OTIS NOTICE

April 13, 2023

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Certifier Guide transitions to Workday Learning

One OTIS-related change has nothing to do with the development of the OTIS. It is about getting ready for documenting training when we transition to OTIS.

To prepare for OTIS, the training unit has been working to resolve process-related challenges of documenting WIC staff training in OTIS. The biggest challenge is the *WIC Certifier Guide*. The Guide has now fully transitioned to Workday Learning. Here's a guide to help you navigate the changes.

The name game in Workday Learning

Here are some terms that will help you navigate the new structure

- **Course**: a single topic, such as *Basic Nutrition.*
- **Self-paced eLearning**: an eLearning module
- **Self-paced PDF course**: formerly, a "paper module." These courses are now in Workday Learning. The number of individual pdfs to download has been reduced. Every PDF is a "fillable" document. This means learners may

download the pdf and type answers within the PDF. For those wishing a hard copy, they are also available in Shopify.

- **Program**: a "program" is a grouping of courses and posttests in Workday Learning.
- **Certifier Program**: The Certifier Guide is now the Certifier *Program*. The full Certifier Program is made of 12 sections.
- **Certifier Program Section**: a group of courses in one Workday Learning program. A section represents a chapter in the former Certifier guide. Every Certifier Program Section begins with a course titled, "*Certifier Guide for Section X*"
- **Certifier Guide for Section X**: These are the self-paced PDF files that provide context for new certifiers for the other courses in the section. They are the PDF files that were on the website as the *Certifier Guide*.

The WIC Certifier Program staff web page

The Certifier Program has 12 sections. These program sections are outlined on our staff training webpage. Each section groups an area of learning or competency for the new WIC Certifier. The link in each Program Section takes you to its location in Workday learning.
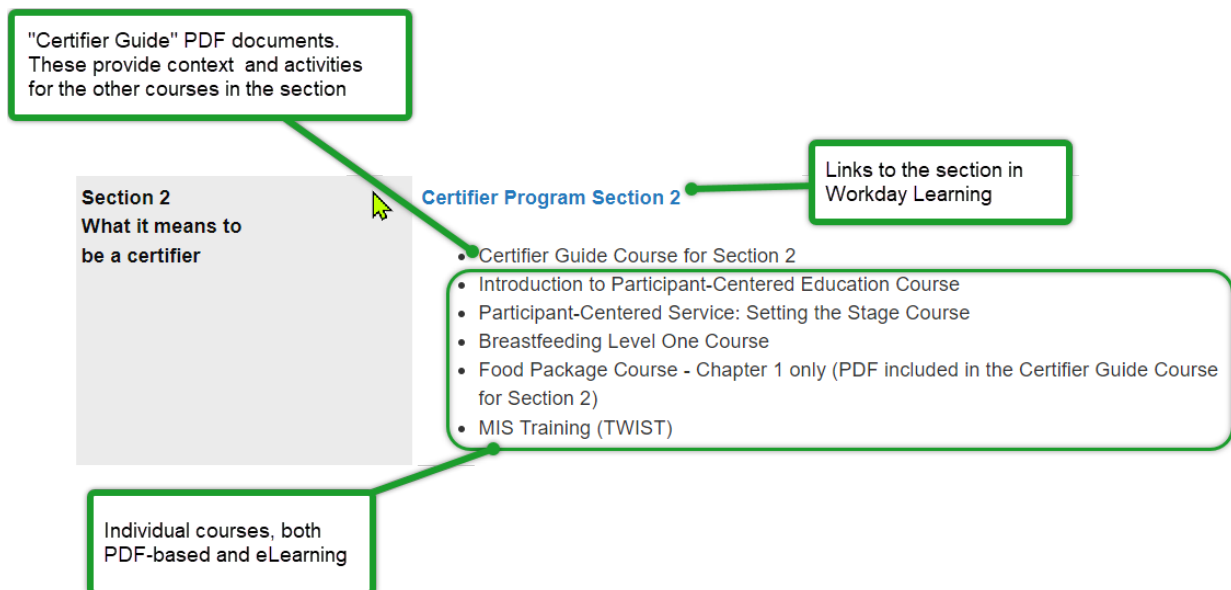

This structure groups all the various PDFs and Courses in one place for staff completing the training to become a Certifier.

Finding the Certifier Program in Workday Learning

One can also navigate the Certifier Program within Workday learning. The structure of each section is the same as outlined on the WIC Staff Training web page. Staff need to have a Workday Learning account. Instructions for creating a Workday Learning account are on our website.

What is different is how you find it. Here's how you find it in Workday Learning:
- Log in to Workday Learning.
- Click on Learning
- Click on "Browse Learning Content"
- Enter "Certifier Program" in the learning content search bar
- Click the "Search" button
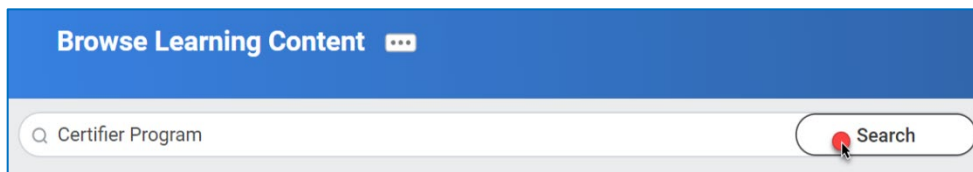
- Workday will provide a list of "courses" and "programs." Look for the items that say they are a program in the title
  - You can also filter the types (course vs program) using the "Type" on the left of the list.

What's in a "program section"?

Each program section includes
- The Certifier Guide for the section. This is the content specific for training to be a certifier related to the topics in the section.
- Courses specific for this section. These can be accessed within the program or individually in workday. Each course includes the posttest for that topic.

What if staff already started the old Certifier Guide?

Don't worry! If a person started the Certifier Guide process, they can continue moving through the process. The section numbers match the chapter numbers of the old *Certifier Guide*. If a person ahs completed chapters 1-3, they can pick up with Section 4A.

Next steps

This will be a topic at the upcoming Training Supervisor forum on June 15, 2023. Please bring your comments and experiences using this format for discussion. We are currently working with the Workday Learning LMS Administrator to determine the best method for creating reports related to this training.

Please continue to document training in TWIST as you always have. Moving the courses into Workday Learning is one step in preparing for documenting training in OTIS.

Please feel free to reach out to [Joan Medlen](#) with questions about this process.

Thank you!