

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	2
Support Staff	5
Scheduler Only	7
WIC Coordinator	8
Breastfeeding Peer Counselor	12

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 <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
State-sponsored Security Awareness Training	Will be emailed to new staff person	
ADA Training <i>(only if responsible for hiring or training of staff)</i>	See Civil Rights Training policy	
Data System Training	Virtual Training	
Civil Rights Training <i>(must be done before talking with participants)</i>	WIC Portal – Training for 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	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	
Nutrition Risks Training	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 <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
State-sponsored Security Awareness Training	Will be emailed to new staff person	
ADA Training <i>(only if responsible for hiring or training of staff)</i>	See Civil Rights Training policy	
Data System Training	Virtual Training	
Civil Rights Training <i>(must be done before talking with participants)</i>	WIC Portal – Training for 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 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 <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
State-sponsored Security Awareness Training	Will be emailed to new staff person	
Data System Training	Local Agency	
Civil Rights Training <i>(must be done before talking with participants)</i>	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 <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
State-sponsored Security Awareness Training	Will be emailed to new staff person	
Data System Training	Virtual Training	
Civil Rights Training <i>(must be done before talking with participants)</i>	WIC Portal – Training for 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	
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 <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 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	

Nutrition Risks Training	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	
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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
State-sponsored Security Awareness Training	Will be emailed to new staff person	
Data System Training	Virtual Training	
Civil Rights Training <i>(must be done before talking with participants)</i>	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	