

2018 Direct Certification Training

This course will introduce training participants to the new Direct Certification (DC) System which identifies students who automatically qualify for free or reduced price meal benefits.

Attendance Requirements: All School Food Authorities (SFAs) are required to have at least one staff member attend training. The only exceptions are Residential Child Care Institutions, Educational Service Units, milk only schools, and summer camps.

Ideally, training participants are staff member(s) who work directly with the CNP Direct Certification system.

Registration Requirements: Registration is required as space is limited. Registration ends one week (seven days) prior to when the training is offered at each location. Multiple training dates are listed for some locations; however, you only need to register for one training session.

To maximize training resources; 1) training dates may be merged together to ensure that each day of training has at least 12 registered participants; 2) SFAs with more than one registered participant may be asked to share the same computer.

Each participant must bring their own CNP log in to work in the system and complete class survey/assessments.

TIME: Start: 9:00 End: 4:00

LUNCH: 11:30 -12:30
(on your own)

CEUs: up to 6 hours

REGISTRATION IS REQUIRED
See instructions

WHAT TO BRING:

- Your own CNP User ID
- Pen/pencil

**Note: The July 20th class is specifically designed to meet the needs of non-public school*



Omaha July 6, 2018
Registration deadline: 6-29-18

ESU #3
Missouri Room
6949 S. 110th St.
La Vista, NE

Beatrice July 9, 2018
Registration deadline: 7-2-18

SCC - Beatrice
Adams Hall, Room 105
4771 West Scott Rd.
Beatrice, NE

Kearney July 11, 2018
July 12, 2018
Registration deadline: 7-4-18

UNK—Kearney
College of Education Building
Room C104
2504 9th Avenue
Kearney, NE

Lincoln July 17, 2018
July 18, 2018
Registration deadline: 7-10-18

SCC—Lincoln
Jack Huck Continuing Ed Center
301 S. 68 St. Pl. Room 212
Lincoln, NE

Omaha July 19, 2018
*July 20, 2018
Registration deadline: 7-12-18

ESU #3
Missouri Room
6949 S. 110th St.
La Vista, NE

Scottsbluff July 25, 2018
July 26, 2018
Registration deadline: 7-18-18

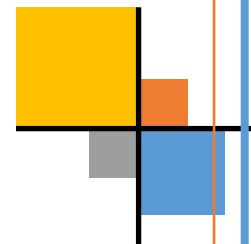
ESU #13
4215 Ave I
Scottsbluff, NE

O'Neill August 1, 2018
August 2, 2018
Registration deadline: 7-25-18

CCC—Extended Campus
Room 122
505 Easy Highway 20
O'Neill, NE

Norfolk August 8, 2018
August 9, 2018
Registration deadline: 7-30-18

NCC - Norfolk
Lifelong Learning Ctr
Suite A
801 E. Benjamin
Norfolk, NE





Register online at:

<https://nutrition.education.ne.gov>

- Step 1: On the left hand side of the screen, under Links, click on Register for Training.
- Step 2: Register by using your school's 6-digit Agreement Number. (Do not use any dashes).
Click on the Register for Training button.
- Step 3: The Program Training Available screen will display. Select SNP (School Nutrition Program).
- Step 4: In the column labeled Course Name find **2018 Direct Certification Training**. Click on the circle under the Select column. Click on the Continue button.
- Step 5: The Available Training Locations screen will display.
- Step 6: Click on the Select circle to the left of the date you wish to attend. If a class is full, the number of Seats Available will read "0." If this happens, please call (800) 731-2233 or (402) 471-2488.
- Step 7: Enter the Attendee information and click on the Continue button. The Confirmation screen will be displayed.
- Step 8: Print this page as the Confirmation Number is your record indicating you have been confirmed for training. In the event you wish to modify your Training Registration, you will need to know your Confirmation Number.

If you have registration questions or are in need of special accommodations, call 800-731-2233 or 402-471-2488.

USDA is an equal opportunity provider.

