

Civil Rights Training is Moving



Effective May 15, 2022: Civil Rights training will be hosted through the Institute of Child Nutrition website.



[TheICN.org](https://theicn.org)

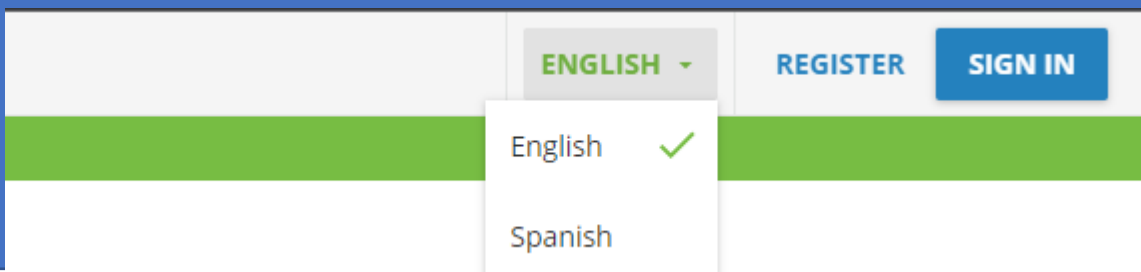
ICN Helpdesk: 800-321-3054

helpdesk@theicn.org

To enroll/register a new user:

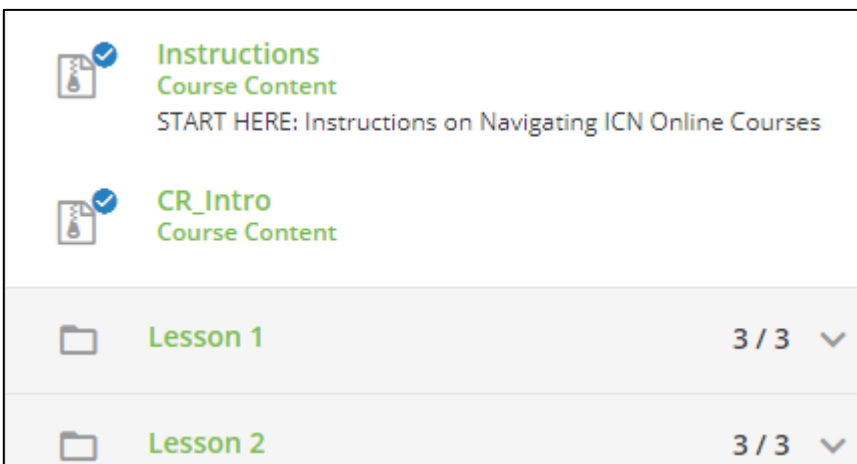
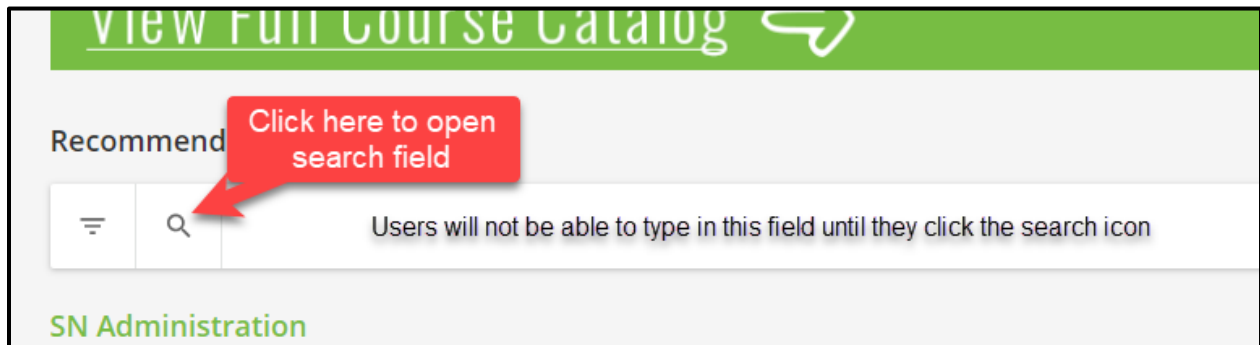
<https://theicn.docebosaaS.com/pages/40/school-nutrition-dashboard>

*English is the default language for the website. Select Spanish from the drop-down menu found in the upper right-hand corner:



1. Click “Enroll Now” to start a course.
2. There will be 2 pages asking for information regarding the program(s) and organization you work with.
3. As soon as registration is complete, you will have access to the entire ICN training library.
4. Use the search feature to find: *Civil Rights in Child Nutrition Programs* or *Derechos Civiles en los Programas de Nutrición Infantil* (**English version and Spanish version**).

