



## Course Guide

Course Title	Course Description	Time/Location	Hours
<b>Meal Pattern Training In-Person Option</b>	<b>REQUIRED COURSE:</b> Introduction to Master the Menu and a deep dive into each component of the USDA Meal Pattern Requirements	<b>In-Person:</b> Various locations throughout the State. Dates to be determined: Grand Forks, Fargo, Dickinson, Williston, Devils Lake, Bottineau, Fargo, Minot, Jamestown, Bismarck, Ellendale, Standing Rock, Turtle Mountain, Fort Berthold, Spirit Lake	7
<b>Meal Pattern Training Virtual Option</b>	<b>REQUIRED COURSE:</b> Introduction to Master the Menu and a deep dive into each component of the USDA Meal Pattern Requirements	<b>Virtual:</b> North Dakota Educational Hub	7
<b>Production Record Training</b>	<b>REQUIRED COURSE FOR A MANAGER'S VIEW:</b> Virtual module walking the participant through the Primero Edge electronic production record, utilizing an excel document and the DPI paper production record.	<b>Virtual:</b> North Dakota Educational Hub	10
<b>Production Record: Assignment</b>	<b>REQUIRED FOR A MANAGER'S VIEW:</b> Self-paced activity to update or create a 1-month production record in Primero Edge or the SFA's preferred production record. A copy will be uploaded into the North Dakota Educational Hub or emailed to DPI staff for approval.	<b>Self-paced</b>	10
<b>Financial Management</b>	<b>REQUIRED COURSE FOR A MANAGER'S VIEW:</b> Virtual module to increase knowledge, confidence and understanding of the financial affairs of your program.	<b>Virtual:</b> North Dakota Educational Hub	2
<b>Recipe Standardization</b>	<b>REQUIRED COURSE FOR A MANAGER'S VIEW:</b> Virtual module working through the 3-phase approach to standardizing a recipe.	<b>Virtual:</b> North Dakota Educational Hub	3
<b>Kitchen Efficiency</b>	<b>REQUIRED COURSE FOR A MANAGER'S VIEW:</b> Virtual showcase of various equipment options to increase productivity and efficiency in your kitchens.	<b>Virtual:</b> North Dakota Educational Hub	2



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<b>Back to School Workshop</b>	Various topics: Procurement, USDA Foods, Inventory Control, Culinary Math and Recipe Development, Administrative Manual Review	<b>In-Person:</b> All 2023 BTSW Locations Fargo: August 1 Grand Forks: August 2 Minot: August 3 Mandan: August 9 & 10	3.5
<b>USDA Foods</b>	Overview of the USDA Foods program in North Dakota. (Repeat from BTSW)	<b>Virtual:</b> North Dakota Educational Hub	1
<b>Menu Planning: Tips &amp; Tricks</b>	Breakout session: This session will walk you through the weekly meal pattern requirements and tips and tricks to implement a cycle menu.	<b>In-Person:</b> NDSNA 2023 Bismarck, ND	1
<b>Kitchen Counter Conversations: Various Topics Scheduled Monthly</b>	Live Webinar via Microsoft Teams put on by NDDPI Staff & ND Team Nutrition Training Grant	<b>Virtual Meeting:</b> 3 <sup>rd</sup> Tuesday of Each Month at 2 PM CST: August 15, 2023 September 12, 2023 October 17, 2023 November 21, 2023 December 19, 2023 January 16, 2024 February 20, 2024 March 19, 2024 April 16, 2024 May 21, 2024 June 18, 2024	1 Hour Each Up to 6 Hours to credit toward Training Track
<b>New Kitchen Manager Training</b>	For NEW staff members only: NDDPI hosts a New Kitchen Manager Training each summer to help prepare new Kitchen Managers/Directors on the requirements of the USDA Child Nutrition Programs	<b>In-Person:</b> Bismarck, ND July 18, 2023	3



## Course Guide

### A Manager's View: Self-Study Courses through the Institute of Child Nutrition.

If 40 hours cannot be obtained from the courses above participants may self-select from the following preapproved ICN courses.

Create an account or sign into an existing account: [ICN iLearn \(docebosaas.com\)](https://docebosaas.com)

Send competition certificate to [ekarel@nd.gov](mailto:ekarel@nd.gov)

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Basic Culinary Math Series	Self-Study courses through the Institute of Child Nutrition. Select from the following: Calculating Food Cost (1 Hour) Conversions (1 Hour) Measurement (1 Hour) Scaling Recipes (1 Hour) Operations with Fractions (1 Hour) Operations with Decimals (1 Hour) Operations with Whole Numbers (1 Hour)	<b>Virtual:</b> ICN iLearn Virtual Platform	Up to 8 Hours
Culinary Training CT6 – Using Seasoning	Self-Study Course through the Institute of Child Nutrition. Using Seasonings. This course teaches how to select and use seasonings to build flavors in meals and to taste test new recipes with students.	<b>Virtual:</b> ICN iLearn Virtual Platform	4 Hours
FBG Module 1: Overview of the FBG for CNP's	Self-Study Course through the Institute of Child Nutrition. This module you will learn about the Food Buying Guide for Child Nutrition Programs.	<b>Virtual:</b> ICN iLearn Virtual Platform	2.5 Hours



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FBG Module 2: Recipe Analysis Workbook (RAW)	In this module you will learn what the Recipe Analysis Workbook (RAW) is, what its components are, and how to calculate meal pattern contributions for standardized recipes. You will be guided through the RAW using creditable ingredients from the following meal components: vegetables (including subgroups), fruits, meats/meat alternates, and grains.	<b>Virtual:</b> ICN iLearn Virtual Platform	4 Hours
FBG Module 3: Product Formulation Statements (PFS)	In this module, you will learn about Child Nutrition (CN) Labels and Product Formulation Statements (PFS). This module will provide background information on the specific requirements for a CN Label and PFS, explain how they are different, and how to utilize each resource with interactive examples. Though this training is mainly directed toward Program operators, you will also learn how these resources apply to manufacturers.	<b>Virtual:</b> ICN iLearn Virtual Platform	3.5 Hours
Weights and Measures	Self-Study Course through the Institute of Child Nutrition.	<b>Virtual:</b> ICN iLearn Virtual Platform	4 Hours
Recipe Adjustments	This course is part of the On the Road to Professional Food Preparation series. It is designed to help you, the school nutrition assistant, achieve the nutritional, educational, and financial goals of the school nutrition program.	<b>Virtual:</b> ICN iLearn Virtual Platform	4 Hours