APPENDIX B - USDA Professional Standards Training Tracker Tool Screenshots

Login page

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



Professional Standards Training Tracker Tool

OMB Number: 0584-0626
Expiration Date: 08/31/2023

The USDA Child Nutrition Program's Professional Standards Training Tracker Tool (PSTTT) 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 https://www.fns.usda.gov/cn/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

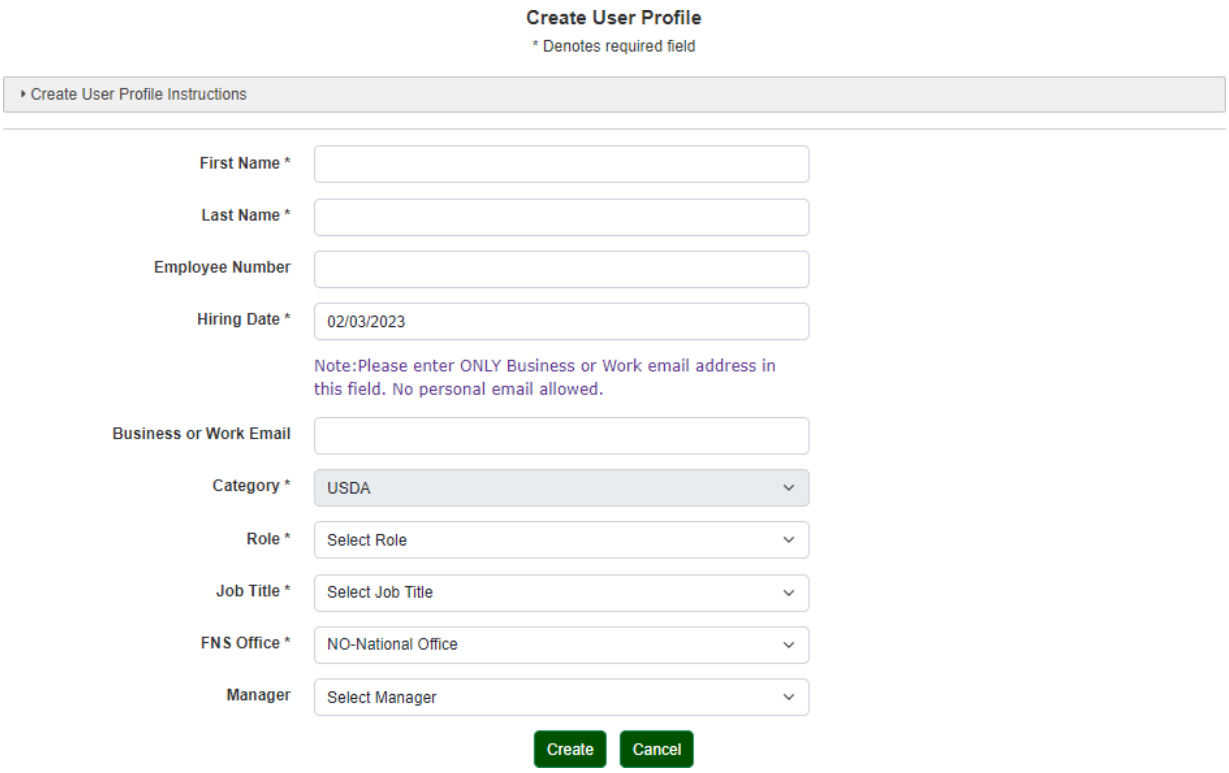
Contact cnpntab@usda.gov for assistance in accessing the site.

Login with eAuth Account

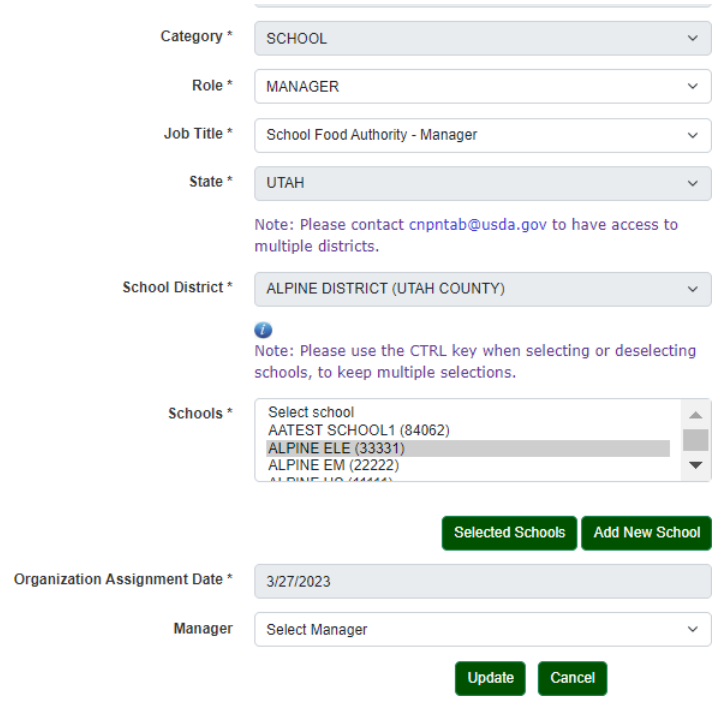
OMB Burden Statement:

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. 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 (1.208 hours) 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).

