9-4   Completion Form: Certifier's Guide

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 the *Certifier's Guide* module, completed the post-test, and discussed what I learned with my training supervisor.

Date: _____

Signature: _____

After completing the *Certifier's Guide*, you should meet the following competencies:

#	Competency	Yes/No/NA
1.1	Balances multiple responsibilities between nutrition assessment, nutrition education, data entry, and benefit issuance (e.g. shopper education).	
1.2	Practices positive work ethics to ensure program integrity (honesty, integrity, reliability, consistency, fairness.	
1.3	Participates actively in staff development/training.	
1.4	Uses technology and program equipment/materials in an appropriate and safe manner for work purposes only.	
4.1	Uses nutrition assessment information to determine eligibility, select appropriate food packages, provide appropriate nutrition education, and make appropriate referrals.	

#	Competency	Yes/No/NA
4.3	Uses assessment techniques that consider the varied needs of age-specific populations.	
4.4	Obtains relevant assessment data from current and previous WIC visits, including anthropometric, biochemical, clinical, dietary, environment (family and social) information.	
4.7	Provides appropriate follow up for assigned risk (i.e. high-risk referrals with the RD or second NE).	
4.8	Correctly documents nutrition risks according to State agency policies.	
4.9	Maintains appropriate documentation of contacts with participants according to State agency policies.	
4.10	Uses accepted documentation format for nutrition care plans according to State agency policies.	
7.6	Uses interpretation and/or translation services appropriately to communicate with participants with limited English proficiency.	
8.1	Collects all information before drawing conclusions and deciding upon the best next steps (course of action).	
8.2	Asks additional questions to clarify information or gather more details.	
8.3	Recognizes superfluous or tangential information and disregards it.	
8.9	Draws conclusions about nutritional status supported by objective data, observations, experience, and reasoning.	
8.10	Prioritizes nutrition concerns to be addressed.	
8.12	Works within the scope of practice for their position and accesses appropriate resources.	
9.3	Uses the data system to document nutrition assessment data including anthropometric measurements, hemoglobin or hematocrit levels, health history and diet assessment information.	
9.4	Uses the data system to record participant contacts, care plans, and nutrition education provided.	
9.7	Coordinates food benefit issuance with nutrition education.	
9.8	Schedules appropriate appointments for participants.	
11.1	Identifies key referral resources available to WIC staff.	
11.2	Considers social determinants of health and determines the most effective referrals to provide.	
11.3	Gives participants appropriate referrals into health care.	

#	Competency	Yes/No/NA
11.4	Gives participants appropriate referrals to community resources, including mandatory referrals to OHP, drug and alcohol services.	
11.5	Documents referrals appropriately.	
11.6	Follows up with participants on the outcome of referrals made.	
11.7	Screens participants' immunization records and refers appropriately.	
11.8	Knows community demographics, resources, needs and issues.	

Training Supervisor:

Certifier's Guide post-test score: _____

I have met with or observed _____ and can verify that they have achieved the learning objectives of the *Certifier's Guide* and the competencies listed above.

Date: _____

Signature: _____