

# Local Agency Training Requirements

Required in-services, new training module requirements, training module updates

## 2021 LA Training Requirements

### *In-services*

In-service	Release Date	Completion Date	Notes
<b>New 2021 Food List</b>	12/3/2020	1/31/2021	All staff
<b>Using Summaries in Nutrition-focused Counseling</b>	1/4/2021	12/31/2021	All certifiers
<b>PCE Skills and Breastfeeding Support (BF CE)</b>	5/1/2021	12/31/2021	All certifiers
<b>2021 Risk updates</b>	6/1/2021	9/30/2021	All certifiers
<b>Introducing OTIS</b>	9/1/2021	12/31/2021	All staff

### *Modules or Training*

Module	Date (Hire/release)	Existing Staff	New Staff
<b>Level 3 Certifier Academy</b>	1/2/2021	No training requirements for existing staff.	Highly recommended for CPA's after they have completed Level 2 training.

#### ***Two online modules temporarily unavailable - January 1 - February 28***

Due to the discontinuation of the Flash media player on December 31, 2020, the following modules will be temporarily unavailable January 1 – February 28.

- **Child Nutrition**
- **Hematology**

Use the following guidelines for planning staff training:

- **For staff hired before 12/1/2020** – prioritize completing these modules before the end of the year.
- **For staff hired after 12/31/2020** –rearrange staff training schedules so they can complete other modules while waiting for these to be available.
- LA reviews for staff completion of modules will allow for adjustments to training schedules.

## 2020 LA Training Requirements

### *In-services*

In-service	Release Date	Completion Date	Notes
Let's Talk About Growth	1/2/2020	12/31/2020	All certifiers
How to Talk with Families About Weight	3/1/2020	12/31/2020	All certifiers
Risk updates	6/1/2020	9/30/2020	All certifiers
Breastfeeding CE	8/1/2020	12/31/2020	All certifiers

### *Modules or Training*

Module	Date (Hire/release)	Existing Staff	New Staff
Responsive Parenting	2/28/2020	No additional training requirements for existing staff. Use date staff completed the 2018 in-service as the date to enter in TWIST.	CPA's complete within 6 months of hire.
Orientation to WIC (includes 4 Key Services online module, a paper module, and Intro to Caseload module)	1/2/2020	No training requirements for existing staff (older completion date is adequate).	All staff hired on or after 1/2/2020 must complete all 3 parts within 1 month of hire.
Guide for New Training Supervisors	1/2/2020	No training requirements for existing training supervisors.	New training supervisors must complete within 6 months assuming training supervisor role.
Level 3 Certifier Academy	1/2/2020	No training requirements for existing staff.	Highly recommended for CPA's after they have completed Level 2 training.

## 2019 LA Training Requirements

### *In-services*

In-service	Release Date	Completion Date	Notes
------------	--------------	-----------------	-------

<b>New Food List</b>	12/21/2018	2/1/2019	All staff
<b>Certifier Refresher</b>	1/11/2019	4/30/2019	All certifiers
<b>Introduction to Caseload</b>	1/25/2019	12/31/2019	All staff
<b>Risk updates</b>	6/1/2019	9/30/2019	All certifiers
<b>Breastfeeding CE</b>	9/1/2019	12/31/2019	All certifiers

### **Modules**

<b>Module</b>	<b>Date (Hire/release)</b>	<b>Existing Staff</b>	<b>New Staff</b>
<b>Toddler Behavior</b>	1/7/2019	CPA's must complete module or pass post-test by 6/30/2019	CPA's complete within 6 months of hire
<b>Introduction to Caseload</b>	1/25/2019	Will complete as in-service in 2019	All staff hired after 4/1/2019 must complete within 3 months of hire
<b>Breastfeeding Level 3 online course (LER)</b>	1/2/2019	Breastfeeding coordinators without prior level 3 training must complete by 12/31/2019	Non-IBCLC Breastfeeding coordinators complete within 6 months of hire
<b>Certifier Guide</b>	3/1/2019	CPA's pass post-test for Certifier Refresher in-service by 4/31/2019	CPA's complete within 6 months of hire
<b>Nutrition Risk Module (update)</b>	3/1/2019	No training requirements for existing staff (older completion date is adequate)	CPA's complete within 6 months of hire

## 2018 LA Training Requirements

### *In-services*

<b>In-service</b>	<b>Release Date</b>	<b>Completion Date</b>	<b>Notes</b>
<b>ACEs module</b>	1/1/2018	4/30/2018	New module for all staff can be counted as an in-service
<b>Risk Updates 2018</b>	2/1/2018	9/30/2018	All Certifiers
<b>Head Circumference</b>	2/1/2018	9/30/2018	All Certifiers
<b>Renew Regional Training</b>	3/9/2018	4/30/2018	All Certifiers
<b>Understanding parenting behaviors</b>	5/31/2018	8/31/2018	All Certifiers
<b>RENEW Regional Training</b>	9/7/2018	10/31/2018	All Certifiers

### *Modules*

<b>Module</b>	<b>Date (Hire/release)</b>	<b>Existing Staff</b>	<b>New Staff</b>
<b>Adverse Childhood Experiences (ACEs)</b>	New 1/1/2018	All staff to complete by 4/30/2018	All staff complete within 3 months of hire

## 2017 LA Training Requirements

### *In-services*

<b>In-service</b>	<b>Release Date</b>	<b>Completion Date</b>	<b>Notes</b>
<b>Risk Updates 2017</b>	6/30/2017	9/30/2017	All Certifiers
<b>Food Insecurity</b>	8/15/2017	Prior to using TWIST question	All Staff