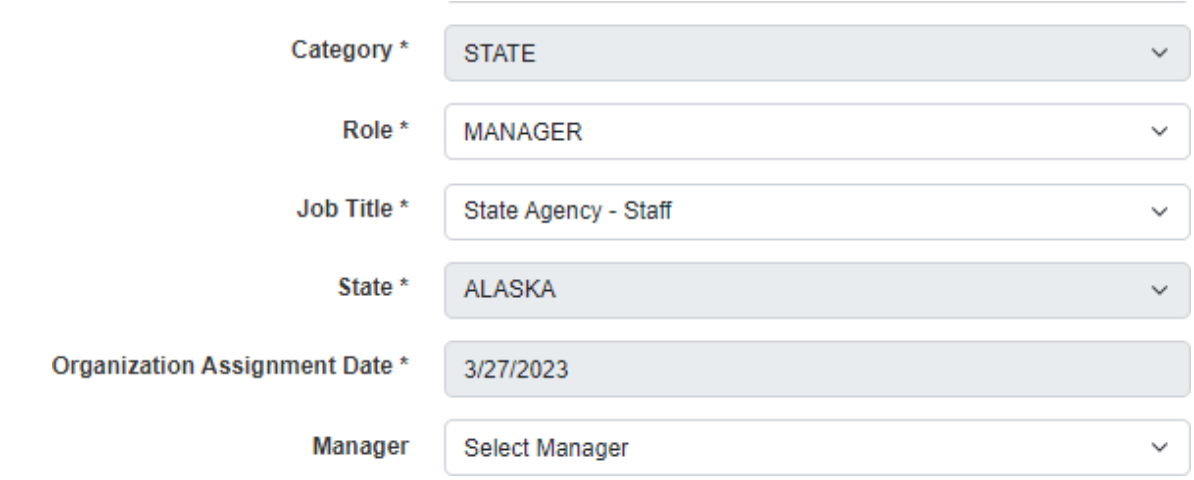
Create User Profile



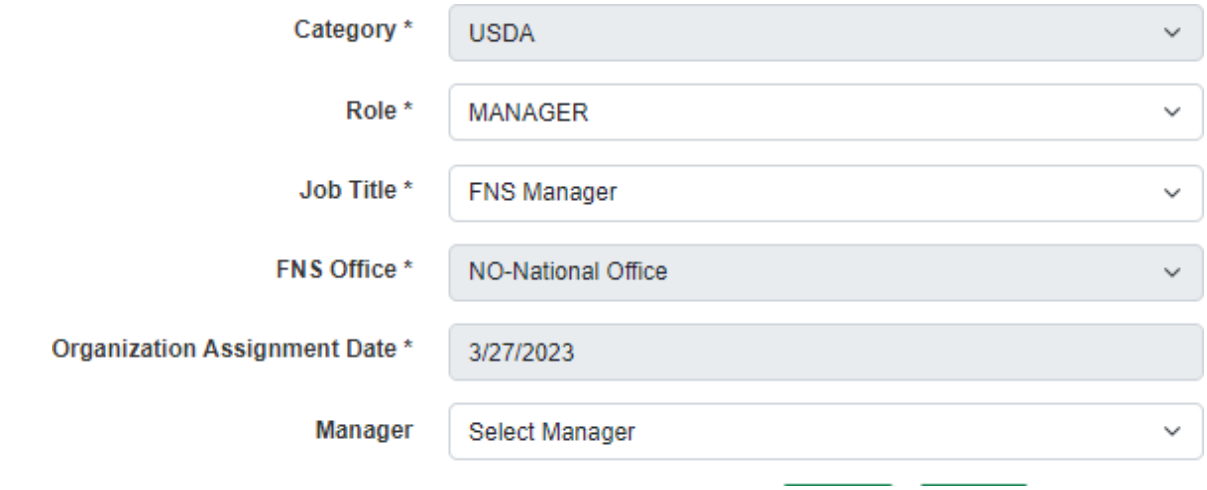
School User Options



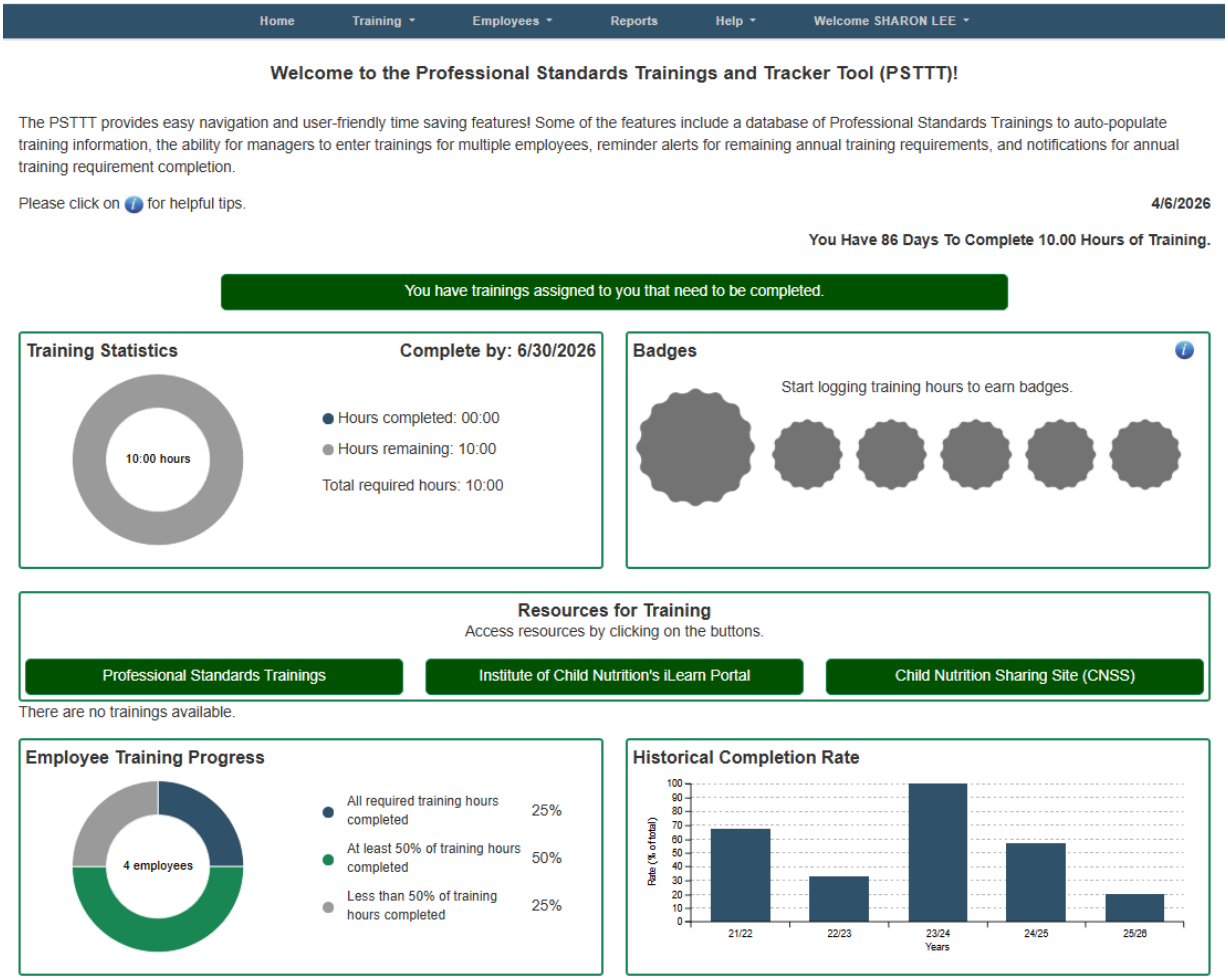
State ageny User Options



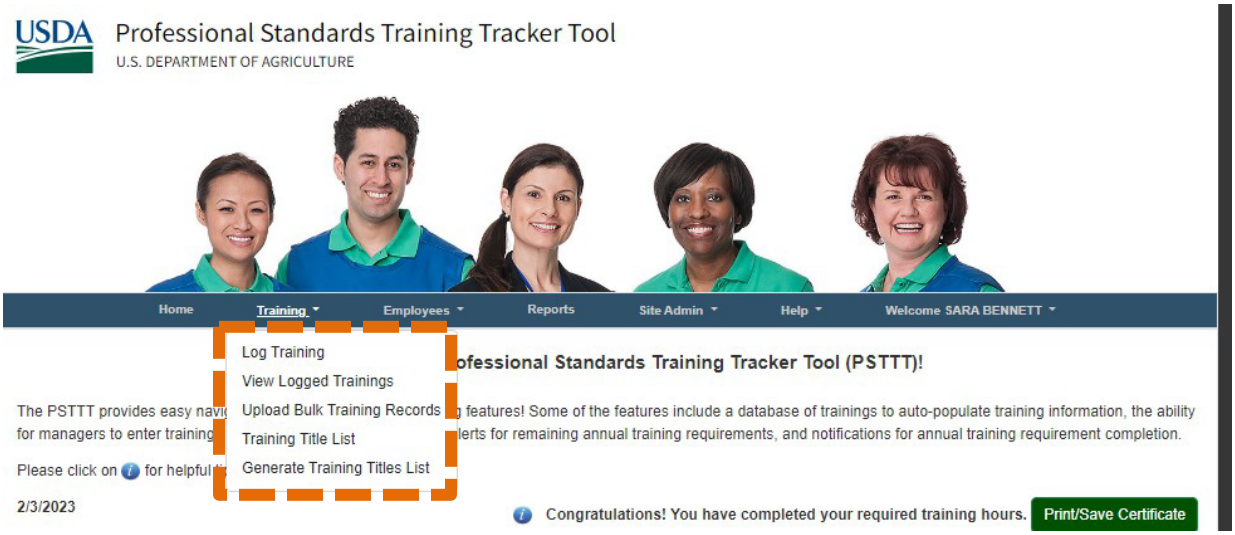
USDA Users Options



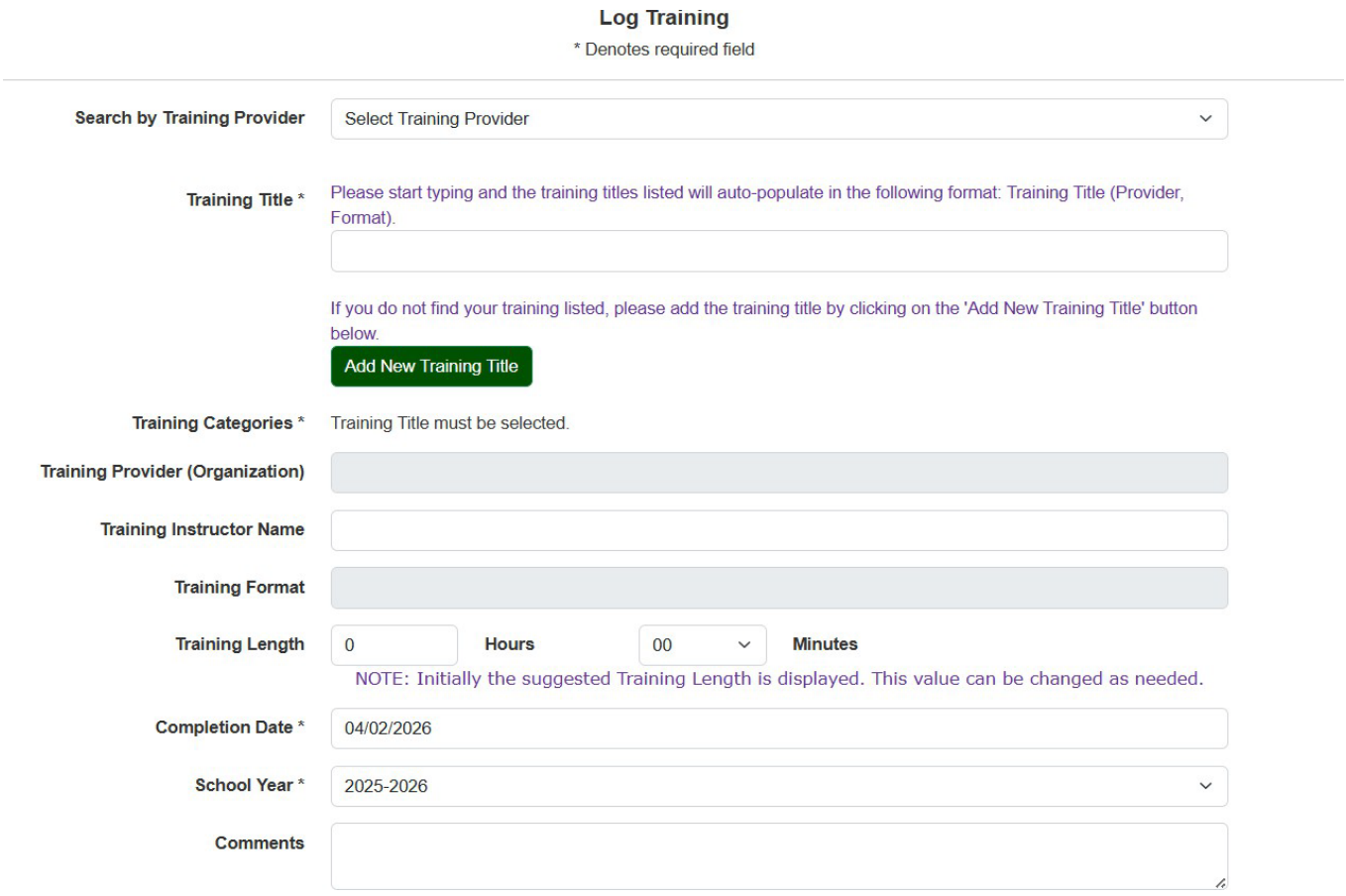
Home Page / Dashboard



Training Menu Options



Log Training



Training History Page



Training Details



Training Details

Please click on for helpful tips.

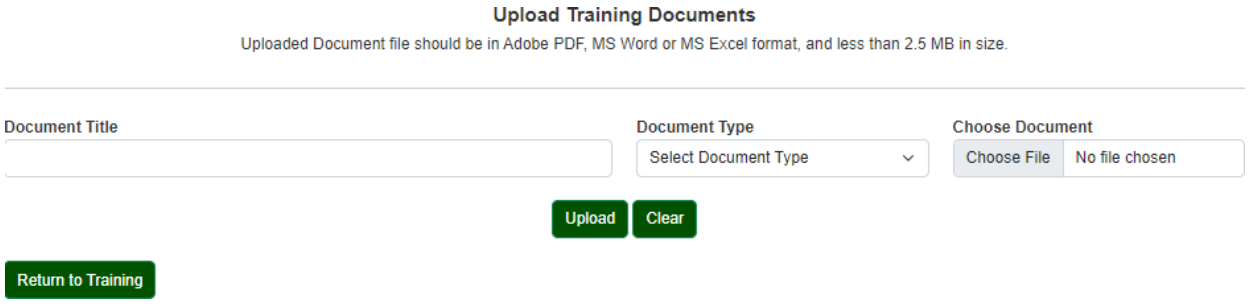
Training Title BASIC CULINARY MATH

Training Categories

#	Key Area	Training Topic	Learning Objective
1	Operations - 2000	Purchasing - 2400	2440-Food and Supplies Orders
