

300.10a

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, Policy 300.10, and Policy 300.11)</i>	All personnel	
On-the-job training (300.10)	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> <ul style="list-style-type: none"> - 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.		
<ul style="list-style-type: none"> • Policy Review <ul style="list-style-type: none"> - WIC Eligibility (215.40, 215.41, 214.43, 215.45, 215.50, 215.60, 215.61, Income Scenarios found on the WIC Web Portal - Certifications and VOCs (215.06, 220.20) - Identification and Proxies (220.10, 225.70) - Scheduling Appointments (215.20) - Certification End Dates and Terminations (215.06, 215.30) - Rights and Responsibilities (215.95) - Participant Violations and Sanctions (225.80) - Sharing Participant Data (245.05) - Civil Rights (320.30) - Breastfeeding Promotion & Support (240.80) 	CPAs/Non-CPA Professionals/WIC Coordinators/Support Staff/Support Staff Lead Staff/Health Professional Lead Staff	

<ul style="list-style-type: none"> Public Health Alphabet Soup (found on the Iowa WIC Web Portal) 	CPAs/Non-CPA Coordinators/Support Staff/Support Staff/Health Professional Lead Staff	Professionals/WIC Staff/Support Staff Lead Staff
<ul style="list-style-type: none"> WIC Dictionary (found on the Iowa WIC Web Portal) 	CPAs/Non-CPA Coordinators/Support Staff/Support Staff/Health Professional Lead Staff	Professionals/WIC Staff/Support Staff Lead Staff
<ul style="list-style-type: none"> WIC 101 (<i>WIC Works Resource System</i>) 	CPAs/Non-CPA Coordinators/Support Staff/Support Staff/Health Professional Lead Staff	Professionals/WIC Staff/Support Staff Lead Staff
<ul style="list-style-type: none"> Confronting Your Assumptions (<i>WIC Works Resource System</i>) 	WIC Coordinators/Health Professional Lead Staff	
Prior to completing the Level 1 Screening Module, complete the following		
<ul style="list-style-type: none"> Policy Review <ul style="list-style-type: none"> Anthropometric Measurements (215.71, 215.73, 215.74, Summary of Anthropometric Risks (found on the Iowa WIC Web Portal) Blood Work Screening (215.72, 245.60, 245.70, 360.65) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC Lead Staff
<ul style="list-style-type: none"> Hemoglobin Screening: Data Collection, Assessment and Implications (<i>Prepare Iowa Learning Management System</i>) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC Lead Staff
<ul style="list-style-type: none"> Body Mass Index Assessment: Child and Youth with Special Health Care Needs (<i>Prepare Iowa Learning Management System</i>) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC Lead Staff
<ul style="list-style-type: none"> Accurately Weighing and Measuring Infants, Children, and Adolescents (<i>Prepare Iowa Learning Management System</i>) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC Lead Staff
<ul style="list-style-type: none"> Related CDC Modules: Using the BMI-for-Age Growth Charts (<i>Prepare Iowa Learning Management System</i>) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC Lead Staff
<ul style="list-style-type: none"> WHO Growth Chart Training (<i>Prepare Iowa Learning Management System</i>) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC Lead Staff
Prior to completing the Level 1 Nutrition Risk Factor Module, complete the following		
<ul style="list-style-type: none"> Policy Review <ul style="list-style-type: none"> Completing the Nutrition Interview (215.67, 215.70, 215.75, 245.30) Nutrition Risks (215.60, 215.61, 215.62, WIC Priority System Handout) Nutrition Care Plans & SOAP Format (215.83, 215.62, Care Plan SOAP Note Activity) Nutrition Education (240.55, 225.85, MI Participant Tool) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC Lead Staff
<ul style="list-style-type: none"> Value Enhanced Nutrition Assessment (VENA) (<i>WIC Works Resource System</i>) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC Lead Staff
<ul style="list-style-type: none"> VENA: Connecting the Dots between Assessment and Intervention (<i>WIC Works Resource System</i>) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC Lead Staff
Prior to completing the Level 1 Food Package Module, complete the following		

