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
            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 in 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.

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

Attachment: How to Register and Access Nutrition Courses and Certificates
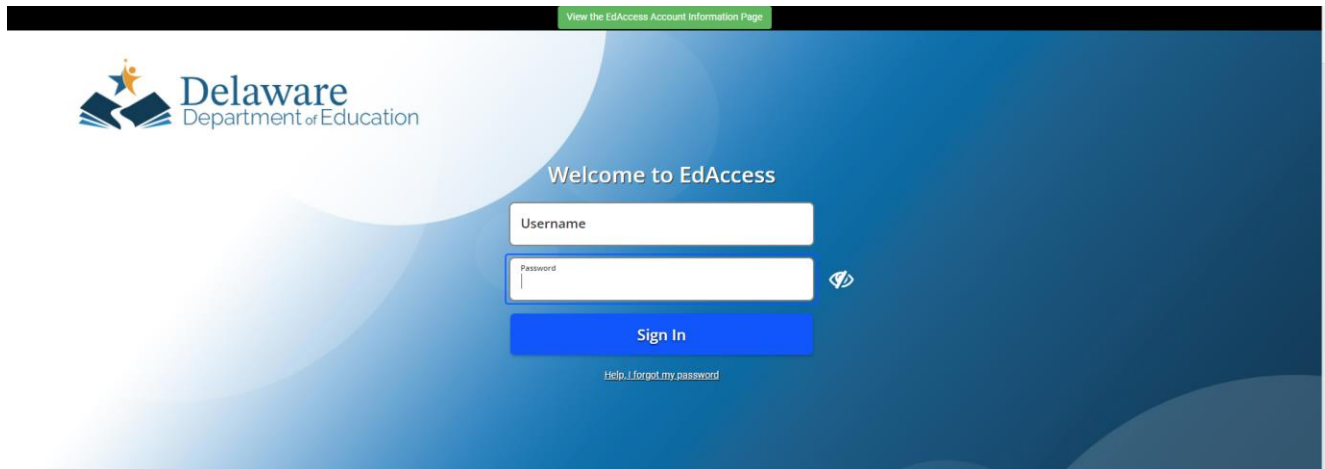
cc: Nutrition Team

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.
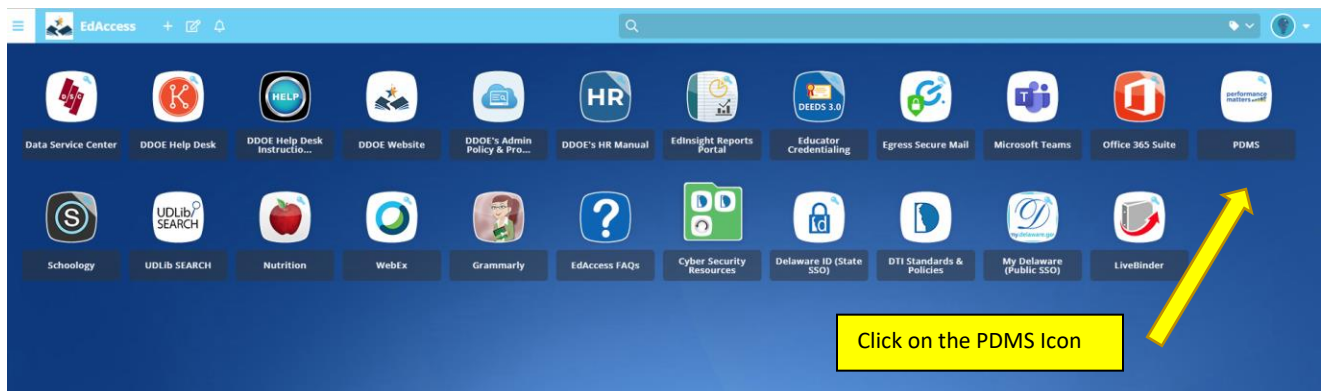
 How do I register for a training course?

1. Log into **EdAccess**

2. Click on the **PDMS** icon

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.

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

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.

 How do I access the training course?

The courses are delivered through Schoology (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 **Schoology** 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 Schoology and open your course.

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.

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

1. Click "**My Transcript**"

Click on My Transcript

2. Click on the Certificate number

Click on Certificate #

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.