MANAGER'S WEBINAR TRACK:

Production Record Overview

Learning Code: 2120
Training Length: 30 minutes

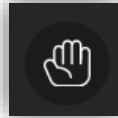Arizona Department of Education
October 18, 2017
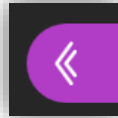1:30pm-2:00pm

Instructions for Blackboard

LOGGING IN
Please be sure you have logged in using your first and last name. This is so ADE can take attendance.

RAISE YOUR HAND
This icon raises your hand. However, the notifications for this have been turned off. If you have questions, you can type them in the chat section.

OPEN SESSION MENU
This opens the session's menu.
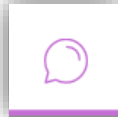
CHAT FEATURES
Click on this icon to type questions and share feedback during the session

SETTINGS
Click on this icon to adjust the settings for notifications (when people enter/leave or when chat messages are sent).

Hello!
Nice to meet you.

My name is Jessica Krug. I am a trainer and a School Nutrition Programs Specialist at the Arizona Department of Education.

Contact us at:

▪ ADESchoolNutrition@azed.gov

▪ (602) 542-8700

"

The webinar series: Manager's Track is designed to review key topics for managers that operate the National School Lunch and School Breakfast Programs.

Today's webinar features the topic of production records.

This webinar will be recorded for future use.

Agenda

We will review the following topics in today's webinar.

1. Overview

2. Parts of a Production Record

3. Example & Activity

4. Staff Resources

1.

Overview

Production Records

What?

Documentation required by USDA that proves reimbursable meals were prepared and served and meet requirements.

Who?

Anyone involved in the planning, preparation and serving of reimbursable meals.

Where/When?

Must be filled out before, during and after meal service **every day**, for all reimbursable meal services.

Why?

1) Planning

2) Confirmation of food preparation and service

3) Purchasing

2.

Parts of a
Production Record

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12

*(Circle **ONE**)*

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	CONDIMENTS										

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(Circle ONE)

The name of the site this menu is served at

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	CONDIMENTS										

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12

(Circle ONE)

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	CONDIMENTS										

11

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(*Circle ONE*)

The grade group used to plan this menu

		Total Reimbursable Meals	
		2nd Meals	
		Adult Meals	
		Total Meals	

Recipe #	Menu Item	M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups	Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
	CONDIMENTS										

12

Production

Site: _____

Date: _____

Grade Group: K-5 / 6-8 /
(Circle ONE)

List every item that is being served that day

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA *oz/eq*	G *oz/eq*	F *cups*	V *cups*	Milk *cups*					
	CONDIMENTS										

13

...rksheet

...p: K-5 / 6-8 / K-8 / 9-12
(*Circle ONE*)

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA *oz/eq*	G *oz/eq*	F *cups*	V *cups*	Milk *cups*					
	CONDIMENTS										

14

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(*Circle ONE*)

	Reimbursable Meals	
	als	
	Meals	
	Total Meals	

The portion size planned for each serving

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA *oz/eq*	G *oz/eq*	F *cups*	V *cups*	Milk *cups*					
	CONDIMENTS										

15

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(*Circle ONE*)

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	CONDIMENTS										

Meals

T... eals

16

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(*Circle ONE*)

The actual number of servings prepared

							Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		Total Meals									

| Recipe # | Menu Item | Contribution to Meal Pattern | | | | | Portion Size per serving | Planned Servings | Prepped Servings | Leftover Servings | Used Servings |
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
		CONDIMENTS									

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(Circle **ONE**)

Total Reim	
2nd Meals	
Adult Mea	
Total Meals	

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	CONDIMENTS										

18

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(Circle **ONE**)

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F $cups$	V $cups$	Milk $cups$					
	CONDIMENTS										

19

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(Circle **ONE**)

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Total adult meals served

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	CONDIMENTS										

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(Circle **ONE**)

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Total meals served →

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	CONDIMENTS										

21

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(Circle ONE)

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	CONDIMENTS										

Minimum requirements

22

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(Circle ONE)

	Total Reimbursable Mea...
2nd Meals	
Adult Meals	
Total Meals	

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	CONDIMENTS										

23

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(Circle ONE)

Total non-reimbursable 2nd meals served ⟶

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	CONDIMENTS										

24

Production Worksheet

Site: _____

Date: _____

Grade Group: K-5 / 6-8 / K-8 / 9-12
(Circle ONE)

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

The meal pattern component contribution for each item, as applicable

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	CONDIMENTS										

25

Other Optional Sections

Offer vs. Serve

Yes / No

Meals Planned

The number of meals you plan to serve (reimbursable, adult, total).

