



# ADE ONLINE TRAINING LIBRARY

## *online trainings for school nutrition professionals*

*Trainings are listed by Professional Standard's Key Areas: 1000-Nutrition, 2000-Operations, 3000-Administration and 4000-Communications & Marketing.*

COURSE TITLE	ONLINE COURSE DESCRIPTION	HR	PROFESSIONAL STANDARD LEARNING OBJECTIVE
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### ***1000– Nutrition***

Step by Step Instruction: How to Plan a Lunch Menu	This online training will review how to plan a weekly menu that meets the lunch meal pattern requirements. Attendees will watch the example menu planner building a week's menu day by day, ensuring all components and vegetable subgroups have been planned. Attendees will be asked questions throughout the training to test their knowledge.	2	1100
Step by Step Instruction: How to Plan a Breakfast Menu	This online training will review how to plan a weekly menu that meets the breakfast meal pattern requirements. Attendees will watch the example menu planner building a week's menu day by day, ensuring all components have been planned. Attendees will be asked questions throughout the training to test their knowledge.	1.5	1100

### ***2000– Operations***

Meal or No Meal	In game format, attendees will be provided 9 different trays in which they must identify if the tray is reimbursable for lunch for Offer vs. Serve. Training can be completed by single user or used by a facilitator in a group training.	15 min.	2310
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### ***3000– Administration***

Orientation to: Operating the National School Lunch Program in Arizona for Existing Sponsors	Designed for attendees who are new to operating the NSLP in Arizona. Attendees will be asked to review the online course manual and answer a separate 20-question assessment. After completing the course, attendees will understand how the Department of Education administers the NSLP, recognize if menus are planned to meet USDA requirements, manage student eligibility requirements, and be aware of annual reporting and record keeping. Attendees will also be provided an in-depth review of CNP Web, ADE's online portal for program claiming.	2	3120, 3310, 2120, 2210
How to Prepare for Your Administrative Review (SY 16-17)	This voiced over PowerPoint presentation will equip attendees with knowledge of what areas of NSLP will be reviewed, as well as how the review process works. Get ready to succeed!	1	3260
Civil Rights Compliance in Child Nutrition Programs	Instructors may use this PowerPoint to train their staff on civil rights. Instructors are encouraged to modify this training template to be applicable to their organization.	1	3420



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COURSE TITLE	ONLINE COURSE DESCRIPTION	HR	PROFESSIONAL STANDARD LEARNING OBJECTIVE
Designing Your Employee Training Plan: A Course for School Nutrition Directors	This online training will provide attendees guidance on the hiring and training standards as required per Professional Standards. Attendees will be asked questions throughout the training to test their knowledge.	1.5	3430
Step by Step Instruction: How to Process Household Applications (SY 16-17)	This online training will provide attendees guidance on processing all household application types: income, case number, and students identified as foster, homeless, migrant, and runaway. Attendees will be asked questions throughout the training to test their knowledge.	1.5	3110
Step by Step Instruction: How to Conduct Direct Certification Using Other Documentation	This online training will explain how to approve the different types of documentation SFAs may receive to support students as directly certified for free meal benefits. Attendees will be asked questions throughout the training to test their knowledge.	1	3120
Step by Step Instruction: How to Create a Benefit Issuance Document (BID)	This online training will guide attendees step by step through creating the Benefit Issuance Document (BID), entering student meal benefit information and updating the document. Attendees will be asked questions throughout the training to test their knowledge.	1	3110, 3120
Online Course: Verification Review	This web-based training will provide detailed information about the processes and timelines for verification. It also includes links to helpful resources. Attendees will be asked questions throughout the training to test their knowledge.	2	3110

### *Training on Common Logon Applications for State Reporting*

Step by Step Instruction: How to Submit Site and Sponsor Application in CNPWeb	This online training will review how to submit both your Site and Sponsor applications for NSLP. Attendees will be asked questions throughout the training to test their knowledge.	1	3310
Step by Step Instruction: How to Submit a Claim in CNPWeb	This online training will guide attendees step by step in creating a monthly site-based claim in CNPWeb. Attendees will be asked questions throughout the training to test their knowledge.	.75	3310



