

## New Employee Training Record

### Procedures

The purpose of the New Employee Training Record is to ensure 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 employee.

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 Policies and Procedures Manual - Iowa WIC web portal  Local Agency policy and procedures	
On-the-job Training <i>(New Employee Training Checklist)</i>	WIC Policies and Procedures Manual - Iowa WIC web portal	
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	Complete the available modules on Workday.  Additional training needed by Local Agency.	
Civil Rights Training <i>(must be done before talking with participants)</i>	Iowa WIC web portal	
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	Iowa WIC web portal	
Level 1 Screening Module	Iowa WIC web portal	
Level 1 Nutrition Risk Module	Iowa WIC web portal	
Level 1 Food Package Module	Iowa WIC web portal	
USDA WIC Breastfeeding Curriculum Level 1	Complete on Workday.	
<b>New Employee Training – Due within 3 months of hire</b>		
<b>Event</b>	<b>Location</b>	<b>Date Completed</b>
Wichealth.org Academy	www.wichealth.org/Support	
<b>New Employee Training – Due within 6 months of hire</b>		
<b>Event</b>	<b>Location</b>	<b>Date Completed</b>
Level 2 Basic Nutrition Module	Iowa WIC web portal	
Level 2 Infant Nutrition Module	Iowa WIC web portal	
Level 2 Preschool Module	Iowa WIC web portal	
Level 2 Prenatal and Postpartum Module	Iowa WIC web portal	
USDA WIC Breastfeeding Curriculum Levels 2 - 3	Complete on Workday.	

Nutrition Risks Training	Iowa WIC web portal	
WIC Baby Behavior	WIC Works Resource System	
Feeding Infants: Nourishing Attitudes and Techniques	WIC Works Resource System	
Child abuse reporting	Complete on Workday.	
Dependent adult abuse reporting)	Complete on Workday.	
<b>New Employee Training – Due within 9 months of hire</b>		
<b>Event</b>	<b>Location</b>	<b>Date Completed</b>
Level 3 VENA Guidance Communication and Rapport	Iowa WIC web portal	
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	
<b>New Employee Training – Due within one year of hire</b>		
<b>Event</b>	<b>Location</b>	<b>Date Completed</b>
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 Policies and Procedures Manual - Iowa WIC web portal  Local Agency policy and procedures	
On-the-job Training <i>(New Employee Training Checklist)</i>	WIC Policies and Procedures Manual - Iowa WIC web portal	
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	Complete the available modules on Workday. Additional training needed by Local Agency.	
Civil Rights Training <i>(must be done before talking with participants)</i>	Iowa WIC web portal	
Bloodborne Pathogens <i>(if determined to be at risk of exposure by the local agency)</i>	Local Agency	
Level 1 Orientation Module	Iowa WIC web portal	

Level 1 Food Package Module	Iowa WIC web portal	
USDA WIC Breastfeeding Curriculum Level 1	Complete on Workday.	
<b>New Employee Training – Due within 3 months of hire</b>		
<b>Event</b>	<b>Location</b>	<b>Date Completed</b>
Wichealth.org Academy	www.wichealth.org/Support	
<b>New Employee Training – Due within one year of hire</b>		
<b>Event</b>	<b>Location</b>	<b>Date Completed</b>
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 Policies and Procedures Manual - Iowa WIC web portal  Local Agency policy and procedures	
On-the-job Training <i>(New Employee Training Checklist)</i>	WIC Policies and Procedures Manual - Iowa WIC web portal	
New Employee Training – Due within 1 month of hire		
Event	Location	Date Completed
Data System Training	Complete the available modules on Workday.  Additional training needed by Local Agency.	
Civil Rights Training <i>(must be done before talking with participants)</i>	Iowa WIC web portal	
Level 1 Orientation Module	Iowa WIC web portal	
USDA WIC Breastfeeding Curriculum Level 1	Complete on Workday.	

## 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 Policies and Procedures Manual - Iowa WIC web portal  Local Agency policy and procedures	
On-the-job Training <i>(New Employee Training Checklist)</i>	WIC Policies and Procedures Manual - Iowa WIC web portal	
New Employee Training – Due within 1 month of hire		
Event	Location	Date Completed
Data System Training	Complete the available modules on Workday. Additional training needed by Local Agency.	
Civil Rights Training <i>(must be done before talking with participants)</i>	Iowa WIC web portal	
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	Iowa WIC web portal	
Level 1 Screening Module	Iowa WIC web portal	
Level 1 Nutrition Risk Module	Iowa WIC web portal	
Level 1 Food Package Module	Iowa WIC web portal	
USDA WIC Breastfeeding Curriculum Level 1	Complete on Workday.	
<b>New Employee Training – Due within 3 months of hire</b>		
<b>Event</b>	<b>Location</b>	<b>Date Completed</b>
New WIC Coordinator Training <i>(schedule with nutrition consultant)</i>	State WIC Office	
Wichealth.org Academy	www.wichealth.org/Support	
<b>New Employee Training – Due within 6 months of hire</b>		
<b>Event</b>	<b>Location</b>	<b>Date Completed</b>
Level 2 Basic Nutrition Module	Iowa WIC web portal	
Level 2 Infant Nutrition Module	Iowa WIC web portal	
Level 2 Preschool Module	Iowa WIC web portal	
Level 2 Prenatal and Postpartum Module	Iowa WIC web portal	
USDA WIC Breastfeeding Curriculum Levels 2 - 3	Complete on Workday.	

Nutrition Risks Training	Iowa WIC web portal	
WIC Baby Behavior Basics	WIC Works Resource System	
Feeding Infants: Nourishing Attitudes and Techniques	WIC Works Resource System	
Child abuse reporting	Complete on Workday.	
Dependent adult abuse reporting)	Complete on Workday	
<b>New Employee Training – Due within 9 months of hire</b>		
<b>Event</b>	<b>Location</b>	<b>Date Completed</b>
Level 3 VENA Guidance Communication and Rapport	Iowa WIC web portal	
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	
<b>New Employee Training – Due within one year of hire</b>		
<b>Event</b>	<b>Location</b>	<b>Date Completed</b>
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 Policies and Procedures Manual - Iowa WIC web portal  Local Agency policy and procedures	
On-the-job Training <i>(New Employee Training Checklist)</i>	WIC Policies and Procedures Manual - Iowa WIC web portal	
New Employee Training – Due within 1 month of hire		
Event	Location	Date Completed
Data System Training	Logging into Focus Module on Workday  BFPC Navigation of Focus Tutorial on Iowa WIC Web Portal	
Civil Rights Training <i>(must be done before talking with participants)</i>	Iowa WIC web portal	
New Employee Training – Complete prior to contacting participants		
Event	Location	Date Completed
USDA WIC Breastfeeding Curriculum - Levels 1-2	Complete on Workday.	