



DEPARTMENT OF EDUCATION


Townsend Building
401 Federal Street Suite 2
Dover, Delaware 19901-3639
<http://education.delaware.gov>

Mark A. Holodick, Ed.D.
Secretary of Education
(302) 735-4000
(302) 739-4654 - fax

April 28, 2022

MEMORANDUM

TO: Summer Food Service Program (SFSP) Sponsors

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

RE: **2022 Operational Memo #11**
2022 SFSP Civil Rights Training

The SFSP Civil Rights Training is to be completed virtually through Schoology. You must register for the course through PDMS. The course number is 30548 and the section number 59189. A certificate of completion must be submitted to the State Agency for SFSP Sponsor application approval.

At least one person from each SFSP Sponsor must complete this course before DDOE can give final approval for SFSP 2022 operation.

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

Attachment: How to Register and Access Nutrition Courses

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



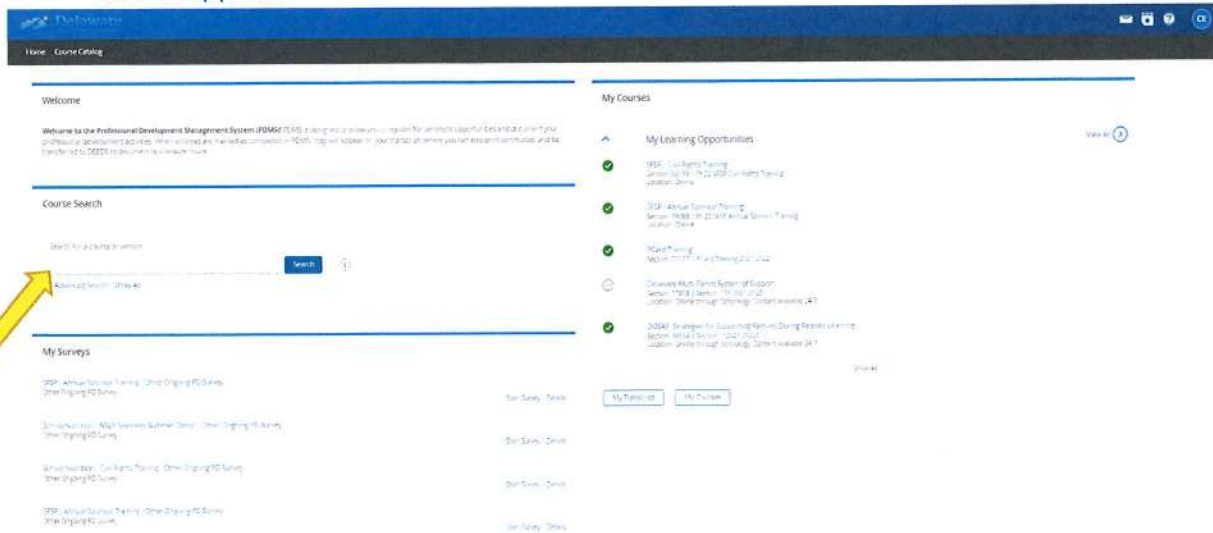
2. Click on the PDMS icon



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.

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 By American
Registration Page 4/2/16

Confirm Course Selection

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

Course Information

Course Title	SNAP Nutrition - Procurement Part II By American	Training Location	Online Learning						
Section	SNAP Nutrition - Procurement Part II By American								
Click Here to View Available Dates	<table border="1"><thead><tr><th>Section</th><th>Start</th><th>End</th></tr></thead><tbody><tr><td>174125</td><td>10/15/16</td><td>10/15/16</td></tr></tbody></table>	Section	Start	End	174125	10/15/16	10/15/16		
Section	Start	End							
174125	10/15/16	10/15/16							
Section Notes	SNAP Nutrition - Procurement Part II By American								
Class Dates	10/15/16 - 10/15/16								
Final Submission Date	10/15/16								

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.

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"

The screenshot shows the PDS user interface. On the right side, under the 'My Courses' section, there is a list of completed courses. Below the list, there are two buttons: 'My Transcript' and 'My Courses'. A yellow arrow points to the 'My Transcript' button, and a yellow callout box with the text 'Click on My Transcript' is positioned next to it.

2. Click on the Certificate number

#	Survey	Start Date	End Date	Completed Date	Certificate #	Registration Status	Grade	Clock Hours	Support Cost	Payment Status
1	Survey completed April 13, 2022 Department of Education	3/4/2022	3/6/2022	3/4/2022	4087424	Completed	Complete	1.00 Hours Health Care	\$0.00	Not Set
2	Take Survey Department of Education	3/4/2022	3/3/2022	3/4/2022	4087424	Not Set	1.00 Hours Behavior	\$0.00	Not Set	

A yellow arrow points to the 'Certificate #' column in the second row of the table, and a yellow callout box with the text 'Click on Certificate #' is positioned next to it.

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.