

1-1 Job Aid – Level 2 Training Checklist

Use this checklist to keep track of what training you need to complete. Work with your training supervisor to decide when is a good time to do each activity.

#	Training Activity	Type	Posttest	Est. Hrs.	Date Scheduled	Date completed
Chapter 1 – Getting Started						
1-1	Getting Started • Job Aid: Training Checklist	Guide		.5		
1-2	Civil Rights Training • Completion Form	Online	Online	1		
1-3	Orientation to WIC • Completion Form	Paper + Online	Online	2-5		
Chapter 2 – What it means to be a certifier						
2-1	Road map of certifier duties	Guide		.5		
2-2	WIC Customer lifecycle	Guide		.5		
2-3	Critical thinking	Guide		.5		
2-4	Program integrity	Guide		.5		
2-5	Providing Participant Centered Education - Introduction module	Online		.5		
2-6	PCS – Setting the Stage • Completion Form	Online	Online	1.5		
2-7	Breastfeeding Level 1 • Completion Form	Online	Online	1.5		
2-8	Food Package – Chapter 1	Paper		2		
2-9	TWIST CPA Training • Completion Form	Other		16		
Chapter 3 – Interacting with WIC Participants						
3-1	Introduction to participant centered counseling	Guide		.5		

#	Training Activity	Type	Posttest	Est. Hrs.	Date Scheduled	Date completed
3-2	WIC Participant Centered Education – remaining modules • Completion Form	Online	Online	7-8		
3-3	Adverse Childhood Experiences • Completion Form	Online	Online	1-2		
3-4	Understanding families	Guide		.5		
Chapter 4 – Completing an assessment						
4-1	Nutrition risks and risk levels	Guide		.5		
4-2	Selecting and assigning risks • Job Aid: Selecting risks - Prenatal • Job Aid: Selecting risks - Children • Job Aid: Selecting risks - Infants • Job Aid: Selecting risks - Postpartum	Guide		.5		
4-3	What is a complete assessment? • Job Aid: What is a complete assessment? • Job Aid: Probing Questions	Guide		.5		
4-4	Assessment variables • Job Aid: Conversation tracking tool	Guide		.5		
4-5	Anthropometrics • Completion Form	Online	Online	2		
4-6	Hematology • Completion Form	Online	Online	2		
4-7	Nutrition Risk Module – Chapter 1	Paper	Paper	1		
4-8	Nutrition Risk Module – Chapter 2 All Categories	Paper	Paper	1		
4-9	Basic Nutrition • Completion Form	Online	Online	4		
4-10	Nutrition Risk Module – Chapter 3 All Women	Paper	Paper	1		

#	Training Activity	Type	Posttest	Est. Hrs.	Date Scheduled	Date completed
Complete prior to certifying pregnant women						
4-11	Nutrition Risk Module – Chapter 4 Pregnant Women	Paper	Paper	1		
4-12	Prenatal Nutrition • Completion Form	Online	Online	2		
Complete prior to certifying children						
4-13	Nutrition Risk Module – Chapter 5 Infants and Children	Paper	Paper	1		
4-14	Child Nutrition • Completion Form	Online	Online	2		
4-15	Responsive Parenting and WIC • Completion Form	Online	Online	2		
4-16	Toddler Behavior • Completion Form	Online	Online	1		
Complete prior to certifying infants						
4-17	Infant Feeding and Nutrition • Completion Form	Paper	Online	3		
4-18	Baby Behaviors • Completion Form	Online	Online	2.5		
4-19	Infant Formula • Completion Form	Paper	Online	3		
Complete prior to certifying postpartum women						
4-20	Nutrition Risk Module – Chapter 6 Postpartum Women • Completion form	Paper	Paper	1		
4-21	Postpartum Nutrition • Completion Form	Online	Online	2		
4-22	Breastfeeding Level 2 (Paper or face-to-face) • Completion Form	Other	Online	16		
4-23	Nutrition Risk Posttest	Other	Online	.5		
Chapter 5 – Providing nutrition-focused counseling						

#	Training Activity	Type	Posttest	Est. Hrs.	Date Scheduled	Date completed
5-1	Moving from Assessment to Nutrition-focused Counseling <ul style="list-style-type: none"> Job Aid: Framework for Nutrition-focused Counseling 	Guide		.5		
5-2	Checking for Understanding <ul style="list-style-type: none"> Job Aid: Anticipatory Guidance Topics 	Guide		.5		
5-3	Planning for quarterly nutrition education	Guide		.5		
5-4	Finding reputable evidence-based resources	Guide		.5		
Chapter 6 – Assigning food packages						
6-1	Shopper education and tailoring food packages	Guide		.5		
6-2	Food Package – Chapter 2 <ul style="list-style-type: none"> Completion form 	Paper	Online	2		
Chapter 7 – Making referrals						
7-1	Making good referrals	Guide		.5		
7-2	Required referrals	Guide		.5		
7-3	High risk referral process	Guide		.5		
Chapter 8 - Documentation						
8-1	Where and how to document	Guide		1		
8-2	Writing next steps	Guide		.5		
8-3	Documenting quarterly NE	Guide		.5		
Chapter 9 – Continual Learning						
9-1	Ongoing training and observation expectations	Guide		.5		
9-2	Level 3 Certifier Academy (cohort and face-to-face training – TBD)	Guide		TBD		
9-3	Providing Participant Centered Groups (optional) <ul style="list-style-type: none"> Completion form 	Paper	Online	9-10		

#	Training Activity	Type	Posttest	Est. Hrs.	Date Scheduled	Date completed
9-4	Certifier's Guide Posttest <ul style="list-style-type: none"> • Completion form 	Guide	Online	.5		