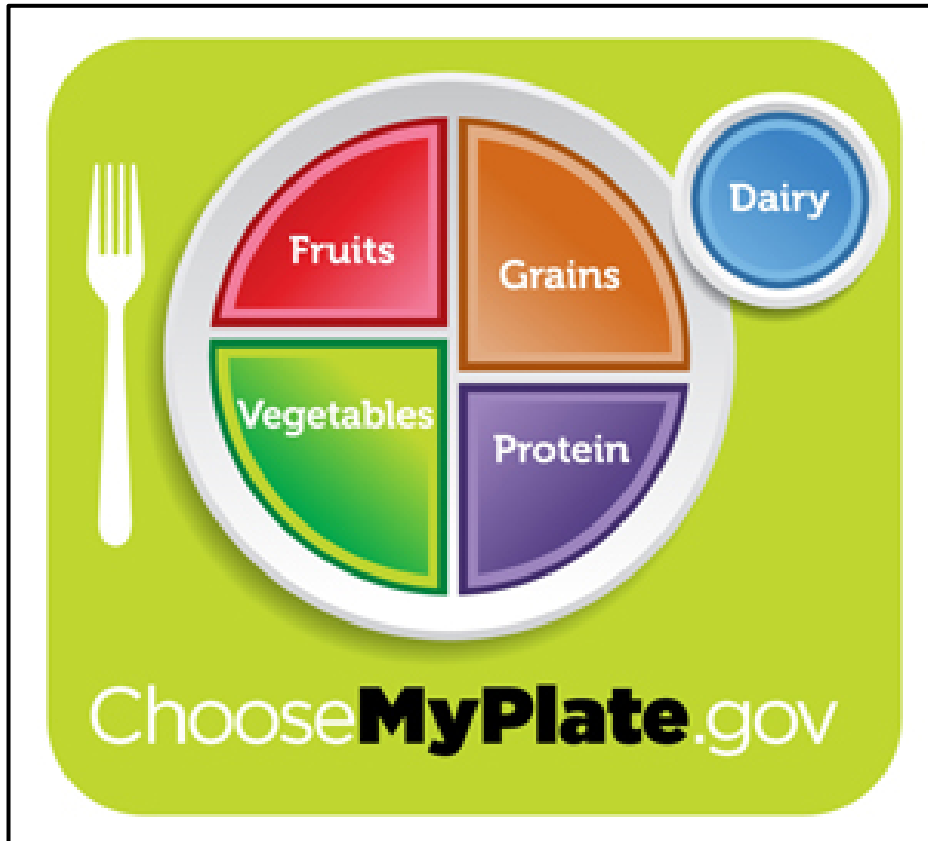


Arizona WIC Training



New Employee Training Plan Instructional Guidebook



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Copies of the verification forms below will be sent upon completion to WIC Director, who will keep on file and submit to the Local Agency's Nutrition Services Consultant (mail, scan via email, or fax).

ATTENTION TRAINERS: CONTACT YOUR LOCAL AGENCY NUTRITION SERVICES CONSULTANT UPON HIRING NEW EMPLOYEES IN ORDER TO DEVELOP A NEW EMPLOYEE TRAINING PLAN.

*Contact your Local Agency Nutrition Services Consultant, or WIC New Employee Training Lead [Ben Hartley](#) for more information.

- ✓ **Learning Agreement, p. 8-11** (WIC Director send to Consultant, all pages)

- ✓ **8 Week Training Timeline Activity Checklist, p.31-32** (WIC Director send to Consultant, all pages)

- ✓ **Monthly Review Checklist, p. 33** (WIC Director send to Consultant)

- ✓ **Comprehensive Evaluation Checklist, p. 34** (WIC Director send to Consultant)
 - Infant
 - Child
 - Pregnant
 - Postpartum
 - Breastfeeding

Introduction

Welcome to the Guidebook for completing the *New Employee Training Plan*.

This Guidebook is designed to be a user-friendly resource to ensure all training requirements for new employees are met and documented appropriately. It includes sections which can be used as a weekly progress guide to make it easier to track the completion of activities. This Guidebook is to be used by the individual designated to coordinate and oversee the completion of training activities according to the requirements of the New Employee Training Plan, and will be referred to as “*Trainer*” throughout this instructional guidebook. The new employee will be referred to as “*Nutrition Educator*” throughout this instructional guidebook. The Trainer may cooperate with other qualified employees to provide the instruction and guidance needed to complete individual activities, but the Trainer will ultimately be responsible for ensuring the Nutrition Educator has completed and understood all training courses and activities. The Trainer’s role is to act as a guide and a mentor for the Nutrition Educator. When planned discussions and interactions take place, the Trainer will assess the Nutrition Educator’s grasp of concepts and observe their ability to apply skills learned. The Blended Learning Guidebooks and the order of training activities in this plan are designed to be a resource that assists the Trainer in discovering the Nutrition Educator’s readiness, or to reveal areas of concern that require additional instruction or practice. When the Trainer signs the Competency Achievement Checklists in the Guidebooks, the Trainer is expressing confidence that the Nutrition Educator demonstrates the knowledge and skills required for the position according to the requirements listed in Chapter 7 of the Arizona WIC Policy and Procedure manual.

The New Employee Training Plan refers to all required training activities for new employees (Nutrition Educators). This includes the supervisory and observation activities to be completed by trainers. Arizona WIC requires all training activities to be successfully completed and documented according to the instructions in the New Employee Training Plan Instructional Guidebook within the first six months of employment.

Beginning FY 2013, the main components for WIC new employee training are:

1) Phase One: The 8 Week Training Timeline

- Certification Specialist (CS) training activities include those listed until the completion of the Breastfeeding LMS/Guidebook in Week 3

2) Blended Learning Guidebooks (accompany LMS courses)

3) Phase Two: Monthly Observations, Chart Reviews (until the 6th month of employment)

4) Final Comprehensive Evaluations (final month)

Overview

Phase One: 8 Week Training Timeline

The 8 Week Training Timeline is a guide which includes the mandatory training courses and activities required by Arizona WIC for new employees. *WIC Certification Specialists (CS) are required to complete the courses and activities up to the completion of the Breastfeeding LMS/Guidebook in Week 3 of the timeline.* (No new training activities are initiated for Certification Specialists after the Breastfeeding LMS/Guidebook in Week 3)

WIC Competent Professional Authorities (CPAs) are to complete all courses and activities listed in the 8 Week Training Timeline. In Arizona, the CPA position includes those designated as Nutrition Education Specialist (NES), Registered Dietetic Technicians (DTRs), Degreed Nutritionists, and Registered Dietitians.

Chapter 7 requires LMS courses and other learning activities to be completed in a specific order. The 8 Week Timeline specifies the required order, and suggests times to begin individual activities. The amount of time an individual may need to complete training activities may vary. The 8 Week Training Timeline represents the maximum amount of time (according to Chapter 7) which is allowed to complete the scope of mandatory training activities for Nutrition Educators. Trainers will contact the Nutrition Services Consultant if more than 8 weeks is needed to complete the Phase I training activities.