Helpful Tips:



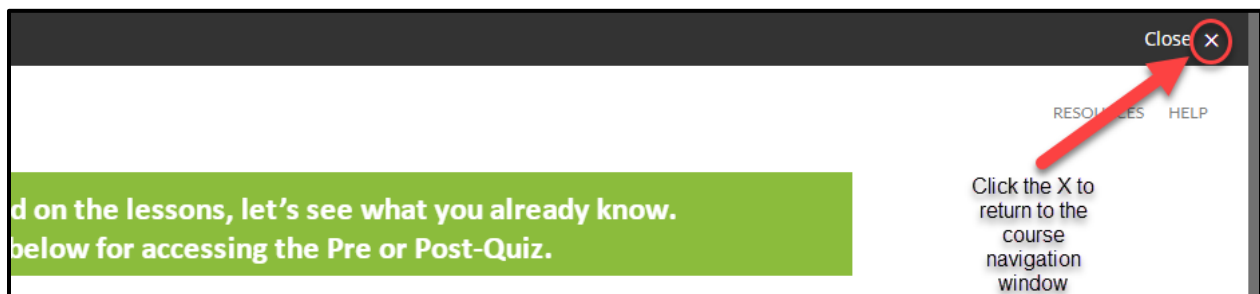
There are 3 Lessons with 3 sections each:

Pre-Quiz – users can review their score and answers to identify areas to focus on in the lesson

Lesson – reviews the materials covered in the Pre-Quiz explaining how they relate to Civil Rights

Post-Quiz - Taken after the lesson and the score is recorded to count toward course completion

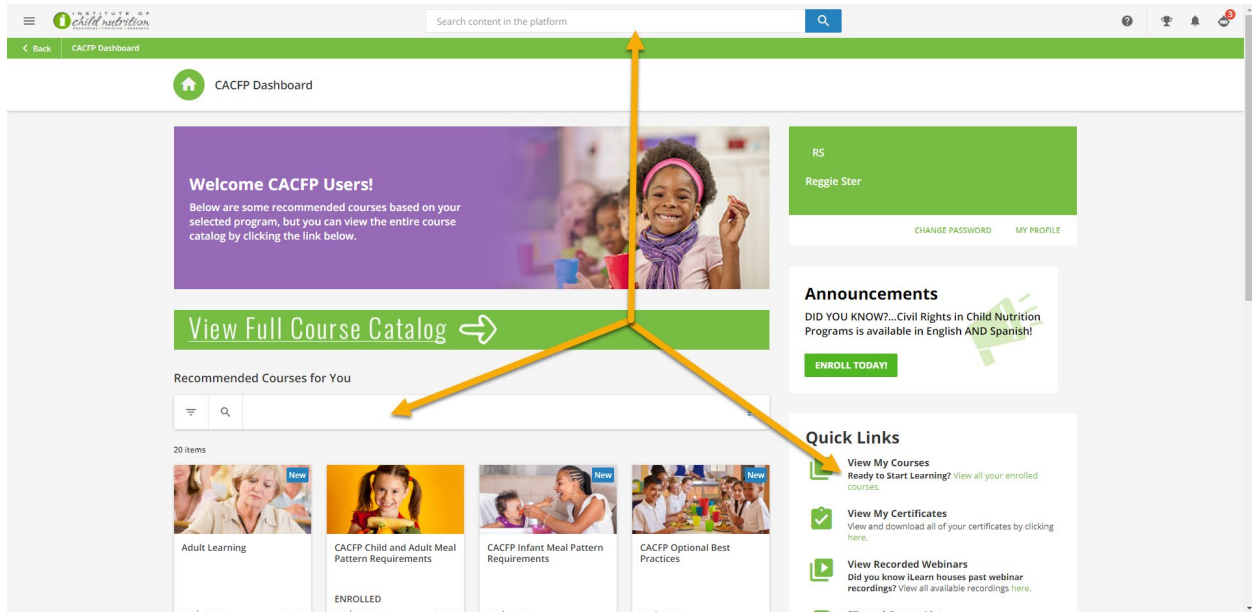
Users will close the “Lesson” window to return to the navigation panel for assessments:



