



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.

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

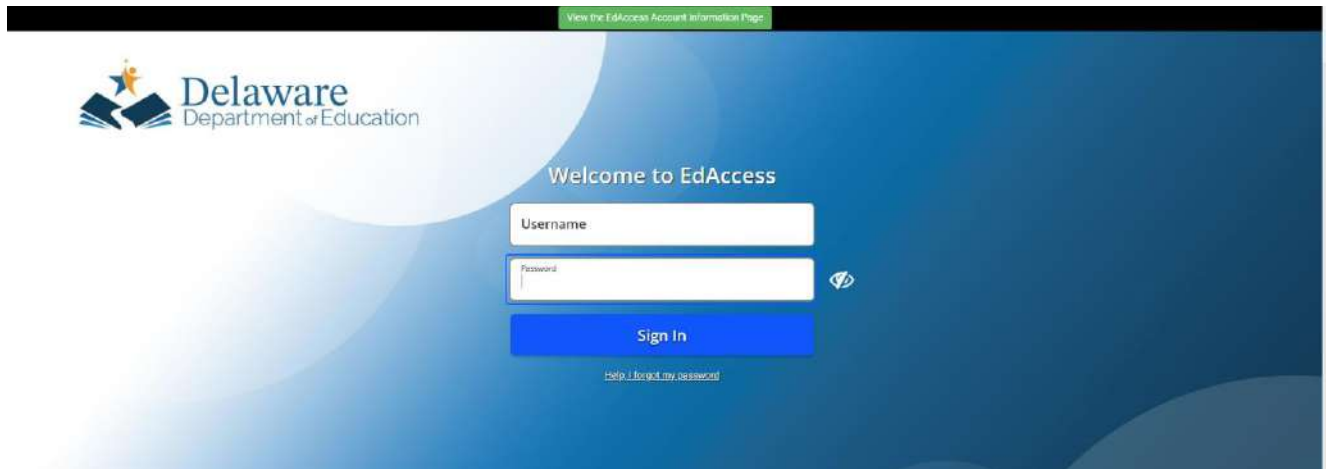
How to Register and Access Courses in PDMS and Schoology for the Child Nutrition Program (CNP)