<ul style="list-style-type: none"> Policy Review <ul style="list-style-type: none"> WIC Benefits (225.50, 225.65, 225.85, 235.01, 235.02, 235.03, 236.06, 235.07, 235.08, 235.09, 235.10, 235.20, 235.30, 235.30A, 235.50, 398.10 (CFR 246.10 Supplemental Foods, Subpart D - Participant Benefits) 		
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 Coordinators/Health Professional Lead Staff	Professionals/WIC
Prior to completing the Level 2 Infant Nutrition Module, complete the following:		
<ul style="list-style-type: none"> WIC Baby Behavior Basics (<i>WIC Works Resource System</i>) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC
<ul style="list-style-type: none"> Feeding Infants: Nourishing Attitudes and Techniques (<i>WIC Works Resource System</i>) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC
Prior to completing the Level 2 Breastfeeding Module, complete the following:		
<ul style="list-style-type: none"> Breastfeeding Basics (<i>WIC Works Resource System</i>) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC
Level 3 (within 9 months of hire) <ul style="list-style-type: none"> Communication and Rapport Building 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC
Prior to completing Level 3, complete the following:		
<ul style="list-style-type: none"> Using Active Listening in Workplace Situations (<i>WIC Works Resource System</i>) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC
<ul style="list-style-type: none"> Motivational Interviewing: Supporting Patients in Health Behavior change (<i>Prepare Iowa Learning Management System</i>) 	CPAs/Non-CPA Coordinators/Health Professional Lead Staff	Professionals/WIC
In First Year of Employment		
Event	Required for...	Date Completed
Child abuse and dependent adult abuse reporting (2 hours each) (within the first 6 months)	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 Ellyn 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	
Topic	Dates
Bloodborne pathogens (<i>annually</i>)	
Civil Rights training (<i>annually</i>)	
State sponsored security awareness training (<i>annually</i>)	
Wichealth.org: 3 participant lessons completed (<i>annually</i>)	
Child abuse reporting (1 hour recertification for both Mandatory Child Abuse Training and Dependent Adult Training) (<i>every three years</i>)	
The following courses must be completed every even numbered year by the required staff as listed above.	
<ul style="list-style-type: none"> • WIC 101 (<i>WIC Works Resource System</i>) 	
<ul style="list-style-type: none"> • Value Enhanced Nutrition Assessment (VENA) (<i>WIC Works Resource System</i>) 	
<ul style="list-style-type: none"> • WIC Baby Behavior Basics (<i>WIC Works Resource System</i>) 	
<ul style="list-style-type: none"> • Using Active Listening in Workplace Situations (<i>WIC Works Resource System</i>) 	
<ul style="list-style-type: none"> • Hemoglobin Screening: Data Collection, Assessment and Implications (<i>Prepare Iowa Learning Management System</i>) 	
<ul style="list-style-type: none"> • Motivational Interviewing: Supporting Patients in Health Behavior change (<i>Prepare Iowa Learning Management System</i>) 	
The following courses must be completed every odd numbered year by the required staff as listed above.	
<ul style="list-style-type: none"> • Confronting Your Assumptions (<i>WIC Works Resource System</i>) 	
<ul style="list-style-type: none"> • VENA: Connecting the Dots between Assessment and Intervention (<i>WIC Works Resource System</i>) 	
<ul style="list-style-type: none"> • Breastfeeding Basics (<i>WIC Works Resource System</i>) 	
<ul style="list-style-type: none"> • Feeding Infants: Nourishing Attitudes and Techniques (<i>WIC Works Resource System</i>) 	
<ul style="list-style-type: none"> • Accurately Weighing and Measuring Infants, Children, and Adolescents (<i>Prepare Iowa Learning Management System</i>) 	
Nutrition-related continuing education	<i>Record on the following page. This includes a minimum of 9 hours per fiscal year for full-time licensed dietitians, 4 contact hours per fiscal year for full-time nurses and 9 contact hours per fiscal year for nutrition educators who are functioning as CPAs.</i>

