

## EFNEP Training Guidelines

EFNEP funds, to include staff time, are managed to assure that program delivery meets the standards in North Carolina's strategic plan for the program.

### Required EFNEP Educator Training:

The following trainings are REQUIRED attendance for **ALL** EFNEP employees:

1. New Educator Skills Training (NEST)
  - a. Two face-to-face multi-day statewide sessions: Food Preparation and Records and Reporting
  - b. Any additional face-to-face trainings designated by your RNEA
  - c. Completion of Moodle course within designated training timeline
2. Employee Benefits Training
  - a. Scheduled upon initial hire
3. Unit Meetings
  - a. face-to-face as determined by RNEA
  - b. online as scheduled
  - c. North Carolina Agricultural and Technical State University Employees have to attend 60% of the unit meetings and all face-to-face trainings held by the NC A&T EFNEP Coordinator
4. State Webinars
  - a. As scheduled by Coordinators for programmatic updates
5. State-wide conferences
  - a. EFNEP State Conference, multi-day training offered once a year
  - b. In addition, North Carolina Agricultural and Technical State University Employees have to attend the Faculty and Staff Institute

### Training Registration Expectations:

EFNEP Educators are expected to register for all required trainings through the Extension Learning and Management System (LMS) by the deadline stated. During performance appraisals, EFNEP Educators will be asked to print their training report from LMS as documentation of their attendance.

### Training attendance, Engagement, Application, and Travel:

EFNEP is managed through Cooperative Extension at NC State University and North Carolina Agricultural and Technical State University. These two universities work collaboratively to provide training to all staff regardless of university affiliation.

Training attendance, engagement, and application of training are documented by the Regional Nutrition Extension Associate and communicated to the County Extension Director for appraisals. Should an EFNEP Educator have a medical or personal emergency, they can request an excused absence from the RNEA. EFNEP Educator will be responsible for working with RNEA to make up any required trainings that are missed.

- Travel to and from required training, lodging, and per diem are approved EFNEP

- expenses as these relate directly to the successful delivery of EFNEP.
- Travel to and from EFNEP-sponsored trainings is an approved EFNEP expense. These trainings are generally for special projects in EFNEP that require specific training for successful implementation. Examples of EFNEP-sponsored trainings include:
    - EFNEP's Faithful Families
    - EFNEP in Head Start
    - Table for Two
    - Healthy All Together
  - Travel to Association meetings can NOT be paid using EFNEP funds. EFNEP Educators should request support to participate in Association meetings from their county.

EFNEP is charged with being fiscally responsible with the use of funds. As such, when training requires overnight stay, Educators will be asked to room with a colleague to stay within the state per diem rate for lodging.

EFNEP Educators who are less than .75 FTE EFNEP responsibilities are expected to work with their RNEA and CED to plan attendance to training, so that time allocated to EFNEP and other work responsibilities balance out to the assigned percentage.

#### Non-EFNEP Extension trainings

Extension sponsored trainings and meetings are also a part of employment with Cooperative Extension. County and state staff work collaboratively to assure that additional trainings and meetings are selected so that these opportunities enhance outreach to EFNEP's target audience. EFNEP Educators are hired to engage in program delivery to the target audience. Participation in both EFNEP and non-EFNEP trainings, events and meetings must include consideration of the disruption of service to EFNEP's target audience.

#### Factors considered for Non-EFNEP training approval:

- **Programmatic:** EFNEP Educators are hired to deliver EFNEP. This is the primary role, and all planned trainings take into account the time the training displaces the Educator in doing this job.
- **Fiscal Management:** Two of the measures used to discern continued funding of EFNEP are a cost per participant and a contact per participant. This is calculated through the reports we submit to our federal partners each year. It is imperative employee time be managed to maximize outreach, increase contacts and lower our cost per participant.