Quantity Planned/Prepared

The total number of purchase units used based on the portion size and number of planned/prepared portions (i.e. number of #10 cans, number of cases and case weight).

HACCP Monitoring

Cooking temperatures, holding temperatures, etc.

Common Errors

Not documenting substitutions

Example: You were shorted on your order and didn't receive the chicken nuggets you planned to serve. So you substitute chicken tenders for the chicken nuggets.

| Recipe # | Menu Item | Contribution to Meal Pattern | | | | | Portion Size per serving | Planned Servings | Prepped Servings | Leftover Servings | Used Servings |
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	~~Chicken Nuggets~~	~~2~~	~~1~~				~~5 nuggets~~	~~75~~			
	Chicken Tenders	2	1				3 tenders		75		

Common Errors

Not planning appropriate servings for Offer vs. Serve

Example: You are planning to serve 100 students for breakfast. You offer two types of fruits to meet the 1 cup fruit minimum. The total fruit servings should be greater than or equal to 100 servings to allow students to select a reimbursable meal.

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	Waffle		1				1 waffle	100			
	Orange slices			1/2			4 slices	30			
	Apple juice			1/2			½ cup	50			

Common Errors

Not planning appropriate servings for Offer vs. Serve

Example: You are planning to serve 100 students for breakfast. You offer two types of fruits to meet the 1 cup fruit minimum. The total fruit servings should be greater than or equal to 100 servings to allow students to select a reimbursable meal.

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	Waffle		1				1 waffle	100			
	Orange slices			1/2			4 slices	30			
	Apple juice			1/2			½ cup	50			

Common Errors

Not including ALL items on the serving line

You must include ALL items on the serving line on the production record, even if it doesn't contribute to the meal pattern components. Items often missed include condiments, extras and leftovers.

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	Hamburger	2	2				1 hamburger	100			
	Fresh Apple			1/2			1 apple	75			
	Steamed Broccoli				1/2		½ cup	75			
	Carrot Sticks				1/2		6 sticks	75			
	1% Unflavored Milk					1	1 carton	30			
	Fat Free Chocolate Milk					1	1 carton	60			
	CONDIMENTS										
	Ketchup						1 tbsp	75			
	Mustard						1 tbsp	75			
	Mayonnaise						1 tbsp	25			
	Ranch Dressing						1 tbsp	50			

3.

Example

Production Worksheet

Site: _Arizona Elementary School_

Date: _10/18/17_

Grade Group: (K-5) / 6-8 / K-8 / 9-12
   (Circle ONE) /

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	Chicken Nuggets	2	1				5 nuggets	100			
#10025	Spaghetti w/Meatsauce	2	1		1/2		1 cup	75			
#8725	Chef Salad	2	1		1		1 salad	25			
	Green Beans				1/2		1/2 cup	125			
	Lettuce Mix				1/2		1 cup	50			
	Carrot Sticks				1/2		6 sticks	75			
	Cucumber Slices				1/2		1/2 cup	75			
	Fresh Apple			1/2			1 apple	75			
	Sliced Pears			1/2			1/2 cup	100			
	1% Unflavored Milk					1	1 carton	50			
	Fat Free Chocolate Milk					1	1 carton	125			
	CONDIMENTS										
	Ketchup						1 packet	50			
	Mustard						1 packet	25			
	Ranch Dressing						1 packet	100			
	BBQ Sauce						1 packet	50			

Production Worksheet

Site: <u>Arizona Elementary School</u>
Date: <u>10/18/17</u>
Grade Group: (K-5) / 6-8 / K-8 / 9-12
(Circle ONE)

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	Chicken Nuggets	2	1				5 nuggets	100	100		
#10025	Spaghetti w/Meatsauce	2	1		1/2		1 cup	75	75		
#8725	Chef Salad	2	1		1		1 salad	25	25		
	Green Beans				1/2		1/2 cup	125	125		
	Lettuce Mix				1/2		1 cup	50	50		
	Carrot Sticks				1/2		6 sticks	75	75		
	Cucumber Slices				1/2		1/2 cup	75	75		
	~~Fresh Apple~~			~~1/2~~			~~1 apple~~	~~75~~			
	Sliced Pears			1/2			1/2 cup	100	100		
	1% Unflavored Milk					1	1 carton	50	50		
	Fat Free Chocolate Milk					1	1 carton	125	125		
	Fresh Banana			1/2			1 banana		50		
	CONDIMENTS										
	Ketchup						1 packet	50	50		
	Mustard						1 packet	25	25		
	Ranch Dressing						1 packet	100	100		
	BBQ Sauce						1 packet	50	50		

