

Annual Training and Review Requirements for WIC Staff

Name:

Date of hire:

All Staff	Date	Comments
Civil Rights (prior to direct service with WIC participants and w/in 60 days of hire for new staff) */**		
Customer Service/ Conflict Resolution*		
Respect/Civility in the Workplace*		
Breastfeeding Training Curriculum (Level 1) ***		
Tobacco Use/ Smoking Cessation*		
WIC 101		
Anthropometric training <i>If applicable at LA; required for Nutrition/BF staff</i>		
HemoCue training <i>If applicable at LA for program staff; required for Nutrition/BF staff</i>		
Lead Care II <i>If applicable at LA for program staff; required for Nutrition/BF staff or training w HHLPP</i>		
“Childhood Lead Exposure in NH: How to Keep Children Lead-Safe” <i>If applicable at LA for program staff; required for Nutrition/BF staff or training w HHLPP</i>		
Immunization training (form NH Immunization Program or equivalent) <i>If applicable at LA; required for Nutrition/BF staff</i>		
Confidentiality*/**		
Conflict of Interest /Separation of Duties*/**		
Computer Use Agreement*/**		
Nutrition/Breastfeeding Staff		
New Nutritionist Training (w/in 3-6 months of hire)		
BDAS Initial Training on Addiction and Recovery Drug & Alcohol Services Training & Licensure New Hampshire Department of Health and Human Services (nh.gov)		
Certified Lactation Counselor--Breastfeeding Coordinator (w/in 1 year of hire)		
BF Training Curriculum (Levels 1-3 CPA-Nutritionist/Levels 1-4 BF Coordinator-DBE) ***		
Nutrition/BF Coordinator Meeting—January*		
Nutrition/BF Coordinator Meeting—March*		
Nutrition/BF Coordinator Meeting—July*		
Nutrition/BF Coordinator Meeting—September*		
Maternal Nutrition Intensive Course—1 nutrition and 1 BF session as a minimum.		
BFPC		
BF Training Curriculum – Levels 1 & 2		
Peer Cell Phone agreement if applicable		

* per local agency contract | ** upon hire | *** w/ 1st available training offered upon hiring