

APPENDIX B - USDA Professional Standards Training Tracker Tool Screenshots

Login page



Professional Standards Training Tracker Tool 2.0

OMB Number: 0584-0626
Expiration Date: xx-xx-2020

The USDA Child Nutrition Program's Professional Standards Training Tracker Tool (PSTTT) 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.

PLEASE NOTE: An USDA eAuthentication account is needed to access the tool. New and existing users who have an USDA eAuthentication account can proceed to the Tool by clicking on the 'Login with eAuth Account' button.

If you do not have an USDA eAuthentication Account, go to [Create Account](#). You will immediately receive an email with a link to activate your account with one simple click.

The following training videos may be helpful in creating or setting up a new eAuth account:

- [Create a new eAuth Account](#)
- [Login for the first time](#)

Contact cnptab@usda.gov for assistance in accessing the site.

OMB Burden Statement

This information is being collected to assist the Food and Nutrition Service as it helps local educational agencies and school food authorities to meet the training requirements and assist in keeping track of training as required by the Healthy Hunger Free Kids Act. This is a voluntary collection and information entered into the free web-based application tool is solely for the benefit of the local education agencies and school food authority's staff for the tracking of training and storing staff training information. This collection brings in personally identifiable information under the Privacy Act of 1974 via the user's USDA eAuthentication account. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0626. The time required to complete this information collection is estimated to average 1 hour and 12 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-0626). Do not return the completed form to this address.

Login with eAuth Account

Create User Profile

Create User Profile

* Denotes required field

» Create User Profile Instructions

First Name *

Last Name *

Hiring Date *

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

Business or Work Email

Category *

Role *

Job Title *

School User Options

Category *

Role *

Job Title *

State *

School District *

Note: Please use the CTRL key when selecting or deselecting schools, to keep multiple selections.

Schools *
BARBARA WEBSTER ELEMENTARY (93060)
BLANCHARD ELEMENTARY (93060)
GLEN CITY ELEMENTARY (93060)

Manager

State agency User Options

Category *

Role *

Job Title *

State *

Manager

USDA Users Options

Category *

 Role *


 Job Title *

 FNS Office *


 Manager

Home Page / Dashboard

An official website of the United States government [Here's how you know.](#)



Professional Standards Training Tracker Tool
U.S. DEPARTMENT OF AGRICULTURE



Home Training Employees Reports Online Resources Help Welcome C Test

Welcome to the Professional Standards Training Tracker Tool 2.0!

The PSTTT 2.0 provides easy navigation and user-friendly time saving features! Some of the features include a database of trainings to auto-populate training information, the ability for managers to enter trainings for multiple employees, reminder alerts for remaining annual training requirements, and notifications for annual training requirement completion.

Start tracking your hours now!

9/4/2019 You Have 300 Days To Complete 5.50 Hours of Training.

Recent Trainings

Training	School Year	Date Completed	Hours Completed
EPISD- CIT- Introduction/Class Rules/CIT Contract	2019-2020	8/29/2019	1.00
Centralized Ordering & HACCP Training	2019-2020	8/29/2019	3.50
CT1 - Introduction	2018-2019	8/28/2019	1.00

Training Menu Options

Home **Training** Employees Reports Online Resources Help Welcome A Test

- Training History
- Enter Training
- Training Title List

Welcome to the Professional Standards Training Tracker Tool 2.0!

The PSTTT 2.0 provides easy navigation and user-friendly time saving features! Some of the features include a database of trainings

Enter Training

Enter Training

* Denotes required field

Training Title * Please start typing and the USDA Professional Standards Training Database list will auto-populate. If you do not find your training listed, please add the training title by clicking on the 'Add New Training Title' button below.

Vegetables In School Foodservice (University Of Illinois Extension, Webinar)

[Add New Training Title](#)

Training Categories *

Select all Training Categories in the table below

Select	Key Area	Training Topic	Learning Objective
<input type="checkbox"/>	Nutrition - 1000	General Nutrition - 1300	1310-Dietary Guidelines for Americans, MyPlate, and School Nutrition
<input type="checkbox"/>	Nutrition - 1000	General Nutrition - 1300	1320-General Nutrition

Training Provider University Of Illinois Extension

Training Format Webinar

Training Length 0 Hours 15 Minutes

Completion Date * 05/16/2020

School Year * 2019-2020

Comments

Training History Page

Training History - Test, c


School Food Authority - Staff Manager. 10.00 hours are required for 2019-2020 school year

Course Title	Completion Date	Training Hours
5 Food Waste Myths to Debunk Now	09/04/2019	0.25
Centralized Ordering & HACCP Training	08/29/2019	3.50
EPISD- CIT- Introduction/Class Rules/CIT Contract	08/29/2019	1.00
Total Hours:		4.75

[View Profile](#)

Training Details

Training Details

Please click on  for helpful tips.

Training Title Vegetables In School Foodservice

Training Categories

#	Key Area	Training Topic	Learning Objective
1	Nutrition-1000	General Nutrition -1300	1310-Dietary Guidelinesfor Americans, MyPlate, and School Nutrition
2	Nutrition-1000	General Nutrition -1300	1320-General Nutrition

Training Provider University Of Illinois Extention

Completion Date 04/12/2020

School Year 2019-2020

Length of Training 0 Hour(s) 15 Minutes


Comments

Employees Atest, Anna
Btest, Barrie
Ctest, Cindy

Inactive Employees Dtest, Danny

Training Documents

#	Document Title	Document Type	Download Link
1	Meeting Agenda	Agenda	Download

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

Upload Training Documents

Upload Training Documents

Uploaded Document file should be in Adobe PDF, MS Word or MS Excel format, and less than 2.5 MB in size.