33

Production Worksheet

Site: <u>Arizona Elementary School</u>

Date: <u>10/18/17</u>

Grade Group: (K-5) / 6-8 / K-8 / 9-12
(Circle ONE)

Total Reimbursable Meals	180
2nd Meals	5
Adult Meals	2
Total Meals	187

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	Chicken Nuggets	2	1				5 nuggets	100	100 +15	3	112
#10025	Spaghetti w/Meatsauce	2	1		1/2		1 cup	75	75	15	60
#8725	Chef Salad	2	1		1		1 salad	25	25	10	15
	Green Beans				1/2		1/2 cup	125	125	20	105
	Lettuce Mix				1/2		1 cup	50	50	20	30
	Carrot Sticks				1/2		6 sticks	75	75	25	50
	Cucumber Slices				1/2		1/2 cup	75	75	5	70
	~~Fresh Apple~~			~~1/2~~			~~1 apple~~	75			
	Sliced Pears			1/2			1/2 cup	100	100	80	20
	1% Unflavored Milk					1	1 carton	50	50	12	38
	Fat Free Chocolate Milk					1	1 carton	125	125	28	97
	Fresh Banana			1/2			1 banana		50	10	40
	CONDIMENTS										
	Ketchup						1 packet	50	50	10	40
	Mustard						1 packet	25	25	5	20
	Ranch Dressing						1 packet	100	100	30	70
	BBQ Sauce						1 packet	50	50	5	45

34

Let's Practice!

What's Wrong with this Production Record?

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	Chicken Nuggets	2	1				2 oz	75			

What's Wrong with this Production Record?

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	Chicken Nuggets	2	1				*2 oz*	*75*			

Incorrect Portion Size

2 oz is not an appropriate portion size for chicken nuggets. Number of nuggets per serving would be an appropriate portion size.

What's Wrong with this Production Record?

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	Whole Grain Pancakes		2				2 pancakes	200	200	15	185
	Fresh Banana			1/2			1 Banana	100	100	25	75
	Grape Juice			1/2			1/2 cup	150	150	30	120
	1% Unflavored Milk					1	1 carton				
	Fat Free Chocolate Milk					1	1 carton				

What's Wrong with this Production Record?

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
	Whole Grain Pancakes		2				2 pancakes	200	200	15	185
	Fresh Banana			1/2			1 Banana	100	100	25	75
	Grape Juice			1/2			1/2 cup	150	150	30	120
	1% Unflavored Milk					1	1 carton				
	Fat Free Chocolate Milk					1	1 carton				

Servings not listed for milk

Milk, condiments, extras, etc. should be treated like any other menu item and must be included on production records with all required sections filled out.

39

What's Wrong with this Production Record?

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
#10846	Cheese Quesadilla	2	2				1 quesadilla	400			
#2496	Charro Beans				1/2		1/2 cup	50			
	Celery Sticks				1/2		6 sticks	25			
	Carrot Sticks				1/2		6 sticks	25			
#9351	Salsa				1/4		1/4 cup	50			
	Fresh Orange			1/2			1 orange	50			
	Applesauce			1/2			1/2 cup	50			
	1% Unflavored Milk					1	1 carton	150			
	Fat Free Chocolate Milk					1	1 carton	250			

What's Wrong with this Production Record?

Recipe #	Menu Item	Contribution to Meal Pattern					Portion Size per serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
		M/MA oz/eq	G oz/eq	F cups	V cups	Milk cups					
#10846	Cheese Quesadilla	2	2				1 quesadilla	400			
#2496	Charro Beans				1/2		1/2 cup	50			
	Celery Sticks				1/2		6 sticks	25			
	Carrot Sticks				1/2		6 sticks	25			
#9351	Salsa				1/4		1/4 cup	50			
	Fresh Orange			1/2			1 orange	50			
	Applesauce			1/2			1/2 cup	50			
	1% Unflavored Milk					1	1 carton	150			
	Fat Free Chocolate Milk					1	1 carton	250			

Not enough vegetable/fruit servings planned for OVS
A variety of fruits and vegetables are being offered to meet the component minimums, but not enough servings are planned to allow each student to select a reimbursable meal with at least ½ cup fruit or vegetable.

