

3-2 Completion Form: PCE Online Course

What you need to do:

1. Print, copy, or save this page.
2. Once you have completed the training - read, date, and sign this form.
3. Your training supervisor should read, complete, date and sign the form.
4. Your training supervisor will file the completed form with your personnel documents and enter the completion date into the data system.

Agency: _____

Certifier Name: _____

New Certifier:

I have completed *all 10 Modules of the PCE* –online course and discussed what I learned with my training supervisor.

Date: _____

Signature: _____

After completing the *PCE* online course, you should meet the following competencies:

#	Competency	Yes/No/NA
6.1	Uses appropriate techniques to establish a relationship and begin a conversation.	
6.2	Practices active listening and observation skills.	
6.3	Collects information without interrupting or correcting the applicant.	
6.4	Checks for understanding by paraphrasing or reflecting what was heard.	

#	<u>Competency</u>	Yes/No/NA
6.5	Compares participants' verbal responses to non-verbal behaviors to assess participants' attitude, feelings, and readiness for change.	
6.6	Uses an effective balance of open-ended and closed-ended questions.	
6.7	Affirms participants' feelings, beliefs and efforts.	
6.8	Expresses empathy for the participants' situation.	
6.9	Completes nutrition assessment tasks before providing nutrition counseling.	
6.10	Selects forms and materials for participants to complete that are appropriate for the target population (i.e. language, reading level, length, format) according to State agency policy.	
7.1	Respects different belief systems about issues such as blood work, immunizations, dietary supplements, alternative medicine, and traditional healers.	
7.5	Uses socio-culturally appropriate communication styles to collect nutrition assessment information and provide participant centered counseling.	
8.4	Considers the applicant's point of view regarding their needs, concerns, and nutrition and health priorities.	
10.2	Uses and demonstrates key educator behaviors of participant-centered education.	
10.3	Understands the factors that influence an individual's food behavior.	
10.4	During a given visit, selects with the participant, a limited number of issues to discuss from all the potential nutrition issues.	
10.5	Uses assessment information to select nutrition education concepts that engage the participant in setting individual, simple and attainable next steps to improve their health outcomes.	
10.6	Provide participants with clear and relevant "how to" actions and ideas to accomplish participant-identified next steps.	

#	<u>Competency</u>	Yes/No/NA
10.7	Focuses nutrition education on participant strengths and interests.	
10.8	Provides health-outcome based anticipatory guidance.	
10.9	Uses effective counseling methods or teaching strategies that are relevant to the participants' nutritional risk and interests and are easily understood.	
10.10	When providing nutrition education, assesses the effectiveness of previous interventions on behavior change.	
10.11	Selects research-based education materials based on the participants' language, culture, literacy level and interests and effectively presents the material to the participant.	
10.12	Maintains an environment that promotes good nutrition and health.	
10.13	Uses counseling strategies to build participant self-efficacy.	

Training Supervisor:

I have met with _____ and can verify that they have achieved the learning objectives of the *PCE* online course and the competencies listed above.

Date: _____

Signature: _____