

TRAINING CALENDAR Registration Instructions:

To receive credit for ANY state agency training(s) attended whether in-person or zoom, every participant MUST BE REGISTERED in the Training Calendar even if everyone is watching on one device.

We have two ways, listed below, on how to register online to all CACFP trainings being offered. This is our only method of registering for Trainings. At least one person will need to be able to log into the CACFP Website.

****Certificates are not sent out after Zoom Trainings. To receive credit, EACH PARTICIPANT MUST register in the Training Calendar. Once the course is completed, it will appear at the bottom of the Business Maintenance page with a check mark in the training indicating the participant met the course requirements.***

Watch a video on how to register:

<https://youtu.be/deWHnpRnbQ> (copy and paste the link into your internet browser)

OR

Step-by-step instructions on how to register:

1. Go to the CACFP Online Application System:
<https://cnp.sde.ok.gov/CACFP/SNPWelcomeM.aspx>
2. Log into the system using your assigned username & log-in
3. Go to the mustard yellow column on the left-hand side
4. Click on Training Calendar
5. Look at all the Titles and Dates of the Trainings available
6. Select Details for the Training you would like to attend. Scroll to the bottom of the details section and Fill out the information – Name, Title, and Institution you are under.

The Zoom link is located in the Details/Comments box of the training you are attending. You will need to copy and paste the link in the comments box to your internet browser.