

Subject: TRAINING: Child Nutrition Program Administration Course, Register today!

Dear Program Operators:

We are pleased to offer the Child Nutrition Program Administration (CNPA) overview course for local school nutrition directors and managers. Although the course is designed for child nutrition personnel who have been in their positions for two years or less, registration is also open to those who would like to review key child nutrition administration topics. This year, we are offering two courses in Sacramento.

Course Description

This course provides new food service professionals with basic information about the importance of healthy meals and applicable federal and state regulations, thereby decreasing the risk of fiscal sanctions that can result from noncompliance. The course also gives participants a wonderful opportunity to connect and network with fellow food service professionals, and provides a learning environment to discuss challenges and identify strategies with colleagues statewide. Due to the popularity of this course, participation is limited to one person per sponsor, as well as, 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

Schedule

The CNPA course is offered at the following locations:

Sacramento
Monday–Friday, May 13–17, 2019
8:30 a.m. to 5 p.m.
Holiday Inn Sacramento Downtown—Arena
300 J Street
Sacramento, CA 95814

Sacramento
Monday–Friday, June 17–21, 2019
8:30 a.m. to 5 p.m.
Embassy Suites by Hilton Sacramento Riverfront Promenade
100 Capitol Mall
Sacramento, CA 95814

Registration and Cost

Registration is a two-step process which includes online registration and payment. Instructions for both steps are listed below.

1. Online Registration Process

To register for the CNPA, please use the Child Nutrition Information and Payment System (CNIPS) Training Registration web page at https://www.cnips.ca.gov/ccgCnpTraining/training/Registration_Login.aspx. Instructions for registration can be found on the California Department of Education (CDE) CNIPS Training Registration Instructions web page at <https://www.cde.ca.gov/400909>.

2. Payment Process

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.

- Mail a check for \$425 payable to the **San Jose State University (SJSU) Research Foundation** to:

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

- For payment by credit card, use the SJSU Research Foundation Link below:
Click or copy link into your browser: <https://commerce.cashnet.com/RFsjsu>
Invoice number: C00042019
Account number: 34-1003-0011
Object code: 01310
- For any questions regarding payment by credit card, please contact **Maya Ortega**, SJSU Research Foundation Cashier, by phone at 408-924-1408.

- 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.

Hotel Information

Holiday Inn Sacramento Downtown—Arena

The Holiday Inn has reserved a block of rooms for May 12–17, 2019. The special room rate (\$135) will be available until **April 12** or until the group block is sold-out, whichever comes first. Below are two ways you can make reservations:

1. Use the following booking link: [Child Nutrition Program Admin Mtg SJSU CalProNET/CDE NSD](#).
2. Call: 1-800-HOLIDAY (465-4329) and mention Child Nutrition Program using the Group Code: **UJD**.

There will be a charge of \$20 for overnight guest self-parking. For those who are not staying at the hotel, there is a maximum charge of \$18 per day. Valet parking is available for \$28 per day.

Embassy Suites by Hilton Sacramento Riverfront Promenade

Embassy Suites by Hilton Sacramento has reserved a block of rooms for June 16–21, 2019. The special room rate (\$139) will be available until **May 26** or until the group block is sold-out, whichever comes first. Below are two ways you can make reservations:

1. Go to www.sacramento.embassysuites.com and make a reservation using the group/convention code: **CNP**.
2. Call 916-326-5000 and ask for the **Child Nutrition Program—CalPro** discount rate.

Valet parking is available at the hotel (based on availability) for all hotel and event guests. Valet parking fees are as follows: from 6 a.m. to 6 p.m., \$8 per hour or \$32 per day. Self-parking is also available in the city garage adjacent to the hotel.

Crediting Information

This course provides a total of 32 hours of continuing education credit for professional standards.

Contact Information

For any questions regarding this subject, please contact Sandra Brown, SJSU California Professional Nutrition Education and Training Coordinator, by phone at 408-924-3125 or by email at sandra.brown@sjsu.edu. You may also contact Melinda Yu, Nutrition Education Consultant, CDE by phone at 916-323-2488 or by email at myu@cde.ca.gov.

Thank you.

Nutrition Services Division

California Department of Education

Web | www.cde.ca.gov/ls/nu/

Twitter | [@CDENutrition](https://twitter.com/CDENutrition)

Course Catalog | www.cde.ca.gov/ls/nu/ed/cnpcoursecatalog.asp