

Procedure for the Comprehensive Online Train the Trainer:

Purpose:

- To allow additional flexibilities for CACFP sponsoring organizations in meeting the requirement for the completion of the CACFP Comprehensive (Nuts & Bolts) online training mandate, the NH Department of Education is offering a Train the Trainer opportunity.

Procedure to become a Trainer:

- Complete CACFP Comprehensive (Nuts & Bolts) online training to include all modules and quiz.
- Achieve a grade of 80% or better
- Sponsoring Organization must be in good standing, ie:
 - Approved CACFP application with NH DOE.
 - All corrective action plans submitted and approved by NH DOE.
 - The Sponsoring Organization has not been declared Seriously Deficient within the past 7 years.
 - The Sponsoring Organization nor individual appears on the National Disqualified list or has an outstanding debt.
 - The Sponsoring Organization must currently be licensed and in good standing with NH Department of Health and Human Services, Child Care Licensing Unit.
 - The trainer will need to complete the CACFP Trainer approval form found on our http://education.nh.gov/program/nutrition/child_adult.htm link and the Sponsoring Organization Director must then sign the form and submit it to:
Carole.dennis@doe.nh.gov

Procedure for Training the Students/Audience:

- Once approved ***
 - Log onto your account on the CACFP Comprehensive online (Nuts & Bolts) training to display the online training for the audience.
 - The interactive parts of the training will require the trainer to transcribe/print the questions and disseminate it to the students for completion.
 - Transcribe/print the test questions from the online quiz and administer them to the students.
 - Trainer grades the test- student must have a grade of 70% or better.
 - Trainer will submit a master roster of students who have completed the in person training and achieved a grade of 70% or better to the State agency for issuance of the certificates of completion. Please submit to carole.dennis@doe.nh.gov