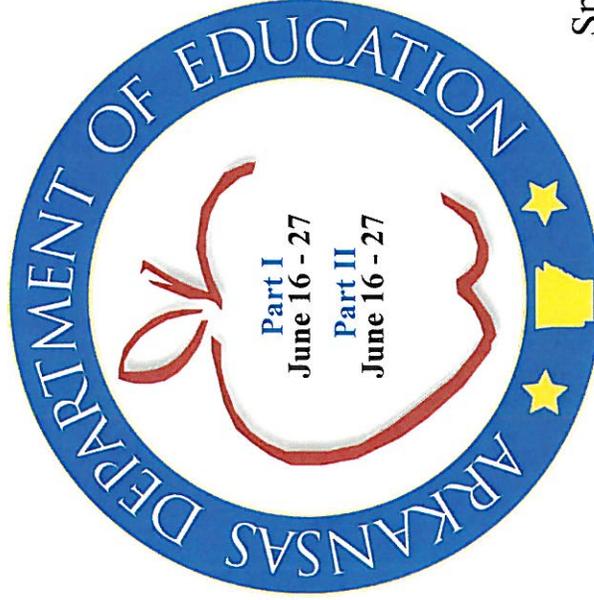


University of Central Arkansas

2014
CHILD NUTRITION
MANAGER TRAINING
PROGRAM



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

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



Arkansas Department of Education

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. 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 16-27, 2014. 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 23 - 26 only**. The registration fee does **NOT** include lodging. See lodging information.

Part II, June 16-27, 2014. This two-week workshop provides training in food production, food science, nutrition, organization and management, and 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 17 - 20** and **June 23- 26**. No meals will be provided on **June 16 or 27**. The registration fee does **NOT** include lodging. See lodging information.

NOTE:

- Due to new fiscal and accounting principles being instituted by the University of Central Arkansas (UCA) we will not be allowed to register anyone for Managers One and Two without payment. Our space is limited; therefore once we reach the maximum capacity for the workshops; which is 120 for Part One and 100 for Part Two- we will not be able to accept additional people after April 18. Please share this information with your local 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.**
- We now accept credit card payments for registration. To pay with a credit card, please call Kandace Keeney at 501-450-5261 to make payment via phone. All credit card payments must also meet the stated deadline.
- All questions should be directed to Dr. Wynona Bryant-Williams in the Child Nutrition Office (501-324-9502).



Registration

Part I registration will be held on **Monday, June 16th 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. Classes 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 2014-15 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 Outreach & Community Engagement Division.

If you need to train a manager or director for the 2014-15 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 completed and submitted to UCA.**

Part II registration will be held on **Monday, June 16th 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://cnn.k12.ar.us>. The deadline for submitting applications is **March 28, 2014**.

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 several local hotels/motels. Their phone numbers are listed below. **You must call to make your own reservation. Call before May 2.** Be sure to mention that you are with the UCA Child Nutrition group when making your reservations in order to receive the following rates. ***All rates are double occupancy, unless otherwise noted.***

Candlewood Suites
501-329-8551
2360 Sanders Street
Single: \$66 + tax
Double: \$71 + tax

Days Inn
501-450-7575
1002 East Oak
Single: \$64.99 + tax
Double: \$69.99 + tax

Howard Johnson
501-329-2961
1090 Skyline Dr.
\$58.50 + tax

Microtel Inn & Suites
501-327-0898
2465 Sanders Rd
\$54 + tax

Quality Inn
501-329-0300
150 Hwy 65 N
Single: \$52.99 + tax
Double: 56.99 + tax

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

Fairfield Inn and Suites
501-505-8034
2260 Sanders Road
\$83 + tax

Hampton Inn
501-329-8999
810 Museum Rd
\$83 + tax

Holiday Inn Express
501-450-9112
2370 Sanders Road
\$96.90 + tax

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

Meals

Registration fees include:

Part I: Lunch only, June 23-26

Part II: 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 2014
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.)

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

Home Phone* _____ Home E-Mail _____ Work E-Mail _____

School District Name* _____ District Phone _____ District Fax _____

School District address _____ City _____ State _____ Zip _____

Please check one: Part I - \$325 Part II - \$325 ****Registrations may now be paid with a credit card.****
 June 16 - 27 June 16 - 27 ****See the NOTES section for instructions.****

Amount Enclosed: \$ _____ I plan to: Commute Stay at the _____ (List name of hotel.)

<p>Please check one that applies:</p> <ul style="list-style-type: none"><input type="checkbox"/> 2014-15 Director or manager responsible for menu planning and/or purchasing<input type="checkbox"/> 2014-15 Elementary school manager<input type="checkbox"/> 2014-15 Middle school or junior high manager<input type="checkbox"/> 2014-15 High school manager<input type="checkbox"/> 2014-15 Assistant manager/manager trainee<input type="checkbox"/> 2014-15 Other – Describe _____	<p>Registration Deadline: April 18, 2014</p>
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Requirements for PART I PARTICIPANTS

Registration(s) will not be processed if this portion is not completed for Part I Participants.

EDUCATION – Please check one that applies:

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

<p>RECOMMENDATION (Registrations will not be accepted for Part I participants without this signed recommendation.)</p> <p>I believe _____ has the ability and willingness to successfully complete Manager certification (Part I Participant)</p> <p>_____ (Superintendent/FSD Signature-REQUIRED)</p>

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.

****To pay with a credit card, please call Kandace Keeney at 501-450-5261 to make payment via phone. ****
All credit card payments must also meet the stated deadline.

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

Duplicate this form for Additional Registrations