

# Team up for Professional Standards Resources



Thursday, November 16, 2017 3pm

**USDA FNS Child Nutrition Programs**

Kaushalya Heendeniya, MS, RD

Sheldon Gordon, MS, RD

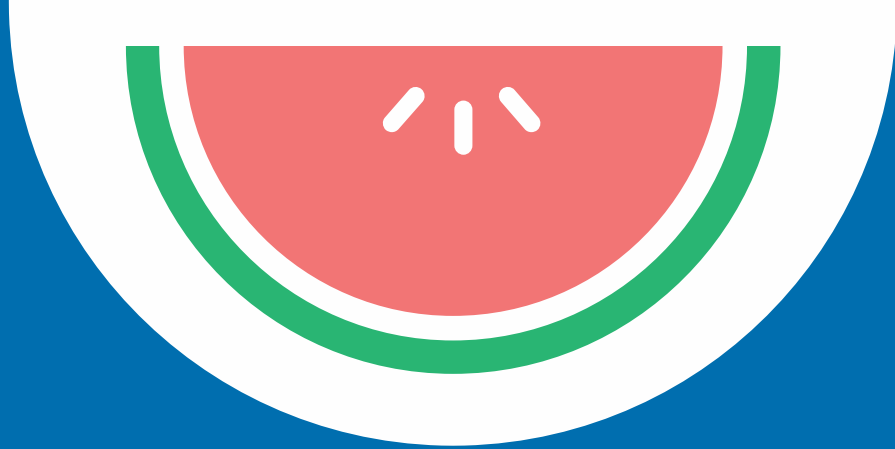


United States Department of Agriculture

# Session Overview



- ❖ **Overview of Professional Standards**
- ❖ **Professional Standards Training Tracker Tool 2.0 Demo**
- ❖ **Professional Standard Resources (USDA & ICN)**



# Professional Standards for School Nutrition Professionals



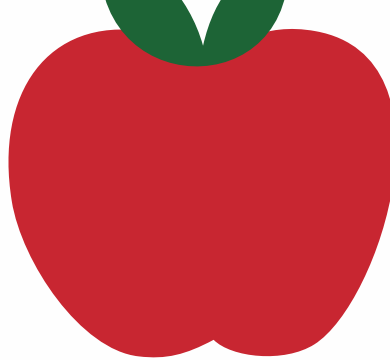
# What are Professional Standards for School Nutrition Professionals?



An important step towards ensuring that ALL of America's children receive safe, nutritious meals through efficient, cost-effective programs.

# Professional Standards for School Nutrition Professionals- Goals

- ❖ **ASSIST** State agencies and SFAs with hiring, training, and retaining qualified school nutrition staff.
- ❖ **ENHANCE** the public image of school nutrition professionals.
- ❖ **BUILD** skills and empower school nutrition staff to exceed the expectations of students and comply with Federal requirements.



# Professional Standards Training Tracker Tool 2.0

.....  
<https://pstrainingtracker.fns.usda.gov/>



United States Department of Agriculture

# Tracking Training Hours

## ❖ Professional Standards Training Tracker Tool, Version 2.0

- ✓ Web-based
- ✓ Enhanced features
- ✓ Mobile friendly



The screenshot displays the user interface of the Professional Standards Training Tracker Tool 2.0. At the top left is the USDA logo, followed by the text "Professional Standards Training Tracker Tool" and "U.S. DEPARTMENT OF AGRICULTURE". Below this is a banner image featuring five diverse individuals. A dark navigation bar contains the following menu items: "Home", "Training", "Employees", "Reports", "Online Resources", "Help", and "Welcome Sonya Barnes". The main content area has a white background with a heading "Welcome to the Professional Standards Training Tracker Tool 2.0!". Below the heading is a paragraph of text: "The PSTTT 2.0 provides easy navigation and user-friendly time saving features! Some of the features include a database of trainings to auto-populate training information, the ability for managers to enter trainings for multiple employees, reminder alerts for remaining annual training requirements, and notifications for annual training requirement completion." At the bottom of the main content area is a blue call-to-action button that says "Start tracking your hours now!". The footer of the interface shows the date "11/16/2017" on the left and the text "You Have 227 Days To Complete 10.00 Hours of Training." on the right.