Document Title

Document Type

Choose Document No file selected.

Uploaded Documents

Document Title	Document Type	
Meeting Agenda 1/17/2010	Agenda	<input type="button" value="Delete"/>

Reports

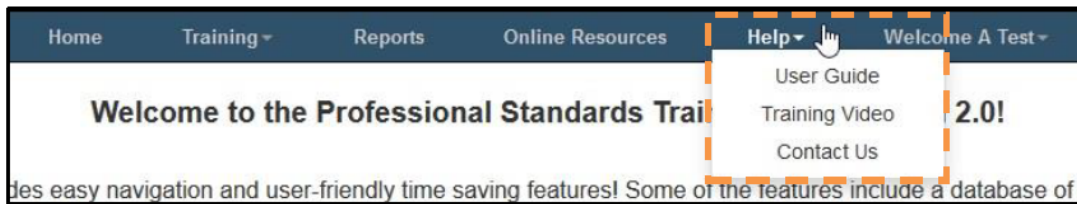
Summary Report

This report provides the Name, Job Title, Hiring Date, and total training time, for the Employees selected in the report options. Each Employee/Trainee will have its own row in the final report. Please select at least one Employee name, as a minimum, to run this report.

* Denotes required field

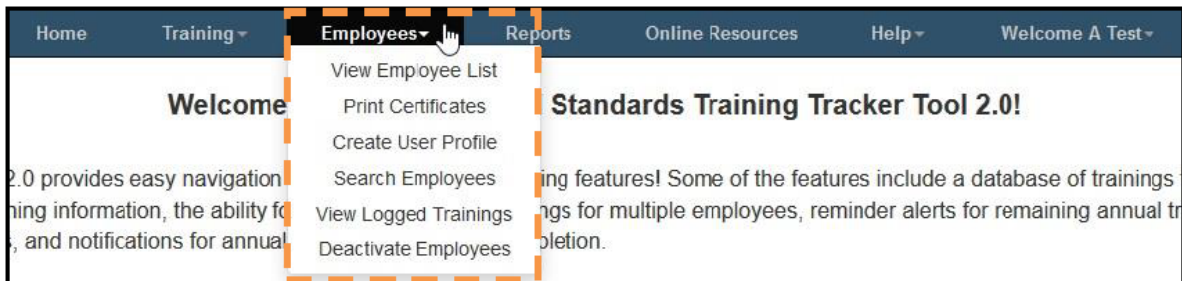
Report Type	Summary Report
Category	STATE
State	ALABAMA
Employees	All Employees Brust, Jeanne Harris, Debbie Jones, Alana
Job Title	All Job Titles
School Year	2019-2020
Training Hours	
Training Minutes	00

Help Menu



Manager/Director Role Functionality

Employees Menu



Employee Roster

View Employees				
School year 2018-2019 ▼				
Name	Job Title	Email	Required	Completed
Geoff Test Record	School Food Authority – Food Service Staff	GTestRecord@SchoolDistrict.edu	8.00	0.00
Paula Test Record	School Food Authority–Staff Manager	PTestRecord@SchoolDistrict.edu	8.00	0.25
Richard Test Record	School Food Authority – Food Service Staff	RTestRecord@SchoolDistrict.edu	8.00	0.25
Steve Test Record	School Food Authority–Staff Manager	STestRecord@SchoolDistrict.edu	8.00	0.00
Vivian Test Record	School Food Authority–Part Time Food Service Staff	VTestRecord@SchoolDistrict.edu	8.00	0.25

Adding Trainings to Multiple Employees at Once

To add this training to your training history page or your employee's training history page, please choose the names outlined below and click the Record Training button.

Note: Please use the CTRL key when selecting or deselecting schools, to keep multiple selections.

Filter Employees By Schools

All Employees
 DIBOLL H S
 H G TEMPLE EL
 H G TEMPLE INT

Select all employees in the table below

Select	Employee Name	School Name	Role
<input type="checkbox"/>	Test, a	DIBOLL H S, H G TEMPLE EL, H G TEMPLE INT	MANAGER
<input type="checkbox"/>	Test, Anna	DIBOLL H S	EMPLOYEE
<input type="checkbox"/>	Testman, Charlie	DIBOLL H S	EMPLOYEE

Logged Trainings for Employees

View Logged Trainings			
2019-2020 school year			
Course Title	Employee Name	Training Hours	Completion Date
2600-2610-2620-2630-2640--Summer Conference-- HACCP Record Keeping	Test, d	3.75	08/30/2019
5 Food Waste Myths to Debunk Now	Test, c	0.25	09/04/2019
	Tovar, Mira	0.25	
	Wells, Kathy	0.25	
Be an Empowered Manager	Test, d	1.00	08/30/2019
Centralized Ordering & HACCP Training	Test, c	3.50	08/29/2019
Counting Reimbursable Meals	Tovar, Mira	3.00	07/15/2019
Course 123 Prereview Online Training	Test, u	4.00	08/14/2019
Eligibility	Tovar, Mira	6.00	07/29/2019
EPISD- CIT- Introduction/Class Rules/CIT Contract	Test, c	1.00	08/29/2019
NSLP Meal Patterns	Tovar, Mira	3.00	07/15/2019
school Gardens-Professional Standards 1230	Test, u	3.00	09/01/2019

Sample Certificate of Completion

