

# Procedure for On-Line New Sponsor Training | 2013

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1. Three parts of the **CACFP New Sponsor Workshop** have been pre-recorded. This allows the training will be viewed electronically by potential CACFP participants at a time and place that is convenient to the organization.
2. The recorded sessions, the PowerPoint note pages, and the workshop quiz will be posted on the CACFP web page: [www.doe.in.gov/cacfp](http://www.doe.in.gov/cacfp), in the workshop section.
3. **Be sure to print the note pages and the workshop quiz prior to listening to the recorded workshop.**
4. Potential sponsors will view the training at a convenient time and place and must complete the quiz. The training includes sound so you will need to have speakers on the computer you are using to watch to training.

5. The quiz must be returned by fax, email, or US mail to:

Carol Markle, CACFP Coordinator  
Indiana Department of Education  
115 West Washington Street  
South Tower, Suite 600  
Indianapolis, IN 46204  
Fax: 317.232.0855  
Email: [cmarkle@doe.in.gov](mailto:cmarkle@doe.in.gov)

6. In order to continue with the CACFP Application Process, the institution must score at least **90%** on the quiz.
  - a. **If less than 90%, the institution will be required to attend an in-person new sponsor workshop in Indianapolis.**
  - b. If the institution scores 90% or greater, a new sponsor packet of forms will be mailed to the institution for completion.
7. The approval process will then continue as described in policy instruction 03-06 (<http://www.doe.in.gov/sites/default/files/nutrition/cacfpolicy03-06.pdf>)