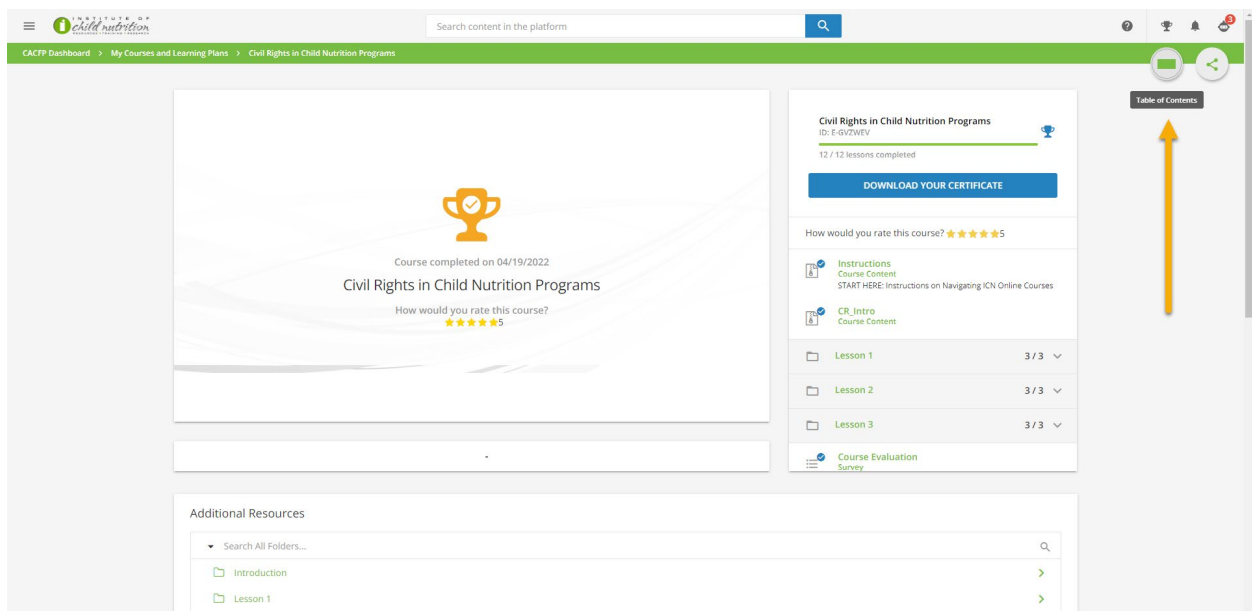
After completing the course, users will take a short survey and receive a message regarding completion of the course and a certificate that should be retained as evidence of completion.

Retaking a course:

To retake a course, open the training again by either searching for the course name or accessing it through your completed courses



From the main page of the course, click the Table of Contents button to show the different modules in the training.



Users can access any portion of the training by expanding the individual units. If you wish to retake a training, open the first module and continue through the lessons as normal. Assessments are still scored, but new test results will not replace a user's original scores.

The screenshot displays the user interface of the ICN online training platform. The main content area shows a congratulatory message: "Course completed on 04/19/2022" and "Civil Rights in Child Nutrition Programs" with a five-star rating. A "DOWNLOAD YOUR CERTIFICATE" button is visible. On the right, a "Table of Contents" sidebar lists course components: "Instructions", "CR_Intro", "Lesson 1", "Lesson 2", "Lesson 3", and "Course Evaluation Survey". An orange arrow points to the "Lesson 1" entry in this sidebar. Below the main content, an "Additional Resources" section lists "Introduction" and "Lesson 1".

Reminders:

- TDA does not own or control the website or training module – if users experience technical difficulties with the functionality of the website or training modules, they should direct their concerns to ICN (**Helpdesk: 800-321-3054 Email: helpdesk@theicn.org**)
- For group training: managers/supervisors/trainers may use the training to facilitate training multiple people and document the attendance. Documentation should include data found in the [Continuing Education/Training Tracking Record](#) found on SquareMeals Forms Database ([form](#))