



## DEPARTMENT OF EDUCATION

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December 10, 2024

### MEMORANDUM

**TO:** Summer Food Service Program (SFSP) 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](mailto: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.

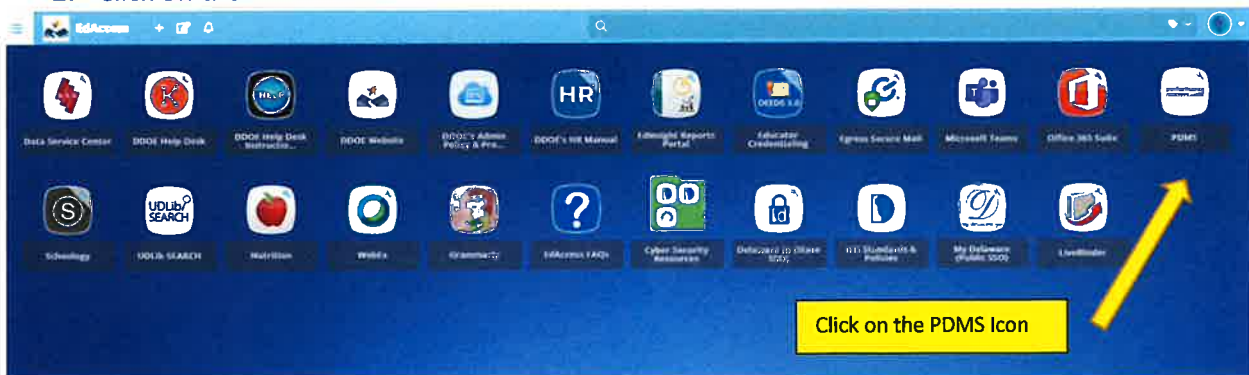


How do I register for a training course?

#### 1. Log into EdAccess



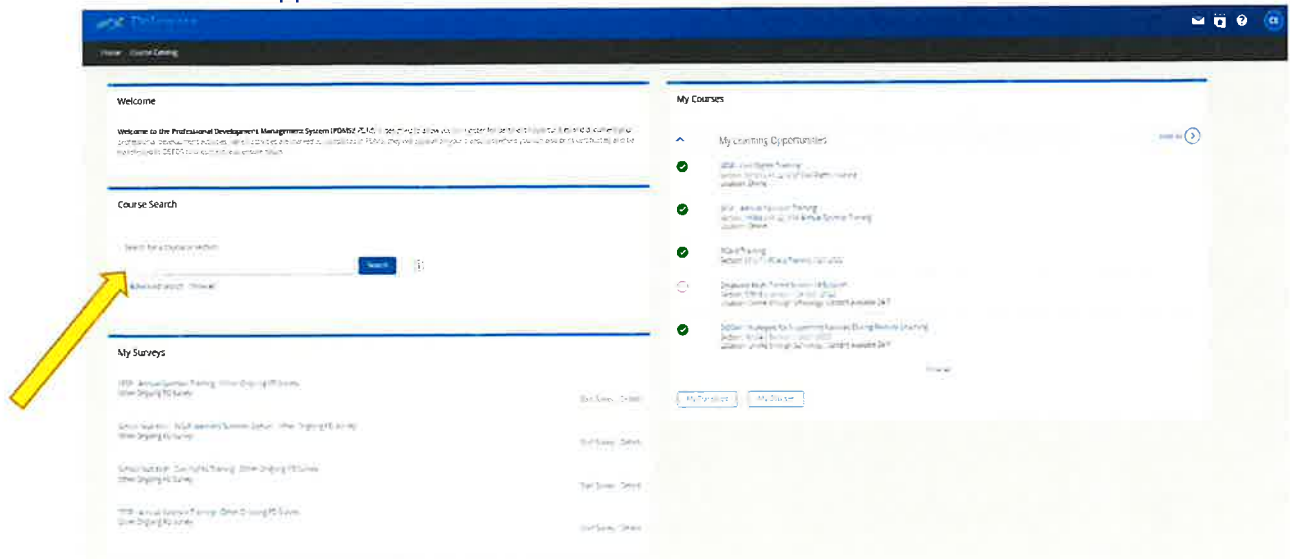
#### 2. Click on the PDMS icon



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

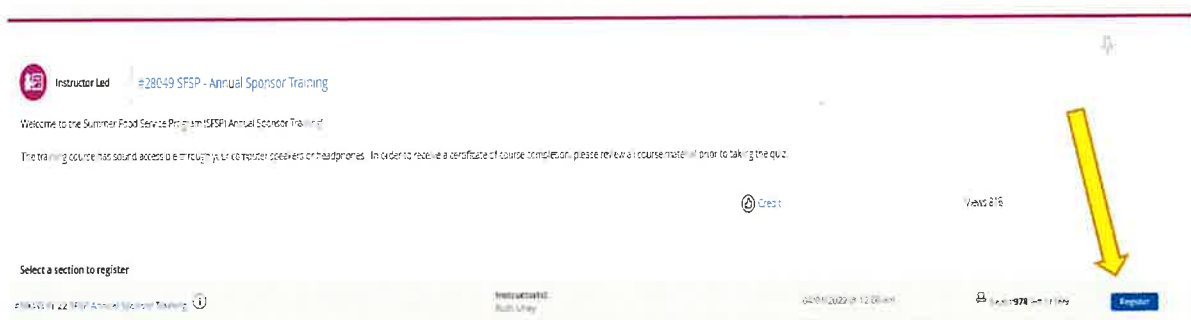
For questions and assistance, please call the Nutrition Programs Office at (302) 857-3356.

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.

The screenshot shows the 'Course Registration' page. At the top, it says 'Confirm Course Selection'. Below this, there's a section for 'Course Information' with details like 'Course Title: School Nutrition - Implementation Part II (Day American)', 'Section: School Nutrition - Implementation Part II (Day American)', 'Classroom Type: New (Public School)', 'Section Notes: Ruth A. Lundy, F111, Ruth Lundy 2014-11-11 PM 11', 'Class Dates: 10/12/2014 - 10/16/2014', and 'Final Submission Date: 10/17/2014'. A yellow arrow points to the 'Next' button at the bottom left.



### How do I access the training course?

The courses are delivered through Schoolology (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 **Schoolology** 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 Schoolology 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 FPMI website interface. On the left, there are sections for 'Welcome', 'Course Search', and 'My Surveys'. On the right, under 'My Courses', there is a list of learning opportunities. Below this list, there are two buttons: 'My Transcript' and 'My Courses'. A yellow arrow points to the 'My Transcript' button, and a yellow box with the text 'Click on My Transcript' is placed next to it.

### 2. Click on the Certificate number

The screenshot shows a table of courses. The table has columns for 'Course #', 'Section #', 'Title', 'Start Date', 'End Date', 'Completion Date', 'Certificate #', 'Registration Status', 'Status', 'Days/Hours', 'Registration Cost', and 'Payment Status'. A yellow arrow points to the 'Certificate #' column, and a yellow box with the text 'Click on Certificate #' is placed next to it.

Course #	Section #	Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Status	Days/Hours	Registration Cost	Payment Status
1	1	Survey Completion Ages 13-2022	04/13/2022	04/20/2022	04/17/2022	40284-01	Completed	Complete	1.0 Hours Future Only	\$0.00	Not Set
2	1	Department of Education	04/13/2022	04/20/2022	04/18/2022	40284-02	Completed	Complete	1.0 Hours Future Only	\$0.00	Not Set

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