USDA Professional Standards Training Tracker Tool  
U.S. DEPARTMENT OF AGRICULTURE

Home Training Employees Reports Online Resources Help Welcome Sonya Barnes

Welcome to the Professional Standards Training Tracker Tool 2.0!

The PSTTT 2.0 provides easy navigation and user-friendly time saving features! Some of the features include a database of trainings to auto-populate training information, the ability for managers to enter trainings for multiple employees, reminder alerts for remaining annual training requirements, and notifications for annual training requirement completion.

[Start tracking your hours now!](#)

11/16/2017 You Have 227 Days To Complete 10.00 Hours of Training.

# Training Tracker Tool - Login



Professional Standards Training Tracker Tool  
U.S. DEPARTMENT OF AGRICULTURE



OMB Number: 0584-0626  
Expiration Date: 06/30/2020

## About

The USDA Child Nutrition Program's Professional Standards Training Tracker Tool (PSTTT) Version 2.0 is designed to assist School Nutrition Professionals in keeping track of their annually required training hours. For additional information on Professional Standards, please visit USDA Professional Standards site at [www.fns.usda.gov/school-meals/professional-standards](http://www.fns.usda.gov/school-meals/professional-standards).

**PLEASE NOTE:** A Level 1 USDA eAuthentication account is needed to access the tool. New and existing users who have Level 1 access can proceed to the tool by clicking on the *'New/Existing User Login'* button.

Please click [here](#) to create your Level 1 eAuth access account. You will immediately receive an email with a link to activate your account with one simple click.

Contact [cnptab@fns.usda.gov](mailto:cnptab@fns.usda.gov) for assistance in accessing the site.

New/Existing User Login



# Register for USDA E-Auth Level - 1

## Register for Your Account - Level 1

Form Approved OMB No. 0503-0014

### Step 1 of 4 - Level 1 Access Account Registration

USDA customers should complete the information below to create a USDA eAuthentication account. Please read the eAuthentication [Privacy Act Statement](#) and [Public Burden Statement](#) for more information on how your personal information will be protected.

All required fields are **red** and marked by an asterisk (i.e. \*). Enter your first and last name exactly as it appears on your Government issued photo ID (e.g. state driver's license).

Note: The characters < > ^ : | are not allowed on this form (the character : is allowed for password only).

#### User Information

**Required Field\***

First Nam e\*

Middle Initial

Last Nam e\*

Suffix

#### Contact Information

Email\*

Confirm Email\*

#### Login Information

User ID\*

Password\*

## eAuthentication: FYI - Instructions to Activate Your USDA Account With Level 1 Access

DoNotReply.ICAM@ocio.usda.gov

to me

\*\*\* Please do not reply to this email. For assistance see below \*\*\*

### Step 4 of 4 - Instructions to Activate Your USDA Account with Level 1 Access

Congratulations Kayaya76, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. Please wait approximately 10 minutes from the receipt of this email before you activate your account with Level 1 access.
2. Click [ACTIVATE MY ACCOUNT](#)

NOTE: If you have trouble accessing your activation link above, please copy and paste the following URL into your browser address bar:

<https://www.eauth.usda.gov/registration/selfRegistrationActivation.aspx?ID=CB4D448E3AD943CA95DAAD4A0BF0BC37>

The User ID created is: Kayaya76



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New/Existing User Login

# Login Screen

[Home](#)

[About eAuthentication](#)

[Help](#)

[Contact Us](#)

[Find an LRA](#)

You are here: [eAuthentication Home](#) > eAuthentication Login

## eAuthentication Login

LincPass (PIV) [?](#)