True or False

If you are substituting a vegetable for another vegetable with the same serving size, you do not need to make the change on production records.

True or False

If you are substituting a vegetable for another vegetable with the same serving size, you do not need to make the change on production records.

False. ALL substitutions need to be documented on production records. The production record must match all items on the serving line.

True or False

You are planning for 400 students at lunch, and you operate Offer vs. Serve, so you should plan 400 servings of all fruits and vegetables offered.

True or False

You are planning for 400 students at lunch, and you operate Offer vs. Serve, so you should plan 400 servings of all fruits and vegetables offered.

False. OVS allows students to decline components at lunch so you do not need to plan for 100% of students to take all fruits and vegetables offered.

True or False

It's ok to provide your reviewer with production records covered in food spills during your Administrative Review.

True or False

It's ok to provide your reviewer with production records covered in food spills during your Administrative Review.
True! You do not need to redo production records to give to a clean copy to your reviewer!

4.

STAFF RESOURCES

Online Resources

ADE Website

Production Record Templates and Guidance

This webinar

Will be recorded and slides will be available

ADE Website: Production Record Templates

A variety of production record templates are available for your use on the Health & Nutrition Services website under NSLP → Program Forms → Meal Pattern Related Forms
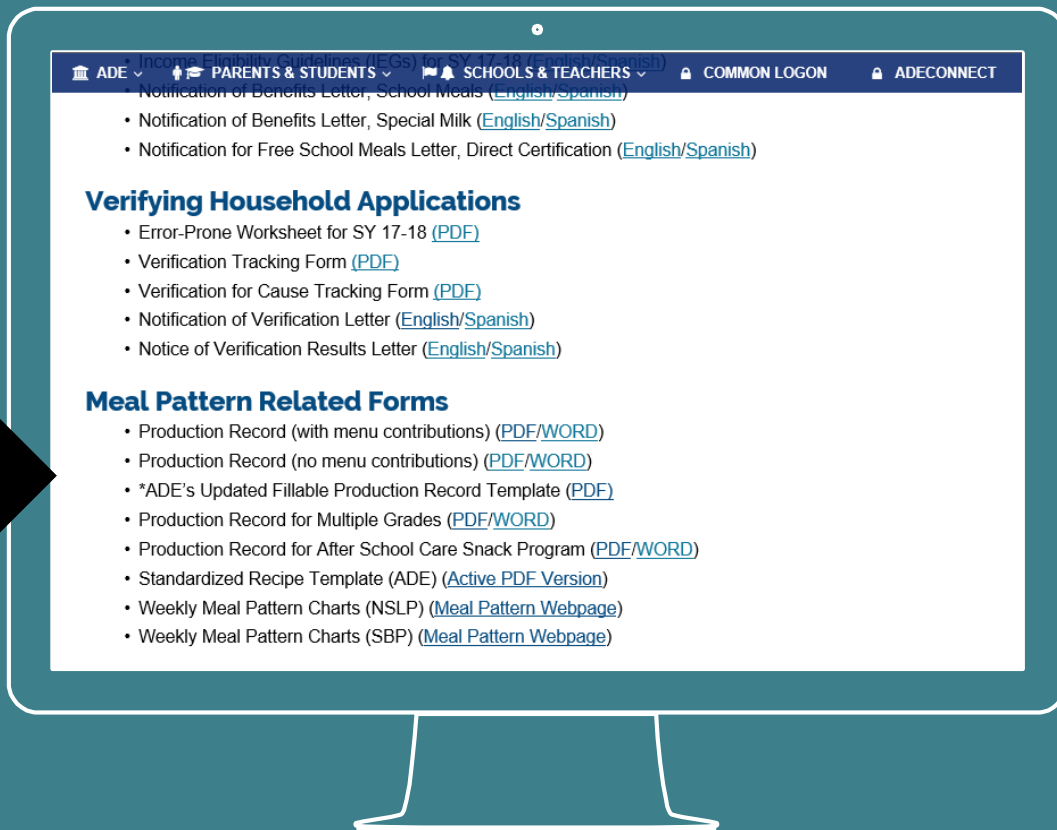
ADE Website: Production Record Templates

