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University of Central Arkansas

2016 CHILD NUTRITION MANAGER TRAINING PROGRAM

University of Central Arkansas
Division of Outreach & Community Engagement
201 Donaghey Ave.
BHCC 102
Conway, AR 72035-5003



Sponsored by
Child Nutrition Unit
Arkansas Department of Education
In cooperation with
UCA Division of Outreach
& Community Engagement

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Manager's Certification Requirements

Prerequisite:

1. A high school diploma or GED is required before a manager can be certified. Part I participants are required to provide the date of high school graduation or GED certification, or sign the statement on the registration form of intent to earn a GED.
2. Candidates who do not have a high school diploma or GED may register for this certification program with the understanding that they **will not** be certified until the CN Unit of ADE has received a copy of their GED certificate.
3. Only Part I candidates must be recommended by their Child Nutrition Director or Superintendent.
See recommendation on the bottom of the registration form.

Requirements:

1. Successful completion of Part I and Part II of the manager's certification training.
2. Serve as a Child Nutrition Manager or Assistant Manager for one year after completion of Part II of the manager's certification training.
3. Recommended for certification by immediate supervisor (Child Nutrition Director or Superintendent). An evaluation form will be mailed in the spring following the completion of Part II - Manager's Certification Training.
Certificates will be awarded in the fall at the Arkansas School Nutrition Association (ASNA) annual conference.

Workshop Information

Part I, June 13-24, 2016. This two-week workshop provides the basic training in Child Nutrition program regulations and meal pattern, personnel management, food service math, food-buying guide skills, and sanitation and safety. Educational sessions will be held daily on the Vilonia Middle and High School campuses. Classes will be held Monday through Friday and will require full-time intensive work for the two-week period. The registration fee for all participants is **\$325**. Lunch will be provided **June 20 - 23 only**. The registration fee does **NOT** include lodging. See lodging information.

Part II, June 13-24, 2016. This two-week workshop provides training in food production, food science, nutrition, organization and management, and new meal pattern. Educational sessions will be held daily on the Vilonia Middle and High School campuses. Classes will be held Monday through Friday and will require full-time intensive work for the two-week period. The registration fee of **\$325** includes meals (lunch and dinner) on **June 14 - 17** and **June 20- 23**. No meals will be provided on **June 13 or 24**. The registration fee does **NOT** include lodging. See lodging information.

NOTE:

- Due to fiscal and accounting principles being instituted by the University of Central Arkansas (UCA), we will not be allowed to register anyone without payment. Should you choose to pay with a credit card, please be aware that your registration will not be guaranteed until the payment is processed. Our space is limited; therefore, once we reach the maximum capacity for the workshops, we will not be able to accept additional people. Please share this information with your bookkeeping officials or fiscal management department so that you can be assured of having a spot in the training. **Please adhere to all deadlines in the brochure to avoid any and all problems.**
- All questions should be directed to Dr. Wynona Bryant-Williams in the Child Nutrition Office (501-324-9502).
- To pay with a credit card, please see instructions on the registration form.
A place will not be held until the payment is processed.



Registration

Part I registration will be held on Monday, June 13th, from **10:00-10:30 a.m.** in the Vilonia Middle School Gymnasium: it is the room adjacent to the middle school cafeteria. Lunch will be on your own. Orientation will begin at 12:00 p.m. **To continue providing the best training possible, it will be necessary to limit the number of participants in the Part I Manager Certification Training to 120.** Participants that will be directors and/or managers during 2016-17 school year will be given preference. The remaining participants will be accepted on a first-come, first-served basis by the date that the registration form is received by UCA's Division of Outreach & Community Engagement.

If you need to train a manager or director for the 2016-17 school year but have not hired the individual(s), you may reserve a place for them by sending the completed registration form and payment with a notation that the name of the participant(s) will be mailed later to UCA. **Once a person is hired, a completed registration form must be submitted to UCA.**

Part II registration will be held on Monday, June 13th, from **9:00 - 9:30 a.m.** in the cafeteria at Vilonia Middle School. Orientation will begin at 10:00 a.m.

These workshops will be filled on a first-come, first-served basis. If space is not available, the participant will be notified.