User ID & Password [?](#)

User ID:

Password:

I forgot my [User ID](#) | [Password](#)

[REGISTER](#)

[LOGIN](#)

[Change my Password](#)

# Training Tracker Tool – Select User



United States Department of Agriculture

Professional Standards  
Training Tracker Tool



Welcome Kaushalya Heendeniya ▾

## Employment

- I am a School Employee
- I am a State Agency Employee
- I am a USDA Food and Nutrition Service (FNS) Employee
- I am a USDA Food and Nutrition Service (FNS) Contractor

Confirm



United States Department of Agriculture



### Personal Information

First Name\*

Heidi

Last Name\*

Bishop

Job Title\*

School Food Authority--Staff Manager

Hiring Date\*

04/06/2009

Business or Work Email\*

heidi.bishop@fns.usda.gov

Note: Please enter ONLY Business or Work email address in this field. No personal email allowed.

Are you a Manager?



Only check the box if you are designated to monitor an employee's training

Provide the email address for the person designated to monitor your training

Manager's Business or Work email

Note: Please enter ONLY Business or Work email address in this field. No personal email allowed.

Manager needs to be registered before employee can designate them as their manager.

### School Information

School Name\*

MCNAIR ELEM

Please start typing for the field to start auto-populating the list for Schools

Add New School

School Type

Regular School



School District\*

FAIRFAX CO PBLC SCHS

City\*

HERNDON

State / Territory

VA

Zip\*

20171



# Create User Profile

## Personal Information

First Name\*

Last Name\*

Job Title\*  ▼

Hiring Date\*

Business or Work Email\*

Note: Please enter ONLY Business or Work email address in this field. No personal email allowed.

Are you a Manager?

Only check the box if you are designated to monitor an employee's training

Provide the email address for the person designated to monitor your training

Manager's Business or Work email

Note: Please enter ONLY Business or Work email address in this field. No personal email allowed.

Manager needs to be registered before employee can designate them as their manager.

## State Agency Information

State Agency Name\*

Please start typing for the field to start auto-populating the list for State Agency

State / Territory



SA User



# Training Tracker Tool – Home Page



Professional Standards Training Tracker Tool  
U.S. DEPARTMENT OF AGRICULTURE



[Home](#)

[Training](#) ▾

[Employees](#)

[Reports](#)

[Online Resources](#)

[Help](#) ▾

[Welcome Sonya Barnes](#) ▾

## Welcome to the Professional Standards Training Tracker Tool 2.0!

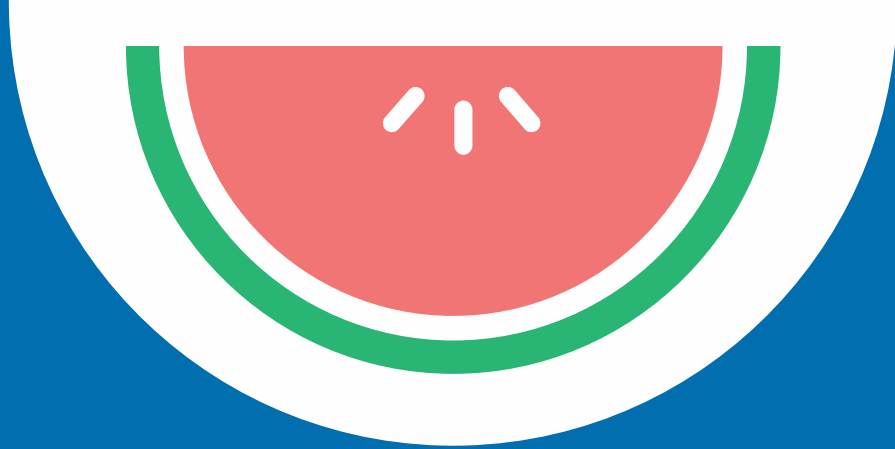
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11/16/2017

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# USDA Professional Standards Resources





