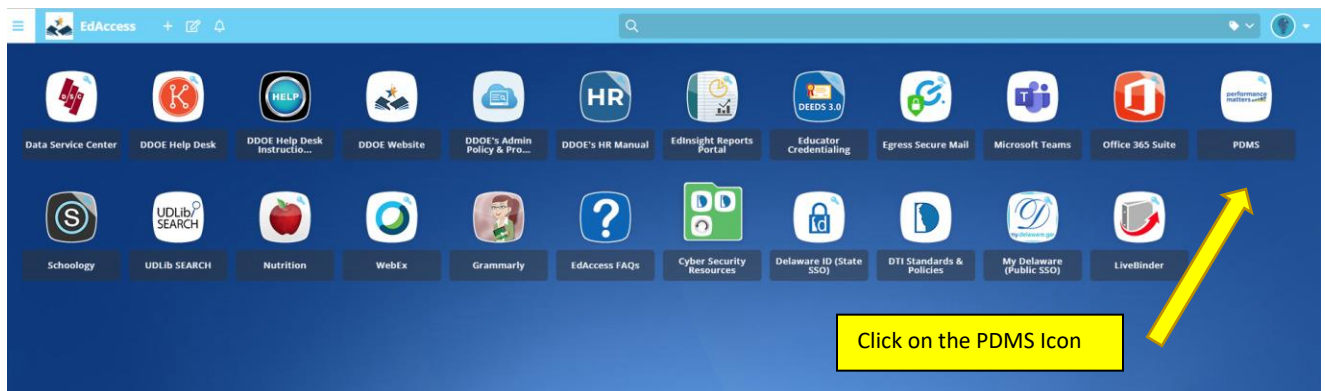


#### How do I register for a training course?

##### 1. Log into EdAccess



##### 2. Click on the PDMS icon



If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

3. Search for the desired course title or course number. If you do not have the course or section number, you can also enter “SFSP” “CACFP” or “SNP” and all related courses should appear.

The screenshot shows the Delaware PDMS Course Catalog interface. At the top, there is a navigation bar with 'Home' and 'Course Catalog' links. Below this, the page is divided into several sections: 'Welcome', 'Course Search', 'My Surveys', and 'My Courses'. The 'Course Search' section features a search input field with a 'Search' button and a 'Show All' link. A yellow arrow points to this search bar. The 'My Courses' section on the right lists several courses with their respective sections and locations. The 'My Surveys' section on the left lists various ongoing PD surveys.

4. A list of courses matching your search criteria will be displayed in the center column and the applicable sections available for registration will be displayed at the bottom of the course title listed under “Select a section to register”.

5. Click **Register** button

The screenshot shows the registration page for the course '#28049 SFSP - Annual Sponsor Training'. The page includes a header with the course title and a 'Register' button. Below the header, there is a section titled 'Select a section to register' which displays the course details: '#59088 FY 22 SFSP Annual Sponsor Training', the instructor 'Ruth Uhley', the date '04/01/2022 @ 12:00 am', and the availability 'Seats: 978 left of 999'. A yellow arrow points to the 'Register' button.

If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.  
For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

6. Click **Next** button (bottom left of page) to confirm Course Selection. You can access the course as soon as you complete the registration. You do not have to wait until the following day.

Course Registration

Registering for Course: School Nutrition - Procurement Part II Buy American  
Registration Progress 25%

Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue

Course Information

Course Title: School Nutrition - Procurement Part II Buy American  
Section: School Nutrition - Procurement Part II Buy American  
Training Location: Online Schoology

Click Hour Type: How much do I have?	Re-licensure	Hours	
		0.25	\$0.00

Section Notes: Ruth A. Uhley, Ed.D.  
ruth.uhley@doe.k12.de.us

Class Dates: 01/12/2022 - 06/30/2022

Final Submission Date: 06/30/2022

Next



## How do I access the training course?

The courses are delivered through Schoolology (which is accessed through EdAccess, and registered for in PDMS).

The preferred method for accessing a course:

1. Log into your **EdAccess** account
2. Click on the **Schoolology** tile
3. Click the **Courses** link at the top of the page
4. Click the desired course

Alternative Method:

1. Log into your **EdAccess** account
2. Click on the **PDMS** link
3. Click on the course link title. This link will launch Schoolology and open your course.

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# How do I print my certificate after I complete my training course?

## 1. Click “My Transcript”

The screenshot shows the PDMS interface. On the left, there are sections for 'Welcome', 'Course Search', and 'My Surveys'. On the right, the 'My Courses' section is expanded to show 'My Learning Opportunities'. A yellow arrow points to the 'My Transcript' button at the bottom of the 'My Courses' section.

## 2. Click on the Certificate number

#	Survey	Office	Course #	Section #	Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Grade	Clock Hours	Stipend Cost	Payment Status
1.	Survey completed April 13, 2022	Department of Education	30548	59189	SFSP - Civil Rights Training	04/12/2022	06/30/2023	04/12/2022	40281414	Completed	Complete	1.0 Hours Hours Only	\$0.00	- Not Set -
2.	<a href="#">Take Survey</a>	Department of Education	28049	59088	SFSP - Annual Sponsor Training	04/01/2022	12/31/2022	04/06/2022	- Not Set -	-	-	1.0 Hours Re-licensure	\$0.00	- Not Set -

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