### *Modules*

<b>Module</b>	<b>Date (Hire/release)</b>	<b>Existing Staff</b>	<b>New Staff</b>
<b>Nutrition Risk module (update)</b>	Update only 7/1/2017	In-service completion for existing staff (older completion date is adequate)	CPA's complete within 6 months of hire

<b>Module</b>	<b>Date (Hire/release)</b>	<b>Existing Staff</b>	<b>New Staff</b>
<b>Dietary Risk module (update)</b>	Update only 7/1/2017	In-service completion for existing staff (older completion date is adequate)	CPA's complete within 6 months of hire

## 2016 LA Training Requirements

### *In-services*

<b>In-service</b>	<b>Release Date</b>	<b>Completion Date</b>	<b>Notes</b>
<b>Mixed Basket Part 1 – 1 year certs</b>	5/31/2016	6/27/2016	All Staff
<b>Mixed Basket Part 2 – Risk Criteria</b>	5/31/2016	7/1/2016	All Certifiers
<b>Mixed Basket Part 3 – Income Calculation</b>	5/31/2016	7/1/2016	All Staff
<b>Mixed Basket Part 4 – NE Resources (ChopChop, WIChealth.org)</b>	6/20/2016	Prior to using WICHealth.org	All Staff if doing online NE
<b>New Food List</b>	8/15/2016	9/30/2016	All Staff

### *Modules*

<b>Module</b>	<b>Date (Hire/release)</b>	<b>Existing Staff</b>	<b>New Staff</b>
<b>Intro to WIC module (update)</b>	Update only 9/1/2016	No training requirements for existing staff (older completion date is adequate)	Staff complete within 1 week of hire
<b>Food Package module (update)</b>	Update only 9/30/2016	No training requirements for existing staff (older completion date is adequate)	Staff complete within 1 month of hire

## 2015 LA Training Requirements

### *In-services*

<b>In-service</b>	<b>Release Date</b>	<b>Completion Date</b>	<b>Notes</b>
<b>Risk Criteria Update in-service</b>	1/15/2015	3/2/2015	All CPA's to complete
<b>ENACT in-service</b>	5/8/2015	7/30/2015	All CPA's to complete
<b>Operation Clean-up in-service</b>	11/3/2015	12/31/2015	All staff to complete

### *Modules*

<b>Module</b>	<b>Date (Hire/release)</b>	<b>Existing Staff</b>	<b>New Staff</b>
<b>Intro to WIC module (update)</b>	Update only 12/11/2015	No training requirements for existing staff (older completion date is adequate)	Staff complete within 1 week of hire
<b>Food Package module (update)</b>	Update only 12/11/2015	No training requirements for existing staff (older completion date is adequate)	Staff complete within 1 month of hire

## 2014 LA Training Requirements

### *In-services*

<b>In-service</b>	<b>Release Date</b>	<b>Completion Date</b>	<b>Notes</b>
<b>Phase 1 Food Package (milk options)</b>	5/9/2014	6/27/2014	Required for implementation 6/30/2014
<b>Phase 2 Food Package (assessment, infant FVV, Med Doc, soy for children, food list)</b>	7/30/2014	9/30/2014	Required for implementation 10/1/2014
<b>Medical Documentation updates</b>	9/18/14	Recommend 10/1/2014	Required for staff who are involved with med doc
<b>Operation Clean-up (ME follow-up, R&amp;R, Income, referrals)</b>	11/3/2015	12/31/2015	Required for all staff.

## Modules

<b>Module</b>	<b>Date (Hire/release)</b>	<b>Existing Staff</b>	<b>New Staff</b>
<b>PCS Setting the Stage Online (new)</b>	1/17/2014	Clerical staff hired prior to that date need to complete the module by 12/31/2014 (For CPA's, date completed will be blank in TWIST)	All staff hired after that date must complete within 3 months of hire
<b>Infant Feeding and Nutrition Module (update)</b>	Update only 4/16/2014	No training requirement for existing staff (Older completion date is adequate)	CPA's must complete within 6 months of hire
<b>Infant Formula module (new)</b>	7/25/2014	CPA's hired prior to this date need to complete the module by 4/30/2015	CPA's hired after this date must complete it within 6 months of hire
<b>Intro to WIC module (update)</b>	Update only 10/1/2014	No training requirements for existing staff (older completion date is adequate)	Staff complete within 1 week of hire
<b>Food Package module (update)</b>	Update only 10/1/2014	No training requirements for existing staff (older completion date is adequate)	Staff complete within 1 month of hire

## 2013 LA Training Requirements

### Modules

<b>Module</b>	<b>Date (Hire/release)</b>	<b>Existing Staff</b>	<b>New Staff</b>
<b>Breastfeeding Level 1 Online 2013 (new)</b>	5/20/2013	No requirement for completion by staff hired prior to that date (Date completed will be blank in TWIST)	Staff hired after that date must complete within 1 month of hire
<b>Baby Behaviors Online (new)</b>	10/1/2013	CPA's and PC's hired before this date need to complete the module by 6/30/2014	CPA's and PC's hired after this date must complete within 6 month of hire

<b>Module</b>	<b>Date (Hire/release)</b>	<b>Existing Staff</b>	<b>New Staff</b>
<b>Participant Centered Groups module (major change)</b>		Existing staff who facilitate group NE must complete by 9/30/2013	Only required for staff who facilitate group NE – must be completed prior to facilitating groups