

# CTFB CIVIL RIGHTS TRAINING INSTRUCTIONS

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**Step 1:** Access the civil rights training PowerPoint on the CTFB website:

<https://www.centraltexasfoodbank.org/agencies/resource-center>

**Step 2:** Review course information. The training is designed for self-paced learning, which allows learners to progress through the material at their own speed and on their own schedule.

**Step 3:** At the conclusion of the course materials, please click the link to the Annual Civil Rights quiz. You can also access the link in the CTFB website:

[https://docs.google.com/forms/d/e/1FAIpQLSfQKyI7E6jFCH3fPfmvZAHB7oDadhC-sj2r5dyliFB5xSDRQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfQKyI7E6jFCH3fPfmvZAHB7oDadhC-sj2r5dyliFB5xSDRQ/viewform?usp=sf_link)

**Step 4:** Enter the required information for the quiz:

- Email
- First and Last Name
- Choose your Partner Agency

**Step 5:** Take the quiz. A score of 80% or higher is required in order to pass the quiz and receive a certificate of completion.

**Step 6:** After completing the quiz, you will be able to view your score. An email confirming completion of the training will be sent to the email provided in the quiz form.

**Step 7:** CTFB staff will issue a Certificate of Completion to the training participant(s). Please allow 2-3 days for a certificate to be emailed.

**Please Note:** If training was completed as a group, only one certificate will be issued, however, the agency is required to submit separately a sign-in sheet with the:

- Date of Training
- Location of training
- Name(s) and signature(s) of attendees, and
- Name of the trainer (participant whose name is on the certificate)

Sign-in sheets can be emailed to [agencies@centraltexasfoodbank.org](mailto:agencies@centraltexasfoodbank.org)



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