2	Administration - 3000	Program Management - 3200	3220-StandardOperating Procedures
3	Administration - 3000	Financial Management - 3300	3320-Compliance with Regulations/Policies
4	Administration - 3000	Financial Management - 3300	3330-Budgets

Training Provider INSTITUTE OF CHILD NUTRITION (ICN)
Training Format Webinar/Video/Online Training
Completion Date 11/11/2022
School Year 2022-2023
Training Length 6 Hour(s) 00 Minutes
Comments
Employees LEE, SHARON
allen, brenda
Allen, Kyle
Barnes, Sonya
Holcomb, Gwendolyn
Jenks, Shirlene (0122)
Lye, Gina
Wilson, Whitney

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: Select Document Type | Choose Document: Choose File, No file chosen

Upload Clear

Return to Training

Reports

Detailed Report

Report Type Detailed Report

School Year 2025-2026

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

School(s) * ALPINE SCHOOL (84004)

Employees * ☐ **Select all employees in the table below**

Search:

Select	Employee Name	Employee Number	Role
☐	LEE, SHARON		MANAGER
☐	Brewer, Eleanor		EMPLOYEE
☐	Finch, Andrena		EMPLOYEE
☐	Lee, Suparn		EMPLOYEE
☐	Ortiz, carrie		MANAGER

Include Deactivated Employees ☑

Job Title All Job Titles

Training Title Please start typing and the USDA Professional Standards Training Database list will auto-populate.

