**New Employee Training Record**

**Procedures**

The purpose of the New Employee Training Record is to assure adequate and consistent training among new hires at each local agency. There is a New Employee Training Record for each staff type (CPA, Support Staff, Scheduler Only, WIC Coordinator and Breastfeeding Peer Counselor) on the following pages and the WIC Coordinator is responsible for completing and maintaining the appropriate form for each new hire.

| **Staff Type** | New Employee Training Record found on page: |
| --- | --- |
| [CPA](#bookmark=id.gjdgxs) | 2 |
| [Support Staff](#bookmark=id.30j0zll) | 5 |
| [Scheduler Only](#bookmark=id.1fob9te) | 6 |
| [WIC Coordinator](#bookmark=id.2et92p0) | 7 |
| [Breastfeeding Peer Counselor](#bookmark=id.tyjcwt) | 10 |

Additional policies and forms to be referenced during the training of new staff include the Local Agency Personnel Training policy and the form, New Employee Training Checklist.

Refer to the Local Agency Personnel Training policy for information regarding ongoing training requirements for all staff.

**CPA New Employee Training Record**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of CPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Status: \_\_\_ Full time \_\_\_ Part time ( \_\_\_ Hours/week)**

| **At the Time of Hire** | | | |
| --- | --- | --- | --- |
| **Event** | **Location** | | **Date Completed** |
| Local Agency Orientation *(according to the Local Agency Personnel Training policy, local agency policy and HR requirements)* | WIC Portal Policies - Nutrition Services  Local Agency policy and procedures | |  |
| On-the-job Training *(New Employee Training Checklist)* | WIC Portal Policies – Nutrition Services Forms | |  |
| **New Employee Training – Due within 1 month of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| State-sponsored Security Awareness Training | Will be emailed to new staff person |  | |
| Data System Training | Virtual Training |  | |
| Civil Rights Training (must be done before talking with participants) | WIC Portal – Training for Personnel |  | |
| Bloodborne Pathogens *(all CPAs determined to be at risk of exposure by the local agency)* | Local Agency |  | |
| Orientation to child and dependent adult abuse laws | Local Agency | **Iowa** | |
| Level 1 Orientation Module | WIC Portal – Training for Personnel |  | |
| Level 1 Screening Module | WIC Portal – Training for Personnel |  | |
| Level 1 Nutrition Risk Module | WIC Portal – Training for Personnel |  | |
| Level 1 Food Package Module | WIC Portal – Training for Personnel |  | |
| **New Employee Training – Due within 3 months of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| Wichealth.org Academy | www.wichealth.org/Support |  | |
| **New Employee Training – Due within 6 months of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| Level 2 Basic Nutrition Module | WIC Portal – Training for Personnel |  | |
| Level 2 Infant Nutrition Module | WIC Portal – Training for Personnel |  | |
| Level 2 Preschool Module | WIC Portal – Training for Personnel |  | |
| Level 2 Breastfeeding Module | WIC Portal – Training for Personnel |  | |
| Level 2 Prenatal and Postpartum Module | WIC Portal – Training for Personnel |  | |
| WIC Baby Behavior Basics | WIC Works Resource System |  | |
| Feeding Infants: Nourishing Attitudes and Techniques | WIC Works Resource System |  | |
| Child abuse and dependent adult abuse reporting *(2 hours of each)*  *\**if a mandatory reporter including RNs, LPNs and Dietitians | Iowa Health and Human Services LMS for mandatory reporters  \*References: 645 IAC Chapter 81.9(4); Iowa Code 232.2.23, 232.69, 235B.3 |  | |
| **New Employee Training – Due within 9 months of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| Level 3 VENA Guidance Communication and Rapport | WIC Portal – Training for Personnel |  | |
| Value Enhanced Nutrition Assessment (VENA) | WIC Works Resource System |  | |
| VENA: Connecting the Dots between Assessment and Intervention | WIC Works Resource System |  | |
| Using Active Listening in Workplace Situations | WIC Works Resource System |  | |
| **New Employee Training – Due within one year of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| Ellyn Satter videos | Local agency has on DVD or internal drive |  | |
| Wichealth.org: 1 participant lesson | www.wichealth.org/Support |  | |

**Support Staff New Employee Training Record**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Status: \_\_\_ Full time \_\_\_ Part time ( \_\_\_ Hours/week)**

| **At the Time of Hire** | | | |
| --- | --- | --- | --- |
| **Event** | **Location** | | **Date Completed** |
| Local Agency Orientation *(according to the Local agency Personnel Training policy, local agency policy and HR requirements)* | WIC Portal Policies - Nutrition Services  Local Agency policy and procedures | |  |
| On-the-job Training *(New Employee Training Checklist)* | WIC Portal Policies – Nutrition Services Forms | |  |
| **New Employee Training – Due within 1 month of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| State-sponsored Security Awareness Training | Will be emailed to new staff person |  | |
| Data System Training | Virtual Training |  | |
| Civil Rights Training (must be done before talking with participants) | WIC Portal – Training for Personnel |  | |
| Bloodborne Pathogens *(if determined to be at risk of exposure by the local agency)* | Local Agency |  | |
| Level 1 Orientation Module | WIC Portal – Training for Personnel |  | |
| Level 1 Food Package Module | WIC Portal – Training for Personnel |  | |
| **New Employee Training – Due within 3 months of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| Wichealth.org Academy | www.wichealth.org/Support |  | |
| **New Employee Training – Due within one year of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| Wichealth.org: 1 participant lesson | www.wichealth.org/Support |  | |

