CORE SKILLS (Tagged as Required Co	<u>re</u> 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 <u>HERE</u>)	Within 30 days of employment & annually ¹	AUT:08.0
CLINIC SERVICES (Tagged as Requ	ired 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, EDU (Tagged as Required Nutrition Education in		
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
	ed 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 Dron Shin	Prior to performing duties	FD:18.0
		DE:UN U
Breastfeeding Promotion & Support Module 4	Within 6 months of employment	BF:04.0
Breastfeeding Promotion & Support Module ⁴ A Breastfeeding Referral Training	Within 1 month of employment	BF:04.0
Breastfeeding Promotion & Support Module ⁴ A Breastfeeding Referral Training Breast Pump Training ⁶	Within 1 month of employment Within 6 months of employment & prior to issue	BF:04.0 BF:04.0
Breastfeeding Promotion & Support Module ⁴ A Breastfeeding Referral Training Breast Pump Training ⁶ Lactation Principles (LP) ⁵ or BF Management	Within 1 month of employment Within 6 months of employment & prior to issue Within 12 months & every 5 years	BF:04.0 BF:04.0 BF:04.0
Breastfeeding Promotion & Support Module ⁴ _A Breastfeeding Referral Training Breast Pump Training ⁶ _actation Principles (LP) ⁵ or BF Management Nipple Shields	Within 1 month of employment Within 6 months of employment & prior to issue Within 12 months & every 5 years Prior to issue/counseling under guidance of IBCLC	BF:04.0 BF:04.0 BF:04.0 BF:01.0
Breastfeeding Promotion & Support Module ⁴ LA Breastfeeding Referral Training Breast Pump Training ⁶ Lactation Principles (LP) ⁵ or BF Management Nipple Shields Peer Counselor Initial Training	Within 1 month of employment Within 6 months of employment & prior to issue Within 12 months & every 5 years Prior to issue/counseling under guidance of IBCLC Not applicable	BF:04.0 BF:04.0 BF:04.0 BF:01.0 BF:03.0
Formula Drop Ship Breastfeeding Promotion & Support Module ⁴ LA Breastfeeding Referral Training Breast Pump Training ⁶ Lactation Principles (LP) ⁵ or BF Management Nipple Shields Peer Counselor Initial Training Ongoing Breastfeeding Training Attend Annual NBF or Alternate Conference	Within 1 month of employment Within 6 months of employment & prior to issue Within 12 months & every 5 years Prior to issue/counseling under guidance of IBCLC	BF:04.0 BF:04.0 BF:04.0 BF:01.0

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 <u>WIC Catalog</u>. ⁵ Visit the <u>Live Online Training Schedule</u> 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.

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WIC Certification Specialist (W	CS) (Defined in CS: 16.0)	rev 06/03/22
CORE SKILLS (Tagged as Required Co	ore 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	Within 30 days of employment & annually ¹	AUT:08.0
Cybersecurity Training (Not in LMS, Located HERE)		
CLINIC SERVICES (Tagged as Requi	red Clinic Services in the WIC Training Catalog	1)
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, EDU	CATION, COUNSELING	
(Tagged as Required Nutrition Education i		
TRAINING	TIME TO COMPLETE	POLICY
Basic Nutrition Module (RD exempt)	Prior to WCS training	TR:03.0
Child Nutrition Module	Prior to WCS training	TR:03.0
Prenatal Nutrition Module	Prior to WCS training	TR:03.0
Women's Health Module	Prior to WCS training	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
	red Infant Feeding in the WIC Training Catalog)
TRAINING	TIME TO COMPLETE	POLICY
Infant Feeding Module	Prior to WCS training	TR:03.0
Basic Infant Formula Module ⁴	Prior to WCS training	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	Prior to WCS Training & within 6 months of	BF:04.0
3	employment	
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	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 <u>WIC Catalog</u>.

⁵ Visit the <u>Live Online Training Schedule</u> for dates and times of training.

Nutrition Education Coordinator	(Defined in NE:2 0)	Rev. 06/03/22
CORE SKILLS (Tagged as Required Co		Nev. 00/03/22
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	Within 30 days of employment & annually ¹	AUT:08.0
Cybersecurity Training (Not in WIC LMS,		
Located <u>HERE</u>)		
CLINIC SERVICES (Tagged as Requi	red 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, EDU	· · · · · · · · · · · · · · · · · · ·	
(Tagged as Required Nutrition Education in		DO1 TO1
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 Requir	ed 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	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	Annually ¹	BF:04.0, NE:02.0

 $^{^{}f 1}$ 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 <u>WIC Catalog</u>.

⁵ Visit the <u>Live Online Training Schedule</u> for dates and times of training.

Breastfeeding Coordinator (Defin	·	Rev.06/03/22
CORE SKILLS (Tagged as Required Co	ore 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
	red Clinic Services in the WIC Training Catalog	3)
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)	If CA, Prior to performing duties	TR:03.0
NUTRITION: KNOWLEDGE, EDU	CATION, COUNSELING	
(Tagged as Required Nutrition Education i		
TRAINING	TIME TO COMPLETE	POLICY
Basic Nutrition Module (RD exempt)	If not CA, prior to performing duties	TR:03.0
Child Nutrition Module	If not CA, prior to performing duties	TR:03.0
Prenatal Nutrition Module	If not CA, prior to performing duties	TR:03.0
Women's Health Module	If not CA, prior to performing duties	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 Requi	red Infant Feeding in the WIC Training Catalog	1)
TRAINING	TIME TO COMPLETE	POLICY
Infant Feeding Module	If not CA, prior to performing duties	TR:03.0
Basic Infant Formula Module ⁴	If not CA, prior to performing duties	TR:03.0
Non-Contract Formula	If CA, prior to performing duties	FD:16.0, FD:16.1
Formula Drop Ship	If CA, 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	Within 6 months of employment & prior to issue	BF:04.0
Lactation Principles (LP) ⁵ and Advanced Lactation Management (ALM) ⁵ (IBCLC Exempt)	Within 1 year of employment	BF:02.0
Nipple Shields	Prior to issue/counseling under guidance of IBCLC	BF:01.0
Peer Counselor Initial Training	Not applicable	BF:03.0
Peer Counselor Train the Trainer Course	Within 1 year of employment	BF:02.0
Ongoing Breastfeeding Training	Annually ¹	BF:04.0
Attend Annual NBF or Alternate Conference	Annually ¹	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 <u>WIC Cataloq</u>.

⁵ Visit the <u>Live Online Training Schedule</u> for dates and times of training.