The production record templates, and *Parts of a Production Record Guidance* are available for your use on the Health & Nutrition Services website under NSLP → Meal and Snack Requirements for School Nutrition Programs → Meal Pattern Requirements
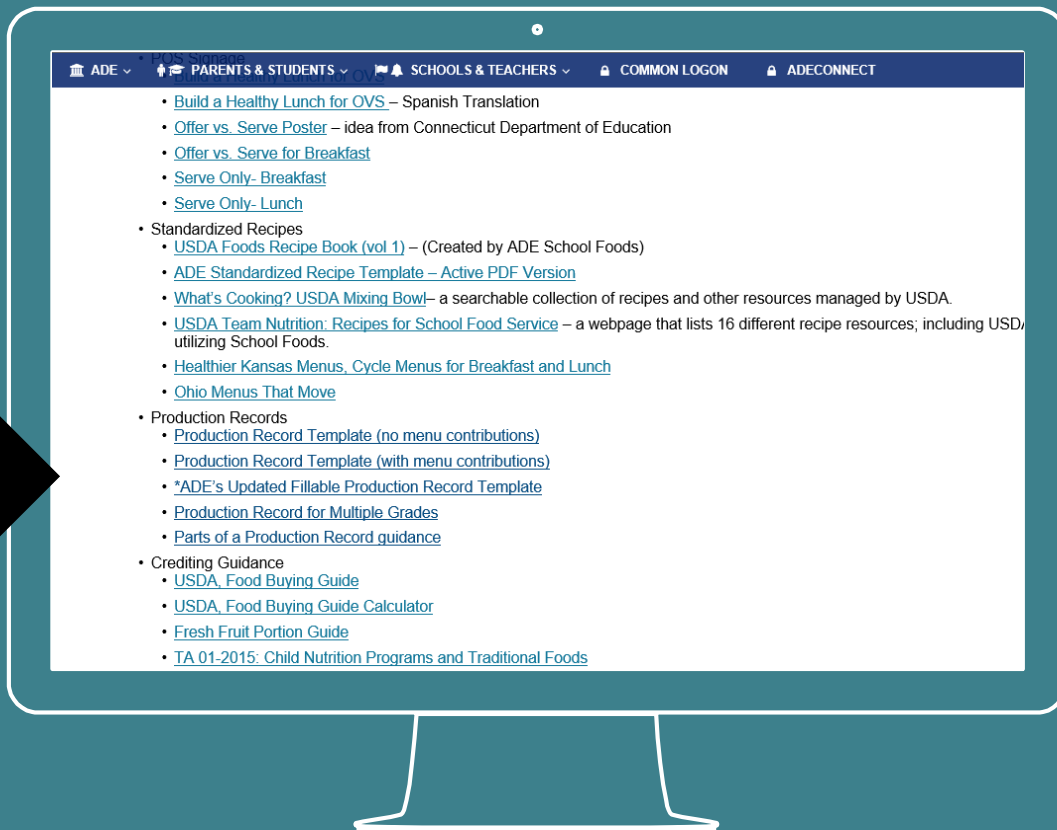
ADE Website: Parts of a Production Record

Parts of a Production Record Guidance is available for your use on the Health & Nutrition Services website under NSLP → Meal and Snack Requirements for School Nutrition Programs → Meal Pattern Requirements

Parts of a Production Record

Complete daily for each meal service at each site. Include the grade groups planned for.

Portion Size Per Serving- The amount of food made available to each student. Quantities must support the minimum daily required amount per component.

Production Worksheet Breakfast
Site: Dry Desert Middle School
Date: 5/15/15
Grade Group: K-8

Total Reimbursable Meals	
2nd Meals	
Adult Meals	
Total Meals	

Recipe numbers: Menu items that are made of 2 or more foods must have a recipe. The ingredients don't need to be listed on the production record. Those should be in the recipe.

Menu Items: All menu items (including condiments) offered as part of a reimbursable meal must be listed. This includes all fruit and milk varieties.

Recipe #	Menu Item	Portion Size per Serving	Planned Servings	Prepped Servings	Leftover Servings	Used Servings
	Waffle	1 waffle	350	350	25	325
4347	Fruit Salad	½ cup	300	300	25	275
	Frozen Juice Cup	½ cup	100	100	15	85
	Milk Fat Free Plain	1 cup	100	100	10	90
	Milk Fat Free Chocolate	1 cup	300	300	25	275
	Condiments:					
	Syrup	1 oz ea	350	350	50	300

Planned servings – The number of servings planned ahead of meal service. This is the quantity used when completing a weighted nutrient analysis.