Key Area Select Key Area

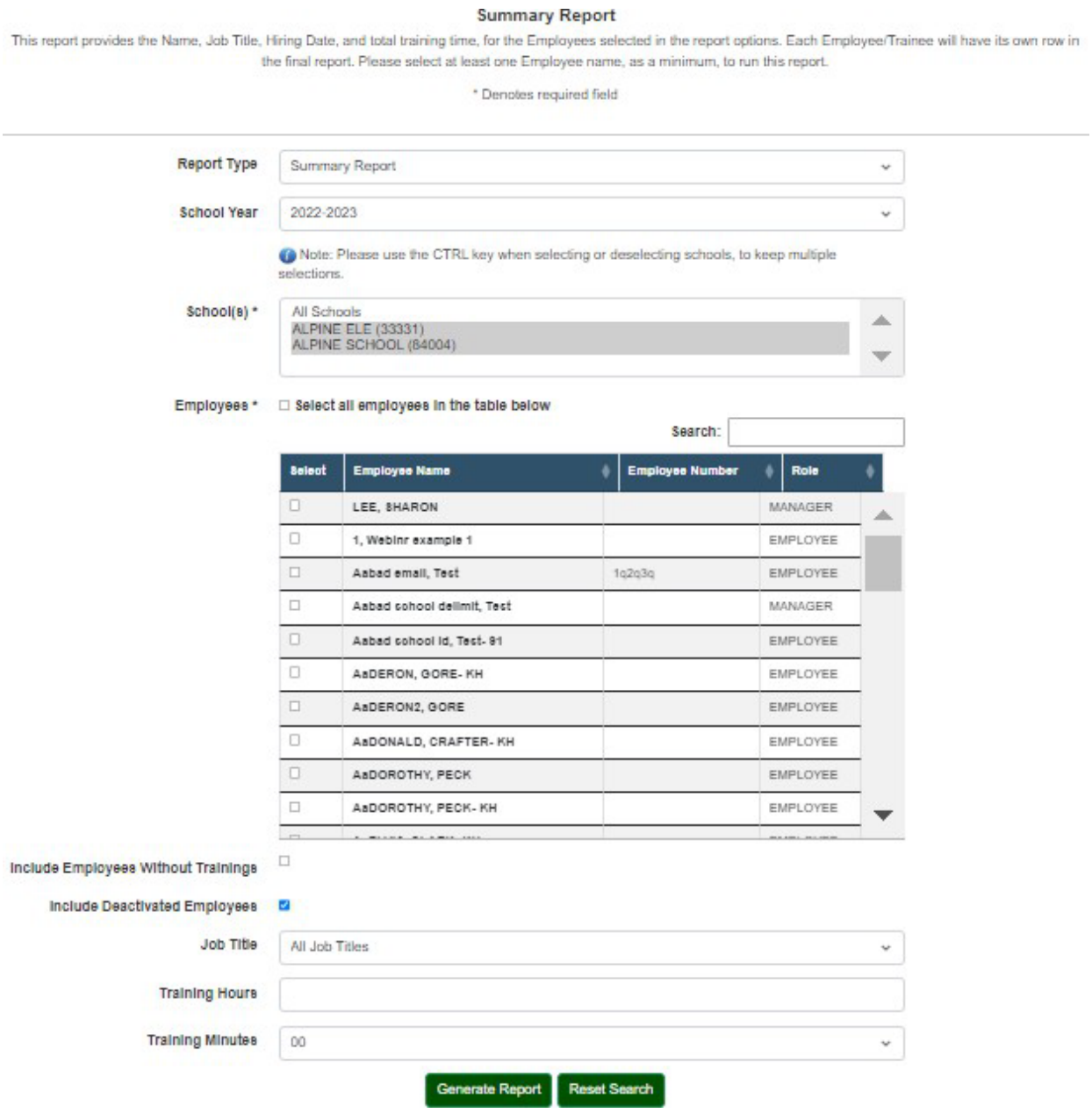
Training Topic Select Training Topic

Learning Objective Select Learning Objective

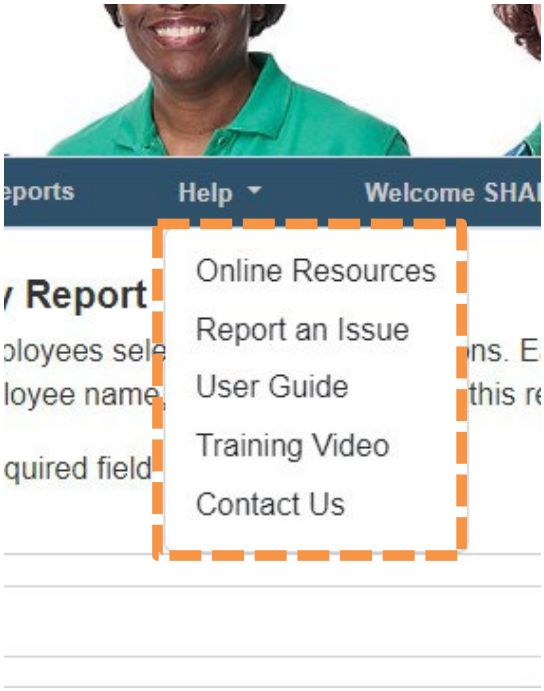
Date Completed MM/DD/YYYY