Beginning week 4, the Nutrition Educator may begin to certify WIC participants without direct observation by the Trainer. As the Nutrition Educator begins certifying a new category of WIC participants each week, the trainer will observe the Nutrition Educator's performance for at least three (3) appointments. If the Trainer has confidence that the Nutrition Educator can work independently based on the observed performance, the Trainer will be required to complete a minimum of three (3) chart reviews for appointments completed independently by the Nutrition Educator. Observations and Chart Reviews will be completed for each WIC Category.

A physical record of chart reviews will be kept on file using the ME form "Chart Review". Chart reviews will be completed on a daily or weekly basis as the Nutrition Educator certifies participants during the 8 Week Training Timeline. The trainer will provide necessary feedback to the Nutrition Educator based on findings. During Phase I of training, the Trainer will allow the Nutrition Educator to begin certifying a new category of WIC participants only once any chart review findings for the current WIC category have been addressed and corrected.

NOTE:

WIC Certification Specialists (CS) - whose job duties do not include counseling participants, assigning risks or food packages - are required to complete those courses and activities in Phase One of the Training Plan until the completion of the Breastfeeding LMS course and Guidebook in Week 3 of the 8 Week Timeline. It is strongly recommended that Trainers continue monitoring their performance using Local Agency Self-Assessment tools throughout the 6 month probation period for new employees.

All courses and activities in the 8 Week Timeline are required for WIC Counseling positions such as Nutrition Education Specialists (NES), Nutritionists (Degreed Nutritionists and DTRs), and Registered Dietitians. They will also continue to be monitored by the use of observations, chart reviews, and final comprehensive evaluations until the end of the 6 month probationary period for new employees.

The training courses and activities in this New Employee Training Plan are not required for Clerks. The training requirements for Breastfeeding Peer Counselors (see Chapter 19 of the Arizona WIC Program Policy and Procedure Manual) are not part of this Training Plan.

Blended Learning Guidebooks

Blended Learning is a training approach that combines different learning methods to increase retention and improve mastery of the content and skills taught in courses. Blended Learning has repeatedly shown improved outcomes in settings which combine computer mediated and face-to-face activities. In the Arizona WIC Program, Blended Learning Guidebooks refer to the electronic and/or hardcopy versions of materials developed to complement the LMS courses which address nutrition-related training topics. Blended Learning Guidebooks are designed to be completed along with their corresponding LMS courses, and include activities which allow Nutrition Educators to apply the knowledge and skills taught by each LMS course. The activities in each Blended Learning Guidebook require discussion and feedback from the Trainer to assess the Nutrition Educator's understanding of the material, and to provide an opportunity for questions or concerns related to each nutrition topic.

Blended Learning Guidebooks have been written for the following LMS Courses:

- **Anthropometry**
- **Hematology**
- **Breastfeeding**
- **Basic Nutrition**
- **Prenatal Nutrition**
- **WIC Listens Western Region PCE Course**
- **Child Nutrition**
- **Infant Nutrition**
- **Postpartum Nutrition**

The 8 Week Training Timeline specifies which LMS Courses and Guidebooks must be completed before the Nutrition Educator will be allowed to perform certain job duties independently. For example, the Nutrition Educator will be allowed to certify pregnant participants independently (without being directly observed by the Trainer) ONLY upon successful completion of the LMS Courses and Guidebook activities for Breastfeeding, Basic Nutrition, and Prenatal Nutrition.

Phase Two: Monthly Chart Reviews, Scheduled Observations and Final Comprehensive Evaluation

After successful completion of the 8 Week Training Timeline activities, the Trainer will observe seven certifications each month (two Infant certifications, two Child certifications, one Pregnant, one Breastfeeding, and one Postpartum certification) in order to address any training needs and provide feedback. The ME Tool for Certifications will be used to document the observations.

Each month the Trainer will complete a total of 15 chart reviews for each participant category (5 Infants, 5 Children, and 5 Women) certified by the Nutrition Educator until the sixth month of employment. [Note: At least one Pregnant, one Postpartum, and one Breastfeeding chart must be included among the total of five charts audited for Women. We recommend completing Chart Reviews for the 7 required observations, which may count toward the total 15 Chart Reviews.]

Before the six month probation period has ended, the Trainer must complete a comprehensive evaluation of the Nutrition Educator. The Trainer will evaluate the Nutrition Educator's ability to complete all parts of a certification appointment using the ME Tools Certification Observation, and the Scale Rubric for Arizona WIC Appointments.

Comprehensive evaluations will be completed for each participant category (Infant, Child, Pregnant, Postpartum, Breastfeeding).

The Trainer will consider the Nutrition Educator to have successfully passed the Final Comprehensive Evaluation in the 6th month when the Nutrition Educator completes a certification for each participant category and fulfills the evaluation requirements above without significant errors or omissions.

Comprehensive Evaluations will be documented utilizing the ME tools located on p. 25-30 in this Instructional Guidebook. They can also be found at http://azdhs.gov/azwic/program_integrity.htm

******EMPLOYEES MUST PASS COMPREHENSIVE EVALUATIONS IN THE 6th MONTH WITHOUT SIGNIFICANT ERRORS OR FINDINGS BY THE TRAINER IN ORDER TO SUCCESSFULLY COMPLETE NEW EMPLOYEE TRAINING******

ARIZONA WIC NUTRITION EDUCATOR (CPA) TRAINING PROGRAM

LEARNING AGREEMENT

WIC Nutrition Educator Name: _____

Agency: _____

Trainer Name: _____

Nutrition Educator Starting Date: _____

The WIC Nutrition Educator agrees to:

Complete all of the following Arizona WIC Training Courses and Activities within six months of the initiation of the learning agreement. Any modifications to this training plan must have approval from the Arizona WIC State Agency.

Nutrition Educator Initial:

Trainer Initial:

Getting Started with Arizona WIC

1. What is WIC LMS online learning course (or equivalent Local Agency training)

2. Intro to AIM LMS online learning course (or equivalent Local Agency training)

3. Local Agency orientation and trainings

4. Civil Rights LMS (or equivalent Local Agency training) **Completed within 30 days of hire.**

5. CLAS LMS online learning course **Completed within 30 days of hire.**

By signing below I agree to complete all Local Agency orientation training activities as well as the orientation trainings required by the State Agency according to the 8 Week Training Timeline

Nutrition Educator Initial:

Trainer Initial:

Nutrition Through the Life Cycle LMS Courses:
1. Breastfeeding LMS course and Blended Learning Guidebook
2. Basic Nutrition LMS course and Blended Learning Guidebook
3. Prenatal Nutrition LMS course and Blended Learning Guidebook
4. Child Nutrition LMS course and Blended Learning Guidebook
5. Infant Nutrition LMS course and Blended Learning Guidebook
6. Postpartum Nutrition LMS course and Blended Learning Guidebook
Nutrition Educator Initial:
Trainer Initial:

Nutrition Assessment:
1. Anthropometrics LMS course and Blended Learning Guidebook
2. Hematology LMS course and Blended Learning Guidebook
3. Nutrition Assessment and Dietary Risk Training Modules - workbook and website (http://azdhsmedia.com/hands/)
Nutrition Educator Initial:
Trainer Initial:

