

## Checklist for Training a New CPA

Staff name \_\_\_\_\_ Start Date \_\_\_\_\_

**Indicate the date each required module or online course is completed. Modules and online courses are listed in the order of recommended completion.**

#	Type	Module or Online Course	Time to Complete	Hours	Level	Recommendations – See policy for requirements	Date Completed
1.	Paper	Certifier's Guide	6 months	8	2	Guides completion of all modules and online courses.	
2.	Paper	Intro to WIC Module	1 week	2-5	1		
3.	Online	Providing Participant Centered Education: Introduction Module	1 month	.5	2	Complete introduction module from this course. Gives an overview of a certification	
4.	Online	Breastfeeding Level 1 Online Course	1 month	1.5	1		
5.	Online	Anthropometric Online Course	1 month	2	2	Complete prior to taking measurements	
6.	Online	Hematology Online Course	1 month	2	2	Complete prior to doing lab work.	
7.	Paper	Food Package Module	1 months	2-5	1		
8.	Online	PCS – Setting the Stage Online Course	3 months	1.5	1		
9.	Online	Basic Nutrition Online Course	3 months	4	2	Complete prior to the Dietary Risk Module	
10.	Online	WIC Participant Centered Education Online Course	3 months	7-8	2	Complete modules 1-9 from this course.	
11.	Paper	Nutrition Risk Module	3 months	7-11	2	Appropriate Workbooks must be completed prior to certifying participants of that category.	
12.	Online	Adverse Childhood Events Online Course	3 months	1-2	1		

#	Type	Module or Online Course	Time to Complete	Hours	Level	Recommendations – See policy for requirements	Date Completed
13.	Online	Prenatal Nutrition Online Course	6 months	2	2	Complete prior to certifying pregnant women	
14.	Online	Child Nutrition Online Course	6 months	2	2	Complete prior to certifying children	
15.	Paper	Infant Feeding and Nutrition Module	6 months	3	2	Complete prior to certifying infants	
16.	Paper	Breastfeeding Level 2 Module or attend Breastfeeding Level 2 Training	6 months	6-9	2	Complete prior to certifying breastfeeding women. Breastfeeding Level 2 Training is a 3-day face-to-face training offered 2 or 3 times a year.	
17.	Paper	Infant Formula Module	6 months	3	2		
18.	Online	Postpartum Nutrition Online Course	6 months	2	2	Complete prior to certifying postpartum women	
19.	Online	Baby Behaviors Online Course	6 months	2.5	2		
20.	Online	Understanding Toddler Behavior	6 months	2	2		
21.	Paper	Providing Participant Centered Groups Module		9-10	2	Complete prior to facilitating groups	
22.		TWIST Training				TWIST is an integral part of functioning in WIC, therefore training staff to use TWIST to perform the functions outlined in the training modules is necessary. Alternatives to on-the-job TWIST training include sending staff to TWIST training in Portland or using the TWIST Training Manual	

**Type:** Training resources are either available as hard copy modules, which can be ordered from the state mailroom or printed from the website, or online courses, which are accessed through iLearnOregon.

<https://www.oregon.gov/oha/ph/HealthyPeopleFamilies/wic/Pages/modules.aspx>

**Level:** Level 1 are those required for all WIC staff. Level 2 are required for CPA's.

**TWIST Training:** For TWIST training dates go to the Staff Training page and scroll down:

<https://www.oregon.gov/oha/ph/HealthyPeopleFamilies/wic/Pages/training.aspx>

**TWIST Training Manual:** <https://www.oregon.gov/oha/ph/HealthyPeopleFamilies/wic/Pages/twist.aspx>