ASNA Scholarships Available

Arkansas School Nutrition Association offers scholarships to cover the cost of registration for ASNA members only. Checks for scholarship recipients will be mailed directly to UCA. The scholarship checks will be given out at registration. Scholarship forms may also be obtained on the Child Nutrition web site at <http://Arkansased.org>. See commissioner's memo for more complete details. The deadline for submitting applications is **March 25, 2016.**

GED Scholarships Available

The Child Nutrition Foundation offers GED Jump Start Scholarships to SNA members who want a General Education Development (GED) diploma. The amount of the scholarship is \$200. Information may be found on the SNA website at <http://www.schoolnutrition.org> or by contacting SNA's service center at 1-800-877-8822. Applications are accepted throughout the year.

Lodging

Please read carefully.

We have contacted the hotels/motels in Conway listed below. **You must call to make your own reservation. Call before May 6.** Mention that you are with the UCA Child Nutrition group when making your reservations in order to receive the following rates. ***Unless otherwise noted, all rates are for either single or double occupancy.***

Hilton Garden Inn
501-329-1444
805 Amity Rd.
\$89 + tax

Country Inn & Suites
501-932-0500
750 Amity Road
\$77 + tax

Fairfield Inn & Suites
501-505-8034
2260 Sanders Road
\$89 + tax

Candlewood Suites
501-329-8551
2360 Sanders Rd.
\$89 + tax

Howard Johnson Inn
501-358-3919
1090 Skyline Dr.
Single: \$60 + tax
Double: \$65 + tax

LaQuinta Inn & Suites
501-328-5100
2350 Sanders Rd
\$79 + tax

Microtel Inn & Suites
501-327-0898
2475 Sanders Rd
\$69 + tax

Comfort Inn & Suites
501-513-4989
2370 Sanders Rd.
\$99 + tax

Meals

Registration fees include:

Part 1: Lunch only, June 20-23

Part 2: Eight Lunches and Eight Dinners.

Any additional meals will be a personal expense.

Districts are reminded that participants should not file for reimbursement of meals provided during the workshop. Auditors may request participants' information and compare reimbursement requests for each class with source documents located in the school district.



CHILD NUTRITION MANAGER TRAINING PROGRAM 2016
REGISTRATION FORM

The cost for sending an employee to training is an allowable expense that can be taken from the child nutrition fund of a local school.

Please print or type, and fill in all areas of information. ***REQUIRED**

Name* _____ Birth date* _____ SS#* _____
(Please use your official name as it will appear on your certificate.) (Only last four digits required.)

Home Address* _____ City* _____ State* _____ Zip* _____

Home Phone* _____ Work E-Mail* _____

Emergency Contact Name* _____ Emergency Contact Phone* _____

School District Name* _____ District Phone _____ District Fax _____

School District Address _____ City _____ State _____ Zip _____

Please check one: Part I - \$325 June 13 - 24 Part II - \$325 June 13 - 24

Check this box if you would like to pay with a credit card. Provide the payer's contact information, and a representative from UCA Outreach will contact you for payment.
Contact Name: _____ Phone: _____ - _____ - _____



If paying by check, amount Enclosed: \$ _____ I plan to: Commute Stay at the _____ (Name of hotel)

Please check one that applies:

- 2016-17 Director or manager responsible for menu planning and/or purchasing
- 2016-17 Elementary school manager
- 2016-17 Middle school or junior high manager
- 2016-17 High school manager
- 2016-17 Assistant manager/manager trainee
- 2016-17 Other – Describe _____

**Registration
Deadline:
April 22, 2016**

Requirements for PART I PARTICIPANTS

Registration for Part I participants will not be processed if this portion is not completed.

EDUCATION – Please check one that applies:

- Graduated from _____ on _____
(High School) (Date)
- I received a General Equivalency Diploma (GED) Certificate on _____
(Date)
- I understand I must earn my GED Certificate to meet certification requirements. _____
(Part I Participant Signature)

RECOMMENDATION

I believe _____ has the ability and willingness to successfully complete Manager certification
(Part I Participant) _____ (Superintendent/FSD Signature-REQUIRED)

Registrations will not be accepted for Part I participants without the above RECOMMENDATION.

MAKE CHECKS PAYABLE TO: UCA DIVISION OF OUTREACH & COMMUNITY ENGAGEMENT

All cancellations must be received in writing prior to the beginning of the workshop. All but \$10 of the registration fee will be refunded. No refunds after workshop begins. Sorry, checks cannot be cashed at registration. Also, personal checks may NOT be used for payment.

Return the Registration Form and your Payment to:
UCA-Division of Outreach & Community Engagement, 201 Donaghey Avenue, BHCC 102, Conway, AR 72035-5003

This form can be found on the Child Nutrition website and may be duplicated for additional registrations.