Western Region WIC PCE: WIC Listens
1. <u>WIC Listens LMS Course and Blended Learning Guidebook</u> http://www.azdhsmedia.com/wic/live/westernpce/
Nutrition Educator Initial:
Trainer Initial:

Nutrition Education and Counseling:
1. Anemia Referrals
2. Lead Screening
3. Food Package
4. Milk Alternatives
5. Medium and High Risk Referrals
6. Nutrition Education Requirements (including Group Education)
7. Touching Hearts, Touching Minds (THTM) materials
8. Formula
Nutrition Educator Initial:
Trainer Initial:

Arizona WIC Breastfeeding Basics:
1. Breastfeeding Physiology
2. Required trainings (Chapter 19)
Nutrition Educator Initial:
Trainer Initial:

Comprehensive Evaluations:

The Trainer will conduct a Final Comprehensive Evaluation in the 6th month of training. The Nutrition Educator must demonstrate the ability to conduct a complete certification without errors for each of the categories of WIC participants (Pregnant, Breastfeeding, Postpartum, Infant, Child).

Upon successful completion of comprehensive evaluations for each WIC category, the Trainer will document the Nutrition Educator’s competence to certify WIC participants independently. The Trainer will submit a copy of the Learning Agreement, 8 Week Training Timeline Checklist, Monthly Task Checklist, and the Comprehensive Evaluation Checklist to the WIC Director, who will approve and send to the State Agency (SA). Once reviewed and verified by the SA, a certificate of completion with the Nutrition Educator’s name will be printed and mailed to the Local Agency, officially granting authority to perform the duties of a CPA (Competent Professional Authority).

Nutrition Educator Initial:

Trainer Initial:

The WIC Trainer Agrees to:

1. Schedule training activities and monitor progress.
2. Provide opportunities for observational learning.
3. Evaluate hands on learning activities.
4. Certify achievement of each LMS course’s objectives by signing off on the “Competency Achievement Checklists”.
5. Perform chart reviews of certifications performed by the WIC Nutrition Educator. The Trainer will keep a physical record of all chart reviews conducted for review by the State Agency. Perform comprehensive evaluations in the sixth month of the employee probation period.

Nutrition Educator Initial:

Trainer Initial:

By signing below, the Nutrition Educator and Trainer acknowledge that they have read and understand the Arizona WIC Learner Agreement.

Nutrition Educator Signature Date

Trainer Signature Date

Week One – 8 Week Training Timeline

****Keep this signed original on file****

Day 1	Day 2	Day 3	Day 4	Day 5
-New Employee Orientation. -Basic new employee information. -Agency specifics. -Sign necessary new employee forms. -Answering Telephones -Email information -Clinic opening & closing procedures	-Begin WIC Introduction OR -Begin "What is WIC?" course. -Complete chapters 1-4. -Observe flow of clinic, answering telephones, WIC appointment scheduling, and answering participant's questions.	-Complete WIC Introduction OR -Complete "What is WIC?" course. Complete chapters 5 and 6. Take "What is WIC" Post-test and review results with trainer. -Begin "Intro to AIM" course. Complete chapters 1 and 2. OR Begin Comprehensive AIM Training that aligns with Chapters 1 and 2 (see AIM training checklist)	-Continue "Intro to AIM" course. Complete chapters 3 and 4 OR -Continue Comprehensive AIM Training that aligns with Chapters 3 and 4 (see AIM training checklist).	-Continue "Intro to AIM" course. Complete chapters 5, 6, and 7. OR -Continue Comprehensive AIM Training that aligns with Chapters 6 and 7 (see AIM training checklist). -Observe certifications, health checks or nut ed appointments.

Week 1 Activity	Initial & Date Completed
<input type="checkbox"/> New employee orientation, HR forms, computer log in, agency policy, customer service, etc (LA training)	
<input type="checkbox"/> Read together and initial/sign all items in Learning Agreement (p.8-11)	
<input type="checkbox"/> What is WIC LMS	
<input type="checkbox"/> Review WIC policy and procedures. (LA training)	
<input type="checkbox"/> Begin AIM training, or Intro to AIM LMS modules 1-7	
<input type="checkbox"/> Observation of clinic flow, answering phones, making appointments (LA training)	

Week Two – 8 Week Training Timeline

**** Keep this signed original on file ****

Day 1	Day 2	Day 3	Day 4	Day 5
-Complete "Intro to AIM" course. Complete chapter 8 and other AIM related topics. OR -Complete Comprehensive AIM Training that aligns with Chapter 8 and other AIM related topics (see AIM training checklist) -Other local agency trainings and topics, if applicable (ie: Safety Training, Healthstream)	-Take Anthro Pre-test and review results with trainer. -Complete Anthropometric Module 1. -Practice measurement techniques. -Observe certifications, health check or nut ed appointments. -Perform measurements on participants, with supervision.	-Complete Anthropometrics Module 2. -Growth Charts -Health Check Appointment Process -Take Anthro Post-test and review with trainer. -Observe certifications, health check, or nut ed appointments. -Perform measurements on participants, with supervision.	-Training on Hemocue Quality Control Testing (CLIA) -Take Hematology Pre-test. -Review results with trainer. -Complete Hematology Modules 1 and 2. -Practice hgb blood tests on WIC employee volunteers. -Take Hematology Post-test and review results with trainer. -Observe certifications, health check, or nut ed appointments. -Perform anthro measurements and blood tests on participants, with supervision.	-Anemia Referrals -Lead Screening -Begin & complete the "Civil Rights" Module. -Begin & complete the "CLAS" LNS course. -Observe certifications, health check, or nut ed appointments. -Perform anthro measurements and blood tests on participants, with supervision.

Week 2 Activity	Initial & Date Completed
<input type="checkbox"/> Complete AIM Training (LMS course or LA training)	
<input type="checkbox"/> Required LMS Course: Anthropometrics	
<input type="checkbox"/> Blended Learning Guidebook: Anthropometrics	
<input type="checkbox"/> Practice measuring participants	
<input type="checkbox"/> Growth Charts, manual plotting practice (LA training)	
<input type="checkbox"/> Required LMS Course: Hematology	
<input type="checkbox"/> Blended Learning Guidebook: Hematology	
<input type="checkbox"/> Practice blood tests (LA training)	
<input type="checkbox"/> Anemia referrals (LA training)	
<input type="checkbox"/> Lead screening (LA training)	
<input type="checkbox"/> Required LMS Course: Civil Rights	
<input type="checkbox"/> Required LMS Course: Civil Rights	
<input type="checkbox"/> Observe certifications and Health Checks completing measurement and hematology portion of visits with supervision (LA training)	

*****CIVIL RIGHTS COURSE MUST BE COMPLETED WITHIN 30 DAYS OF HIRE*****

Week Three – 8 Week Training Timeline

**** Keep this signed original on file ****

Day 1	Day 2	Day 3	Day 4	Day 5
-Take Breastfeeding Pre-test. -Complete Breastfeeding Module 1, 2, 3, and 4.	-Complete Breastfeeding Modules 5, 6, and 7. -Review Breastfeeding Physiology. -Complete Breastfeeding Post-test and review results with trainer.	-Begin ABCDE nutrition assessment training. (Not required for Certification Specialists)	-Complete ABCDE nutrition assessment training. (Must attend quarterly GTHM training after Assessment Training and before end of 6 month probation)	-Take Basic Nutrition Pre-test and review results with trainer. -Complete Basic Nutrition Module 1 and 2.