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



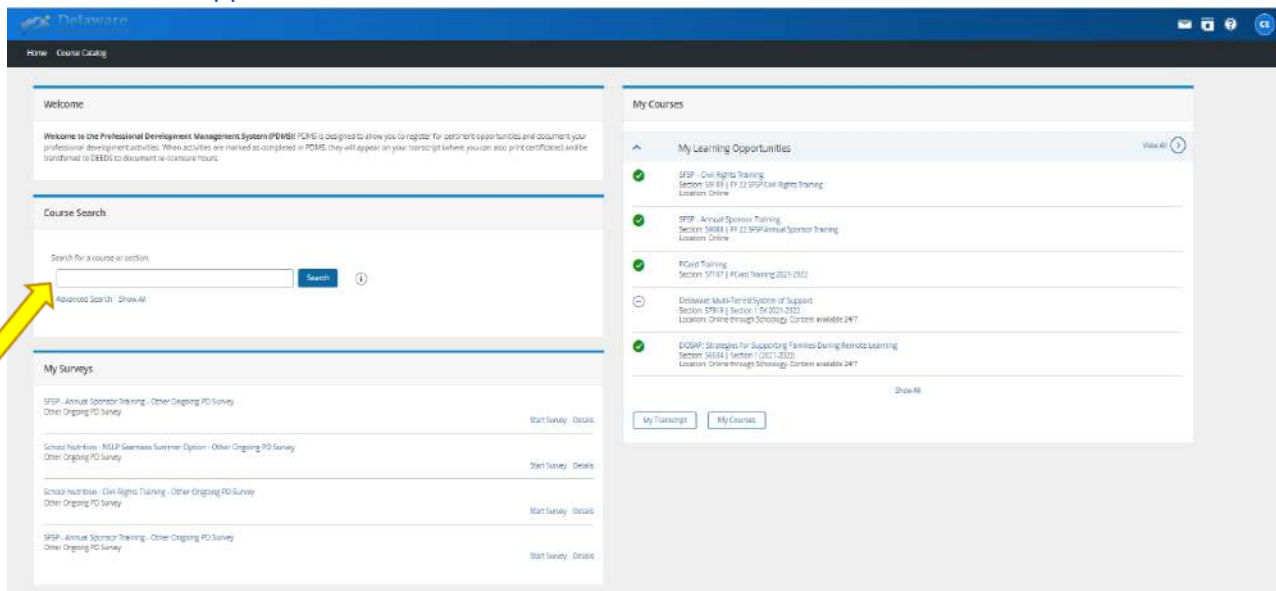
2. Click on the PDMS icon



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

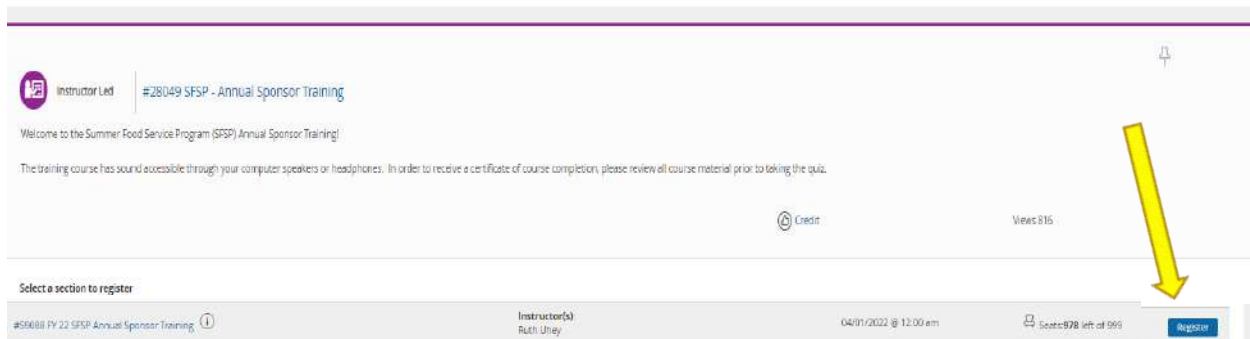
For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

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.



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.
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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.

The screenshot shows a web interface for course registration. At the top, it says 'Course Registration' and 'Registering for Course: School Nutrition - Procurement Part II Bay Area'. Below this is a progress bar and the text 'Confirm Course Selection'. A message states: 'Please confirm the following information to complete the course registration. Click Next to continue.' The course information is as follows:

Course Title	Section	Training Location
School Nutrition - Procurement Part II Bay Area	School Nutrition - Procurement Part II Bay Area	Online Schoology

Below this is a table for 'Click Here Type Hours (with @) Name!':

Click Here Type	Hours
Requisite	0.25
	30.00

Section Notes: Ruth A. Uhey, Ed.D.
ruth.uehy@okstate.edu

Class Dates: 01/10/2022 - 04/26/2022

Final Submission Date: 04/26/2022

A yellow arrow points to the 'Next' button at the bottom left.



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.

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

1. Click “My Transcript”

The screenshot shows the 'My Courses' section of the PDMS interface. It lists several learning opportunities with status indicators (green checkmarks for completed, grey minus signs for pending). At the bottom of the list, there are two buttons: 'My Transcript' and 'My Courses'. A yellow arrow points from a text box labeled 'Click on My Transcript' to the 'My Transcript' button.

2. Click on the Certificate number

The screenshot shows the 'My Transcript' page with a table of completed courses. The table has columns for #, Activity, Office, Course #, Section #, Title, Start Date, End Date, Completion Date, Certificate #, Registration Month, Grade, Class Hours, Original Cost, and Payment Status. A yellow arrow points from a text box labeled 'Click on Certificate #' to the 'Certificate #' column in the second row of the table.

#	Activity	Office	Course #	Section #	Title	Start Date	End Date	Completion Date	Certificate #	Registration Month	Grade	Class Hours	Original Cost	Payment Status
1.	Survey completed April 13, 2022	Department of Education	20549	25169	SFSP - Civil Rights Training	04/12/2022	06/30/2022	04/12/2022	40331414	Completed	Complete	1.0 Hours Hours Only	\$0.00	Not Set
2.	Take Survey	Department of Education	20048	29698	SFSP - Annual Sponsor Training	04/01/2022	12/31/2022	04/04/2022	Not Set	-	-	1.0 Hours Benchmark	\$0.00	Not Set

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