



## Application for Grant Adjustment for WIC Nutritionist CPA Training

**Background:** WIC nutritionists in Oregon review and approve medical documentation forms and may select appropriate foods for participants upon request of Health Care Providers (HCPs). As with all staff that assigns WIC food packages in Oregon, dietitians must demonstrate competence by completing training requirements for the Competent Professional Authority (CPA) staffing level ([See Policy 440](#)). WIC Nutritionists working in a very part time capacity may find it difficult to meet these training requirements if their limited time with WIC is dedicated to direct service of high risk participants.

**Training Assistance Available:** To support local agency assurance of a consistently well-trained workforce of nutrition professionals regardless of agency size, the Oregon WIC program will reimburse local WIC programs for some WIC Nutritionist training time. This reimbursement will not cover all the time required to train a dietitian but will help support the training process. Reimbursement will only be for time needed to complete or test out of the **Level 2** training modules associated with achieving CPA status when the WIC Nutritionist works at or less than 0.10 FTE. Reimbursement will be up to 30 hours at the individual WIC Nutritionist's hourly rate to be received by the qualifying agency as a grant adjustment.

Nutritionists may find that some WIC training supports their continuing education requirements. A [RD WIC training checklist](#) with potential AND learning codes is available on our website.

### Qualifying criteria:

- The local agency has only one WIC Nutritionist position
- The total WIC Nutritionist FTE for the local agency is at or below 0.10 FTE (4 hours or less per week)
- Training oversight must be provided by the local agency
- Completion of WIC Level 1 training modules and online courses

### Application process:

- Local agency coordinator or administrator must complete Part 1 of the attached application and send the application to your assigned State WIC nutrition consultant for review and approval. You will be notified of the approval by email.
- Once your WIC Nutritionist has completed their training, submit the form to your state nutrition consultant with Part 2 filled out indicating which modules were completed.
- Approved applications will result in local agency grant adjustments by the State WIC fiscal analyst after training is completed.



**Application for Grant Adjustment for WIC Nutritionist  
Training Time to Complete CPA Requirements**

**Part 1: Complete and send to your assigned state nutrition consultant prior to training.**

Date of request:

Agency:

WIC Coordinator:

Training oversight provided by:

Name of WIC Nutritionist receiving training:

Total WIC Nutritionist FTE for this agency:

Number of WIC Nutritionist hours worked per week or month at this agency:

Other agencies this WIC Nutritionist works for (if any):

WIC Nutritionist hourly wage:

Projected number of training hours to be reimbursed ( $\leq 30$  hours):

Projected date of training completion:

Request submitted by:

Submitter Email:

Submitter Phone:

\*State Office use only: Request approved by and date:

Approved:    Yes    No    Reason for denial:

**Part 2: Complete and send to your assigned state nutrition consultant after training is completed.**

Date of request:

Modules Completed (Check only those completed with this grant adjustment):

Paper Module or Online Course	Completed
Certifier's Guide	
Anthropometric Online Course	
Hematology Online Course	
Basic Nutrition Online Course	
WIC Participant Centered Education Online Course	
Nutrition Risk Module	
Prenatal Nutrition Online Course	
Child Nutrition Online Course	
Infant Feeding and Nutrition Module	
Breastfeeding Level 2 Module or attend Breastfeeding Level 2 Training	
Infant Formula Module	
Postpartum Nutrition Online Course	
Baby Behaviors Online Course	
Toddler Behaviors Online Course	

Training oversight provided by:

Date Completed	Nutritionist Name	Hourly Rate	Total Hours	Total request
			x	=

Request submitted by:

\*State Office use only: Request approved by and date: