



# Required Training by Job Classification and WIC Clinic Roles

OCTOBER 2024

**Required Training by Job Classification and WIC Clinic Role** provides an overview of the training required and those recommended for completion based on the staff role in the WIC agency.

See the **New Staff Training Guide- Phases 1-4** for links to each training.

**Complete the documentation form for each phase (1-4) and maintain a copy for review at the agency's management evaluation.**

## Table Key:

(1-4)- denotes the Phase where training is located.

**R = Required Training for Staffing Category**

X = Recommended Training for Staffing Category

**R/X** = Some trainings under the topic are required, some are not. Refer to full training plan.

**D** = Up to the **discretion** of the preceptor. WINNIE trainings will depend on staff role. Most are necessary for CPA role.

- = Not required

\*\* Trainings required for all staff are indicated by \*\* on training guide and on the table below.

<sup>1</sup> Refer to MOM [Section 4.3 Competent Professional Authority \(CPA\) Qualifications and Responsibilities](#) for additional Paraprofessional CPA training requirements.

REQUIRED TRAINING BY JOB CLASSIFICATION AND WIC CLINIC ROLES

<b>Training Topic</b> Refer to complete Training Plan for links to trainings.	<b>Clerk</b> (Scheduling, issue benefits, shopping education, Ht/Wt)	<b>CPA</b> (No Nutrition degree)	<b>CPA</b> (Nutrition degree)	<b>Para-Professional CPA<sup>1</sup></b>	<b>WIC Administrator</b> (No computer access or client contact)	<b>Peer Breastfeeding Counselor</b>
Introduction to WIC (1) **	R	R	R	R	R	R
Security Training (1) ** (Within 10 days of obtaining Information System log in)	R	R	R	R	R	R
Overview of Certification (1) **	R	R	R	R	X	D
Level 1 Breastfeeding Curriculum (1-4) **	R	R	R	R	X	R
Level 2 Breastfeeding Curriculum (1-4)	-	R	R	R	D	R
Level 3 Breastfeeding Curriculum (1-4)	-	R	R	R	D	-
Level 4 Breastfeeding Curriculum (1-4)	-	D	D	D	D	-
Anthropometric Measurements (1)	R/X (Required if doing ht/wt)	R	R	R	D	D
Hematological Measurements (1)	R/X (Required if doing hgbs)	R	R	R	D	D
Nutrition Assessment & Risk Assignment (2)	D	R	R	R	D	D

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Nutrition Education Overview (2)	<b>D</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>D</b>	<b>D</b>
Food Prescription (2)	<b>D</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>D</b>	<b>D</b>
Food Package and Shopping (2) **	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	X	
Civil Rights Training (2) ** (within 6 months of hire)	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	X	<b>R</b>
Basic Nutrition Modules (3)	<b>D</b>	<b>R</b>	X	<b>R</b>	<b>D</b>	<b>D</b>
Pregnancy Nutrition (3)	<b>D</b>	<b>R</b>	<b>R/X</b>	<b>R</b>	<b>D</b>	<b>D</b>
Infant Nutrition (3)	<b>D</b>	<b>R</b>	<b>R/X</b>	<b>R</b>	<b>D</b>	<b>D</b>
Child Nutrition (3)	<b>D</b>	<b>R</b>	<b>R/X</b>	<b>R</b>	<b>D</b>	<b>D</b>
Postpartum Nutrition (3)	<b>D</b>	<b>R</b>	<b>R/X</b>	<b>R</b>	<b>D</b>	<b>D</b>
Counseling Skills (3)	<b>D</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>D</b>	X
High Risk (HR) Nutrition Counseling (4)	<b>D</b>	<b>R/X</b> ( <b>R</b> =Required if seeing HR)	<b>R/X</b> ( <b>R</b> =Required if seeing HR)	<b>D</b>	<b>D</b>	<b>D</b>

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Identification of high-risk participants and referral to a High-Risk CPA (4)	<b>D</b>	<b>D</b>	<b>D</b>	<b>R</b>	<b>D</b>	<b>D</b>
Breastfeeding Activity- How frontline staff promote breastfeeding (4)	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>	<b>D</b>
Baby Behavior Skills Development (3)	<b>X</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>D</b>	<b>X</b>
PCS Training and Skills Development (4)	<b>X</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>D</b>	<b>X</b>
Customer Service Training (4) **	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>D</b>	<b>D</b>
Cultural Humility (4) **	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>X</b>	<b>X</b>
WINNIE Modules or comparable training (1, 2, 4)	<b>R/X</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>D</b>	<b>D</b>

**Reference – Complete Listing of Hyperlinks:**

[Section 4.3 Competent Professional Authority \(CPA\) Qualifications and Responsibilities](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_3.pdf)

([https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4\\_3.pdf](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_3.pdf))

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