

## **Part Two:** **Online Training Instructions for** **Serving Adequate Food in Child Care**

**Serving Adequate Food in Child Care** is an online training for child care providers offered through the National Food Service Management Institute (NFSMI) website. The training takes approximately 1 hour to complete and can be completed in multiple sessions. You will need Adobe Acrobat in order to activate the audio & video features of the training and a printer to print the course workbook to use in the training. Each lesson will begin with a pre quiz and end with a post quiz. You must complete the quizzes before you can advance to the next lesson. You do not need to print or send in online quizzes. At the end of the training you will be given instructions for printing the certificate, which you must mail to us as proof of completing the online training.

### **Instructions:**

1. Click on link under Part Two to go to National Food Service Management Institute website. ( [www.nfsmi.org](http://www.nfsmi.org) )
2. Click on “Online Courses” in blue task bar
3. Click on the blue “Child Care” tab
4. In center of web page, click on How to Register for an Online Course (You may want to print these instructions.)
5. Next, click on blue Register Now button under CARE Connection: “Serving Adequate Food in Child Care”.
6. Follow the instructions on How to Register for an Online Course by creating an Account Profile.
7. You will receive a confirmation email after you have registered successfully.
8. Return to [www.nfsmi.org](http://www.nfsmi.org)
9. Click on the “My Profile/Course Login” button at top right
10. Enter email & password and click on Login
11. Click on “My Courses” under Toolbox
12. Click on course title: “Serving Adequate Food in Child Care” to begin training

### **Please note:**

Once you begin the training, if you log out and then log back in at a later time, it will take you back to where you left off.