

Local Agency Training Requirements

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

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	1/2/2019	Breastfeeding coordinators without prior level 3 training must complete by 11/1/2019	Non-IBCLC Breastfeeding coordinators complete within 1 year 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.

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