Peer Counselor (PC) (Defined in BF:	(03.0)	Rev. 06/03/2
CORE SKILLS (Tagged as Required Con	re 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	Within 30 days of employment & annually ¹	AUT:08.0
Cybersecurity Training (Not in WIC LMS,		
Located <u>HERE</u>)		
CLINIC SERVICES (Tagged as Requir	red Clinic Services in the WIC Training Catalog)	
TRAINING	TIME TO COMPLETE	POLICY
Screening for Eligibility	Not applicable	TR:03.0
Weighing and Measuring	Prior to performing duties	TR:03.0
Blood Collection Training	Not applicable	TR:03.0
Nutrition Assessment Overview	Not applicable	TR:03.0
Risk Codes Training (Parts 1-3)	Not applicable	TR:03.0
NUTRITION: KNOWLEDGE, EDUC (Tagged as Required Nutrition Education in	the WIC Training Catalog)	
	TIME TO COMPLETE	POLICY
Basic Nutrition Module (RD exempt)	Prior to teaching class	TR:03.0
Basic Nutrition Module (RD exempt) Child Nutrition Module	Prior to teaching class Prior to teaching class	TR:03.0 TR:03.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module	Prior to teaching class Prior to teaching class Prior to teaching class	TR:03.0 TR:03.0 TR:03.0
TRAINING Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module	Prior to teaching class Prior to teaching class Prior to teaching class Prior to teaching class	TR:03.0 TR:03.0 TR:03.0 TR:03.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103)	Prior to teaching class Not applicable	TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102)	Prior to teaching class Not applicable Prior to performing duties	TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0, NE:02.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102)	Prior to teaching class Not applicable	TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101	Prior to teaching class Not applicable Prior to performing duties	TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0, NE:02.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101 INFANT FEEDING (Tagged as Require	Prior to teaching class Not applicable Prior to performing duties Within 3 months of employment	TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0, NE:02.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101 INFANT FEEDING (Tagged as Require TRAINING	Prior to teaching class Not applicable Prior to performing duties Within 3 months of employment ed Infant Feeding in the WIC Training Catalog)	TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0, NE:02.0 TR:03.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101 INFANT FEEDING (Tagged as Require TRAINING Infant Feeding Module	Prior to teaching class Not applicable Prior to performing duties Within 3 months of employment and Infant Feeding in the WIC Training Catalog) TIME TO COMPLETE	TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0, NE:02.0 TR:03.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101 INFANT FEEDING (Tagged as Require TRAINING Infant Feeding Module Basic Infant Formula Module 4	Prior to teaching class Not applicable Prior to performing duties Within 3 months of employment ed Infant Feeding in the WIC Training Catalog) TIME TO COMPLETE Prior to teaching class	TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0 TR:03.0, NE:02.0 TR:03.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101 INFANT FEEDING (Tagged as Require TRAINING Infant Feeding Module Basic Infant Formula Module Non-Contract Formula	Prior to teaching class Not applicable Prior to performing duties Within 3 months of employment Ed Infant Feeding in the WIC Training Catalog) TIME TO COMPLETE Prior to teaching class Not applicable	TR:03.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module /ENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101 INFANT FEEDING (Tagged as Require FRAINING Infant Feeding Module Basic Infant Formula Module Formula Drop Ship	Prior to teaching class Not applicable Prior to performing duties Within 3 months of employment Ed Infant Feeding in the WIC Training Catalog) TIME TO COMPLETE Prior to teaching class Not applicable Not applicable	TR:03.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101 INFANT FEEDING (Tagged as Require FRAINING Infant Feeding Module Basic Infant Formula Module 4 Non-Contract Formula Formula Drop Ship Breastfeeding Promotion & Support Module 4	Prior to teaching class Not applicable Prior to performing duties Within 3 months of employment Ed Infant Feeding in the WIC Training Catalog) TIME TO COMPLETE Prior to teaching class Not applicable Not applicable Not applicable	TR:03.0 FOLICY TR:03.0 FD:16.0, FD:16.1 FD:18.0 BF:04.0 BF:04.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101 INFANT FEEDING (Tagged as Require FRAINING Infant Feeding Module Basic Infant Formula Module 4 Non-Contract Formula Formula Drop Ship Breastfeeding Promotion & Support Module 4 LA Breastfeeding Referral Training	Prior to teaching class Not applicable Prior to performing duties Within 3 months of employment ad Infant Feeding in the WIC Training Catalog) TIME TO COMPLETE Prior to teaching class Not applicable Not applicable Not applicable Within 6 months of employment	TR:03.0 FOLICY TR:03.0 FD:16.0, FD:16.1 FD:18.0 BF:04.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101 INFANT FEEDING (Tagged as Require FRAINING Infant Feeding Module Basic Infant Formula Module 4 Non-Contract Formula Formula Drop Ship Breastfeeding Promotion & Support Module 4 A Breastfeeding Referral Training Breast Pump Training	Prior to teaching class Not applicable Prior to performing duties Within 3 months of employment ad Infant Feeding in the WIC Training Catalog) TIME TO COMPLETE Prior to teaching class Not applicable Not applicable Not applicable Within 6 months of employment Within 1 month of employment	TR:03.0 FOLICY TR:03.0 FD:16.0, FD:16.1 FD:18.0 BF:04.0 BF:04.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101 INFANT FEEDING (Tagged as Require FRAINING Infant Feeding Module Basic Infant Formula Module 4 Non-Contract Formula Formula Drop Ship Breastfeeding Promotion & Support Module 4 LA Breastfeeding Referral Training Breast Pump Training Lactation Principles (LP) ⁵ or BF Management	Prior to teaching class Not applicable Prior to performing duties Within 3 months of employment Ed Infant Feeding in the WIC Training Catalog) TIME TO COMPLETE Prior to teaching class Not applicable Not applicable Not applicable Within 6 months of employment Within 1 month of employment Prior to issue if designated to issue pumps	TR:03.0 FOLICY TR:03.0 FD:16.0, FD:16.1 FD:18.0 BF:04.0 BF:04.0 BF:04.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101 INFANT FEEDING (Tagged as Require FRAINING Infant Feeding Module Basic Infant Formula Module 4 Non-Contract Formula Formula Drop Ship Breastfeeding Promotion & Support Module 4 LA Breastfeeding Referral Training Breast Pump Training Lactation Principles (LP) ⁵ or BF Management Nipple Shields	Prior to teaching class Not applicable Prior to performing duties Within 3 months of employment Ed Infant Feeding in the WIC Training Catalog) TIME TO COMPLETE Prior to teaching class Not applicable Not applicable Not applicable Within 6 months of employment Within 1 month of employment Prior to issue if designated to issue pumps Recommended	TR:03.0 POLICY TR:03.0 FD:16.0, FD:16.1 FD:18.0 BF:04.0 BF:04.0 BF:04.0 BF:04.0
Basic Nutrition Module (RD exempt) Child Nutrition Module Prenatal Nutrition Module Women's Health Module VENA Counseling Skills (101,102,103) Client Centered Nutrition Ed. (101,102) WIC Shopping 101	Prior to teaching class Not applicable Prior to performing duties Within 3 months of employment Ed Infant Feeding in the WIC Training Catalog) TIME TO COMPLETE Prior to teaching class Not applicable Not applicable Not applicable Within 6 months of employment Within 1 month of employment Prior to issue if designated to issue pumps Recommended Prior to issue/counseling under guidance of IBCLC	TR:03.0 POLICY TR:03.0 FD:16.0, FD:16.1 FD:18.0 BF:04.0 BF:04.0 BF:04.0 BF:04.0 BF:01.0