# Professional Standards Website

<https://www.fns.usda.gov/school-meals/professional-standards>

## School Meals

Print

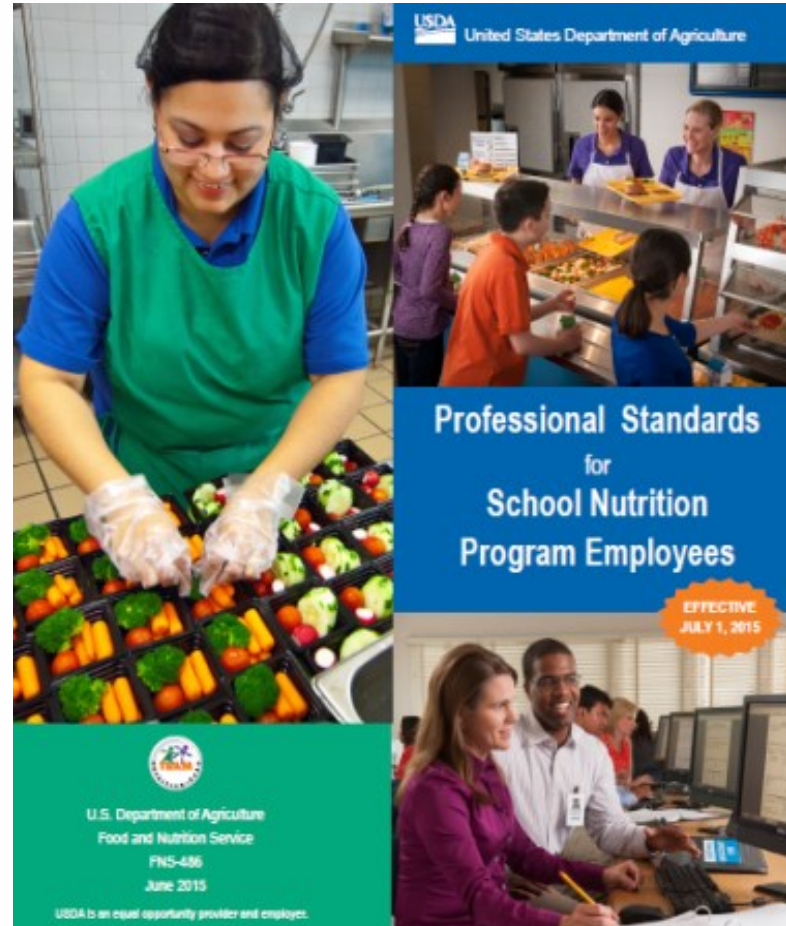
## Professional Standards



Professional Standards for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The final rule, published March 2, 2015, requires a minimum amount of annual training hours for all state directors of school nutrition programs, state director of distributing agencies, school nutrition program directors, managers, and staff. Required training topic areas will vary according to position and job requirements. There are also minimum hiring standards for new state directors of school nutrition programs, state directors of distributing agencies that oversee USDA Foods, and school nutrition program directors.

