



TODD STAPLES, COMMISSIONER

# NOTICE

**Date:** February 18, 2009

**Reference:** # SFSP 2009-01

**To:** Summer Food Service Program (SFSP) Sponsors

**Subject:** Training Opportunities

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<b>Purpose</b>	<b>INFORM</b> contractors that the Food and Nutrition Division (FND) will be offering several program and nutrition trainings for current contractors in the upcoming months, and provide information on registration procedures and training policy.
<b>Training Topics</b>	For a list of available trainings check the FND Learning Center at <a href="http://www.snptexas.org">www.snptexas.org</a> . Select the "Program/Nutrition Training" link and choose the "Scheduled Classes" link from the left hand navigation bar. Be sure to check this often as trainings are continually added and removed.
<b>Personal User Code (PUC) Requirement</b>	You must have an active PUC to self-register for training. To request a PUC, download the "FND Training Request Form" from the left and navigation bar on the Program/Nutrition Training page or from the link in the FND Learning Center. Complete the form and fax it to the FND Training Unit at 1-888-237-5030. You will be notified by mail that your PUC is active.
<b>How to Register</b>	You can register for training by selecting the "Program/Nutrition Training" link and then the "Scheduled Classes" link from the left hand navigation bar and follow the instructions.
<b>Training Locations &amp; Opportunities</b>	Whenever possible, trainings will be held in different locations throughout the State. However, some training will only be offered in Austin or other major cities due to training resource limitations. Online trainings and webinars will also be offered when possible.
<b>Training Requirement</b>	<p>If a training is "mandatory" for current contractors they will receive prior notification. Individual contractors may be given specific instructions by their Field Operations Office to attend specific training as part of a corrective action.</p> <p>If prior notification is not given that a training is mandatory, then the training is voluntary and a contractor is not required to attend. However, it is recommended that contractors take the opportunity to attend trainings if possible to ensure a successful program.</p>

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**Training Unit  
Policy**

The FND Training Unit adheres to the following standard procedures to ensure success at our training events:

- Sign-in begins **30 minutes before each training event**.
  - Classes **start promptly** at the scheduled start time.
  - **Late arrivals** are only accepted during the **first 30 minutes** of each class. Participants arriving later than 30 minutes after the class has started will need to reschedule for another event and will not be allowed to remain in the class.
  - **Register early** for FND Training events.  
The on-line self-registration/cancellation cut-off is three (3) days before a class. Since seating limitations occur at most sites, it is important to guarantee your seat as soon as possible.  
  
If you choose to register within 3 days of an event, you must download a “FND Training Request Form”, enter the requested information and fax the form to the Training Unit at 1-888-237-5030.
  - **Current contractors are expected to self-register** for training to guarantee pre-registration seating. Current contractors receive one complimentary enrollment when they submit a “FND Training Request Form” to the FND Training Unit with their request for an active Personal User Code and account in the FND Learning Center. **Potential contractors are not granted self-registration rights and must submit a “FND Training Request Form” to the FND Training Unit for each training event until a contract is awarded.**
  - **Substitutions** will be accepted if they are attending in place of a pre-registered employee. (See additional policy related to Substitutions below.)  
Please notify the FND Training Unit, at [FNDTrainingUnit@tda.state.tx.us](mailto:FNDTrainingUnit@tda.state.tx.us), **immediately** in the event there is an emergency or unforeseen circumstance that requires a change in personnel attending a training event.
  - **Walk-ins** are only accepted on a **space-available basis**. (See additional policy related to Walk-Ins below.)  
There is no guarantee that adequate seating and/or training materials will be available for non-registered participants. The best way to ensure accommodations is to register early.
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**Training Unit  
Policy**

- Both **Substitutions and Walk-ins**
  - Are **subject to the same late arrival guidelines** and must arrive before class or not later than the first 30 minutes of each class.
  - Must **complete a “Walk-In” Form.**
  - Must **meet the eligibility and/or pre-requisite criteria** for the course to receive completion credit.
  - **Receive certification following the training event.** A hard copy of **potential contractor training completion certificates will be sent by mail or fax** from the FND Training Unit. **Current contractors may print a copy of their training transcript** (certification) for the event from the FND Learning Center.

Before awarding credit for completing the class, the FND Training Unit must obtain the trainer’s documentation, ensure course eligibility and/or pre-requisite criteria are met, and validate Walk-In/Substitution status in the learning database. **Providing accurate information on the Walk-In Form will help expedite the process to receive credit.**

- We **do not provide childcare services** and children are not allowed to attend FND Training Unit events. Please arrange for childcare when you schedule your training event(s).
- During our classes we ask that **cell phones and pagers be turned off** or placed on **“silent mode”**. If you must take a call, we ask that you do so outside the classroom to avoid disrupting both the trainer and other participants.
- Training **cancellations do occur**. The FND Training Unit reserves the right to cancel optional (non-mandatory) events due to low enrollment. If this should occur to a class for which you are enrolled, you will be notified (by telephone, e-mail, postal mail, or fax) and offered an optional date/location, if available.

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**Contact**

If you have any questions please contact your Food and Nutrition Field Operations Office.

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