Week 3 Activity	Initial & Date Completed
<input type="checkbox"/> Required LMS Course: Begin Breastfeeding	
<input type="checkbox"/> Blended Learning Guidebook: Breastfeeding modules 1-7	
<input type="checkbox"/> ABCDE Nutrition Assessment Training – workbook and website *(Must attend quarterly GTHM training after ABCDE Assessment Training and before end of 6 month probation)	
<input type="checkbox"/> Required LMS Course: Begin Basic Nutrition	
<input type="checkbox"/> Blended Learning Guidebook: Basic Nutrition modules 1-2	
<input type="checkbox"/> Practice nutrition assessment using ABCDE	
<input type="checkbox"/> Continue to observe clinic flow, certification and health check visits completing anthropometrics and hematology with supervision	

(Courses and Activities beyond Breastfeeding LMS/Guidebook not required for Certification Specialists)

Week Four – 8 Week Training Timeline

**** Keep this signed original on file ****

Day 1	Day 2	Day 3	Day 4	Day 5
-Complete Basic Nutrition Module 3. -Complete other trainings related to Basic Nutrition -Food Package -Milk Alternatives -Take Basic Nutrition Post-test and review results with trainer.	-Referring to RD and/or Nutritionist -Group Education, if applicable -Use AIM training database to practice mock certifications for pregnant participants. -Trainer observes nutrition educator certifying pregnant participants.	-Complete Prenatal Nutrition Pre-test and review results with trainer. -Complete Prenatal Nutrition Modules 1, 2 and 3. -Take Prenatal Nutrition Post-test and review results with trainer. -Certify pregnant participants.	-Complete WIC Listens, Modules 1 and 2. -Review THTM handouts for Women -Certify pregnant participants.	-Review THTM handouts for Mothers of Children. -Certify pregnant participants.

****After completion of Prenatal Nutrition LMS/Guidebook and observation by Trainer of Pregnant certifications, Nutrition Educator may begin certifying Pregnant participants***

Week 4 Activity	Initial & Date Completed
<input type="checkbox"/> Required LMS Course: Continue Basic Nutrition	
<input type="checkbox"/> Blended Learning Guidebook: Continue Basic Nutrition	
<input type="checkbox"/> LA Policies on referrals (nutrition education, other services, etc.)	
<input type="checkbox"/> Food Package (LA Training)	
<input type="checkbox"/> Milk Alternatives (LA Training)	
<input type="checkbox"/> RD Referrals (LA Training)	
<input type="checkbox"/> AIM Mock Certification for Pregnant Participants	
<input type="checkbox"/> Required LMS Course: Prenatal Nutrition	
<input type="checkbox"/> Blended Learning Guidebook: Prenatal Nutrition	
<input type="checkbox"/> Certify Pregnant Participants (observed by Trainer)	
<input type="checkbox"/> Review Touching Hearts, Touching Minds handouts	
<input type="checkbox"/> Required LMS Course: WIC Listens (modules 1, 2)	
<input type="checkbox"/> Blended Learning Guidebook: WIC Listens	
<input type="checkbox"/> Observe at least three (3) certifications of Pregnant participants. Perform Chart Reviews for at least 3 Pregnant certifications completed by Nutrition Educator	(contact Nutrition Services consultant if fewer than 3 pregnant participants certified in week 4)

***Nutrition Educators will perform ABCDE Assessments without the Projective Tools until they have attended one of the quarterly Getting to the Heart of the Matter trainings (Register in LMS upon completing ABCDE training)**

Week Five – 8 Week Training Timeline

**** Keep this signed original on file ****

Day 1	Day 2	Day 3	Day 4	Day 5
-Review THTM handouts for Infants. -Certify pregnant participants.	-Take Child Nutrition Pre-test. -Complete Child Nutrition Course. -Take Child Nutrition -Post-test and review results with trainer. -Trainer observes Nutrition Educator certifying Child Participants.	-Certify children and pregnant participants.	-Complete WIC Listens, Modules 3 and 4. -Certify children and pregnant participants.	-Begin Infant Nutrition Course; complete sections 1 and 2. -Use AIM training database to practice mock certification for infants. -Observe infant certifications, health check, or nut ed appointments.

****After completion of Child Nutrition LMS/Guidebook and observation of Child certifications by Trainer, Nutrition Educator may begin certifying Child participants***

Week 5 Activity	Initial & Date Completed
<input type="checkbox"/> Required LMS Course: Child Nutrition	
<input type="checkbox"/> Blended Learning Guidebook: Child Nutrition	
<input type="checkbox"/> Certify Child Participants (Observed by Trainer)	
<input type="checkbox"/> Required LMS Course: Continue WIC Listens (modules 3,4)	
<input type="checkbox"/> Blended Learning Guidebook: Continue WIC Listens	
<input type="checkbox"/> Required LMS Course: Infant Nutrition (modules 1, 2)	
<input type="checkbox"/> Blended Learning Guidebook: Infant Nutrition	
<input type="checkbox"/> Observe at least three (3) certifications of Child participants. Perform Chart Reviews for at least 3 Child certifications completed by Nutrition Educator	(contact Nutrition Services consultant if fewer than 3 child participants certified in week 5)

Week Six – 8 Week Training Timeline

**** Keep this signed original on file ****

Day 1	Day 2	Day 3	Day 4	Day 5
-Complete Infant Nutrition Course; section 3. -Take Infant Nutrition Post-test and review results with trainer. -Trainer observes Nutr. Educator certifying infant participants**	-Formula -Continue certifying infants**, children, and pregnant participants.	-Continue certifying infants**, children, and pregnant participants.	-Complete WIC Listens, Modules 5 and 6. -Continue certifying infants**, children, and pregnant participants.	-Take Postpartum Nutrition Pre-test. -Complete Postpartum Nutrition, section 1. -Continue certifying infants**, children, and pregnant participants.

