Using Cal-Pro-Net Resources To Meet Professional Standards   
Questions From Participants

**Does Cal-Pro-NET have any Academy of Nutrition and Dietetics (AND) approved classes?**

The UC Davis Cal-Pro-NET center does not have any officially approved courses by the Academy of Nutrition and Dietetics. However, you can include the training hours you participate in through Cal-Pro-NET in your portfolio when you renew your certification every five years. If you would like more information on this please feel free to contact us.

**ADA is requiring 1 hour of Continuing Education in the area of Ethics, does Cal-Pro-NET have any classes offered in Ethics?**

We do not have any ethics courses at this time.

**What is the website again for Cal-Pro-NET to get information?**

<http://cns.ucdavis.edu/programs/calpronet/index.html>

**Do these programs cost money?**

These programs are all free to download. Occasionally, we offer in-person classes that have a small fee associated with it.

**Does each participant have to register for the classes and are certificates available to print after the webinar?**

If you view any of our webinar recordings you will still be able to generate a certificate. If you are having trouble generating a certificate please feel free to contact us.

**I did a California Department of Pesticide and Regulation training online and it said it counts towards the training requirement of the Healthy Schools Act?**

A California Department of Pesticide and Regulation online training would fall under Learning Objective: Food Safety and Hazard Analysis Critical Control Point (2600).

**Who would I call if I had problems or questions on the website?**

If you have questions or problems with the website you can email us at [calpronet@ucdavis.edu](mailto:calpronet@ucdavis.edu).

**Where can we find the sample being used by East Whittier School District?**

The CDE provides a sample of an excel spreadsheet that a school district uses to track their training. This can be found in the download forms section in the School Nutrition Program Module, of the Child Nutrition Information Payment System (CNIPS). You can modify it to meet your needs.

**How many hours of each area (nutrition, operations, or food safety) are required? Can it be a combination of these areas?**

There is no requirement for hours in each key area. Hours in each area are typically based on employee training needs and job related duties. However, there are requirements for directors for food safety training every school year (see question: How many of the 12 hours has to be food safety for directors?). Food safety training is also strongly encouraged for employees who deal with food.

**What is checked on the Administrative Review regarding meeting training requirements?**

During the administrative review, as part of the general area of review, the CDE staff will examine the SFA’s records and back up documentation to verify completion of applicable hiring and training requirements. Training topics must be job related to be counted. Backup documentation may be an agenda or certificate of completion. In California, training hours required may be finished across a two-year period as long as you complete some training in each school year. So accumulated hours can go over the school year “end line” and be used for the next school year.

**We are getting a new software next school year, can this training be included in the professional standards?**

Training on new software may be counted towards professional standards credits if it is related to the employee’s job duties in the operation of the school nutrition program.

**Is there annual civil rights training for staff?**

Civil rights training may contribute to the required annual training hours under the professional standards as long as it covers the civil rights provision in §210.23(b) of the NSLP regulations, the FNS Instruction 783.2, meal substitutions for medical or other special dietary needs, and issues that may limit equal access to school meals.

**How many of the 12 hours has to be food safety for directors?**

Directors are supposed to have 8 hours of food safety training over every 5 years. It is not required that directors be food safety certified, but if you choose to do that it would meet the requirement.

**Are all materials available to download with the agenda since it is needed for documentation?**

The Cal-Pro-NET materials do not come with an agenda. You may be using Cal-Pro-NET resources in many different ways such as breaking them up or having several different lessons at the same time. An agenda could be created based on what you plan on using in that particular training session.

**Can all the training be completed in one day, like before the school year begins?**

Training may be completed across two consecutive years as long as some hours are completed in each school year. So, most of the training hours required can be completed in one or two days before the school year begins. Some schools provide all the required training during a staff in-service day in the beginning of the school year and use minimum days or staff meetings for ongoing training on other job-related topics.

**We are a relatively small district and our sites have 'Leads" not "Managers" what are their requirements?**

It is important to have clear definitions of who is a director, manager, or staff person. Staff do not have supervisory roles, but managers do. Managers need 10 hours of training in a school year whereas staff who work 20 hours or more need 6 hours. Staff who work less than 20 hours a week need 4 hours of training per school year. It may vary based on the school, but “leads” are usually not supervisory positions and would therefore need 6 or 4 hours of training in a school year like the staff requirement.

