

Clerk

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)	Not Applicable	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 teaching class	TR:03.0
Child Nutrition Module	Prior to teaching class	TR:03.0
Prenatal Nutrition Module	Prior to teaching class	TR:03.0
Women's Health Module	Prior to teaching class	TR:03.0
VENA Counseling Skills (101,102,103)	Not applicable	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	Prior to teaching class	TR:03.0
Basic Infant Formula Module ⁴	Not applicable	TR:03.0
Non-Contract Formula	Prior to performing technical drop ship duties (after formula approval)	FD:16.0, FD:16.1
Formula Drop Ship	Prior to performing technical drop ship duties (after formula approval)	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	Prior to issue if designated to issue pumps	BF:04.0
Lactation Principles (LP) ⁵ or BF Management	Not required	BF:04.0
Nipple Shields	Not required	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.