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 <u>WIC Catalog</u>.

⁵ Visit the <u>Live Online Training Schedule</u> for dates and times of training.

Clerk		Rev. 06/03/22
CORE SKILLS (Tagged as Required Core		T =
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 <u>HERE</u>)	Within 30 days of employment & annually ¹	AUT:08.0
CLINIC SERVICES (Tagged as Require	ed 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, EDUC (Tagged as <u>Required Nutrition Education</u> in		
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 Require	d 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

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.

BF:04.0, NE:02.0

Attend Annual NBF or Alternate Conference Not required

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 <u>WIC Catalog</u>.

⁵ Visit the <u>Live Online Training Schedule</u> for dates and times of training.

(Defined in GA:14.0)		Rev. 06/03
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	I 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)	If CA, Prior to performing duties	TR:03.0
NUTRITION: KNOWLEDGE, EDUCA (Tagged as Required Nutrition Education in the		
TRAINING	TIME TO COMPLETE	POLICY
Basic Nutrition Module (RD exempt)	If not CA, prior to performing duties	TR:03.0
Child Nutrition Module	If not CA, prior to performing duties	TR:03.0
Prenatal Nutrition Module	If not CA, prior to performing duties	TR:03.0
Women's Health Module	If not CA, prior to performing duties	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
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INFANT FEEDING (Tagged as <u>Required</u> TRAINING	TIME TO COMPLETE	POLICY
Infant Feeding Module	If not CA, prior to performing duties	TR:03.0
Basic Infant Formula Module ⁴	If not CA, prior to performing duties If not CA, prior to performing duties	TR:03.0
Non-Contract Formula	If not CA, prior to performing duties If not CA, prior to performing duties	FD:16.0, FD:16.1
Formula Drop Ship	If not CA, prior to performing duties If not CA, prior to performing duties	FD:18.0
Breastfeeding Promotion & Support Module	Not applicable	BF:04.0
(IBCLC exempt) ⁴		
LA Breastfeeding Referral Training	Within 1 month of employment	BF:04.0
Breast Pump Training	Prior to issuing	BF:04.0
Lactation Principles (LP) ⁵ or BF Management	Recommended	BF:02.0
Nipple Shields	Prior to issuing/counseling	BF:01.0
Peer Counselor Initial Training	Not applicable	BF:03.0
Ongoing Breastfeeding Training	Annually ¹	BF:04.0

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BF:04.0, NE:02.0

Not required

Attend Annual NBF or Alternate Conference

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.

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