

# Job Aid – Sample CPA training plan

## Sample training time line for a new full time certifier

- Local agencies are not required to use this training plan.
- This sample shows how a new full time CPA could complete all the required training modules or courses in 9 weeks.
- This timeline allows a new staff member begin to contribute to clinic operations during the training period.
- **Option:** New staff could attend face-to-face TWIST training or Breastfeeding Level 2 Training in Portland instead of completing training with the local agency training supervisor.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Orientation to agency and clinic. personnel issues	Orientation to agency and clinic. Orientation to WIC offices and staff. Observe clinic flow. Start on <i>Certifier's Guide</i> .	Do <i>Orientation to WIC</i> module, take posttest and review with supervisor. Observe WIC intake. Do <i>Civil Rights</i> training.	Do Introduction module for <i>Participant Centered Education</i> (PCE) online course. Do <i>Breastfeeding Level 1</i> online course and take posttest.	Do <i>PCS – Setting the Stage</i> online course and take posttest. Observe measurements and blood tests. Review modules and questions with supervisor.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 2</b>	Do <i>Anthropometric</i> online course, take posttest and review with supervisor. Begin doing measurements with supervision.	Do <i>Hematology</i> online course, take posttest and review with supervisor. Perform blood tests with supervision.	Begin <i>Food Package</i> module. Perform measurements and blood tests with supervision.	Cont. <i>Food Package</i> module, Chapter 1. Perform measurements and blood tests. Begin entering medical data in TWIST.	Complete <i>Adverse Childhood Events</i> online course, posttest. and review with supervisor. Perform measurements and blood tests.
<b>Week 3</b>	Begin <i>Basic Nutrition</i> online course. Cont. lab work. Observe certifications.	Complete <i>Basic Nutrition</i> online course, take posttest and review with supervisor. Cont. lab work. Observe certifications.	Begin <i>Nutrition Risk</i> module. Complete Chapters 1 and 2, take posttest. Cont. lab work. Observe certifications.	Complete <i>Certifier's Guide</i> lessons. Cont. lab work. Observe certifications.	Complete <i>Certifier's Guide</i> lessons. Cont. lab work. Observe certifications.
<b>Week 4</b>	Orient to TWIST certs using Practice database. Cont. lab work.	Cont. <i>Participant Centered Education</i> (PCE) online course (modules 1-9). Cont. lab work.	Cont. <i>PCE</i> Module. Observe certifications of prenatal clients. Cont. lab work.	Use TWIST Practice. Cont. <i>PCE</i> module.	Complete <i>PCE</i> module, take posttest and review with supervisor.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 5</b>	Complete <i>Nutrition Risk</i> module Chapter 3 and take posttest.	Complete <i>Nutrition Risk</i> module Chapters 4, take posttest and review with supervisor.	Take <i>Prenatal Nutrition</i> online course, take posttest and review with supervisor.	Use TWIST Practice database to practice mock prenatal certifications with supervisor or assigned staff.	Complete Chapter 5 of the <i>Nutrition Risk</i> module and take posttest. Begin certifying prenatal clients with supervision.
<b>Week 6</b>	Take <i>Child Nutrition</i> online course, take posttest and review with supervisor. Cont. certifying prenatal clients. Observe child certs.	Use TWIST Practice database to practice mock child certifications with supervisor or assigned staff. Cont. certifying prenatal clients.	Complete Chapter 6 of the <i>Nutrition Risk</i> module and take posttest. Begin certifying children with supervision.	Begin <i>Infant Feeding and Nutrition</i> module. Cont. certifying children and prenatal clients.	Complete. <i>Responsive Parenting</i> online course, take posttest and review with supervisor. Cont. certifying children and prenatal clients.
<b>Week 7</b>	Complete. <i>Infant Feeding and Nutrition</i> module and take posttest and review with supervisor. Cont. certifying children and prenatal clients.	Use TWIST Practice database to practice mock infant certs. with supervisor or assigned staff. Observe infant certs.	Begin <i>Infant Formula</i> module. Begin certifying infants with supervision.	Complete <i>Infant Formula</i> module, take posttest and review with supervisor. Cont. certifying infants, children and prenatal clients.	Begin <i>Breastfeeding Level 2</i> module. Cont. certifying infants, children and prenatal clients.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 8</b>	Cont. <i>BF Level 2</i> module. Begin Ch. 2 of <i>Food Package</i> module. Cont. certifying infants, children and prenatal clients.	Cont. <i>BF Level 2</i> module. Complete Ch. 2 of <i>Food Package</i> module, take posttest and review with supervisor. Cont. certifying infants, children and prenatal clients.	Complete <i>BF Level 2</i> module, take posttest and review with supervisor. Cont. certifying infants, children and prenatal clients.	Use TWIST Practice database to practice mock breastfeeding dyad certs. with supervisor or assigned staff. Observe breastfeeding dyad certifications.	Cont. certifying infants, children and prenatal clients. Begin certifying breastfeeding dyads with supervision.
<b>Week 9</b>	Take <i>Postpartum Nutrition</i> online course, take posttest and review with supervisor. Cont. certifying all clients.	Begin <i>Baby Behaviors</i> online course. Cont. certifying all clients.	Complete <i>Baby Behaviors</i> online course. Take posttest and review with supervisor. Cont. certifying all clients.	Cont. certifying all clients. Complete <i>Understanding Toddler Behaviors</i> online course and posttest.	Review concerns or observations with supervisor. Celebrate the completion of all required training!