

Training and Education Record

Name: _____ **Hire date:** _____

Position: _____ **CPA providing nutrition services**

Status: ___ Full time ___ Part time (___ hours/week)

At the Time of Hire		
Event	Required for...	Date Completed
Agency Orientation <i>(see agency's orientation checklist, Local Agency Personnel Training policy and New Employee Training Checklist)</i>	All personnel	
On-the-job training <i>(Local Agency Personnel Training policy)</i>	All personnel	
State sponsored security awareness training	All personnel	
Data System Training <i>(within 1 month of hire)</i>	All personnel	
Civil Rights Training	All personnel	
Bloodborne pathogens	All personnel at risk of occupational exposure to bloodborne pathogens	
Wichealth.org Academy Online Training <i>(within 3 months of hire)</i>	CPAs/Non-CPA Professionals/WIC Coordinators/Support Staff/Support Staff Lead Staff/Health Professional Lead Staff	
New WIC Coordinator Training <i>(within 3 months of hire)</i>	New WIC Coordinators	
New Employee Training Course		
Level 1 <i>(within 1 month of hire)</i> - Orientation Module - Screening Module - Nutrition Risk Module - Food Package Module	CPAs/Non-CPA/Professionals/WIC Coordinators/Support Staff/Support Staff Lead Staff/Health Professional Lead Staff Note: Scheduler only employees only need to complete the Orientation Module.	
Prior to completing the Level 1 Orientation module, the following should be completed.		
Review the following topics and their associated policies <u>WIC Eligibility</u> (Income Determination, Household Size, Residency Requirements, Nutrition Risk Requirements, Nutrition Risk Priorities, Nutrition Risk Definitions) <u>Certifications and VOCs</u> (Participant Categories and Certification Periods, Verification of Certification) <u>Identification and Proxies</u> (Identification Requirements, Proxies) <u>Scheduling Appointments</u> (Processing Standards and Notice of Eligibility) <u>Certification End Dates and Terminations</u> (Participant Categories and Certification Periods, Terminations) <u>Rights and Responsibilities</u> (Rights and Responsibilities) <u>Participant Violations and Sanctions</u> (Participant Violations and Sanctions) <u>Sharing Participant Data</u>	CPAs/Non-CPA Professionals/WIC Coordinators/Support Staff/Support Staff Lead Staff/Health Professional Lead Staff	

(Confidentiality of Participant Information) <u>Civil Rights</u> (Collecting Race and Ethnicity Data) <u>Breastfeeding Promotion & Support</u> (Breastfeeding Promotion and Support)		
<ul style="list-style-type: none"> Public Health Alphabet Soup (found on the Iowa WIC Web Portal) 	CPAs/Non-CPA Professionals/WIC Coordinators/Support Staff/Support Staff Lead Staff/Health Professional Lead Staff	
<ul style="list-style-type: none"> WIC Dictionary (found on the Iowa WIC Web Portal) 	CPAs/Non-CPA Professionals/WIC Coordinators/Support Staff/Support Staff Lead Staff/Health Professional Lead Staff	
<ul style="list-style-type: none"> WIC 101 (WIC Works Resource System) 	CPAs/Non-CPA Professionals/WIC Coordinators/Support Staff/Support Staff Lead Staff/Health Professional Lead Staff	
<ul style="list-style-type: none"> Confronting Your Assumptions (WIC Works Resource System) 	WIC Coordinators/Health Professional Lead Staff	
Prior to completing the Level 1 Screening Module, complete the following		
Review the following topics and their associated policies <u>Anthropometric Measurements</u> (Anthropometric Measurements) <u>Blood Work Screening</u> (Blood Tests, Lead Poisoning Screening, Infection Control Guidelines)	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
<ul style="list-style-type: none"> Hemoglobin Screening: Data Collection, Assessment and Implications (Prepare Iowa Learning Management System) 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
<ul style="list-style-type: none"> Body Mass Index Assessment: Child and Youth with Special Health Care Needs (Prepare Iowa Learning 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
<ul style="list-style-type: none"> Accurately Weighing and Measuring Infants, Children, and Adolescents (Prepare Iowa Learning Management System) 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
<ul style="list-style-type: none"> Related CDC Modules: Using the BMI-for-Age Growth Charts (Prepare Iowa Learning Management System) 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
<ul style="list-style-type: none"> WHO Growth Chart Training (Prepare Iowa Learning Management System) 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
Prior to completing the Level 1 Nutrition Risk Factor Module, complete the following		
Review the following topics and their associated policies <u>Completing the Nutrition Interview</u> (Breastfeeding Data Collection, Nutrition and Health Assessment, Health Updates, Immunizations) <u>Nutrition Risks</u> (Nutrition Risk Requirements, Nutrition Risk Definitions, Nutrition Risk Priorities) <u>Nutrition Care Plans & SOAP Format</u> (Nutrition Care Plans) <u>Nutrition Education</u> (Nutrition Education Contacts)	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
<ul style="list-style-type: none"> Value Enhanced Nutrition Assessment (VENA) (WIC Works Resource System) 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	