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COURSE TITLE	ONLINE COURSE DESCRIPTION	HR	PROFESSIONAL STANDARD LEARNING OBJECTIVE
Step by Step Instruction: Introduction to Direct Certification in CNP Direct Certification/Direct Verification	This online training will review the term Direct Certification, explain how the Arizona Department of Education CNP Direct Certification matching system works, and explain “match” and “no match” results. Attendees will be asked questions throughout the training to test their knowledge.	0.5	3120
Step by Step Instruction: How to Conduct Direct Certification using File Upload: SAIS IDs	This online training will guide users through the process of creating and uploading an Excel file using student SAIS IDs in the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge.	1	3120
Step by Step Instruction: How to Conduct Direct Certification using File Upload: Social Security Numbers (SSN)	This online training will guide users through the process of creating and uploading an Excel file using student SSNs in the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge.	1	3120
Step by Step Instruction: How to Conduct Direct Certification using File Upload: Standard Format	This online training will guide users through the process of creating and uploading an Excel file using student first name, last name and birthdate in the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge.	1	3120
Step by Step Instruction: How to Conduct Direct Certification using File Upload: Case Numbers	This online training will guide users through the process of creating and uploading an Excel file using household’s Case Numbers in the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge.	1	3120
Step by Step Instruction: How to Conduct Direct Certification using Individual Student Lookup	This online training will guide users through the process of searching student matches by entering student information directly into the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge.	0.5	3120
Step by Step Instruction: How to Conduct Direct Certification using State Match Method	This online training will guide users through the process of receiving matches using the State Match search option found within the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge.	0.5	3120



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COURSE TITLE	ONLINE COURSE DESCRIPTION	HR	PROFESSIONAL STANDARD LEARNING OBJECTIVE
Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/ Direct Verification	This online training will review the requirement for SFAs to conduct Direct Verification on the household applications that were selected for Verification and guide users through the process of entering student information directly into the CNP Direct Verification matching system. Attendees will be asked questions throughout the training to test their knowledge.	1	3110
Step by Step Instruction: How to Submit the Verification Report in CNP Verification	This online training will review the two part Verification Summary Report that is due annually by February 1st. Attendees will be guided through the various questions and provided descriptions of the information that should be entered in each part of the report. Attendees will be asked questions throughout the training to test their knowledge.	1	3110

### *Trainings Specific to Operating and Applying for Special Assistance*

Step by Step Instruction for Special Assistance: How to Calculate Adjusted Eligibles for Non-Base Year Verification Summary Report	This online training will guide SFAs, who are operating in a non-base year for Provision 2 or 3, through the process of calculating their adjusted free and reduced-priced eligibles for purposes of the Verification Summary Report. Attendees will be asked questions throughout the training to test their knowledge.	1	3100
Step by Step Instruction for Special Assistance: How to Apply for an Extension in Provision 2 or Provision 3	This online training will guide SFAs, who are operating in a non-base year for Provision 2 or 3, through the two-step process of applying for an extension. Attendees will be asked questions throughout the training to test their knowledge.	1	3100
Online Course: Applying for Special Assistance Provision 2/3 Base Year	This web-based training and worksheet is REQUIRED for SFAs who are applying to operate under Special Assistance, Provision 2 or 3 for a BASE YEAR. All SFAs applying to operating base year must watch the training and complete the training worksheet no later than May 1. Please note: the training must be completed and the worksheet must be submitted as part of the Base Year application process.	1	3110



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COURSE TITLE	ONLINE COURSE DESCRIPTION	HR	PROFESSIONAL STANDARD LEARNING OBJECTIVE
Online Course: Operating Special Assistance Provision 2/3 Non-Base Year	This web-based training is for SFAs who are operating their first non-base year for Provision 2 or 3. The training will review procedures unique to non-base year operations such as claiming and counting procedures and the verification report. SFAs approved to operate Provision 2 or 3 should refer to memorandum Special Assistance Certification, Provision 2 (or 3) for more details on this training requirement. LEAs not operating a Provision 2/3 may complete this training to determine if Provision 2/3 would be a good option for their NSLP operation.	1	3110
Online Course: Community Eligibility Provision (CEP)	This web-based training and worksheet is REQUIRED for SFAs who are applying to operate under the Community Eligibility Provision (CEP). All SFAs applying to operate CEP must watch the training and complete the training worksheet no later than August 31. Please note: the training must be completed and the worksheet must be submitted as part of the CEP application process.	1	3130
<b><i>4000- Communications &amp; Marketing</i></b>			
National School Breakfast Week (Recorded Webinar: Feb, 20, 2016)	This recorded webinar will provide ideas for celebrating National School Breakfast Week to help sites increase participation in School Breakfast. It will also review ways to market your breakfast program before, during, and after this designated week, using both traditional communication methods and social media.	1	4120

Diane M. Douglas  
Superintendent of Public Instruction  
Arizona Department of Education