***After completion of Infant LMS/Guidebook and observation of Infant certification by Trainer, Nutrition Educator may certify Infant participants**

****Foster infants and IFFs older than 6 months who are not part of a mother/infant dyad may be certified. Please complete Postpartum LMS/Guidebook/Observations before certifying mother/infant dyads the following week**

Week 6 Activity	Initial & Date Completed
<input type="checkbox"/> Required LMS Course: Continue Infant Nutrition	
<input type="checkbox"/> Blended Learning Guidebook: Continue Infant Nutrition	
<input type="checkbox"/> Certify Infant Participants (Observed by Trainer)	
<input type="checkbox"/> Required LMS Course: Continue WIC Listens (modules 5,6)	
<input type="checkbox"/> Blended Learning Guidebook: Continue WIC Listens	
<input type="checkbox"/> Contract and Noncontract Formula (LA Training)	
<input type="checkbox"/> Required LMS Course: Postpartum Nutrition	
<input type="checkbox"/> Blended Learning Guidebook: Postpartum Nutrition	
<input type="checkbox"/> Certify Postpartum Participants (Observed by Trainer)	
<input type="checkbox"/> May observe certifications of Infant participants which are not part of a mother/infant dyad (such as foster infants or IFF category 6 months or older)	NO MINIMUM NUMBER OF OBSERVATIONS OR CHART REVIEWS REQUIRED (Infant observations and chart reviews may be completed as mother/infant dyads are counseled in week 7 and 8)

Week Seven – 8 Week Training Timeline

**** Keep this signed original on file ****

Day 1	Day 2	Day 3	Day 4	Day 5
-Complete Postpartum Nutrition, Section 2. -Complete Postpartum Post-test and review results with trainer. -Trainer observes Nutr. Educator certifying postpartum/breastfeeding participants. ***Review and assess employee's PCE skills using Scale Rubric for Arizona WIC Appts.	-Continue certifying infants, children, pregnant, and postpartum/breastfeeding participants. ***Review and assess employee's PCE skills using the Scale Rubric for Arizona WIC Appts.	-Continue certifying infants, children, pregnant, and postpartum/breastfeeding participants. ***Review and assess employee's PCE skills using the Scale Rubric for Arizona WIC Appts..	-Complete WIC Listens, Modules 7 and 8. -Continue certifying infants, children, pregnant, and postpartum/breastfeeding participants. ***Review and assess employee's PCE skills using the Scale Rubric for Arizona WIC Appts..	-Continue certifying infants, children, pregnant, and postpartum/breastfeeding participants. ***Review and assess employee's PCE skills using the Scale Rubric for Arizona WIC Appts..

***After completion of Postpartum LMS/Guidebook and observation by Trainer of Postpartum/Breastfeeding certification, Nutrition Educator may begin certifying Postpartum and Breastfeeding participants.**

Week 7 Activity	Initial & Date Completed
<input type="checkbox"/> Required LMS Course: Continue Postpartum Nutrition	
<input type="checkbox"/> Blended Learning Guidebook: Continue Postpartum Nutrition	
<input type="checkbox"/> Required LMS Course: Continue WIC Listens (modules 7,8)	
<input type="checkbox"/> Blended Learning Guidebook: Continue WIC Listens	
<input type="checkbox"/> Certify Postpartum Participants (Observed by Trainer)	
<input type="checkbox"/> Review Nutrition Educator’s PCE skills using Scale Rubric for Arizona WIC Appts (http://azdhs.gov/azwic/program_integrity.htm)	
<input type="checkbox"/> Observe at least three (3) certifications of Postpartum participants and Infants as part of a mother/infant dyad. Perform Chart Reviews for at least 3 mother/infant dyad certifications completed by Nutrition Educator	(contact Nutrition Services consultant if fewer than 3 postpartum and infant participants certified in week 7 and 8)

Week Eight – 8 Week Training Timeline

**** Keep this signed original on file ****

Day 1	Day 2	Day 3	Day 4	Day 5
-Continue certifying infants, children, pregnant, and postpartum/breastfeeding participants. ***Review and assess employee's PCE skills using Scale Rubric for Arizona WIC Appts.	-Continue certifying infants, children, pregnant, and postpartum/breastfeeding participants. ***Review and assess employee's PCE skills using Scale Rubric for Arizona WIC Appts	-Continue certifying infants, children, pregnant, and postpartum/breastfeeding participants. ***Review and assess employee's PCE skills using Scale Rubric for Arizona WIC Appts	-Complete WIC Listens, Module 9. Continue certifying infants, children, pregnant, and postpartum/breastfeeding participants. ***Review and assess employee's PCE skills using Scale Rubric for Arizona WIC Appts	Outro to AIM to review any concerns or questions (optional). ***Review and assess employee's PCE skills using Scale Rubric for Arizona WIC Appts End of NES Training

Week 8 Activity	Initial & Date Completed
<input type="checkbox"/> Required LMS Course: Continue WIC Listens (module 9)	
<input type="checkbox"/> Blended Learning Guidebook: Continue WIC Listens	
<input type="checkbox"/> Continue Certifying All Participants	
<input type="checkbox"/> Review Nutrition Educator’s PCE skills using Scale Rubric for Arizona WIC Appts (http://azdhs.gov/azwic/program_integrity.htm)	
<input type="checkbox"/> Complete any remaining training activities from previous weeks	
<input type="checkbox"/> IBCLC (preferred) or Breastfeeding Authority observe at least three (3) certifications of Breastfeeding participants and Infants as part of a mother/infant dyad. Perform Chart Reviews for at least 3 mother/infant dyad certifications completed by Nutrition Educator	

Monthly Tasks

Observations/Chart Reviews/Evaluation

Upon successful completion of the 8 Week Training Timeline, the Trainer will submit the checklist found on p. 31-32 to the WIC Director to show the satisfactory completion of all Timeline activities.

Next, the Trainer will monitor the monthly progress of the Nutrition Educator. The Trainer will conduct monthly chart reviews until the sixth month of employment. In addition, the Trainer will observe a total of seven certifications each month.

Monthly Observations:

- 1 Infant Certification (minimum)
- 1 Child Certification (minimum)
- 1 Pregnant Certification
- 1 Postpartum Certification
- 1 Breastfeeding Certification

*Chart Reviews conducted for Monthly Observations may count toward the minimum 9 Chart Reviews for each month

Chart Reviews:

- 3 Infant Certifications (minimum)
- 3 Child Certifications (minimum)
- 1 Pregnant/1 Postpartum/1 Breastfeeding Certification

Comprehensive Evaluation (Sixth month):

Trainer will observe that the Nutrition Educator completes is able to complete all certification activities satisfactorily using the ME Tools for Certification Observation and the Scale Rubric for Arizona WIC appointments. Comprehensive Evaluations will be conducted for each WIC Category:

- Infant Certification
- Child Certification
- Pregnant Certification
- Breastfeeding Certification
- Postpartum Certification

**Trainer will use the ME Tools found on p. 25-30 (available online at http://azdhs.gov/azwic/program_integrity.htm) to document the Nutrition Educator's performance. Nutrition Educator must complete certification for each respective WIC Category without errors before they are considered to have successfully passed the Comprehensive Evaluation.*

Monthly Review – 3rd Month

**** Keep this signed original on file ****

Observations	Initial & Date Completed
1 Infant Certifications <i>(documented with ME Tool Certification Observation)</i>	
1 Child Certifications <i>(documented with ME Tool Certification Observation)</i>	
1 Pregnant Certification 1 Postpartum Certification 1 Breastfeeding Certification <i>(documented with ME Tool Certification Observation)</i>	

Chart Reviews	Initial & Date Completed
3 Infant Certifications <i>(documented with ME Tool Chart Review)</i>	
3 Child Certifications <i>(documented with ME Tool Chart Review)</i>	
1 Pregnant 1 Postpartum 1 Breastfeeding Certifications (at least one of each) <i>(documented with ME Tool Chart Review)</i>	