**Do we need to provide training for multi-funded personnel?**

When personnel are involved in the daily food service operations in your school nutrition program they must complete training per professional standards requirements. Keep in mind that the amount and type of training will depend on their role, how many hours they work in a week, etc.

**When you are presenting as a manager, do these hours count too?**

As a director or manager, the time spent training your staff counts towards your own training. The time spent developing and preparing does not.

**Are these training requirement for the State and Federal Free School Lunch and Breakfast program?**

These training requirements are for the National School Lunch Program and National School Breakfast Program.

Here Were Your Answers To Our Participant Questions!

## Why Are Training Resources Important?

*Control cost.*

*Control waste.*

*Increasing efficiency.*

*By increasing productivity and improve employee performance to increase meal counts and meal reimbursements.*

*New ideas on how to stay compliant.*

*Help everyone understand the program and what is needed.*

*Proper training in meal counting/ claiming alleviates mistakes.*

*By providing easy to access, interesting, free training for staff. By offering training such as portion control etc.*

## How Can Training Resources Help Alleviate Financial Pressure On A School Nutrition Program?

*Improving portion control to reduce food cost.*

*By offering all of the information in a single location to give access and guidance.*

*By having knowledge on how to keep cost down by portion control.*

*Resources can help alleviate financial pressure on school nutrition programs by providing trainings that apply to what we do in a format that is understandable to staff.*

## Why Should You Use The Cal-Pro-Net Resources?

*They are a great resource and they are free of charge.*

*Professionals are consulted.*

*Self-paced and can fit the needs of our staff.*

*Resources are vetted by industry professionals and approved prior to release by the CDE in regards to USDA applications of the requirements.*

*CDE is an integral part of the development of the materials, ensuring that they meet CA guidelines.*

*There is no cost, you can adapt them for your setting and they represent the regulation of California.*

*Trainings are developed using industry subject matter experts to align with California specific requirements.*

*Trainings at varying lengths are easy to use.*

*Because it is researched with valuable information that can help in a lot of areas. Many of the contacts are retired workers who have learned through experience what works.*

*Save time and use materials that are created or developed by the right personnel.*

*They are free, can be used anytime, downloadable materials, variety of subjects.*

*Easy access to approved trainings.*

*It's free!!! Provides excellent training material too.*

*They are free. You can tailor them to your own needs.*

## What Is One Delivery Method You Could Use To Provide Training For A Part-time Worker?

*Online webinar.*

*Webinars.*

*Staff meetings.*

*In-service training.*

*In-service in a meeting or on line short sessions.*

*Read through training at the job site.*

*15-minute on the job training.*

*Use the Cal-Pro-NET website.*

*Divide the training into 15-minute segments.*

*Webinar! Convenience is a prime concern.*

*Leads or managers train staff on-site.*

*Divide Lessons into 3 parts.*

*Broken-down sessions with a 15-minute minimum.*

*Divide the lessons in three parts so it doesn't take so long.*

*Staff survey.*

*Provide training during work hours but break up training into smaller sections, at least 15 minutes.*

*Conduct trainings on late start days.*

*Online webinar - see what is most helpful for member after identifying role.*

*Short segments of these webinars that are pertinent to what your staff may need.*

*Trainings on computers.*

*GO TO EACH SCHOOL SITE AND HOLD MINI TRAININGS*

## How Are You Tracking Each Individual’s Training?

*We created our own tracking system using excel.*

*Created our own excel spread sheet.*

*Training tracking form.*

*I generate certificates after each training/ meeting and keep an electronic record of trainings in an excel spreadsheet.*

*Sign in sheet and the topic of training and who is giving the training.*

*By keeping a log and printing off the certificates as training is completed and sign in sheets with dates and times for other sessions.*

*Tracking on spreadsheet and keeping copies of meeting agendas, sign in sheets and copies of handouts.*

*Certificates in employee files.*

*An excel spreadsheet is used to track trainings.*

*I also keep a spreadsheet of all trainings provided to staff.*

*Sign in sheets with dates, times, and copies for online sessions.*

*Using spreadsheet downloaded from CNIPS.*

*Certificates, and agendas with signatures*

*I use a spreadsheet that documents date, course, and time and keep supporting information.*

*USDA tracker*

*My PLN system.*

*Organization wide tracking system*

*Recording training on a spreadsheet (our own excel or the PrimeroEdge tracker) to include each department member and required hours - including the training materials, agenda, and sign in sheet.*