## CORE SKILLS

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>TIME TO COMPLETE</th>
<th>POLICY REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to WIC</td>
<td>Within 30 days of employment</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Civil Rights</td>
<td>Within 30 days of employment &amp; annually*</td>
<td>CR:8.0, TR:3.0</td>
</tr>
<tr>
<td>Hospitality†</td>
<td>Annually*</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Security Awareness &amp; Computer Usage</td>
<td>Within 30 days of employment &amp; annually*</td>
<td>AUT:8.0</td>
</tr>
<tr>
<td>Child Abuse Reporting</td>
<td>Prior to performing duties</td>
<td>GA:24.0</td>
</tr>
<tr>
<td>Human Trafficking</td>
<td>Within 3 months of employment &amp; annually*</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Intimate Partner Violence (IPV) (Part 1) (Part 2)</td>
<td>Within 3 months of employment &amp; annually*</td>
<td>TR:3.0</td>
</tr>
</tbody>
</table>

## CLINIC SERVICES

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>TIME TO COMPLETE</th>
<th>POLICY REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screening for Eligibility</td>
<td>Prior to performing duties</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Weighing and Measuring</td>
<td>Prior to performing duties</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Iron Screening</td>
<td>Prior to performing duties</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Nutrition Assessment Overview</td>
<td>Prior to performing duties</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Risk Codes (Part 1) (Part 2)</td>
<td>Prior to performing duties</td>
<td>TR:3.0</td>
</tr>
</tbody>
</table>

## NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>TIME TO COMPLETE</th>
<th>POLICY REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Nutrition Module (RD exempt)</td>
<td>Prior to WCS training</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Infant Feeding Module</td>
<td>Prior to WCS training</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Child Nutrition Module</td>
<td>Prior to WCS training</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Prenatal Nutrition Module</td>
<td>Prior to WCS training</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Breastfeeding Promotion and Support Module</td>
<td>Prior to WCS training &amp; within 6 months of employment</td>
<td>BF:4.0</td>
</tr>
<tr>
<td>Women’s Health Module</td>
<td>Prior to WCS training</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Basic Infant Formula Module</td>
<td>Prior to WCS training</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>VENA Counseling Skills (101) (102) (103)</td>
<td>Prior to performing duties</td>
<td>TR:3.0</td>
</tr>
<tr>
<td>Client Centered Nutrition Ed. (101) (102) (103)</td>
<td>Prior to performing duties</td>
<td>TR:3.0, NE:2.0</td>
</tr>
</tbody>
</table>

## INFANT FEEDING

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>TIME TO COMPLETE</th>
<th>POLICY REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA Breastfeeding Referral Training</td>
<td>Within 1 month of employment</td>
<td>BF:4.0</td>
</tr>
<tr>
<td>Breast Pump Training</td>
<td>Prior to issue is designated to issue pumps</td>
<td>BF:4.0</td>
</tr>
<tr>
<td>Ongoing Breastfeeding Training</td>
<td>Annually*</td>
<td>BF:4.0</td>
</tr>
<tr>
<td>Lactation Principles (LP) or BF Management</td>
<td>Within 12 months &amp; every 5 years</td>
<td>BF:4.0</td>
</tr>
<tr>
<td>Nipple Shield Training</td>
<td>Prior to issue/counseling if designated to issue</td>
<td>BF:4.0</td>
</tr>
<tr>
<td>Attend Annual NBF or Alternate Conference</td>
<td>Not required</td>
<td>NE:2.0, BF:2.0</td>
</tr>
<tr>
<td>Peer Counselor Initial Training</td>
<td>Not applicable</td>
<td>BF:3.0</td>
</tr>
<tr>
<td>Formula (non-contract formula) (formula drop ship)</td>
<td>Prior to performing duties</td>
<td>FD:18.0, FD:16.0, FD:16.1</td>
</tr>
</tbody>
</table>

*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.

† Not required for new staff completing the Welcome to WIC training.