



DEPARTMENT OF EDUCATION

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December 10, 2024

MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Aimee F. Beam, MS, RD *BC* for AFB
Director, Nutrition Programs

RE: **2025 Operational Memo #2**
Annual Civil Rights Training

United States Department of Agriculture (USDA) regulations require that all Child Nutrition Programs sponsors receive Civil Rights training annually. In order to streamline this process for Delaware sponsors, the Department of Education (DOE) Nutrition team has combined each program specific Civil Rights training into one. This means that if you participate in multiple Child Nutrition Programs (School Nutrition, Summer Food Service Program, and Child and Adult Care Food Program), the course only needs to be taken once per year instead of three.

Only one person from each sponsor is required to take this course for DOE annually. The course can then be downloaded and used by sponsors to train their internal staff to meet annual training requirements at the sponsor level.

The FY 25 Child Nutrition Program Civil Rights course is now available online. You must register for the course in PDMS, then take the course in Schoology:

- Course number: 31043, Section number: 87890

Once the course is complete you will need to take the quiz and send your certificate to Jeremy Coleman at Jeremy.coleman@doe.k12.de.us.

Please contact us at 302-857-3356 with any questions.

Attachment: How to Register and Access Nutrition Courses and Certificates

cc: Nutrition Team



Delaware Department of Education

How to Register and Access Courses in PDMS and Schoology for the Child Nutrition Program (CNP)

The following steps are to be used when registering for a course in the Professional Development Management System (PDMS), and accessing a course in Schoology.

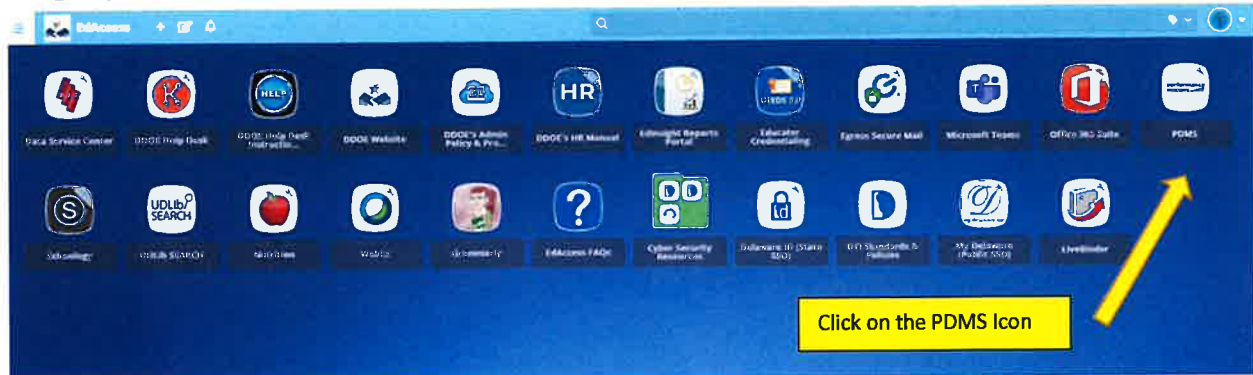


How do I register for a training course?

