

Certifying Authority and/or Registered Dietitian (CA/RD) (Defined in CS: 15.0) Rev. 06/03/22**CORE SKILLS** (Tagged as [Required Core](#) in the WIC Training Catalog)

TRAINING	TIME TO COMPLETE	POLICY
Welcome to WIC	Within 30 days of employment	TR:03.0
Annual Civil Rights	Within 30 days of employment & annually ¹	CR:08.0, TR:03.0
Essentials of Texas WIC Hospitality ^{2,3}	Annually ¹	TR:03.0, GA:25.0
Child Abuse Reporting	Prior to Performing duties	GA:24.0
HEART Training (Human Trafficking) ³	Within 3 months of employment & annually ¹	TR:03.0
Intimate Partner Violence (Parts 1-2) ³	Within 3 months of employment & annually ¹	TR:03.0
TX Dept of Information Resources Certified Cybersecurity Training (Not in WIC LMS, Located HERE)	Within 30 days of employment & annually ¹	AUT:08.0

CLINIC SERVICES (Tagged as [Required Clinic Services](#) in the WIC Training Catalog)

TRAINING	TIME TO COMPLETE	POLICY
Screening for Eligibility	Prior to performing duties	TR:03.0
Weighing and Measuring	Prior to performing duties	TR:03.0
Blood Collection Training	Prior to performing duties	TR:03.0
Nutrition Assessment Overview	Prior to performing duties	TR:03.0
Risk Codes Training (Parts 1-3)	Prior to performing duties	TR:03.0

NUTRITION: KNOWLEDGE, EDUCATION, COUNSELING(Tagged as [Required Nutrition Education](#) in the WIC Training Catalog)

TRAINING	TIME TO COMPLETE	POLICY
Basic Nutrition Module (RD exempt)	Prior to counseling and teaching class	TR:03.0
Child Nutrition Module	Within 6 months of employment	TR:03.0
Prenatal Nutrition Module	Within 6 months of employment	TR:03.0
Women's Health Module	Within 6 months of employment	TR:03.0
VENA Counseling Skills (101,102,103)	Prior to performing duties	TR:03.0
Client Centered Nutrition Ed. (101,102,103)	Prior to performing duties	TR:03.0, NE:02.0
WIC Shopping 101	Within 3 months of employment	TR:03.0

INFANT FEEDING (Tagged as [Required Infant Feeding](#) in the WIC Training Catalog)

TRAINING	TIME TO COMPLETE	POLICY
Infant Feeding Module	Within 6 months of employment	TR:03.0
Basic Infant Formula Module ⁴	Within 6 months of employment	TR:03.0
Non-Contract Formula	Prior to performing duties	FD:16.0, FD:16.1
Formula Drop Ship	Prior to performing duties	FD:18.0
Breastfeeding Promotion & Support Module ⁴	Within 6 months of employment	BF:04.0
LA Breastfeeding Referral Training	Within 1 month of employment	BF:04.0
Breast Pump Training ⁶	Within 6 months of employment & prior to issue	BF:04.0
Lactation Principles (LP) ⁵ or BF Management	Within 12 months & every 5 years	BF:04.0
Nipple Shields	Prior to issue/counseling under guidance of IBCLC	BF:01.0
Peer Counselor Initial Training	Not applicable	BF:03.0
Ongoing Breastfeeding Training	Annually ¹	BF:04.0
Attend Annual NBF or Alternate Conference	Not required	BF:04.0, NE:02.0

¹ For monitoring purposes, an agency will be considered out of compliance if an annual training is completed more than 15 months after the previous date.

² Not required for new staff completing the Welcome to WIC training.

³ LAs may use trainings developed by their parent agency or other entities to fulfill requirements for Hospitality, Intimate Partner Violence and Human Trafficking. New employees should take the state agency version.

⁴ Paper module found in the [WIC Catalog](#). ⁵ Visit the [Live Online Training Schedule](#) for dates and times of training.

⁶ Contract RDs who function as a CA are required to complete all required training listing above. Contract RDs who ONLY provide high risk counseling are required to complete all training listed above except Breast Pump Training and Lactation Principles/Breastfeeding Management.