

# APPENDIX B - USDA Professional Standards Training Tracker Tool Screenshots



United States Department of Agriculture  
Food and Nutrition Services



OMB Number:  
0584-XXXX

Expiration Date:  
XX/XX/20xx

## About

The USDA Child Nutrition Program's Professional Standards Training Tracker Tool Version 2.0 is designed to assist School Nutrition Professionals in keeping track of their annually required training hours. For additional information on Professional Standards, please visit USDA Professional Standards site at [www.fns.usda.gov/school-meals/professional-standards](http://www.fns.usda.gov/school-meals/professional-standards).

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The screenshot shows the user interface of the Professional Standards Training Tracker Tool 2.0. At the top, there is a navigation bar with links for Home, Training, Reports, Online Resources, Help, and a personalized welcome message: "Welcome Kaushalya Heendeniya". Below the navigation bar, a large heading reads "Welcome to the Professional Standards Training Tracker Tool 2.0!". A paragraph of text describes the tool's features, including a database of trainings, auto-population of training hours, and the ability to generate reports. Below this text, the date "12/9/2016" is displayed on the left, and a status message on the right says "You Have 0 Days To Complete 0.00 Hours of Training." Underneath, a section titled "Recent Trainings" contains a table with columns for "Training", "Date Completed", and "Hours Completed". The table is currently empty, with a message below it stating "There are no recent trainings available."



## Create User Profile

### Personal Information

First Name\* Sheldon

Last Name\* Gordon

Job Title\* FNS Employee

Business or Work Email\* sheldon.gordon@fns.usda.gov

Note: Please enter ONLY Business or Work email address in this field. No personal email allowed.

### FNS Office Information

Office\* NO-National Office

City\*

State/Territory\* VA-Virginia

Zip Code\* 0

Save

### Personal Information

First Name\* Sheldon

Last Name\* Gordon

Job Title\* Select Job Title

Business or Work Email\* sheldon.gordon@fns.usda.gov

Note: Please enter ONLY Business or Work email address in this field. No personal email allowed.

Are you a Manager?

### School Information

School Name\*

[Add New School](#)

School Type

School District\*

City\*

State / Territory

Zip\*

### Manager Information

Manager's

Business or Work email\* Note: Please enter ONLY Business or Work email address in this field. No personal email allowed.

Save

## User Profile

### User Information

**First Name\*** Kaushalya

**Last Name\*** Heendeniya

**Job Title** School Food Authority–Staff Manager

**Business or Work Email** [kaushalya.heendeniya1@fns.usda.gov](mailto:kaushalya.heendeniya1@fns.usda.gov)

**User Type** Employee

### School Information

**School Name\*** MCNAIR ELEM

**School Type** Regular School

**School District\*** FAIRFAX CO PBLC SCHS

**City\*** HERNDON

**State / Territory** VA

**Zip\*** 20171

### Manager's Information

**Manger's Business or Work email**

Edit

View Training History

Home Training Employee Reports Online Resources Welcome Tim123

### Employee Search

Use the fields below to search the table for the employee or employees you are wanting to find. Click on the employee name for more details about that employee.

First Name Last Name School Search

#### Employee Search Results

Name	School Name
Jamilyah Smith-Kanze	STAFFORD SR. HIGH
Manasa Reddy	GAINESBORO ELEM.
Nathan Householder	WOODBIDGE HIGH
Tim Cashwell	Freedom High School

Showing 1 to 4 of 4 entries Previous 1 Next

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### Employees

Name	Job Title	School	Email	Required	Completed
Jamilyah Smith-Kanze	State Agency-CN & FD Staff	STAFFORD SR. HIGH	jsmith-kanze@itcon-inc.com	4.00	4.00
Nathan Householder	State Agency-Child Nutrition Director	WOODBIDGE HIGH	nhouseholder@itcon-inc.com	1.00	4.00

