

# Certifiers Refresher In-service Checklist



Use this checklist to keep track of which Certifier Guide lessons you have completed. This list only includes those lessons that need to be completed by existing CPA's by April 31, 2019. Each lesson will take 15 - 30 minutes to complete.

Agency: \_\_\_\_\_

Certifiers Name: \_\_\_\_\_

| #   | Lesson Title   | Date Scheduled | Date completed |
|---|--|----------------|----------------|
| <b>Chapter 4 – Completing an assessment</b>               |  |                |                |
| 4-1   | Nutrition risks and risk levels  |                |                |
| 4-2   | Selecting and assigning risks <ul style="list-style-type: none"> <li>• Job aids: Selecting Risks – Prenatal, Children, Infants, and Postpartum</li> </ul>        |                |                |
| 4-3   | What is a complete assessment? <ul style="list-style-type: none"> <li>• Job aid: What is a complete assessment?</li> <li>• Job aid: Probing questions</li> </ul> |                |                |
| 4-4   | Assessment variables <ul style="list-style-type: none"> <li>• Job aid: Conversation tracking tool</li> </ul>   |                |                |
| <b>Chapter 5 – Providing nutrition-focused counseling</b> |  |                |                |
| 5-1   | Moving from assessment to nutrition-focused counseling <ul style="list-style-type: none"> <li>• Job aid: Framework for nutrition-focused counseling</li> </ul>   |                |                |
| 5-2   | Checking for understanding <ul style="list-style-type: none"> <li>• Job aid: Anticipatory guidance topics</li> </ul>   |                |                |
| 5-3   | Planning for quarterly nutrition education   |                |                |
| <b>Chapter 7 – Making referrals</b>                       |  |                |                |
| 7-1   | Good referrals   |                |                |
| 7-2   | Required referrals   |                |                |
| 7-3   | High risk referral process   |                |                |
| <b>Chapter 8 - Documentation</b>                          |  |                |                |
| 8-1   | Where and how to document  |                |                |
| 8-2   | Writing next steps   |                |                |
| 8-3   | Documenting quarterly Nutrition Education  |                |                |

When you have completed these lessons sign this document and turn it into your Training Supervisor who will store this with your other training records.