Local Agency Training Requirements

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

2025 LA Training Requirements

In-services

In-service	Release Date	Completion Date	Notes
Can you hear me now? Tips for providing participant-centered remote services	7/ 2024	3/31/2025	All Staff

2024 LA Training Requirements

In-services

In-service	Release Date	Completion Date	Notes
Preparing for OTIS	8/2023	3/31/2024	All Staff
2023 Risk Refresher	9/2023	3/31/2024	CPAs
2024 Nutrition Risk In-service	7/31/ 2024	9/30/2024	Certifiers, Coordinators, WIC Nutritionists
Breastfeeding In-service	3rd Qtr	12/31/2024	BF Coordinators, Certifiers
Notes for in-services: Two 2023 in-services have completion dates in 2024.			

Modules or Training

Module	Date (Hire/release)	Existing Staff	New Staff
Level 4 Breastfeeding self-paced module	1/2/2024	Current Breastfeeding Coordinators in position 1/2/2024 must complete by 7/15/2024.	New Breastfeeding Coordinators must complete within 6 months
Level 4 Case study and discussion	Every 6 months. First course 7/2024	Current Breastfeeding Coordinators in position 1/2/2024 must complete by 7/24/2024.	New Breastfeeding Coordinators must complete within 6 months of completing self-paced module.

2023 LA Training Requirements – no new modules

Other required training

Training	Release Date	Completion Date	Notes
Reviewer Note: The FNS Breastfeeding trainings below were released in 2022 with a 2023 completion date			
FNS Breastfeeding Training Level 1 (If not used as an in-service)	10/4/2022	02/28/2023	All staff must complete this training
FNS Breastfeeding Training Level 2	10/18-11/8/2022	02/28/2023	• Breastfeeding Peer Counselors, • CPAs, • Breastfeeding Coordinators, • Designated Breastfeeding Experts, • IBCLCs • Dietitians
FNS Breastfeeding Training Level 3	11/15-29/2022	02/28/2023	• CPAs, • Breastfeeding Coordinators, • Designated Breastfeeding Experts, • IBCLCs • Dietitians

LA Review Training Requirements – 9-30-2024

Training	Release Date	Completion Date	Notes
Reviewer Note: The FNS Breastfeeding trainings below were released in 2022 with a 2023 completion date			
Notes for Breastfeeding Training Modules: All staff must complete the appropriate FNS Breastfeeding Training for their position by 2/28/2023. These modules can be done in one of two ways: • Attend the live zoom session • Complete the modules, which are a recording of the zoom sessions, in Workday Learning			

2022 LA Training Requirements – no new modules

In-services

In-service	Release Date	Completion Date	Notes
Safe Sleep for Oregon Infants	1/1/2022	12/31/2022	
Compassion Fatigue	3/1/2022	12/31/2022	All certifiers
Dietary Guidelines	5/1/2022	12/31/2022	All staff
FNS Breastfeeding Training Level 1 (Optional in-service)	10/4/2022	12/31/2022	All Staff
Notes for in-services: FNS Breastfeeding may be used as an agency-required in-service for 2022. To qualify as an in-service, all staff must do one of the following by 12/31/2022 • Attend the live presentation 10/04/2022 • Complete the recorded training in Workday learning by 12/31/2022. 2023 Civil Rights Refresher can be used for an in-service. Released May 2023.			

Other Required training

Training	Release Date	Completion Date	Notes
FNS Breastfeeding Training Level 1 (If not used as an in-service)	10/4/2022	02/28/2023	All staff must complete this training
FNS Breastfeeding Training Level 2	10/18-11/8/2022	02/28/2023	• Breastfeeding Peer Counselors, • CPAs, • Breastfeeding Coordinators, • Designated Breastfeeding Experts, • IBCLCs • Dietitians
FNS Breastfeeding Training Level 3	11/15-29/2022	02/28/2023	• CPAs, • Breastfeeding Coordinators, • Designated Breastfeeding Experts, • IBCLCs • Dietitians
Notes for Breastfeeding Training Modules: All staff must complete the appropriate FNS Breastfeeding Training for their position by 2/28/2023. These modules can be done in one of two ways: • Attend the live zoom session • Complete the modules, which are a recording of the zoom sessions, in Workday Learning			

2021 LA Training Requirements

In-services

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

Introducing OTIS – was not sent, pushed to 2023	N/A	N/A	All staff

Modules or Training

Module	Date (Hire/release)	Existing Staff	New Staff
Level 3 Certifier Academy	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
New Food List	12/21/2018	2/1/2019	All staff
Certifier Refresher	1/11/2019	4/30/2019	All certifiers
Introduction to Caseload	1/25/2019	12/31/2019	All staff
Risk updates	6/1/2019	9/30/2019	All certifiers
Breastfeeding CE	9/1/2019	12/31/2019	All certifiers

Modules

Module	Date (Hire/release)	Existing Staff	New Staff
Toddler Behavior	1/7/2019	CPA's must complete module or pass post-test by 6/30/2019	CPA's complete within 6 months of hire
Introduction to Caseload	1/25/2019	Will complete as in-service in 2019	All staff hired after 4/1/2019 must complete within 3 months of hire
Breastfeeding Level 3 online course (LER)	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
Certifier Guide	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
Nutrition Risk Module (update)	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

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

Modules

Module	Date (Hire/release)	Existing Staff	New Staff
Adverse Childhood Experiences (ACEs)	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

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

Modules

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

Module	Date (Hire/release)	Existing Staff	New Staff
Dietary Risk module (update)	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

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

Modules

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

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

Modules

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

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

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Modules

Module	Date (Hire/release)	Existing Staff	New Staff
PCS Setting the Stage Online (new)	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
Infant Feeding and Nutrition Module (update)	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
Infant Formula module (new)	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
Intro to WIC module (update)	Update only 10/1/2014	No training requirements for existing staff (older completion date is adequate)	Staff complete within 1 week of hire
Food Package module (update)	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

Module	Date (Hire/release)	Existing Staff	New Staff
Breastfeeding Level 1 Online 2013 (new)	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
Baby Behaviors Online (new)	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

Module	Date (Hire/release)	Existing Staff	New Staff
Participant Centered Groups module (major change)		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