

Check for CACFP Training(s) Attended And Printing a Certificate from OSDE Connect

Find Trainings Attended by Zoom or In-Person

It can take us up to 1 week from the day of the training to show attendance check mark

Bottom of the Business Maintenance Page

The screenshot shows the 'Business Maintenance' page with several key elements highlighted:

- Fiscal Year Information:** Fiscal Year Start (October) and Fiscal Year End (September) are shown in a blue box. A red arrow points to the text: "Your Fiscal Year: You can change this information".
- Staff Assignment:** A purple oval highlights the 'Assigned Office Staff' (LESIA KING) and 'Assigned Field Staff' (SANDY BULLARD) dropdown menus. A red arrow points to the text: "Your Fiscal Year: You can change this information".
- Training Records Table:** A red box highlights the table below. A yellow arrow points to the page number '9' in the table's footer.
- Annotations:** A green box on the right contains definitions for 'Office Staff' and 'Field Staff'. A red arrow points from the 'Print Training Transcript' button to the page number '9'.

Training/Uploaded Date	Attended Program	Class Name	Person Registered	Class Hours
10/11/2022	<input type="checkbox"/>	CACFP AT-RISK TRAINING MANUAL WORKSHOP FY23 - 3 HOURS		3
10/11/2022	<input checked="" type="checkbox"/>	CACFP AT-RISK TRAINING MANUAL WORKSHOP FY23 - 3 HOURS		3
10/04/2022	<input type="checkbox"/>	CACFP APPLICATION TRAINING FY2023 - ZOOM		3

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1. Go to the Business Maintenance page when you log into the CACFP website: <https://cnp.sde.ok.gov/CACFP/>
2. Scroll to the bottom of the page.
3. All trainings you registered for in the Training Calendar will appear.
4. **A check mark will be in the box if credit has been given.**
(If a course was just taken, please give the OSDE staff up to a week to give attendance credit)

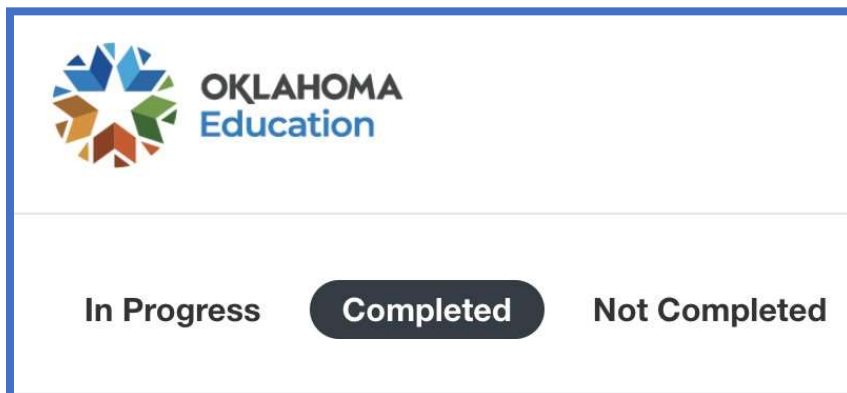
Trainings will not appear if you do not register in the Training Calendar. We no longer send out certificates. The only certificate you will receive is from OSDE Connect. **You can print out a Transcript of all Trainings attended. This works as a certificate.**

HOW TO PRINT A CERTIFICATE OR TRANSCRIPT ON OSDE CONNECT

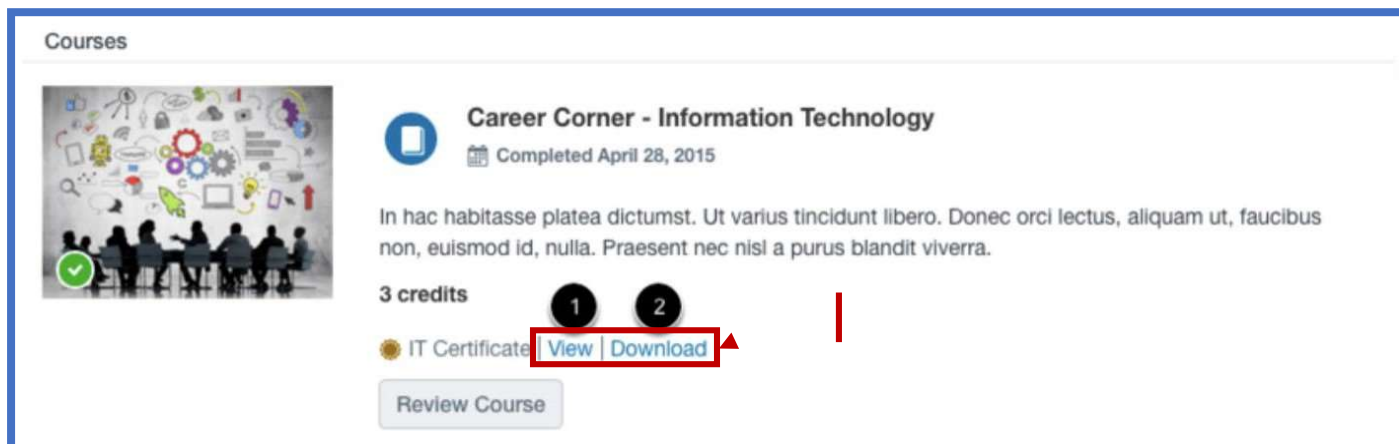
Printing a Certificate:

If your course provides a certificate of completion, you can access it by clicking on COMPLETED.