Show Document Uploaded ☐

Summary Report

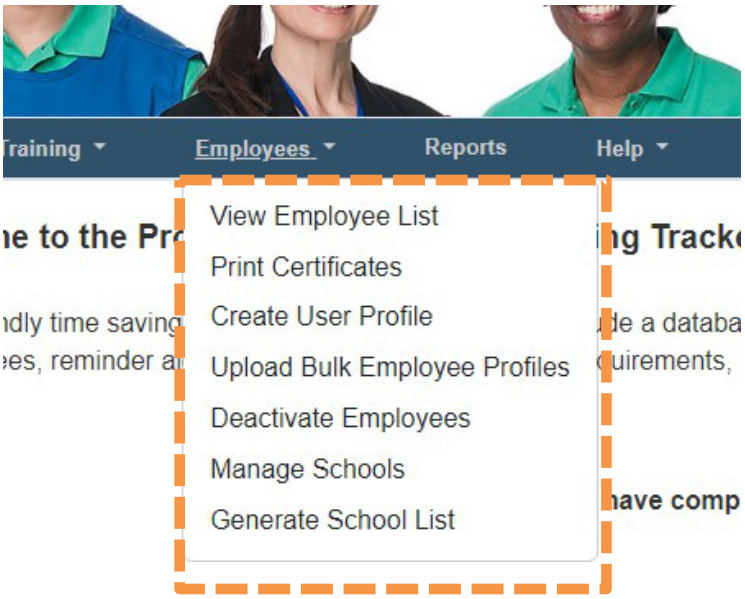


Help Menu

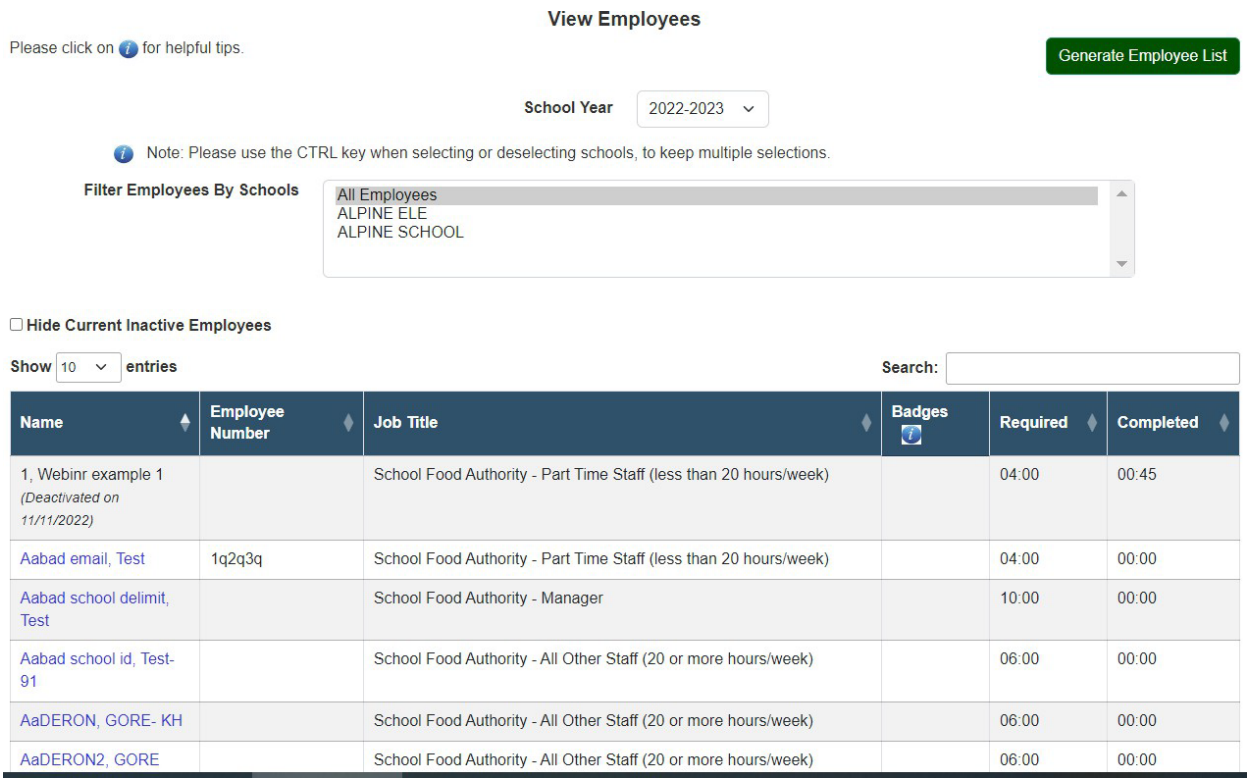


Manager/Director Role Functionality

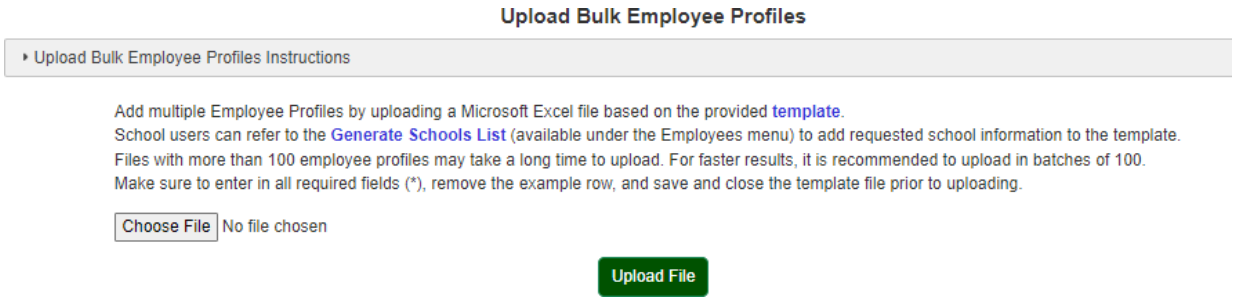
Employees Menu



