

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. The local WIC Agency is responsible for completing and maintaining the appropriate form for each new hire.

Staff Type	New Employee Training Record found on page:
CPA	2
Support Staff	5
Scheduler Only	7
WIC Coordinator	8
Breastfeeding Peer Counselor	11

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

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 <i>(according to the Local Agency Personnel Training policy, local agency policy and HR requirements)</i>	WIC Portal Policies - Nutrition Services Local Agency policy and procedures	
On-the-job Training <i>(New Employee Training Checklist)</i>	WIC Portal Policies – Nutrition Services Forms	
New Employee Training – Due within 1 month of hire		
Event	Location	Date Completed
ADA Training <i>(only if responsible for hiring staff)</i>	See Civil Rights Training policy	
Data System Training	Contact the Help Desk	
Civil Rights Training <i>(must be done before talking with participants)</i>	WIC Portal – Training - Personnel	
Bloodborne Pathogens <i>(all CPAs determined to be at risk of exposure by the local agency)</i>	Local Agency	
Orientation to child and dependent adult abuse laws	Local Agency	

Level 1 Orientation Module	WIC Portal – Training - Personnel	
Level 1 Screening Module	WIC Portal – Training -Personnel	
Level 1 Nutrition Risk Module	WIC Portal – Training - Personnel	
Level 1 Food Package Module	WIC Portal – Training -Personnel	
USDA WIC Breastfeeding Curriculum Level 1	Contact the State WIC Breastfeeding Coordinator or State WIC Breastfeeding Peer Counseling Coordinator	
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 -Personnel	
Level 2 Infant Nutrition Module	WIC Portal – Training - Personnel	
Level 2 Preschool Module	WIC Portal – Training - Personnel	
Level 2 Prenatal and Postpartum Module	WIC Portal – Training - Personnel	
USDA WIC Breastfeeding Curriculum Levels 2 - 3	Contact the State WIC Breastfeeding Coordinator or State WIC Breastfeeding Peer Counseling Coordinator	
Nutrition Risks Training	WIC Portal – Training - Personnel	
WIC Baby Behavior	WIC Works Resource System	

Feeding Infants: Nourishing Attitudes and Techniques	WIC Works Resource System	
Child abuse reporting	Iowa Health and Human Services LMS for mandatory reporters	
Dependent adult abuse reporting)	Iowa Health and Human Services LMS for mandatory reporters	
New Employee Training – Due within 9 months of hire		
Event	Location	Date Completed
Level 3 VENA Guidance Communication and Rapport	WIC Portal – Training - Personnel	
Value Enhanced Nutrition Assessment (VENA)	WIC Works Resource System	
VENA: Connecting the Dots between Assessment and Intervention	WIC Works Resource System	
Listening to Engage, Empower and Influence	WIC Works Resource System	
New Employee Training – Due within one year of hire		
Event	Location	Date Completed
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 <i>(according to the Local agency Personnel Training policy, local agency policy and HR requirements)</i>	WIC Portal Policies - Nutrition Services Local Agency policy and procedures	
On-the-job Training <i>(New Employee Training Checklist)</i>	WIC Portal Policies – Nutrition Services Forms	
New Employee Training – Due within 1 month of hire		
Event	Location	Date Completed
ADA Training <i>(only if responsible for hiring of staff)</i>	See Civil Rights Training policy	
Data System Training	Contact the Help Desk	
Civil Rights Training <i>(must be done before talking with participants)</i>	WIC Portal – Training - Personnel	
Bloodborne Pathogens <i>(if determined to be at risk of exposure by the local agency)</i>	Local Agency	
Level 1 Orientation Module	WIC Portal – Training - Personnel	