Note: Once you log out of OSDE Connect after the training, you cannot go back in a print a certificate, you can only print TRANSCRIPT (see *instructions below*)

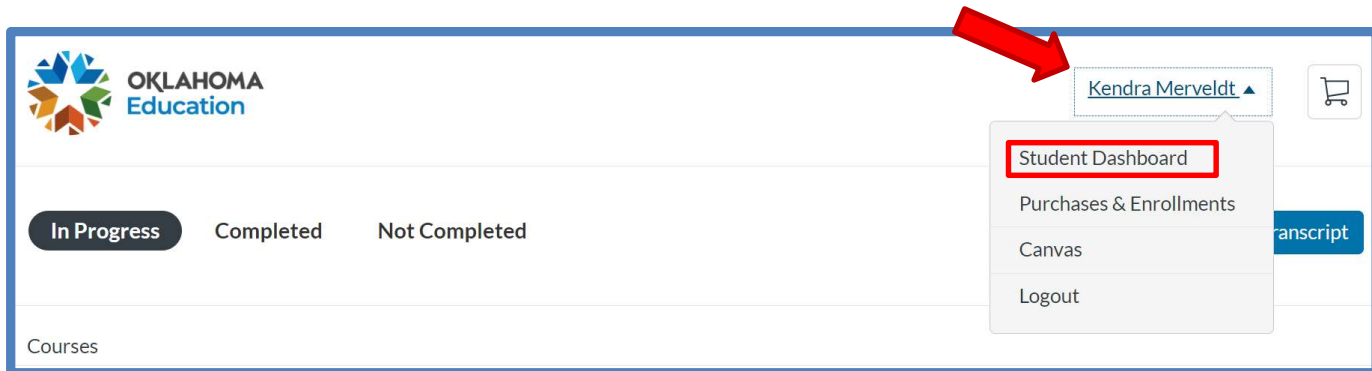


You will then see the option to **VIEW** or **DOWNLOAD** your certificate beneath the short course description.

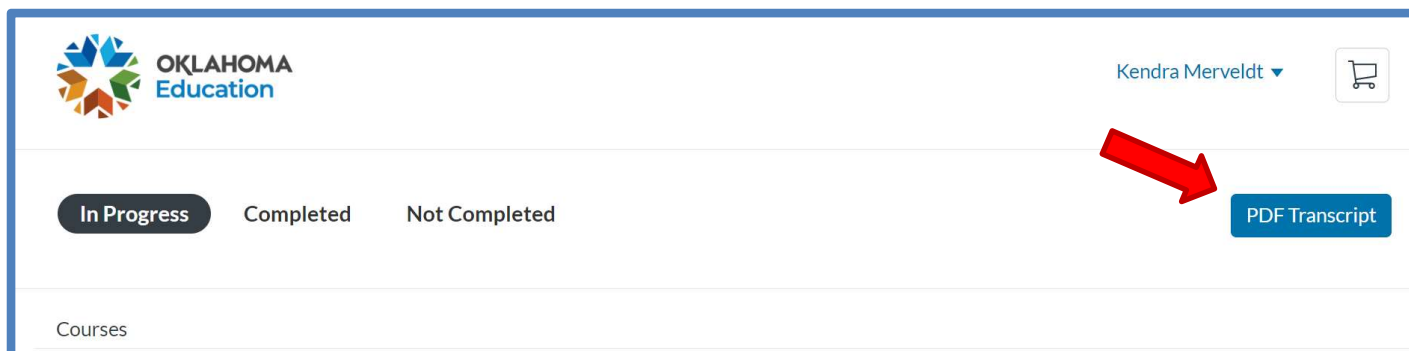


Printing a Transcript:

Log into your account, click on your name and select STUDENT DASHBOARD



Click on PDF TRANSCRIPT. This will show all the course you have enrolled in and completed



Learner Transcript		Kendra Merveldt		OKLAHOMA Education	
Enrolled	Completed	In Progress	Not Completed	Credits Earned	Credits Available
33	0	25	8	0	34
Completed					
No enrollments to display					
In Progress					
ENROLLED	COURSE/PROGRAM				AVAILABLE CREDITS

If you have any question, contact Sherri Assaleh at Sherri.Assaleh@sde.ok.gov or (405) 522-3327.