Prepped Servings- The actual number of servings prepared in the kitchen during meal service.

Leftover and Used Servings- Record actual servings used and leftover, then use this information to plan future meal service quantities.

Arizona Department of Education Training Handout Revised October 2017

This Webinar!

This webinar has been recorded for future use. You can replay this webinar as often as needed. Access the recorded webinar on the ADE Website: Training and Professional Standards.
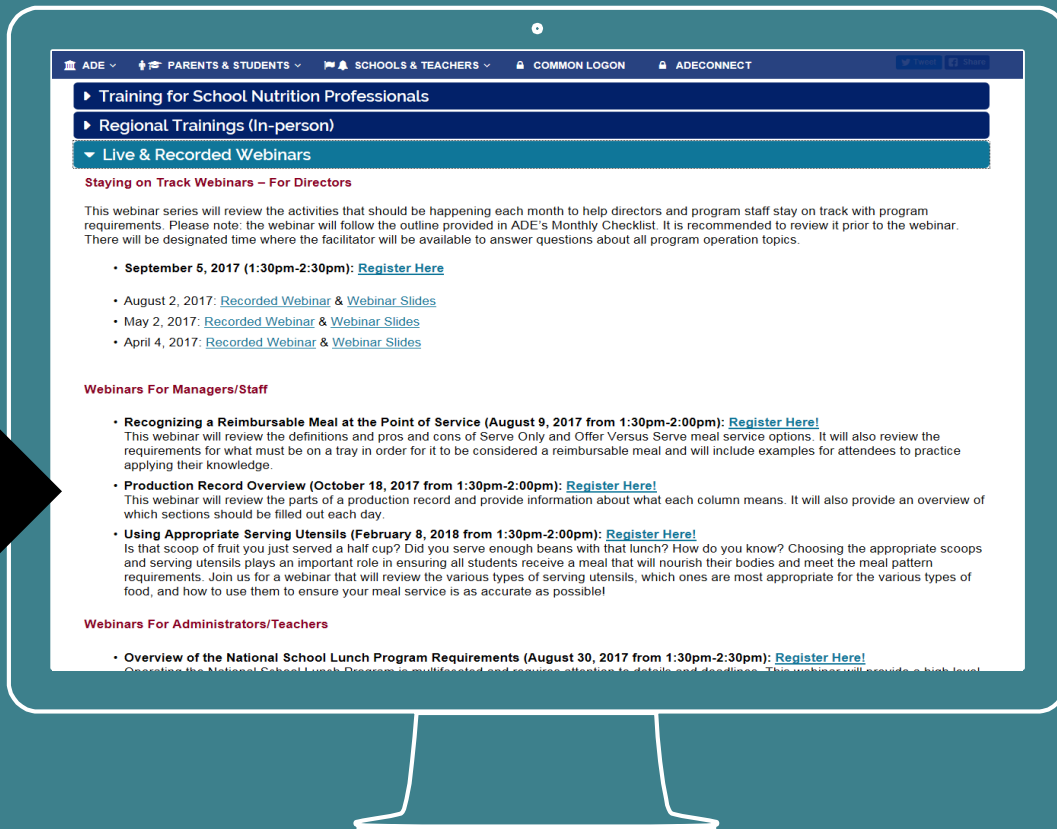
Thank you very much for your time

You will receive a link to complete your evaluation of this training. The link will be emailed to the account used to register for this training. After completing the survey, you can print a certificate of completion to file for purposes of Professional Standards.

Any questions?
Please type them into the chat bar now.

Congratulations!

You have completed the ***Recorded Webinar: Production Record Overview***.
To request a certificate, please go to the next slide.

In order to count this training toward your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- Training Title: ***Recorded Webinar: Production Record Overview***
- Learning Codes: 2120
- Key Area: 2000-Operations
- Length: 30 minutes

Please Note:

- *Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.*
- *This recorded webinar is a non-interactive activity, which may count toward no more than two hours of annual training.*

Request a Certificate

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. *This will not appear in your Event Management System (EMS) Account.*

https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey

The information below is for your reference when completing the survey:

- Training Title: ***Recorded Webinar: Production Record Overview***
- Professional Standards Learning Codes: ***2120***