# Technical Assistance and Guidance:

- ✓ FAQs
- ✓ Brochure
- ✓ Flyer
- ✓ Job Description Template for CNP



# Professional Standards Guide

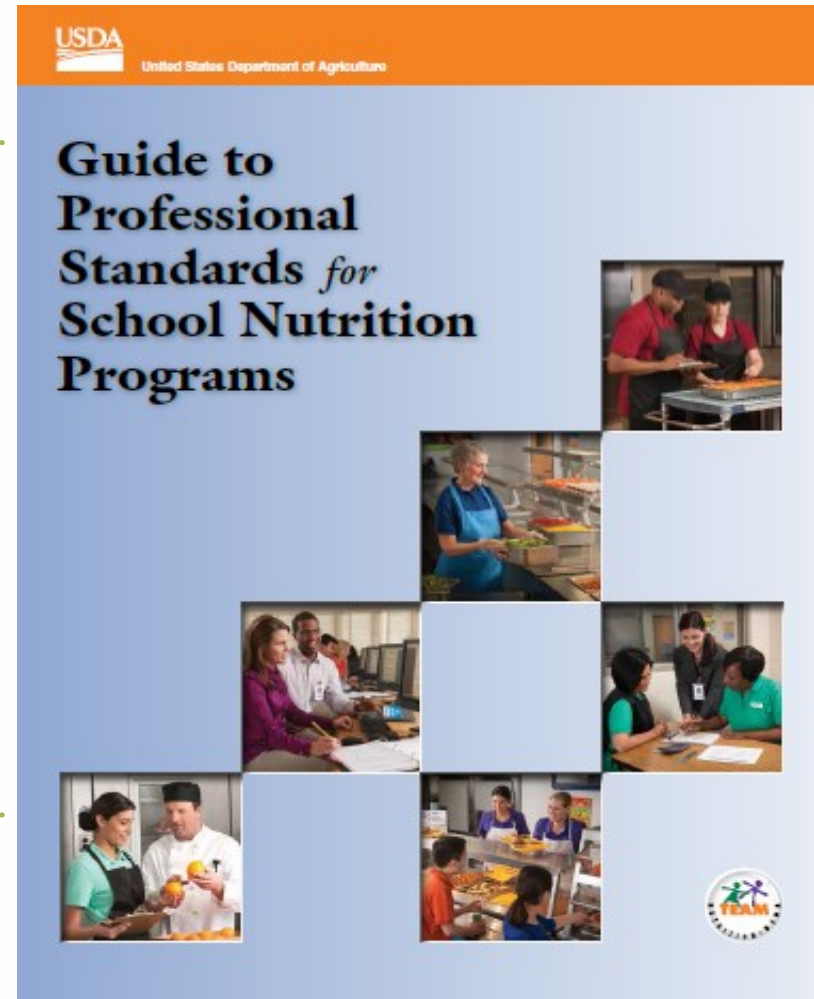
❖ Information on Final Rule ...

❖ Where to find training

❖ How to meet training standards

❖ Easy-to-read tables ...

❖ Reproducible handouts





# Professional Standards for School Nutrition Professionals



- Home
- Find Training
- Advanced Search
- Professional Standards Information
- Contact Us

- Nutrition
- Operations
- Administration
- Communications / Marketing
- Professional Standards Tracking Tool Information

## Professional Standards for School Nutrition Professionals



This site allows school nutrition staff to search for training that meets their learning needs. Each listing contains information about the training, including how to access, developer, date, learning objectives covered, and more.

The *Guide to Professional Standards in School Nutrition Programs* is an easy-to-use booklet designed to help State agencies, school food authorities, and school nutrition professionals understand and apply the Final Rule on Professional Standards for School Nutrition Programs Personnel.

<https://professionalstandards.fns.usda.gov/>



# ICN Professional Standards Resources



United States Department of Agriculture



# ICN's new *eLearning Portal* provides an enhanced online training experience... *Anytime / Anywhere*

Institute of Child Nutrition • [theicn.org](http://theicn.org) • 800-321-3054

- ❖ Learning management system with searchable catalog
- ❖ Mobile-friendly and offline playing and syncing
- ❖ Promotional video, course catalog, how-to videos and tips available
- ❖ Currently 35 Courses in Phase I, launched June 24, 2017
- ❖ 23 Courses under development for Phase II

## What's New!

- ❖ The 4th edition of the Nutrition 101 online course is now available.



# Manager's Corner

**Designed for directors/managers to train staff**

**Each lesson is 15 minutes**

- ✓ **Learning objective**
- ✓ **Importance of the topic**
- ✓ **Materials list**
- ✓ **Instructions**
- ✓ **Questions for staff**
- ✓ **Additional resources**



<http://theicn.org/ResourceOverview.aspx?ID=590>





**Thank You!**

Questions?

