

# CIVIL RIGHTS TRAINING INSTRUCTIONS

## Step 1:

Go to this link: <https://squaremeals.org/FandNResources/Training/CivilRights.aspx>

## Step 2:



Scroll down and select what language you would like the training to be in.

### Civil Rights Training

#### Accessing Required Civil Rights Training

Civil rights training for Texas Department of Agriculture Food and Nutrition Division contracting entities is now accessed through the Institute for Child Nutrition (ICN). Use the following links to learn how to register for this training.

- [ICN Registration Instructions](#)
- [ICN Training Instructions](#)

Course Name	Course Description
<a href="#">Civil Rights — English</a> 	ICN Online Civil Rights training provided in English that meets USDA Child Nutrition Program requirements as mandated in FNS Instruction 113-1. You must register with ICN iLearn and enroll in the class to complete the training. To download your certificate, select <b>View My Certificates</b> in the Quick Links box on the right side of your Dashboard.
<a href="#">Civil Rights — Spanish</a> 	ICN Online Civil Rights training provided in Spanish that meets USDA Child Nutrition Program requirements as mandated in FNS Instruction 113-1. You must register with ICN iLearn and enroll in the class to complete the training. To download your certificate, select <b>View My Certificates</b> in the Quick Links box on the right side of your Dashboard.

## Step 3:

If you already have a login, select sign in. If not select Register to create an account.

REGISTER

SIGN IN



**Step 4:**

Sign in

## Sign in



Please insert your username and password to proceed

Username (Required)

Password (Required)

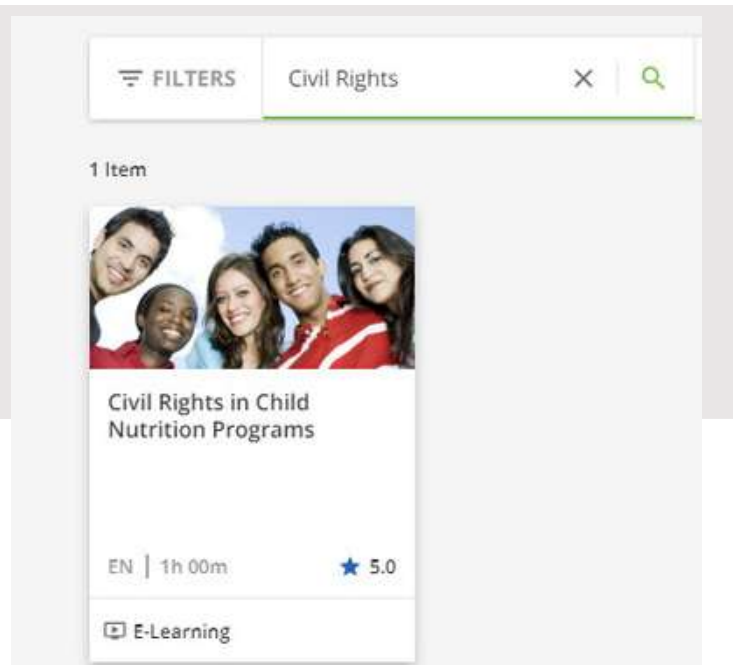


Keep me logged in

**SIGN IN**

**Step 5:**

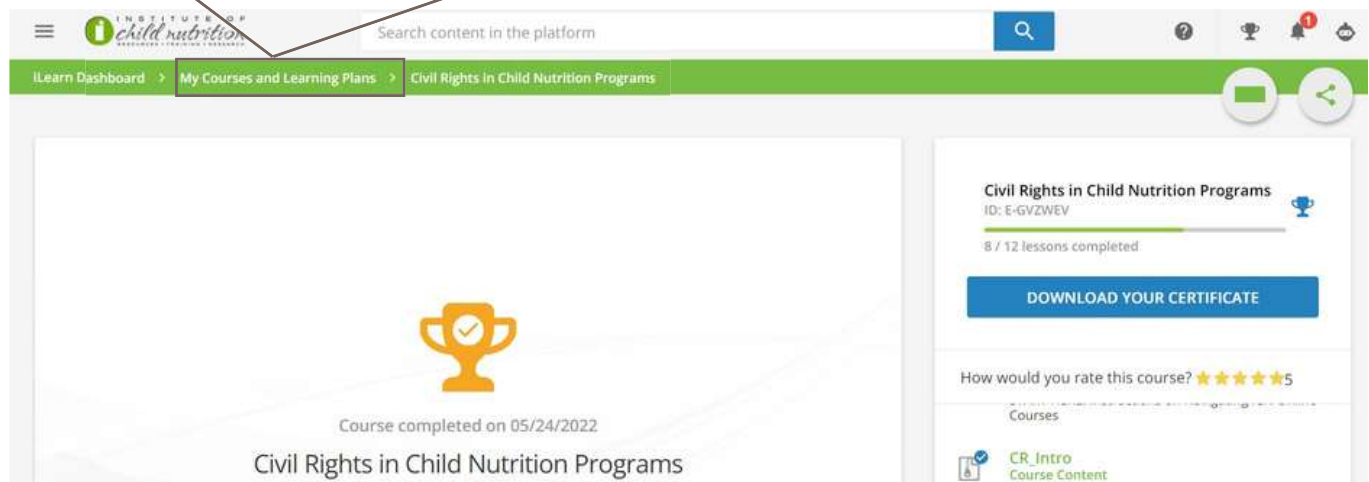
Search for Course:  
“Civil Rights in Child Nutrition Programs”  
Click the course below to get started.



**Step 6:**

Select “My Courses and Learning Plans”

**My Courses and Learning Plans**



**Step 7:**

Select the Course



**Step 8:**

- You should see the different lessons on the right side of the screen
- Click a lesson to access the Pre-Test, a Lesson (Course Content), and a Post-Test
- Please complete the lesson (course content) and post-test for each lesson, the pre-tests are optional.



### Step 9:

In addition to completing the lessons and post-test, you will need to complete the Course Evaluation Survey:

	Lesson 1	2 / 3	▼
	Lesson 2	2 / 3	▼
	Lesson 3	1 / 3	▼
	<b>Course Evaluation Survey</b>	Please take a moment to tell us what you think about the course. Once completed, your certificate will be available.	

### Step 10:

After completing the lessons, Post-Tests and the Course Evaluation Survey, you should now be able to download your certificate.

[DOWNLOAD YOUR CERTIFICATE](#)

**Step 11:** After you have your certificate, email the certificate to your AR Specialist (agency@epfhfb.org or gjsiller@epfhfb.org). Please include the name and agency ID Number of your agency in the subject of the email.