Search Employees Create Employee Profile

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Enter Training

Training Title\*

Key Area\*

Training Topic\*

Learning Objective\*

Training Provider

Completion Date\*

School Year\*

Training Hours\*

Training Minutes

Comments

Add Employees to Training

Select All	Employee Name
<input type="checkbox"/>	Cashwell Tim
<input type="checkbox"/>	Householder Nathan
<input type="checkbox"/>	Smith-Kanze Jamilyah

Save Cancel



## Kaushalya Heendeniya Training History

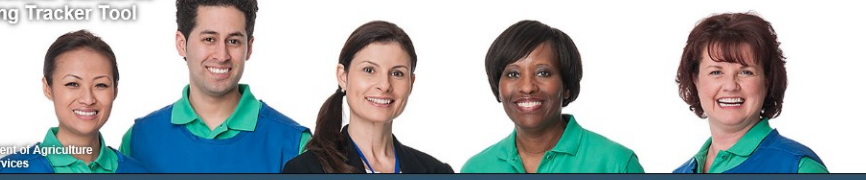
School Food Authority–Staff Manager 10 hours are required for 2016-2017 school year

Course Title	Completion Date	Training Hours
Food Safety for Child Nutrition Programs- PowerPoint Slides	12/09/2016	3.75
Total Hours:		3.75

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[Return to Employee Profile](#)



### Training Profile

**Training Title:** Food Safety for Child Nutrition Programs- PowerPoint Slides  
**Key Area:** Nutrition-1000  
**Training Topic:** Menu Planning -1100

**Learning Objectives:**

- 2150-CN Labeling and Crediting

**Training Provider:**  
**Completion Date:** 12/09/2016  
**Length of Training:** 3 Hour(s) 45 Minutes  
**Comments:**

[Edit](#) [Back to List](#) [Upload Training Documents](#) [Delete](#)


Document Title	Document Type
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# Edit

UserTraining

<b>Training Title*</b>	<input type="text" value="Food Allergy Fact Sheets"/>
<b>Key Area*</b>	<input type="text" value="Nutrition-1000"/> ▼
<b>Training Topic*</b>	<input type="text" value="Menu Planning -1100"/> ▼
<b>Learning Objectives</b>	<input type="text" value="1160-Special Diets, Including Food All&lt;br/&gt;2110-Standardized Recipes"/>
<b>Training Provider</b>	<input type="text" value="ITCON"/>
<b>Completion Date*</b>	<input type="text" value="10/17/2016"/>
<b>School Year</b>	<input type="text" value="2015-2016"/> ▼
<b>Training Hours*</b>	<input type="text" value="5"/>
<b>Training Minutes</b>	<input type="text" value="00"/> ▼
<b>Comments</b>	<input type="text"/>
	<input type="button" value="Save"/>





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## Upload Training Documents

Document Type Choose Document Document Title

Agenda

Document Title	Document Type
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**USDA Professional Standards Training Tracker Tool**

United States Department of Agriculture  
Food and Nutrition Services

Home Training Reports Online Resources Help Welcome Kaushalya Heendeniya

## Welcome to the Professional Standards Training Tracker Tool 2.0!

The USDA Child Nutrition Program's Professional Standards Training Tracker Tool Version 2.0 has multiple time saving features. The tool provides a database of trainings, allowing users to select the course information and training hours will auto-populate. Managers can now enter trainings for multiple employees and recommend specific trainings for their staff. This tool will show managers and/or staff how many training courses and hours are taken and how many hours remain to be completed to fulfill the annual training requirement. The Professional Standards Training Tracker Tool 2.0 will also provide other great features, such as: running reports, editing files, auto-populating school contract information, and making this tool more user-friendly and easy to navigate.

**12/9/2016** You Have 205 Days To Complete 6.25 Hours of Training.

Recent Trainings

Training	Date Completed	Hours Completed
Food Safety for Child Nutrition Programs- PowerPoint Slides	12/09/2016	3.75

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### Reports

Type of Report

Employees \*

Job Title

Training Title

Key Area

Training Topic

Learning Objectives

Date Completed

School Year

Training Hours

Training Minutes

Show Document Uploaded