Level 1 Food Package Module	WIC Portal – Training - Personnel	
USDA WIC Breastfeeding Curriculum Level 1	Contact the State WIC Breastfeeding Coordinator or State WIC Breastfeeding Peer Counseling Coordinator	
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 <i>(according to the Local agency Personnel Training policy, local agency policy and HR requirements)</i>	WIC Portal Policies - Nutrition Services Local Agency policy and procedures	
On-the-job Training <i>(New Employee Training Checklist)</i>	WIC Portal Policies – Nutrition Services Forms	
New Employee Training – Due within 1 month of hire		
Event	Location	Date Completed
Data System Training	Local Agency	
Civil Rights Training <i>(must be done before talking with participants)</i>	WIC Portal – Training - Personnel	
Level 1 Orientation Module	WIC Portal – Training - Personnel	
USDA WIC Breastfeeding Curriculum Level 1	Contact the State WIC Breastfeeding Coordinator or State WIC Breastfeeding Peer Counseling Coordinator	

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 <i>(according to the Local agency Personnel Training policy, local agency policy and HR requirements)</i>	WIC Portal Policies - Nutrition Services Local Agency policy and procedures	
On-the-job Training <i>(New Employee Training Checklist)</i>	WIC Portal Policies – Nutrition Services Forms	
New Employee Training – Due within 1 month of hire		
Event	Location	Date Completed
Data System Training	Contact Help Desk	
Civil Rights Training <i>(must be done before talking with participants)</i>	WIC Portal – Training - Personnel	
ADA Training <i>(if responsible for hiring or training of staff)</i>	See Civil Rights Training policy	
Bloodborne Pathogens <i>(if determined to be at risk of exposure by the local agency)</i>	Local Agency	
Orientation to child and dependent adult abuse laws	Local Agency	
Level 1 Orientation Module	WIC Portal – Training - Personnel	

Level 1 Screening Module	WIC Portal – Training - Personnel	
Level 1 Nutrition Risk Module	WIC Portal – Training - Personnel	
Level 1 Food Package Module	WIC Portal – Training - Personnel	
USDA WIC Breastfeeding Curriculum Level 1	Contact the State WIC Breastfeeding Coordinator or State WIC Breastfeeding Peer Counseling Coordinator	
New Employee Training – Due within 3 months of hire		
Event	Location	Date Completed
New WIC Coordinator Training (<i>schedule with nutrition consultant</i>)	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 - Personnel	
Level 2 Infant Nutrition Module	WIC Portal – Training - Personnel	
Level 2 Preschool Module	WIC Portal – Training - Personnel	
Level 2 Prenatal and Postpartum Module	WIC Portal – Training - Personnel	
USDA WIC Breastfeeding Curriculum Levels 2 - 3	Contact the State WIC Breastfeeding Coordinator or State WIC Breastfeeding Peer Counseling Coordinator	
Nutrition Risks Training	WIC Portal – Training - Personnel	

WIC Baby Behavior Basics	WIC Works Resource System	
Feeding Infants: Nourishing Attitudes and Techniques	WIC Works Resource System	
Child abuse reporting	Iowa Health and Human Services LMS for mandatory reporters	
Dependent adult abuse reporting)	Iowa Health and Human Services LMS for mandatory reporters	
New Employee Training – Due within 9 months of hire		
Event	Location	Date Completed
Level 3 VENA Guidance Communication and Rapport	WIC Portal – Training - Personnel	
Value Enhanced Nutrition Assessment (VENA)	WIC Works Resource System	
VENA: Connecting the Dots between Assessment and Intervention	WIC Works Resource System	
Listening to Engage, Empower and Influence	WIC Works Resource System	
New Employee Training – Due within one year of hire		
Event	Location	Date Completed
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 <i>(according to the Local agency Personnel Training policy, local agency policy and HR requirements)</i>	WIC Portal Policies - Nutrition Services Local Agency policy and procedures	
On-the-job Training <i>(New Employee Training Checklist)</i>	WIC Portal Policies – Nutrition Services Forms	
New Employee Training – Due within 1 month of hire		
Event	Location	Date Completed
Data System Training	Contact Help Desk	
Civil Rights Training <i>(must be done before talking with participants)</i>	WIC Portal – Training - Personnel	
New Employee Training – Complete prior to contacting participants		
Event	Location	Date Completed
USDA WIC Breastfeeding Curriculum - Levels 1-2	Contact the State WIC Breastfeeding Coordinator or State WIC Breastfeeding Peer Counseling Coordinator	