1. Log into EdAccess



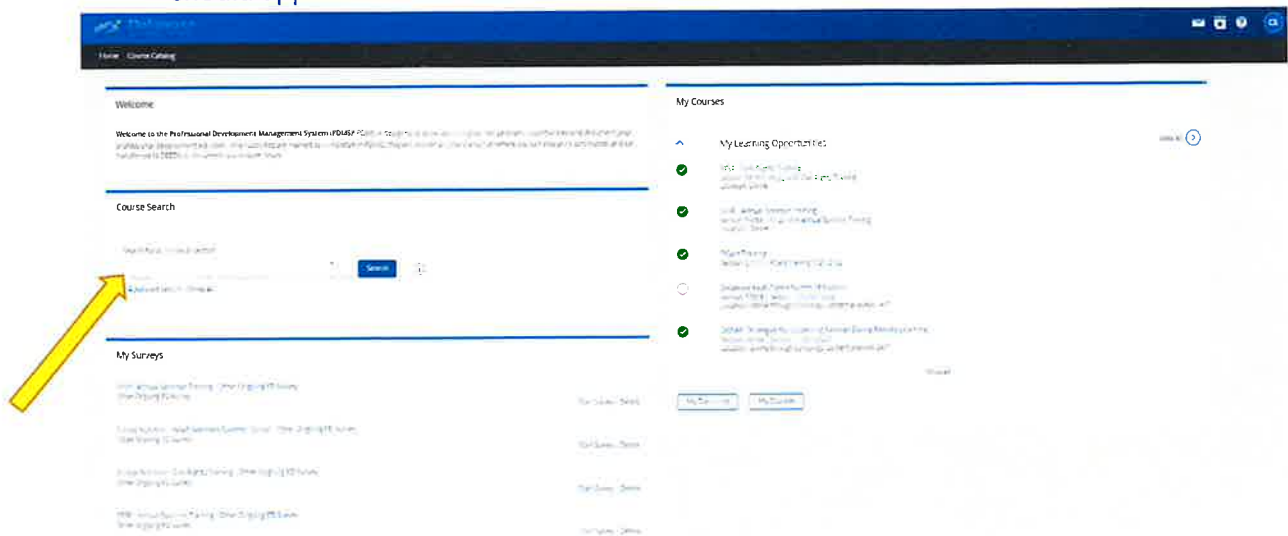
2. Click on the PDMS icon



If difficulty is experienced with sound, etc., please try a different Internet browser, excluding Internet Explorer.

For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

3. Search for the desired course title or course number. If you do not have the course or section number, you can also enter "SFSP" "CACFP" or "SNP" and all related courses should appear.



4. A list of courses matching your search criteria will be displayed in the center column and the applicable sections available for registration will be displayed at the bottom of the course title listed under "Select a section to register".

5. Click **Register** button



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6. Click **Next** button (bottom left of page) to confirm Course Selection. You can access the course as soon as you complete the registration. You do not have to wait until the following day.

Course Registration

Registering for Course: School Nutrition - Procurement Part II Bay Area
Bay Area Unified School District

Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue.

Course Information

Course Title: School Nutrition - Procurement Part II Bay Area
Section: School Nutrition - Procurement Part II Bay Area
Training Location: Online/School

Click Here to Type New Price (0.00) Label:

Section Dates: 03/14/2019 - 03/14/2019
Class Dates: 03/14/2019 - 03/14/2019
Final Submission Date: 03/14/2019

Next



How do I access the training course?

The courses are delivered through Schoology (which is accessed through EdAccess, and registered for in PDMS).

The preferred method for accessing a course:

1. Log into your **EdAccess** account
2. Click on the **Schoology** tile
3. Click the **Courses** link at the top of the page
4. Click the desired course

Alternative Method:

1. Log into your **EdAccess** account
2. Click on the **PDMS** link
3. Click on the course link title. This link will launch Schoology and open your course.

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How do I print my certificate after I complete my training course?

1. Click "My Transcript"

The screenshot shows the PDMIS user interface. On the right side, under the 'My Courses' section, there are two buttons: 'My Transcript' and 'My Courses'. A yellow arrow points to the 'My Transcript' button, which is highlighted with a yellow box. A callout box with the text 'Click on My Transcript' is positioned next to the arrow.

2. Click on the Certificate number

The screenshot shows the 'My Transcript' page with a table of completed courses. A yellow arrow points to the 'Certificate #' column of the second row, which is highlighted with a yellow box. A callout box with the text 'Click on Certificate #' is positioned next to the arrow.

#	Registration	Director	Class (i.e. PPL)	Course	Hours	City	Prepwork	Start Date	End Date	Completion Date	Certificate #	Registration Status	Grade	Class Hours	Regional Cost	Regional Status
1	Survey completed April 13, 2022		Department of Education	30348	99299	WSP - Civ. Rights Training		04/12/2022	04/20/2022	04/12/2022	432614-14	Completed	Complete	1.0 Hours Hours City	\$0.00	Not Set
2	Take Survey		Department of Education	38096	10000	PPL - Annual Session Training		04/19/2022	12/07/2022	04/19/2022	19118			1.0 Hours Regionwide	\$0.00	Not Set

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