

## Information and Application to Host HHS WIC Program Breastfeeding Courses

Thank you for your interest in hosting our lactation education courses. The Texas WIC Program collaborates with the Texas Association of Local WIC Directors (TALWD) to provide current, evidence-based lactation education to ensure consistent, accurate information across all levels of state health-care professionals. Facilities interested in hosting must complete an application and agree to the responsibilities listed.

Based on feedback from attendees, we have developed new classes with less lecture time and more interaction throughout the day. These new classes will be launched in the Summer of 2019. The Principles of Lactation Management and Lactation Counseling and Problem Solving classes will no longer be offered.

### Available Courses

- *Lactation Principles* (LP) is a one-day course addressing the fundamentals of breastfeeding, baby behavior and counseling while utilizing various case studies and activities to enhance information presented. This course may be offered twice on two consecutive days.
- *Advanced Lactation Management* (ALM) is a two-day course addressing advanced breastfeeding concerns. Knowledge gained during lectures will prompt participants to apply critical thinking and problem-solving skills to case studies and various skill-based activities.
- Physician education courses - 3 to choose from. For available classes and information, please visit <https://www.dshs.state.tx.us/wichd/lactate/physician.aspx>. No application necessary.

### Site Requirements for Hosting

- Provide a cost-free location with seating conducive to group work that also offers unobstructed views of the instructor and class presentations. If using multiple rooms, be sure all screens are in good working order.
- Provide a classroom suitable to hold a minimum of 60 for each class.
  - Be sure to account for additional tables/space necessary for food delivery, setup, & serving lines.
  - Allow plenty of space for students to move around the room freely during activities/group work.
- Provide a projector, screen, and lavalier microphone at no cost.
  - For locations that require staff to fly, additional teaching materials may need to be supplied.
- Arrive early on class days to unlock rooms, coordinate and give direction to catering staff, students and assist with AV/IT setup.
- Provide on-site assistance with setup and registration or appoint a designee in your place.
- Make arrangements for AV and provide contact information in case of difficulties during the events.
- Facility should have an adequate number of restrooms/stalls (especially women's) in or close to the training room.
- Advertise classes to all area hospitals, birthing facilities, WIC agencies, and community partners within a 2-hour driving distance.
- Secure a private, non-bathroom space with an electrical outlet close to the training room where nursing mothers can express breastmilk uninterrupted. Attendees will provide their own pump.
- Provide 2 tables in front to display various equipment and training aids.
- Provide a table for registration outside entry door (if possible), or just inside for sign-in and materials.
- Make arrangements for catering; provide a menu for approval and price quote with payment instructions at least two weeks in advance. A TALWD representative will contact you 4-6 weeks prior to begin the process.
- Scheduling preferences vary depending on time of year, location and instructor schedules.
  - Principles class – prefer training days mid-week to avoid traveling on Sunday or late Friday if possible. One-day class but can offer two classes back to back in larger areas or locations with a greater need.
  - Advanced class – contact [WIC CE Coordinator](#) for specifics
- Secure Wi-Fi access and password for the attendees to do real-time, anonymous surveys.



**The State WIC office will provide the following:**

- Instructors, syllabus links and continuing education contact hours at no cost to your facility.
- Distribution of registration and continuing education materials.
- Laptop computer if one not available on-site at no cost.

**TALWD will provide the following services:**

- Collection of registration information and fees.
- Notify the hosting site with the final number of attendees and any special dietary needs in advance.
- Pay for the costs of breaks, lunches and fees associated with catering.

**Schedule**

The courses are offered on a regional/rotational basis. Lactation Principles is offered at least six times each year in the odd-numbered months with the option of offering 2 classes back-to-back. Advanced Lactation Management is offered six times each year in the even-numbered months. Below are the regional schedules. If your specific city is not listed and meets the site requirements, you may submit an application to host. All locations are considered. Courses may be cancelled if minimum attendance requirements have not been met.

**Regional Schedule**

These classes will be offered in the following areas on a rotational basis:

- Austin-area, San Antonio or San Angelo
- Dallas or Fort Worth
- Houston or Galveston
- East/Northeast: Longview, Nacogdoches or Tyler
- South: Corpus Christi, Laredo, or the Valley (Harlingen, Edinburg or McAllen)
- West/Northwest: Amarillo, El Paso, Lubbock or Midland/Odessa

**Future Dates and Locations**

*(Months and locations are subject to change)*

**2020 Tentative Schedule**

- Edinburg/McAllen - January/February
- El Paso - March/April
- Dallas - May/June
- Galveston - July/August
- San Antonio - September/October
- Nacogdoches - November/December

**Application Deadline**

To be considered as a hosting site, please submit your application to host no later than July 31<sup>st</sup> for consideration during the following calendar year unless otherwise noted/approved. Please send your completed application or questions to the WIC CE Coordinator by email to [WIC.CECoordinator@hsc.state.tx.us](mailto:WIC.CECoordinator@hsc.state.tx.us).

WIC Management reserves the right to cancel due to low enrollment or weather-related issues for any class.

**Contact**

Questions? Call Missy Hammer at 512-341-4457.



**Application to Host Breastfeeding Courses  
Provided by the Texas HHS WIC Program**

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Training Site Name \_\_\_\_\_

Training Site Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Room Name/Number \_\_\_\_\_ Room Capacity \_\_\_\_\_

1st choice month preference \_\_\_\_\_

2nd choice month preference \_\_\_\_\_

Host Year 20\_\_\_\_ Parking Cost \$\_\_\_\_\_ per day Parking Validated YES NO N/A

***I agree to the following:***

- I understand that submission of an application does not guarantee that my facility will be chosen to host.
  
- I will advertise the training at least 2 months in advance to local WIC agencies, area hospitals, birthing facilities and community partners that are within a 2 hour driving distance from the training site.
  
- I will provide a cost-free location that meets the following requirements:
  - Seating
    - Conducive to group activities and moving around the room
    - No obstacles preventing the participants from viewing the presentation or instructors
    - Lactation Principles = 60      Advanced Lactation Management = 60
  - Adequate number of ladies' restrooms/stalls located near the training room
  - Private non-bathroom space with an electrical outlet that is free from intrusion for nursing mothers to express breastmilk (can be small office, lactation room, conference room, etc)
  
- I understand that classes may be cancelled at the discretion of management in the event the minimum requirements for registration are not met or the safety of participants is at risk.
  
- I understand the State WIC Office has the right to change venues if my facility will be undergoing construction that may interfere with the quality of the educational activity.
  
- I will make arrangements for catering and provide menu choices and payment instructions at least 2 weeks in advance.



- I will be available to provide assistance to attendees upon arrival and during the class or will appoint someone in my place.
  
- I understand that if WIC staff arrives to conduct the course and my facility does not meet the minimum requirements as described and agreed to above, consideration for hosting future courses may be impacted.

By checking the boxes above and signing below, I agree to all items listed.

Printed Name of Requestor \_\_\_\_\_ Title \_\_\_\_\_

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

Please send your completed application or questions to the WIC CE Coordinator by email at [WIC.CECoordinator@hhsc.state.tx.us](mailto:WIC.CECoordinator@hhsc.state.tx.us) or by fax to 512-341-4473.

Questions? Call Missy Hammer at 512-341-4457.

