

## ***Serving Safe Food in Child Care an On-Line Course***

The series offers a four step process for keeping the foods served to young children in the child care setting, safe. These are the key concepts of the USDA Fight Bac® program: clean, separate, cook, and chill.

### **To Start:**

Access Web Address:

<http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cELEPTIzNg>

### **To Register for Course:**

- Click on “*CARE Connection – Serving Safe Food in Child Care – New*” at the bottom of the screen.
- Next screen, click on the blue “Register Now” tab.

### **Log In:**

- Input your email address.
- Create your password.
- Write down your Log In information for future reference.
- Hit “My Own Use” tab.

### **You are in!**

This course, *Serving Safe Food in Child Care*, features audio and video elements. To activate these elements you will need to have the following:

- Adobe Flash installed. The course will provide a link to [Adobe Flash](#). This is located on screen 4 of the course workbook.
- Your computer's speakers turned to a comfortable volume.
  - Player controls for videos may be activated by clicking on the arrow as seen on the media bar on left side of screen. You may choose to listen to the information (video picture with recording on left side of screen) in its entirety or read from the screen (right side).
- You will be asked to print documents during the course, so you will need access to a printer. To print a page, click on the “print” button located at the bottom right of the screen.
- You will need note paper and a pen or pencil. You will also need to print the course checklist, handouts, and activity sheets found in the course workbook to use throughout the course.
- Click on the link to download and print the *course workbook* for *Serving Safe Food in Child Care*. The link is on Screen 9 in the on-line course workbook.

- To advance through the course, click on the "next" button located at the bottom right of the screen.

It is recommended that you place the *Serving Safe Food in Child Care Course Workbook* in a 3-ring binder or folder so you can easily find the course materials throughout the course.

You can also use the Course Outline option to move through the course. This is located at the top, right side of the screen.

Each lesson will begin with a pre-quiz to find out what you have learned about this subject from past working and educational experiences. The pre-quiz will help you find out what you already know and what you need to learn.

- At the end of each lesson you will take a post-quiz to check your progress. You must complete the quiz before you can advance to the next lesson. You may take the post quiz as many times as you need; review the lesson if needed.
- When taking the quizzes, read each question and all the answer choices and select the one you think is the best answer. Answers may be changed after they are selected by just clicking on a different answer. When you have made your final choice of answers, click the "submit" button.
- The lessons in the course must be completed in order but may be done at your own work pace.
- When you have completed the pre-quiz/post-quiz, print a copy and place it in a 3-ring binder or folder that you are using to store your course work. You should keep all the materials for the course until you have successfully completed the course requirements.
- You may stop at any point during a lesson and then resume the course later by logging back in. The course will take you back to the point where you stopped.
- To log back in go to:  
<http://www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cELEPTIzNg>
  - Click on “My Profile” (upper right side of the screen).
  - Type in your email address and your password.
  - Click on “My Courses”.
  - Click on “Serving Safe Food in Child Care”.

- You will receive a certificate upon completion of the course. Make a copy of your certificate to submit to your manager after completing the course.
- To print your certificate
  - Click on "**NFSMI Main Menu**".
  - Click on "**My Certificate**".
  - Click on "**Export to PDF**" to the left of the course title.
  - Print the course certificate and keep on file.

**Congratulations!**

**You have successfully completed your training on food safety!**