<ul style="list-style-type: none"> • VENA: Connecting the Dots between Assessment and Intervention (WIC Works Resource System) 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
Prior to completing the Level 1 Food Package Module, complete the following		
Review the following topics and their associated policies <u>WIC Benefits</u> (Issuing Food Instruments, Lost or Stolen Food Instruments, Food Package Nutrition Tailoring, Food Package Administration Adjustments, Infant Food Packages, Special Women and Children Food Packages, Pregnant or Partially (Mostly) Breastfeeding Food Packages, Children 1-4 Years Food Packages, Postpartum or Mostly Formula Feeding Women Food Packages, Fully Breastfeeding Women Food Package, Medicaid Reimbursement for Enteral Nutrition, Medical Documentation, Federal Regs (CFR 246.10 Supplemental Foods, Subpart D - Participant Benefits)	CPAs/Non-CPA Professionals/WIC Coordinators/Support Staff/Support Staff Lead Staff/Health Professional Lead Staff	
Level 2 (within 6 months of hire) <ul style="list-style-type: none"> - Basic Nutrition Module - Infant Nutrition Module - Preschool Module - Breastfeeding Module - Prenatal and Postpartum Module 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
Prior to completing the Level 2 Infant Nutrition Module, complete the following:		
<ul style="list-style-type: none"> • WIC Baby Behavior Basics (WIC Works Resource System) 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
<ul style="list-style-type: none"> • Feeding Infants: Nourishing Attitudes and Techniques (WIC Works Resource System) 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
Level 3 (within 9 months of hire) <ul style="list-style-type: none"> - Communication and Rapport Building 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
Prior to completing Level 3, complete the following:		
<ul style="list-style-type: none"> • Using Active Listening in Workplace Situations (WIC Works Resource System) 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
<ul style="list-style-type: none"> • Motivational Interviewing: Supporting Patients in Health Behavior change (Prepare Iowa Learning Management System) 	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	
In First Year of Employment		
Event	Required for...	Date Completed
Child abuse and dependent adult abuse reporting (2 hours each) <i>(within the first 6 months)</i>	Mandatory child and dependent adult abuse reporters including nurses and dietitians	
Recognizing Cultural Influences on Food Beliefs and Practices (Prepare Iowa Learning Management System)	CPAs/Non-CPA Professionals	
Cross-Cultural Communication and Nutrition Assessment(Prepare Iowa Learning Management System)	CPAs/Non-CPA Professionals	
View Elynn Satter videos	CPAs/Non-CPA Professionals/WIC Coordinators/Health Professional Lead Staff	

Wichealth.org: 3 participant lessons completed	CPAs/Non-CPA Professionals/WIC Coordinators/Support Staff/Support Staff Lead Staff/Health Professional Lead Staff	
Required Ongoing Training (The auditors define annually as every federal fiscal year.)		
Topic	Dates	
Bloodborne pathogens (annually)		
Civil Rights training (annually)		
State sponsored security awareness training (annually)		
Wichealth.org: 3 participant lessons completed (annually)		
Child abuse reporting (1 hour recertification for both Mandatory Child Abuse Training and Dependent Adult Training) (every three years)		
The following courses must be completed every even numbered federal fiscal year by the required staff as listed above.		
<ul style="list-style-type: none"> WIC 101 (WIC Works Resource System) 		
<ul style="list-style-type: none"> Value Enhanced Nutrition Assessment (VENA) (WIC Works Resource System) 		
<ul style="list-style-type: none"> WIC Baby Behavior Basics (WIC Works Resource System) 		
<ul style="list-style-type: none"> Using Active Listening in Workplace Situations (WIC Works Resource System) 		
<ul style="list-style-type: none"> Hemoglobin Screening: Data Collection, Assessment and Implications (Prepare Iowa Learning Management System) 		
<ul style="list-style-type: none"> Motivational Interviewing: Supporting Patients in Health Behavior change (Prepare Iowa Learning Management System) 		
The following courses must be completed every odd numbered federal fiscal year by the required staff as listed above.		
<ul style="list-style-type: none"> Confronting Your Assumptions (WIC Works Resource System) 		
<ul style="list-style-type: none"> VENA: Connecting the Dots between Assessment and Intervention (WIC Works Resource System) 		
<ul style="list-style-type: none"> Feeding Infants: Nourishing Attitudes and Techniques (WIC Works Resource System) 		
<ul style="list-style-type: none"> Accurately Weighing and Measuring Infants, Children, and Adolescents (Prepare Iowa Learning Management System) 		
Nutrition and health related continuing education	<i>Record on the following page. This includes a minimum of 9 hours per federal fiscal year for all staff functioning as CPAs.</i>	