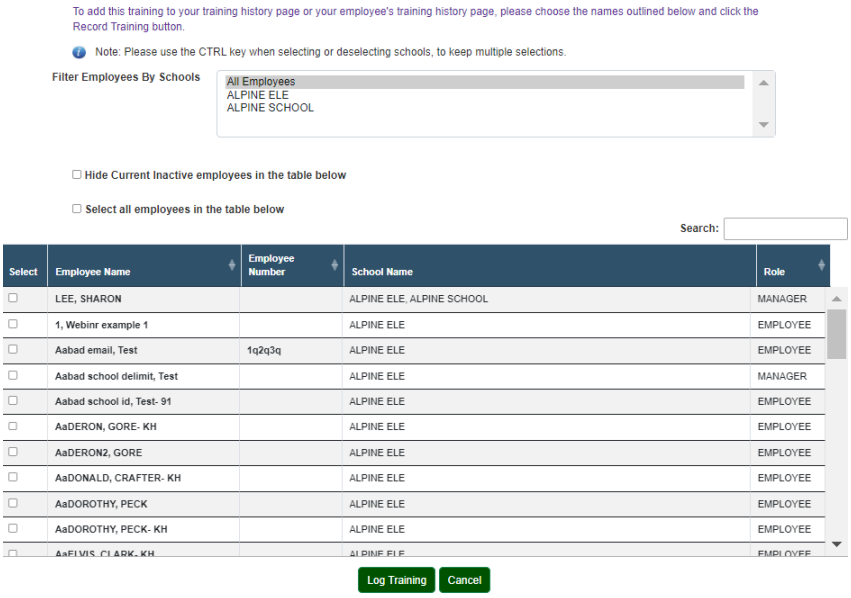
Employee Roster



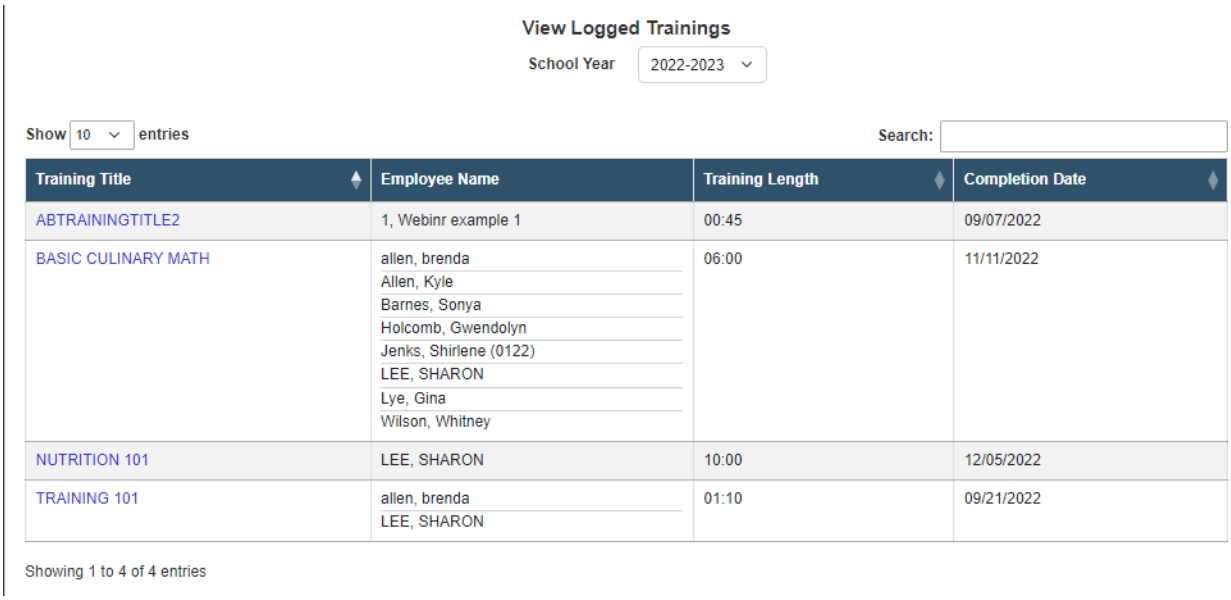
Upload Bulk Employee Profiles



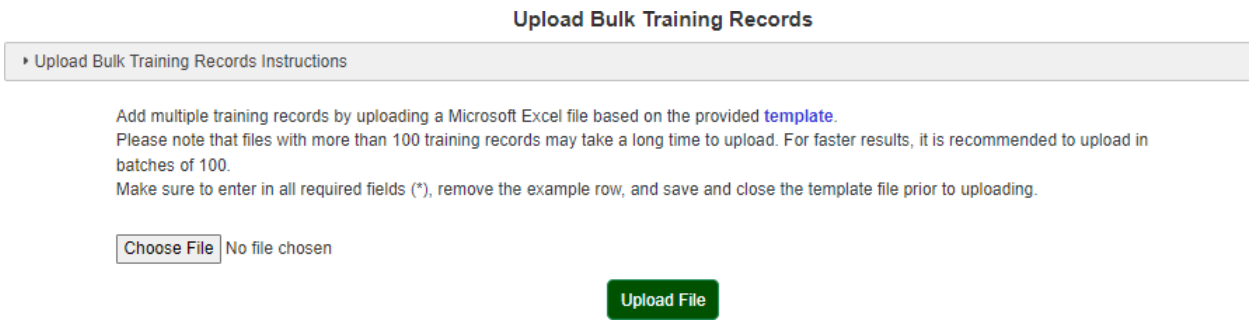
Adding Trainings to Multiple Employees at Once



