

Information for Child Nutrition Program Administration Course Summer 2018

We are pleased to offer the Child Nutrition Program Administration (CNPA) overview course for local school nutrition directors and managers this summer. We are announcing this course early to facilitate your planning and to allow time to determine fiscal year budgetary allowances. Although designed for child nutrition personnel who have been in their positions for two years or less, the course is also open to those who would like a review of key child nutrition administration topics.

This course provides new staff with basic information on the importance of healthy meals and describes applicable federal and state regulations, thereby decreasing the risk of fiscal sanctions that can result from noncompliance. The course provides a wonderful opportunity to connect and network with fellow food services professionals. In addition, the CNPA provides a learning environment to discuss problems and identify strategies with colleagues statewide. The course provides 32-continuing education hours for Professional Standards. Due to the popularity of this course, participation is limited to one person per sponsor, as well as only to those who have not attended this course in the last three years.

Topics include:

- Federal and state regulations
- Procurement requirements
- Meal pattern requirements
- Fiscal systems
- Student nutrition and wellness policies
- Sanitation and food safety
- Human resources management
- Marketing practices

Locations and Dates

Sacramento

Monday–Friday, June 11-15, 2018

Hilton Sacramento Arden West
2200 Harvard St
Sacramento, California 95815-3306
916-922-4700

Cost

The cost is \$425 and includes course materials, registration, and some meals. The course provides two semester units of optional university credit for an additional fee.

Hotel Information

Hilton Sacramento–Arden West

The hotel has reserved a block of rooms for June 10–14, 2018. The special room rate is available until Monday, until the group block is sold out, whichever comes first. To obtain the group rate of \$139.00 per night, call the Hilton Sacramento–Arden West at 1-1-916-922-4700 and ask for the **San Jose State University: California Professional Nutrition Education & Training (CalProNET)** discount rate or visit the [Hilton Sacramento–Arden West](http://www.hilton.com/en/hi/groups/personalized/S/SMFHIHF-SFS-20180610/index.jhtml?WT.mc_id=POG) Web site at and make a reservation using the group/convention code: **SFS**. You may also access the hotel's Personalized Online Group Web page for the course at:

http://www.hilton.com/en/hi/groups/personalized/S/SMFHIHF-SFS-20180610/index.jhtml?WT.mc_id=POG

Please note that parking at the Hilton is \$4 for overnight and day use.

Registration

Registration is a two-pronged process using the Child Nutrition Information and Payment System (CNIPS). The two steps are online registration and payment. Please review the instructions below **before** starting the registration process.

Online Registration Process

- To register, obtain your agency's five digits CNIPS ID number **OR** personal user ID and password.
- Visit the California Department of Education CNIPS Training Web page https://www.cnips.ca.gov/ccgCnpTraining/training/trainingRegistration_2.aspx to connect to the CNIPS and begin the online registration process.
- To register, use your agency's CNIPS ID or personal User ID and password and follow the system prompts as shown below:
 - Program Training Available screen—select **All**
 - Available Training(s) screen—select **Child Nutrition Program Administration**
 - Available Training Location(s) screen—select preferred location
- After completing the Attendee Information and selecting the **Continue** button, a confirmation e-mail will be sent to the e-mail address provided.

If you need assistance with online registration, please contact the CNIPS Help Desk weekdays from 8 a.m. to 4:30 p.m. by phone at 800-952-5609, option 6, or by e-mail at CNIPS@cde.ca.gov.

Payment Process

- Mail a check, purchase order, or money order for \$425 payable to **SJSU Research Foundation** to:

Child Nutrition Program Administration Course
Cal-Pro-NET Center, SJSU
One Washington Square
San Jose, CA 95192-0058

- Payment must be received three weeks prior to the course.
- Cancellations must be received 10 days prior to the course to be eligible for a refund.

This is the final step in the two-pronged registration process.

Questions

For questions regarding this course, please contact Sandra Brown, Cal-Pro-NET Coordinator, San Jose State University by phone at 408-924-3125 or by e-mail at sandra.brown@sjsu.edu. You may also contact Melinda Yu, Nutrition Education Specialist, Nutrition Services Division by phone at 916-323-2488 or by e-mail at myu@cde.ca.gov.

Thank you.

Nutrition Services Division
California Department of Education