**Scheduler Only New Employee Training Record**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Status: \_\_\_ Full time \_\_\_ Part time ( \_\_\_ Hours/week)**

| **At the Time of Hire** | | | |
| --- | --- | --- | --- |
| **Event** | **Location** | | **Date Completed** |
| Local Agency Orientation *(according to the Local agency Personnel Training policy, local agency policy and HR requirements)* | WIC Portal Policies - Nutrition Services  Local Agency policy and procedures | |  |
| On-the-job Training *(New Employee Training Checklist)* | WIC Portal Policies – Nutrition Services Forms | |  |
| **New Employee Training – Due within 1 month of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| State-sponsored Security Awareness Training | Will be emailed to new staff person |  | |
| Data System Training | Local Agency |  | |
| Civil Rights Training (must be done before talking with participants) | WIC Portal – Training for Personnel |  | |
| Level 1 Orientation Module | WIC Portal – Training for Personnel |  | |

**WIC** **Coordinator New Employee Training Record**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of CPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Status: \_\_\_ Full time \_\_\_ Part time ( \_\_\_ Hours/week)**

| **At the Time of Hire** | | | |
| --- | --- | --- | --- |
| **Event** | **Location** | | **Date Completed** |
| Local Agency Orientation *(according to the Local agency Personnel Training policy, local agency policy and HR requirements)* | WIC Portal Policies - Nutrition Services  Local Agency policy and procedures | |  |
| On-the-job Training *(New Employee Training Checklist)* | WIC Portal Policies – Nutrition Services Forms | |  |
| **New Employee Training – Due within 1 month of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| State-sponsored Security Awareness Training | Will be emailed to new staff person |  | |
| Data System Training | Virtual Training |  | |
| Civil Rights Training (must be done before talking with participants) | WIC Portal – Training for Personnel |  | |
| Bloodborne Pathogens *(if determined to be at risk of exposure by the local agency)* | Local Agency |  | |
| Orientation to child and dependent adult abuse laws | Local Agency |  | |
| Confronting Your Assumptions | WIC Works Resource System |  | |
| Level 1 Orientation Module | WIC Portal – Training for Personnel |  | |
| Level 1 Screening Module | WIC Portal – Training for Personnel |  | |
| Level 1 Nutrition Risk Module | WIC Portal – Training for Personnel |  | |
| Level 1 Food Package Module | WIC Portal – Training for Personnel |  | |
| **New Employee Training – Due within 3 months of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| New WIC Coordinator Training *(schedule with nutrition consultant)* | State WIC Office |  | |
| Wichealth.org Academy | www.wichealth.org/Support |  | |
| **New Employee Training – Due within 6 months of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| Level 2 Basic Nutrition Module | WIC Portal – Training for Personnel |  | |
| Level 2 Infant Nutrition Module | WIC Portal – Training for Personnel |  | |
| Level 2 Preschool Module | WIC Portal – Training for Personnel |  | |
| Level 2 Breastfeeding Module | WIC Portal – Training for Personnel |  | |
| Level 2 Prenatal and Postpartum Module | WIC Portal – Training for Personnel |  | |
| WIC Baby Behavior Basics | WIC Works Resource System |  | |
| Feeding Infants: Nourishing Attitudes and Techniques | WIC Works Resource System |  | |
| Child abuse and dependent adult abuse reporting *(2 hours of each)*  \*if a mandatory reporter including RNs, LPNs, Social Workers and Dietitians | Iowa Health and Human Services LMS for mandatory reporters  \*References: 645 IAC Chapter 81.9(4); Iowa Code 232.2.23, 232.69, 235B.3 |  | |
| **New Employee Training – Due within 9 months of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| Level 3 VENA Guidance Communication and Rapport | WIC Portal – Training for Personnel |  | |
| Value Enhanced Nutrition Assessment (VENA) | WIC Works Resource System |  | |
| VENA: Connecting the Dots between Assessment and Intervention | WIC Works Resource System |  | |
| Using Active Listening in Workplace Situations | WIC Works Resource System |  | |
| **New Employee Training – Due within one year of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| Ellyn Satter videos | Local agency has on DVD or internal drive |  | |
| Wichealth.org: 1 participant lesson | www.wichealth.org/Support |  | |

**Breastfeeding Peer Counselor New Employee Training Record**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Status: \_\_\_ Full time \_\_\_ Part time ( \_\_\_ Hours/week)**

| **At the Time of Hire** | | | |
| --- | --- | --- | --- |
| **Event** | **Location** | | **Date Completed** |
| Local Agency Orientation *(according to the Local agency Personnel Training policy, local agency policy and HR requirements)* | WIC Portal Policies - Nutrition Services  Local Agency policy and procedures | |  |
| On-the-job Training *(New Employee Training Checklist)* | WIC Portal Policies – Nutrition Services Forms | |  |
| **New Employee Training – Due within 1 month of hire** | | | |
| **Event** | **Location** | **Date Completed** | |
| State-sponsored Security Awareness Training | Will be emailed to new staff person |  | |
| Data System Training | Virtual Training |  | |
| Civil Rights Training (must be done before talking with participants) | WIC Portal – Training for Personnel |  | |
| **New Employee Training – Complete prior to contacting participants** | | | |
| **Event** | **Location** | **Date Completed** | |
| Breastfeeding Curriculum Training - Level I | Contact State BFPC Coordinator for access |  | |
| Breastfeeding Curriculum Training - Level II | Contact State BFPC Coordinator for access |  | |