Logged Trainings for Employees



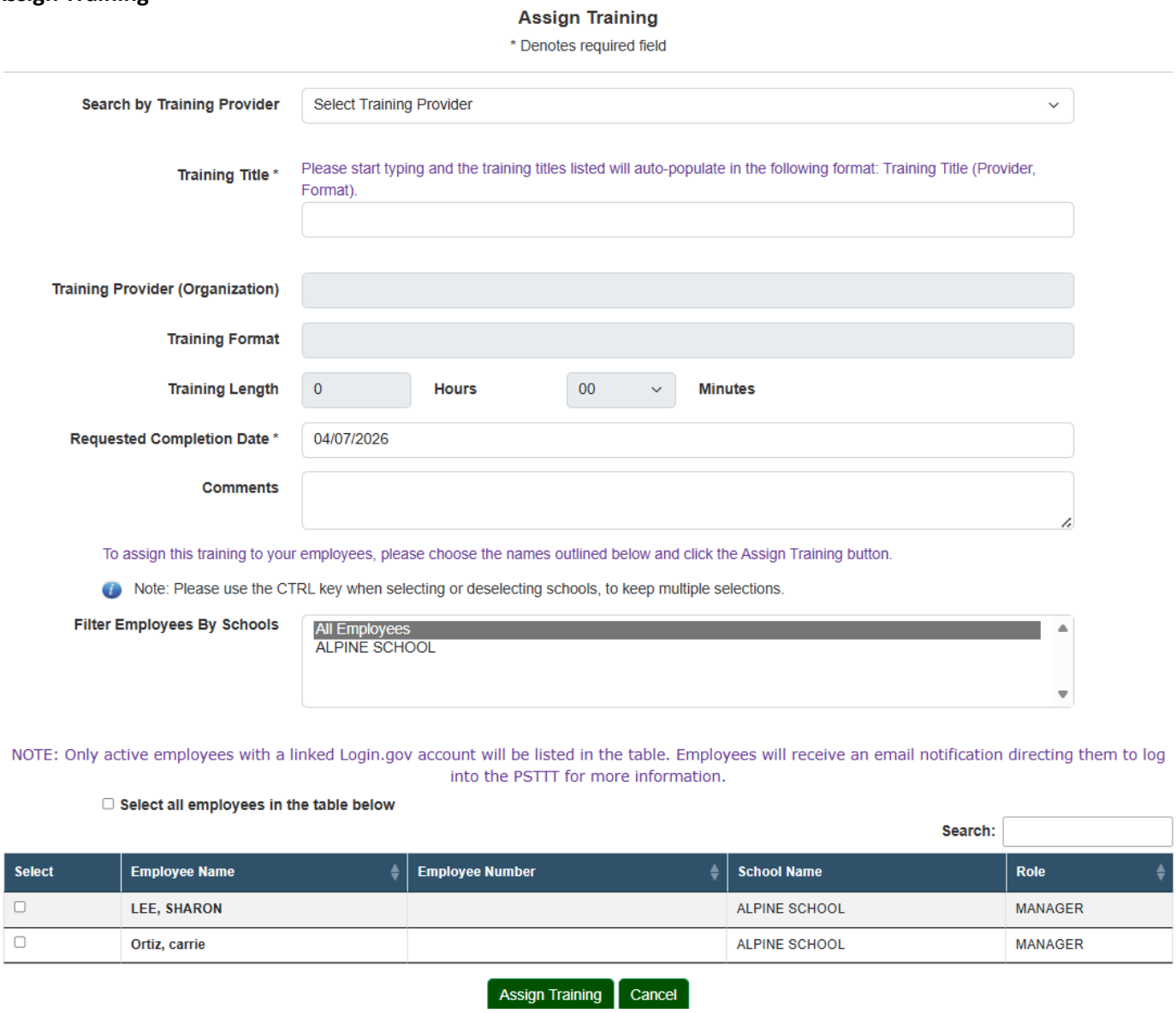
Upload Bulk Training



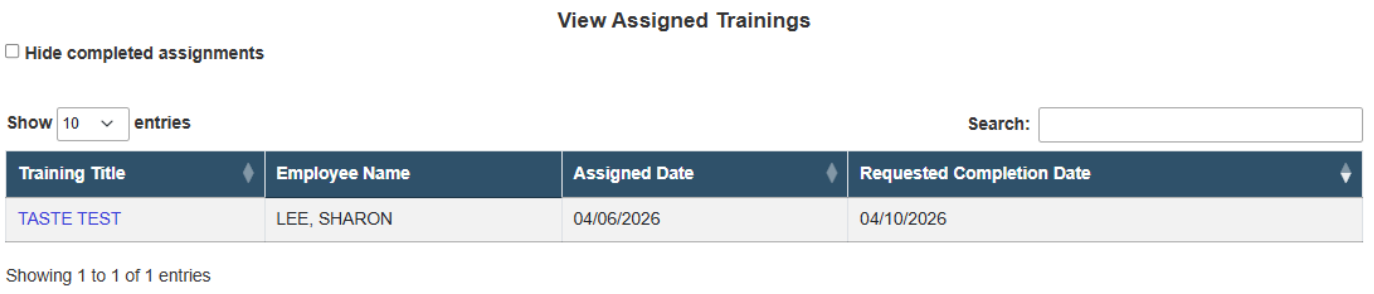
Sample Certificate of Completion



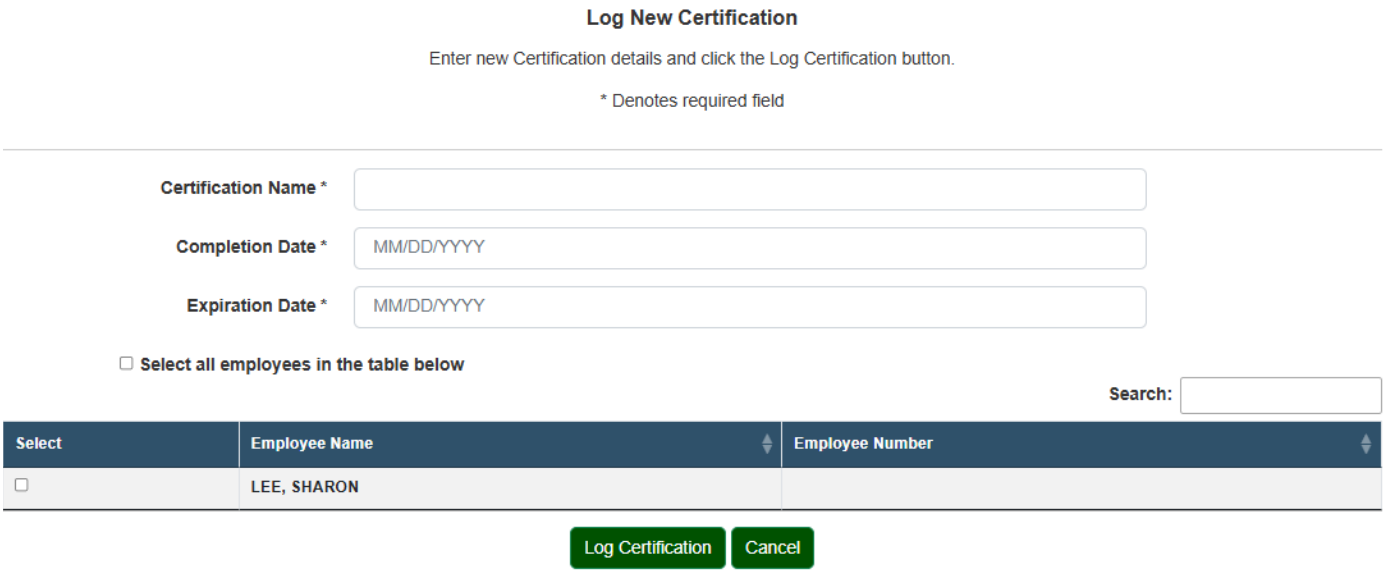
Assign Training



View Assigned Trainings



Log Certifications



View Logged Certifications