Monthly Review – 4th Month

**** Keep this signed original on file ****

Observations	Initial & Date Completed
1 Infant Certifications <i>(documented with ME Tool Certification Observation)</i>	
1 Child Certifications <i>(documented with ME Tool Certification Observation)</i>	
1 Pregnant Certification 1 Postpartum Certification 1 Breastfeeding Certification <i>(documented with ME Tool Certification Observation)</i>	

Chart Reviews	Initial & Date Completed
3 Infant Certifications <i>(documented with ME Tool Chart Review)</i>	
3 Child Certifications <i>(documented with ME Tool Chart Review)</i>	
1 Pregnant 1 Postpartum 1 Breastfeeding Certifications (at least one of each) <i>(documented with ME Tool Chart Review)</i>	

Monthly Review – 5th Month

**** Keep this signed original on file ****

Observations	Initial & Date Completed
1 Infant Certifications <i>(documented with ME Tool Certification Observation)</i>	
1 Child Certifications <i>(documented with ME Tool Certification Observation)</i>	
1 Pregnant Certification 1 Postpartum Certification 1 Breastfeeding Certification <i>(documented with ME Tool Certification Observation)</i>	

Chart Reviews	Initial & Date Completed
3 Infant Certifications <i>(documented with ME Tool Chart Review)</i>	
3 Child Certifications <i>(documented with ME Tool Chart Review)</i>	
1 Pregnant 1 Postpartum 1 Breastfeeding Certifications (at least one of each) <i>(documented with ME Tool Chart Review)</i>	

Monthly Review – 6th Month

**** Keep this signed original on file ****

Observations	Initial & Date Completed
1 Infant Certifications <i>(documented with ME Tool Certification Observation)</i>	
1 Child Certifications <i>(documented with ME Tool Certification Observation)</i>	
1 Pregnant Certification 1 Postpartum Certification 1 Breastfeeding Certification <i>(documented with ME Tool Certification Observation)</i>	

Chart Reviews	Initial & Date Completed
3 Infant Certifications <i>(documented with ME Tool Chart Review)</i>	
3 Child Certifications <i>(documented with ME Tool Chart Review)</i>	
3 Pregnant/Postpartum/Breastfeeding Certifications (at least one of each) <i>(documented with ME Tool Chart Review)</i>	



Arizona WIC Program-Certification Observation

REVIEWER: _____

DATE: _____

AGENCY: _____

CLINIC: _____

	1	Notes	2	Notes
Certifier Name				
Participant ID No.				
Category				
Intake/Family Information				
Greeted Client/Introduced Self	0 1 2 3		0 1 2 3	
Opened Appointment/Explained purpose of the interview	0 1 2 3		0 1 2 3	
Asked permission to review and verify documents				
Proof of address was provided and recorded correctly				
Voter Status updated/ Offer of registration completed				
Education Level Collected/Updated				
Staff verified confidentiality of participant address and phone number				
Proxy policies followed				
Client being certified physically present				
Rights & Obligations Form; the certifier explained (at minimum) Client's Pledge to WIC:				
Honesty				
Accurate Information				
Good Use of the Program				
Protect Your Benefits				
Signed by representative(s), certifier, and income verifier				
Clients are informed the R&O are located in the folder				
VOIDED second representative line (if applicable)				
Client Registration				
Accurate birth date & Gender				
Family size determination				

Proof of Identification provided and recorded accurately				
Foster Status Documented (if applicable)				
Race and ethnicity data collected accurately (at initial cert only)				
Participation in adjunctively eligible programs (if applicable)				
Proof of Income provided and recorded accurately				
Statement of Documentation completed (if applicable)				
Nutrition Assessment (VENA)				
A: Anthropometric information (according to ABCDE Tool)	0 1 2 3		0 1 2 3	
B: Biochemical (according to ABCDE Tool)	0 1 2 3		0 1 2 3	
C: Clinical/Health (according to ABCDE Tool)	0 1 2 3		0 1 2 3	
D: Dietary (according to ABCDE Tool)	0 1 2 3		0 1 2 3	
E: Environment (according to ABCDE Tool)	0 1 2 3		0 1 2 3	
What GHTM tool was used for the assessment?				
Was the tool used appropriately?				
Uses bridge appropriately	0 1 2 3		0 1 2 3	
Were the AIM work arounds properly utilized?				
Immunizations Recorded				
Infant Condition Recorded				
Utilizes critical thinking skills to gather, analyze, evaluate, and prioritize the assessment to appropriately assign WIC Codes	0 1 2 3		0 1 2 3	
Was a full assessment completed prior to end of appointment?				
Nutrition Counseling & Education				
Offered appropriate, relevant, and accurate counseling and advice	0 1 2 3		0 1 2 3	
The nutrition education was appropriate to the client's cultural preferences and consideration to household situation, educational background				

Encourages and assists the client's success by closing the conversation	0 1 2 3		0 1 2 3		
Follow up appointment addressed appropriately Appropriate referrals were made (Including nutritionist)					
Documentation					
Education documented according to individual participant in Follow up/Nutrition Ed (not by family)					
Goal 215 Selected					
T* (Tool)	0 1 2 3		0 1 2 3		
G* (Goal)	0 1 2 3		0 1 2 3		
I* (Information)	0 1 2 3		0 1 2 3		
F * (Follow up)	0 1 2 3		0 1 2 3		
Food Package and Issuance					
Food Package tailored appropriately					
Appropriate issuance interval (High Risk, Forgot Documentation)					
Food Instrument/Cash Value Voucher education provided					
Provided authorized food list					
Provided a current list of authorized vendor					
Staff checked for clients understanding of WIC foods and using the WIC Food Instruments					
An explanation of the food package and foods received (new clients)					
Client signed signature page (receipt) acknowledging receiving food instruments					
Separation of duties is consistent with policy					
Customer Service					
Staff logged out of AIM or locked computer when leaving the workstation					
Confidentiality/privacy maintained					
Accommodations were made to provide services/forms in participant’s preferred language/ Focused on client when a translator was used					
Staff focused on the client and not the computer					
Staff informed client of the right to complain/ complaint hotline number on ID Folder					
Farmers Market Food Instruments					
Participant Guides are provided to clients					

when FMNP checks are issued				
Proper use and redemption of FMNP checks, and CVVs, including lost/stolen and valid dates are reviewed Maps, names and locations of approved markets in the area				
Eligible and non-eligible foods explained				
Prohibition against cash change				
Right to complain/ FMNP complaint hotline number				
Information is available for non-English speaking participants				
Nutrition education is relevant to participant’s ethnic and cultural background				

Client name & ID	Notes

Discussion points with the certifier:
 How do you feel the appointment went?
 What areas do you feel you do well on?
 What might you do different next time?

Client name & ID	Notes

Discussion points with the certifier:
 How do you feel the appointment went?
 What areas do you feel you do well on?
 What might you do differently next time?

