4/26/13

F&R Training Online

Dear F&R Contacts and Individuals Who Completed the F&R Training in 2012,

(Please note: You are receiving this email even if you already signed up for the regional trainings. Don’t worry; if you signed up, you are still registered. This email is just an FYI.)

On 4/17/13, we sent out information on the regional trainings, and we would now like to announce that the online training is available! Up to two staff per district can attend the regional trainings, and up to three can take the online training. At least one person from each district must either attend the F&R training in person or complete the online training.

The F&R online training can be accessed at <http://www.cde.state.co.us/cdenutritran/nutricalendar.htm>. Please be certain to read through all of the materials on this page. Then, click on the Articulate Presentation link, which will take you to the PowerPoint and test, which is at the end of the slides. The test is open book and is untimed; it can be taken multiple times until the passing score of 80% is obtained. *At the end of the test, you must email or print & fax your results page to our office, in order for us to collect your results.* We will provide all of the correct answers once everyone has completed the training in August.

* To email your results (usually works only for users of Microsoft Outlook): Be sure you are signed in with your own ID to the computer you are using (otherwise, the results will transmit with someone else’s name). Click on Email Results. A pop-up box may come up asking you to continue or cancel; click OK. You may then receive a pop-up box saying the program is trying to send an email message on your behalf. Click Allow. You will receive confirmation of our receipt of your results within 24 hours.
* To print and fax (or scan and email) your results: Click on Print Results. The screen will ask for your name. Enter your name and school district. A summary window will pop up with your name, district, and results. Print this page. Fax or email it to 303-866-6133 or otey\_j@cde.state.co.us.

The online training must be completed by Friday 9 August. Please feel free to contact me if you have any questions.

Thank you,

**Jennifer**

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