



NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

Professional Development Log

Year \_\_\_\_\_ \*

Required Annual\* Training: Food Service Director: 12 hours Kitchen Site Manager: 10 hours
Other Food Service Staff: 6 hours PT Staff (>20hr/week): 4 hours

Training Topics are categorized as: 1=Nutrition; 2=Operations; 3=Administration; 4=Communications & Marketing

Table with 5 columns: NAME of STAFF MEMBER, DATE, TOPIC (1,2,3 or 4), PRESENTER/TRAINING TITLE, TIME. The table contains 20 empty rows for data entry.

Annual requirements apply to the 12 months between July 1 and June 30th the following year.

# Training Opportunities

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## Professional Standards Data base

<https://professionalstandards.fns.usda.gov/>

There are more than 500 trainings available, 450+ are available for FREE linked to this site.

Search for Training organized in the Key Areas of:

1. **Nutrition** Including Menu planning, Recipes, Special diets, Farm 2 School and USDA Foods
2. **Operations** Including Production records, Food Safety, Serving food, and Purchasing and Procurement
3. **Administration** Including Free/Reduced Meal Benefits, Financial Management, Staff Management and Facilities/Equipment Planning
4. **Communications & Marketing** Including Program Promotion, Customer Service, and Smarter Lunchrooms

Pick the format you would like to receive the training in, i.e. a webinar, a video, online, printed or another format. Then decide how much time you have available for training – 1 hour or less, 1-2 hours, 2-3, 3-4 and 5 or more. This site will match you with available trainings from different states, colleges or other organizations such as the School Nutrition Association and the Institute of Child Nutrition.

*Document your training on your professional development log (front side).*

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These are other websites that will have School Nutrition program information that will count as training:



**USDA Food and Nutrition Service/Child Nutrition Programs:** [www.fns.usda.gov/cn](http://www.fns.usda.gov/cn)



**ND DPI Child Nutrition website:** <https://www.nd.gov/dpi/districtschools/child-nutrition-and-food-distribution>



**Institute of Child Nutrition (formerly National School Foodservice Management Institute (NFSMI):**  
[www.theicn.org](http://www.theicn.org)



**School Nutrition Association (national):** [www.schoolnutrition.org](http://www.schoolnutrition.org)

**Also: North Dakota School Nutrition Association:** [www.northdakotasna.com](http://www.northdakotasna.com)



**North Dakota Department of Health – Food and Lodging:**  
[www.ndhealth.gov/FoodLodging/](http://www.ndhealth.gov/FoodLodging/)