



School Food Service Pre-Employment Training

The training is a two-part program.

Part 1 – On-line training. Complete the following courses. You do not need to print the entire workbooks. Just print what you need.

Part 2 – Attend on-site training program and pass written exam. An STPPS Technician Training Course certificate will be issued upon passing the test. There will be a \$20.00 charge for this certification class.

Part 1

Register for the on-line courses with the Institute of Child Nutrition (ICN) at no charge.

- Go to <https://theicn.docebosaa.com/learn/signin>
- Click "Register".
- Follow the instructions on how to "Register Now".
- Once you have created an account profile, you will be able to register for Courses.
- Click in the Course Catalog (green box) view full catalog.
- Choose the appropriate course and click ENROLL.
- Next click the blue ENROLL button.
- Click Start Learning Now button and follow instructions for the course.
- At the end of a course it will tell you to print a certificate.
- **Print all 3 certificates and bring copies to the class.**

HOURS

1. Food Safety in Schools: This course discusses a clean and sanitary environment for the preparation and service of food. 8*
2. Portion Control: This course focuses on the benefit of portion control when serving food. 4*
3. Weights and Measures: This course covers the use of weights and measures in the preparation and service of food. 4*

*Actual time to complete course work may be significantly less

Total Hours: 16

Part 2

Register for the on-site training program at www.MyPaymentsPlus.com to create a new account. (If you already have an account set up for STPSB to pay student fees or lunches, you will need to create a new one with a different email address).

- Register for school district (Louisiana).
- Select School District, (STPSB-Public/Non-Student Payments).
- Create Account, using an email address and password.
- Click Register, and the next page will show that your account has been created.
- Click on I'm a guest, interested in district activities and/or I want to support the district (last box). Once this is done, the next page will show your new account page.
- Choose the Human Resources Option and select the Pre-Employment course and click continue.
- The amount due will show \$20.00. Click continue payment and then verify information is correct.
- If all information is correct, click Complete Payment. You may then print the receipt or write down your confirmation number. A receipt will also be emailed to you from MyPaymentsPlus.com.

Print all 3 certificates and bring copies to the class.

Classes will be offered every other month.

Bring current picture ID and copies of the 3 certificates from ICN (Institute of Child Nutrition) on-line training to the class.