Scale Rubric for Arizona WIC appointments
 (http://azdhs.gov/azwic/program_integrity.htm)

ACTION	(0) Lacks Competence	(1) Needs training, guidance, close monitoring	(2) Needs to be mentored in specific identified skills	(3) Demonstrates Competence
<p>Invest in the Interaction Welcome the participant and build rapport by opening the conversation in a warm, inviting, genuine tone with:</p>	<ul style="list-style-type: none"> Has minimum interaction with client 	<ul style="list-style-type: none"> Staff introduces self 	<ul style="list-style-type: none"> Greets client by name Staff introduces self Sets the agenda 	<ul style="list-style-type: none"> Greets client by name Staff introduces self Sets the agenda Affirms client
<p>Assessment Utilizes critical thinking skills to gather, analyze, evaluate, and prioritize the assessment to appropriately assign WIC Codes using:</p>	<ul style="list-style-type: none"> Doesn’t use ABCDE Asks unproductive questions Asks repetitive questions Doesn’t use GTHM Tools appropriately Inappropriately identifies WIC Codes 	<ul style="list-style-type: none"> Uses ABCDE Introduces GTHM Tool Uses bridge awkwardly Asks the client open ended questions Inappropriately identifies WIC Codes 	<ul style="list-style-type: none"> Uses ABCDE Introduces GTHM Tool Uses bridge effectively Asks the client open ended questions Actively listens to client Ask probing questions Identifies WIC Codes before assessment is complete 	<ul style="list-style-type: none"> Uses ABCDE Introduces GTHM Tool Uses bridge appropriately Asks the client open ended questions Ask probing questions to get complete information Reflect what client is saying Offers education at appropriate moments Identifies WIC Codes after assessment is complete
<p>Nutrition Counseling & Education Offers appropriate, relevant, and accurate counseling and advice through:</p>	<ul style="list-style-type: none"> Jumps right into education at inappropriate times Doesn’t offer to discuss topics based on assessment 	<ul style="list-style-type: none"> Offers different topics to discuss based on assessment 	<ul style="list-style-type: none"> Offers different topics to discuss based on assessment Offers anticipatory guidance 	<ul style="list-style-type: none"> Offers different topics to discuss based on assessment Offers anticipatory guidance Tailors discussion around client’s needs and interests Explores and offers ideas Explores client’s feelings
<p>Support Health Outcomes Encourage success by closing the conversation with:</p>	<ul style="list-style-type: none"> Doesn’t discuss next steps Doesn’t summarize appointment 	<ul style="list-style-type: none"> Asks client about next steps 	<ul style="list-style-type: none"> Asks client about next steps Briefly summarizes discussion 	<ul style="list-style-type: none"> Asks and discusses with client next steps Summarizes discussion in more detail Affirms client

<p>Documentation</p> <p>TGIF note structure contains the following:</p>	<ul style="list-style-type: none"> Doesn’t leave a note or note contains only 1-2 words in each section 	<ul style="list-style-type: none"> Very few words are used in each section of the notes; making them very difficult to understand at follow appointment 	<p>T: Tool</p> <ul style="list-style-type: none"> GHTM Tool used, if applicable <p>G: Goals</p> <ul style="list-style-type: none"> Personal goals or areas identified by participant that they plan to work on <p>I: Information</p> <ul style="list-style-type: none"> May contain a few key points, but not all <p>F: Follow-up</p>	<p>T: Tool</p> <ul style="list-style-type: none"> GHTM Tool used, if applicable <p>G: Goals</p> <ul style="list-style-type: none"> Personal goals or areas identified by participant that they plan to work on <p>I: Information</p> <ul style="list-style-type: none"> Knowledge, feelings and beliefs of breastfeeding for pregnant and breastfeeding women categories (if applicable) Caregiver knowledge, feelings, beliefs of infant feeding for infant category (if applicable) Relevant information you would want the next person seeing this client to know Any information pertinent to the interaction during the visit Notes reflecting any new risk factors identified at nutrition education visit Reasons for food package assignment: <ul style="list-style-type: none"> For any participant with tailored food package For any participant getting Food Package III For any infant receiving formula, show how the amount of formula on food package was determined Further detail on nutrition education provided as needed to clarify <p>F: Follow-up</p> <ul style="list-style-type: none"> Any information the staff person has identified as areas to follow-up with at subsequent visits
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8 Week Training Timeline Checklist

Please sign/date to verify the completion of all weekly timeline activities in the right column (below)
****ATTENTION TRAINERS: SEND THIS COMPLETED FORM TO YOUR WIC DIRECTOR, WHO WILL SIGN AND SUBMIT TO THE NUTRITION SERVICES CONSULTANT****
(WIC Directors: Submit an electronic or hardcopy to your Nutrition Services Consultant, 150 N. 18th Avenue, Suite 310, Phoenix, AZ 85007)

Week 1 Activities	All Week 1 Activities completed (Sign/Date Below)
New employee orientation, HR forms, computer log in, agency policy, customer service, etc	<p><i>By signing below I verify that all week 1 activities have been completed:</i></p> <p>Print Employee Name:</p> <p>_____</p> <p>Trainer signature/date</p> <p>_____</p>
Read together and initial/sign all items in Learning Agreement (p.8-11)	
What is WIC LMS	
Review WIC policy and procedures.	
Begin AIM training, or Intro to AIM LMS modules 1-7	
Observation of clinic flow, answering phones, making appointments	
Week 2 Activities	All Week 2 Activities completed (Sign/Date Below)
Complete AIM Training (LMS course or LA training)	<p><i>By signing below I verify that all week 2 activities have been completed:</i></p> <p>_____</p> <p>Trainer signature/date</p> <p>_____</p>
Required LMS Course: Anthropometrics	
Blended Learning Guidebook: Anthropometrics	
Practice measuring participants	
Growth Charts, manual plotting practice	
Required LMS Course: Hematology	
Blended Learning Guidebook: Hematology	
Practice blood tests	
Anemia referrals	
Lead screening	
Required LMS Course: Civil Rights	
Observe certifications and health checks completing measurement and hematology portion of visits with supervision	
Week 3 Activities	All Week 3 Activities completed (Sign/Date Below)
Required LMS Course: Begin Breastfeeding	<p><i>By signing below I verify that all week 3 activities have been completed:</i></p> <p>_____</p> <p>Trainer signature/date</p> <p>_____</p>
Blended Learning Guidebook: Breastfeeding modules 1-7	
ABCDE Nutrition Assessment Training – workbook and website (LA Training)	
Required LMS Course: Begin Basic Nutrition	
Blended Learning Guidebook: Basic Nutrition modules 1-2	
Practice nutrition assessment using ABCDE and projective tools	
Continue to observe clinic flow, certification and health check visits completing anthropometrics and hematology with supervision	
Week 4 Activities	All Week 4 Activities completed (Sign/Date Below)
Required LMS Course: Continue Basic Nutrition	<p><i>By signing below I verify that all week 4 activities have been completed:</i></p> <p>_____</p> <p>Trainer signature/date</p> <p>_____</p>
Blended Learning Guidebook: Continue Basic Nutrition	
LA Policies on referrals (nutrition education, other services, etc.)	
Food Package (LA Training)	
Milk Alternatives (LA Training)	
RD Referrals (LA Training)	
AIM Mock Certification for Pregnant Participants	
Required LMS Course: Prenatal Nutrition	
Blended Learning Guidebook: Prenatal Nutrition	
Certify Pregnant Participants (observed by Trainer)	
Review Touching Hearts, Touching Minds handouts	
Required LMS Course: WIC Listens (modules 1, 2)	
Blended Learning Guidebook: WIC Listens	
Perform at least 3 Observations and 3 Chart Reviews for Certifications Completed by Nutrition Educator	

