

Checklist for RD's completing CPA requirements

Staff name _____ Start Date _____

Indicate the date each required module or online course is completed. Modules and online courses are listed in the order of recommended completion. RD's may choose to "test out" of modules or course with content they feel familiar with, such as the *Basic Nutrition* Online Course. Passing the posttest with a score of 90% or higher correct answers will allow the training supervisor to indicate completion in the training record.

Note: RD's may find that completion of a module or course meets one of their Professional Development Goals for AND CEU's. For convenience we have identified possible Learning Need topics and Codes that may be supported by individual modules or courses. A copy of the Competency Achievement Checklist signed by the training supervisor can act as documentation of completion. We recommend claiming no more than one hour of CEU credit for completion of each module or course. It is the responsibility of the dietitian to track and record these hours for your portfolio. Only hours that were completed may be counted; testing out of a module should not be counted as CEU completion.

#	Type	Paper Module or Online Course	Time from hire to complete	Est. hours needed	Level	Learning Need and Code recommendations See Policy 440 for requirements	Date completed
1.	Paper	Intro to WIC Module	1 week	2-5	1	4080 – Government-funded Food and Nutrition Programs	
2.	Online	Providing Participant Centered Education: Introduction Module	1 month	.5	2	Complete introduction module from this course. Gives an overview of a certification. 6010 – Behavior change theories, techniques	
3.	Online	Breastfeeding Level 1 Online Course	1 month	1.5	1	4140 – Lactation	
4.	Online	Anthropometric Online Course	1 month	2	2	Complete prior to taking measurements. 3030 – Anthropometrics, body composition	
5.	Online	Hematology Online Course	1 month	2	2	Complete prior to doing lab work. 3060 – Laboratory tests	
6.	Paper	Food Package Module	1 months	2-5	1	4080 - Government-funded Food and Nutrition Programs	
7.	Online	PCS – Setting the Stage Online Course	3 months	1.5	1	7050 – Customer Focus	

#	Type	Paper Module or Online Course	Time from hire to complete	Est. hours needed	Level	Learning Need and Code recommendations See Policy 440 for requirements	Date completed
8.	Online	Basic Nutrition Online Course	3 months	4	2	Complete prior to the Dietary Risk Module. 4030 - Dietary guidelines, DRI's, My Plate, food labeling	
9.	Paper	Dietary Risk Module	3 months	8	2	Complete prior to certifying participants. 3000 – Nutrition assessment	
10.	Online	WIC Participant Centered Education Online Course	3 months	7-8	2	Complete modules 1-9 from this course. 6020 – Counseling, therapy, and facilitation skills	
11.	Paper	Nutrition Risk Module	3 months	7-11	2	Appropriate Workbooks must be completed prior to certifying participants of that category. 3020 – Assessment of target groups, populations	
12.	Online	Prenatal Nutrition Online Course	6 months	2	2	Complete prior to certifying pregnant women. 4130 – Pregnancy	
13.	Online	Child Nutrition Online Course	6 months	2	2	Complete prior to certifying children. 4150 – Infancy and Childhood	
14.	Paper	Infant Feeding and Nutrition Module	6 months	3	2	Complete prior to certifying infants. 4150 – Infancy and Childhood	
15.	Paper	Breastfeeding Level 2 Module or attend Breastfeeding Level 2 Training	6 months	6-9	2	Complete prior to certifying breastfeeding women. Breastfeeding Level 2 Training is a 2-day face-to-face training offered 2 or 3 times a year. 4140 - Lactation	
16.	Paper	Infant Formula Module	6 months	3	2	4150 – Infancy and Childhood	
17.	Online	Postpartum Nutrition Online Course	6 months	2	2	Complete prior to certifying postpartum women. 4180 – Women's health	
18.	Online	Baby Behaviors Online Course	6 months	2.5	2	4150 – Infancy and Childhood	

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19.	Paper	Providing Participant Centered Groups Module		9-10	2	Complete prior to facilitating groups. 6020 Counseling, therapy, and facilitation skills 6030 – Education theories and techniques for adults	
20.		TWIST Training				TWIST is an integral part of functioning in WIC therefore training staff to use TWIST to perform the functions outlined in the training modules is necessary. Alternatives to on-the-job TWIST training include sending staff to TWIST training in Portland or using the TWIST Training Manual 1020 – Computer, electronic technology	

Type: Training resources are either available as hard copy modules, which can be ordered from the state mailroom or printed from the website, or online courses, which are accessed through iLearnOregon. (<http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/modules.aspx>)

Level: Level 1 are those required for all WIC staff. Level 2 are required for CPA's.

TWIST Training:

For TWIST training dates go to the Staff Training page and scroll down :

<http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/training.aspx>

TWIST Training Manual: <http://public.health.oregon.gov/HealthyPeopleFamilies/wic/Pages/twist.aspx>