

Job Aid

Level 2 Training Checklist

Certifier Program overview

There are nine sections in the WIC Certifier Program. Your Training Supervisor will assist you in navigating them all. It is important you follow the Level 2 Certifier Program structure. When you enroll in a Certifier **Program** section Workday Learning groups the courses required for that section.

Use this checklist to track training progress to meet requirements and timelines. The Level 2 Certifier Program includes all Level 1 training. Those who have previously completed Level 1 Training should show completed in Workday learning.

The entire program should be completed within 6 months of beginning to certify participants. Training related to specific participant types are grouped together. Staff must complete training specific to the participant type before certifying a participant in that category. Check the notes before each section for details.

“By when” dates that are defined in policy are listed in the table. For example, “Postpartum Nutrition” must be completed before beginning to certify women **and** within 6 months of beginning to certify. Timelines are defined in [Policy 440: Staff Training Requirements](#).

Workday Learning

All training is in Workday Learning. PDF modules may be completed using a digital file or printed. All PDFs are “fillable” and allow note taking. Printed versions of PDF modules may be ordered through Oregon WIC Shopify.

Level 2 Certifier program training checklist

Certifier Program Section 1: Getting Started

Workday Learning link: [OHA – PHD – WIC – Certifier Program Section 1](#)

This section must be completed before certifying any participant.

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Section 1 Certifier Guide	1 month of hire	1hr	
<input type="checkbox"/>	Orientation to WIC	1 month of hire	1	
<input type="checkbox"/>	Civil Rights	1 month of hire	1	

Certifier Program Section 2: What it means to be a certifier

Workday Learning link: [OHA – PHD – WIC – Certifier Program Section 2](#)

This section must be completed before certifying any participant.

<input checked="" type="checkbox"/>	Name	By when	Est time needed	Date completed
<input type="checkbox"/>	Section 2 Certifier Guide		2.5	
<input type="checkbox"/>	Participant-Centered Services: Setting the Stage	3 months of hire	2	

<input checked="" type="checkbox"/>	Name	By when	Est time needed	Date completed
<input type="checkbox"/>	Introduction to Participant-Centered Education		.5	
<input type="checkbox"/>	Food Package for Certifying Staff – Part 1	1 month of hire	4	
<input type="checkbox"/>	Breastfeeding level 1	1 month of hire	1	
<input type="checkbox"/>	MIS Training (TWIST)	3 months	2 days	

Certifier Program Section 3: Interacting with WIC participants

Workday Learning link: [OHA – PHD – WIC – Certifier Program Section 3](#)

This section must be completed **before** certifying any participant.

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Section 3 Certifier Guide	1 month	2.5	
<input type="checkbox"/>	Participant Centered Education	3 months	2	
<input type="checkbox"/>	Adverse Childhood Experiences (ACEs)	3 months of hire	2	

Certifier Program 4A: Completing an Assessment

Workday Learning link: [OHA – PHD – WIC – Certifier Program Section 4A](#)

This section must be completed **before** certifying any participant.

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Section 4A Certifier Guide		2.5	
<input type="checkbox"/>	Anthropometrics	3 months	3	
<input type="checkbox"/>	Hematology	3 months	2	
<input type="checkbox"/>	Basic Nutrition	3 months	3	
<input type="checkbox"/>	Nutrition Risk Chapter 1		1	
<input type="checkbox"/>	Nutrition Risk Chapter 2		1	
<input type="checkbox"/>	Nutrition Risk Chapter 3		1.5	

Certifier Program Section 4B: Prenatal Nutrition

Workday Learning link: [OHA – PHD – WIC – Certifier Program Section 4B](#)

This section must be completed **before** certifying a participant who is pregnant.

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Section 4B Certifier Guide		.5	
<input type="checkbox"/>	Prenatal Nutrition	6 months	2	
<input type="checkbox"/>	Nutrition Risk Chapter 4		2	

Certifier Program Section 4C: Infant and Child Nutrition

Workday Learning link: [OHA – PHD – WIC – Certifier Program Section 4C](#)

This section must be completed **before** certifying a participant who is a child.

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Section 4C Certifier Guide	2 months	1.5	
<input type="checkbox"/>	Child Nutrition	6 months	3	
<input type="checkbox"/>	Responsive Parenting and WIC	6 months	2	

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Toddler Behavior	6 months	2	
<input type="checkbox"/>	Nutrition Risk Chapter 5		2	

Certifier Program Section 4D: Infant Feeding and Formula

Workday Learning link: [OHA – PHD – WIC – Certifier Program Section 4D](#)

This section must be completed **before** certifying a participant who is an infant.

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Section 4D Certifier Guide		.5	
<input type="checkbox"/>	Infant Feeding and Nutrition	6 months	3	
<input type="checkbox"/>	Baby Behaviors	6 months	3	
<input type="checkbox"/>	Infant Formula	6 months	3.5	

Certifier Program Section 4E: Nutrition for Postpartum Women

Workday Learning link: [OHA – PHD – WIC – Certifier Program Section 4E](#)

This section must be completed **before** certifying a participant who is postpartum.

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Section 4E Certifier Guide		.5	
<input type="checkbox"/>	Postpartum Nutrition	6 months	2	
<input type="checkbox"/>	Nutrition Risk Chapter 6		1	

Certifier Program Section 4F: Breastfeeding

Workday Learning link: [OHA – PHD – WIC – Certifier Program Section 4F](#)

This section must be completed **before** certifying a participant who is breastfeeding.

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Section 4F Certifier Guide		1	
<input type="checkbox"/>	Breastfeeding Training Level 2	6 months	16	

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Breastfeeding Training Level 3	6 months	9	

Certifier Program Section 5: Providing Nutrition-Focused Counseling

Workday Learning link: [OHA – PHD – WIC – Certifier Program Section 5](#)

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Section 5 Certifier Guide		.5	
<input type="checkbox"/>	Moving from Assessment to Nutrition-Focused Counseling		.5	
<input type="checkbox"/>	Checking for Understanding		.5	
<input type="checkbox"/>	Planning for Quarterly Nutrition Education		.5	
<input type="checkbox"/>	Finding Reputable Evidence-Based Resources		.5	

Certifier Program Section 6: Assigning and Tailoring Food Packages

Workday Learning Link: [OHA – PHD – WIC – Certifier Program Section 6](#)

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Section 6 Certifier Guide		2.5	
<input type="checkbox"/>	Food Package for Certifying Staff – Part 2		2.5	

Certifier Program Sections 7, 8, and 9: Making Referrals, Documentation, and Continual Learning

Workday Learning Link: [OHA – PHD – WIC – Certifier Program Sections 7, 8, and 9](#)

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Section 7 Certifier Guide		1.5	
<input type="checkbox"/>	Section 8 Certifier Guide		2	
<input type="checkbox"/>	Section 9 Certifier Guide		.5	
<input type="checkbox"/>	Providing Participant-Centered Groups		9	

Certifier Program Posttest

Workday Learning Link: [OHA – PHD – WIC – Certifier Program Posttest](#)

<input checked="" type="checkbox"/>	Name	By when	Time needed	Date completed
<input type="checkbox"/>	Certifier Program Posttest	6 months	1	