Week 5 Activities	All Week 5 Activities completed (Sign/Date Below)
Required LMS Course: Child Nutrition	<p>By signing below I verify that all week 5 activities have been completed:</p> <p>Print Employee Name: _____</p> <p>_____</p> <p>Trainer signature/date</p>
Blended Learning Guidebook: Child Nutrition	
Certify Child Participants (Observed by Trainer)	
Required LMS Course: Continue WIC Listens (modules 3,4)	
Blended Learning Guidebook: Continue WIC Listens	
Required LMS Course: Infant Nutrition (modules 1, 2)	
Blended Learning Guidebook: Infant Nutrition	
Perform at least 3 Observations and 3 Chart Reviews for Certifications Completed by Nutrition Educator	
Week 6 Activities	All Week 6 Activities completed (Sign/Date Below)
Required LMS Course: Continue Infant Nutrition	<p>By signing below I verify that all week 6 activities have been completed:</p> <p>_____</p> <p>Trainer signature/date</p>
Blended Learning Guidebook: Continue Infant Nutrition	
Certify Infant Participants (Observed by Trainer)	
Required LMS Course: Continue WIC Listens (modules 5,6)	
Blended Learning Guidebook: Continue WIC Listens	
Contract and Noncontract Formula (LA Training)	
Required LMS Course: Postpartum Nutrition	
Blended Learning Guidebook: Postpartum Nutrition	
Certify Postpartum Participants (Observed by Trainer)	<p>Perform at least 3 Observations and 3 Chart Reviews for Infants not part of a mother infant dyad (foster Infants or IFF greater than 6 mos) OPTIONAL – may wait until week 7</p>
Perform at least 3 Observations and 3 Chart Reviews for Infants not part of a mother infant dyad (foster Infants or IFF greater than 6 mos) OPTIONAL – may wait until week 7	
Week 7 Activities	All Week 7 Activities completed (Sign/Date Below)
Required LMS Course: Continue Postpartum Nutrition	<p>By signing below I verify that all week 7 activities have been completed:</p> <p>_____</p> <p>Trainer signature/date</p>
Blended Learning Guidebook: Continue Postpartum Nutrition	
Required LMS Course: Continue WIC Listens (modules 7,8)	
Blended Learning Guidebook: Continue WIC Listens	
Certify Postpartum Participants (Observed by Trainer)	
Review Nutrition Educator’s PCE skills using Scale Rubric for Arizona WIC Appts. (http://azdhs.gov/azwic/program_integrity.htm)	
Perform at least 3 Observations and 3 Chart Reviews for Certifications of Mother/Infant dyads completed by Nutrition Educator	
Week 8 Activities	All Week 8 Activities completed (Sign/Date Below)
Required LMS Course: Continue WIC Listens (module 9)	<p>By signing below I verify that all week 8 activities have been completed:</p> <p>_____</p> <p>Trainer signature/date</p>
Blended Learning Guidebook: Continue WIC Listens	
Continue Certifying All Participants	
Review Nutrition Educator’s PCE skills using Scale Rubric for Arizona WIC Appts (http://azdhs.gov/azwic/program_integrity.htm)	
Complete any remaining training activities from previous weeks	
Perform at least 3 Observations and 3 Chart Reviews for Certifications of Mother/Infant dyads completed by Nutrition Educator	

WIC DIRECTOR, PLEASE SIGN TO VERIFY RECEIPT AND APPROVAL OF THIS RECORD OF 8 WEEK TIMELINE COMPLETION:

WIC Director Signature

Date

*****Please submit this form as soon as possible upon completion of the 8 Week Training Timeline Activities to your Nutrition Services Consultant.*****

Monthly Chart Reviews and Observations

Send to WIC Director upon completion. WIC Director sign and send to Consultant

3rd Month

Chart Reviews	Initial & Date Completed
3 Infant Certifications (minimum)	Print Employee Name:
3 Child Certifications (minimum)	
1 Pregnant/1 Postpartum/1 Breastfeeding Certification (at least one of each)	
Observations	Initial & Date Completed
1 Infant Certifications	
1 Child Certifications	
1 Pregnant Certification	
1 Postpartum Certification	
1 Breastfeeding Certification	

4th Month

Chart Reviews	Initial & Date Completed
3 Infant Certifications (minimum)	
3 Child Certifications (minimum)	
1 Pregnant/1 Postpartum/1 Breastfeeding Certification (at least one of each)	
Observations	Initial & Date Completed
1 Infant Certifications	
1 Child Certifications	
1 Pregnant Certification	
1 Postpartum Certification	
1 Breastfeeding Certification	

5th Month

Chart Reviews	Initial & Date Completed
3 Infant Certifications (minimum)	
3 Child Certifications (minimum)	
1 Pregnant/1 Postpartum/1 Breastfeeding Certification (at least one of each)	
Observations	Initial & Date Completed
1 Infant Certifications	
1 Child Certifications	
1 Pregnant Certification	
1 Postpartum Certification	
1 Breastfeeding Certification	

6th Month

Chart Reviews	Initial & Date Completed
3 Infant Certifications (minimum)	
3 Child Certifications (minimum)	
1 Pregnant/1 Postpartum/1 Breastfeeding Certification (at least one of each)	
Observations	Initial & Date Completed
1 Infant Certifications	
1 Child Certifications	
1 Pregnant Certification	
1 Postpartum Certification	
1 Breastfeeding Certification	

WIC Director Signature _____ Date _____

Send to WIC Director upon completion. WIC Director will sign and send to State Agency Consultant.	
Comprehensive Evaluation (complete certification with no errors)	Initial & Date Completed Print Employee Name:
Infant Certification <i>(Evaluated using Certification Observation and Scale Rubric for Arizona WIC Appointments)</i>	
Child Certification <i>(Evaluated using Certification Observation and Scale Rubric for Arizona WIC Appointments)</i>	
Pregnant Certification <i>(Evaluated using Certification Observation and Scale Rubric for Arizona WIC Appointments)</i>	
Postpartum Certification <i>(Evaluated using Certification Observation and Scale Rubric for Arizona WIC Appointments)</i>	
Breastfeeding Certification <i>(Evaluated using Certification Observation and Scale Rubric for Arizona WIC Appointments)</i>	

WIC DIRECTOR, PLEASE SIGN TO VERIFY RECEIPT AND APPROVAL OF THIS RECORD OF COMPREHENSIVE EVALUATION COMPLETION	
WIC Director Signature _____	Date _____