Contractors currently participating in the USDA Child Nutrition Programs (Child and Adult Care Food Program, National School Lunch Program/School Breakfast Program, Summer Food Service Program, and Special Milk Program) are eligible to attend training provided by the Special Nutrition Programs Training Unit. There are a large variety of courses to choose from that relate to specific audiences. The following information should help you to make the best training decisions for your staff.

Registration. The SNP Training Unit offers two ways to register for training events.

- **On Line Self-Registration.** You may self-register through our automated Learning Management Systems – Web Self-Service. Self-registration is the best way to access our training events because it provides the most current list of available classes, access to statewide training events, and instant registration confirmation. (For more details, see the “On-Line Self Enrollment Instructions” section of this notice.) Self-registration, an upcoming class schedule, and course descriptions are available on-line from the SNP Training Web-Self Service home page at [http://snptraining.dhs.state.tx.us](http://snptraining.dhs.state.tx.us)
  or by using the Training Unit link on the SNP home page located at [www.dhs.state.tx.us/programs/snp](http://www.dhs.state.tx.us/programs/snp)

- **Registration for those who don’t have internet capability.** If you are unable to use the internet to self-register for classes, you will need to fill out the Personal User Code (PUC) Request Form/SNP Training Pre-Enrollment Form attached to this notice (one form for each person you are registering for a class). **Fax the form(s) to 512-371-9692 and allow up to 7 days for your request to be processed.** To receive a listing of available classes, you can call the SNP Hotline at 1-800-982-3261 and leave a message, with your phone number and fax number or complete mailing address. A current class list will be faxed to you within 7 days or mailed to you within 2 weeks.

Course Catalog. When choosing an event, it is important to check the course description first, to ensure that you are registering the appropriate person(s) for the appropriate topic(s). The most current version of the course descriptions can be found at our web site. We have included a Course Catalog with this notice to give you a quick guide to the variety of topics currently available. **Remember** to check the course description before you sign-up for a class to ensure you are attending the right class for YOU.

NOTE: Some of the nutrition classes are only available upon request as private training, at the expense of the requestor. You may contact the SNP Training Unit for more information on scheduling private training events.

*continued*
SNP Training Unit Policies. The SNP Training Unit adheres to the following standard procedures that ensure success at our training events.

- **Sign-In** begins 30 minutes before each training event and classes start promptly at the scheduled Start Time.
- Late arrivals are only accepted during the first 30 minutes of each class. Participants arriving later than 30 minutes after the class has started will need to reschedule for another event and will not be allowed to remain in the class.
- **REGISTER EARLY** for SNP Training Unit events. The on-line registration/cancellation cut-off is five (5) days before a class. Since seating limitations occur at some sites, it is important to guarantee your seat as soon as possible.
- Walk-Ins who are not pre-registered for an event are only accepted on a space available basis. There is no guarantee that adequate seating and/or training materials will be available for non-registered participants. The best way to ensure accommodations is to **REGISTER EARLY**.
- We do not provide childcare services during SNP Training Unit events and we follow TDHS rules that disallow children from attending. Please arrange for childcare when you schedule your training event(s).
- During our classes we ask that cell phones and pagers be turned off or placed on “silent mode”. If you **must** take a call, we ask that you do so outside the classroom to avoid disrupting both the trainer and other participants.
- Training cancellations do occur! The SNP Training Unit reserves the right to cancel optional (non-mandatory) events due to low enrollment. If this should occur to a class for which you are enrolled, you will be notified and offered an optional date/location, if available.

**ON-LINE SELF ENROLLMENT INSTRUCTIONS**

**Signing on to the Web site for the first time**

If you have **never** attended an SNP Training Unit class or you have not attended a training event since October 2001, you will need to be added to the database before you can self-register for classes. (Until you are entered in the database, you will only be able to view available class schedules.) You should be added to the database as **early** as possible, so you can have access to the classes you want, when they become available!

- To be added to the database, you will need to fill out a copy of the Personal User Code (PUC) Request Form/SNP Training Pre-Enrollment Form attached to this notice.
- Fill out one (1) form for each person in your organization who will be attending SNP Training Unit classes.
- Each person **must have a unique identifier** (Personal User Code). This is an 11 digit code that includes the following elements:
  - first 3 letters of your birth month
  - dash (-)
  - 2 digit number of the day you were born
  - dash (-)
  - last 4 digits of your Social Security Number
  - Example: JAN-25-5678. **Don't forget the dashes!**
- **Make sure all key information is entered completely and correctly.** Incomplete forms can delay the registration process.
- **Fax the form(s) to the SNP Training Unit at 512-371-9692**
- Allow at least 7 days for entry into the database.
- You will receive confirmation for each person who is entered into the database.
- Notification will be made using the information you provide on your form(s). You will be notified: electronically (if you provide an e-mail address); via fax (if you provide a fax number); or via mail (if you only provide a mailing address).
Logging on to the web site

If you have taken a workshop since October 2001, you are already entered in the system with a unique Personal User Code (PUC) and can begin registering for classes.

Go to the SNP Training Web-Self Service home page at
http://snptraining.dhs.state.tx.us

From there you can perform the following basic functions:
• see the list of upcoming classes; and
• see the course descriptions.

If you wish to register for classes, you will need to enter your PUC.

Click on the [New Sign On] link in the upper right hand side of the home page.  (NOTE: this screen may automatically appear if you request to do a function that requires your personal information).  In the box, enter your PUC:
• the first 3 letters of the month you were born
• dash (-)
• 2 digits of the day you were born
• dash (-)
• last 4 digits of your Social Security Number
• Example: JAN-25-5678.  Don’t forget the dashes!
• Click on [OK].

You will return to the home page. Look for your name at the top of the screen. From there you can
• register for a workshop
• update your personal information
• view your calendar to see what classes you are registered for
• check your transcript to see which classes you have already attended.

Registering for a class

To browse for classes, on the home page click on [Schedule of Classes] or [Course Catalog] to see what workshops are currently being offered. Click on the name of the program you are interested in, then click [Go]. The list of courses or classes will appear.

If you have signed on to the web site and been taken back to the home page, click on the [Schedule of Classes], click on the program you want, then click [Go]. Click on the [pointing finger] and click on the link to [Enroll in This Class]. Click [Yes] to enroll. Print your confirmation to keep for your records.

To log off the web site, close your browser or exit to another web site.

Nutrition Classes Available in FY2003

The SNP Training Unit is pleased to offer the following two new statewide classes this year! Check your Course Catalog for more details on these optional classes!
• Dietary Guidelines for Americans combined with Sanitation and Health (Code: DGASH) – April through June 2003
• Menu Planning Basics (Code: MP1) - Late July – September 2003