

All WIC Staff Training Chart Policy 2.4.010 Training Local Agency Staff														
Name of Training	Time Requirement for Completion	Clerical	HPA	CPA	Nutritionist/ Registered Dietitian	Nutrition Coordinator	WIC Coordinator	Retailer Liaison	BF Coordinator	BFPC Coordinator	BF Peer Counselor	Volunteers	Shopping Assistant	DBE
 Professional	Within six months of hire			X	X	X								
 Basic Nutrition	Within six months of hire			X	(Optional)	(Optional)								
 Maternal, Infant and Child Nutrition	Within six months of hire			X	(Optional)	(Optional)								
 WIC Breastfeeding Basics	Within six months of hire	X	X	X	X	X	X		X	X	X		X	X
 Breastfeeding Beyond the Basics	Within one year of hire								X	X				X
 MOWINS Session 1	Prior to accessing MOWINS	X	X	X	X	X	X	X	X	X	X		X	X
 MOWINS Sessions 2-7	Within six months of hire	X	X	X	X	X	X		X	X			X	X
 MOWINS eWIC	Within six months of hire	X	X	X	X	X	X		X	X				
 MOWINS Security	Annually	X	X	X	X	X	X	X	X	X	X		X	X
 HemoCue Hb 301 System Course*	Prior to performing the screening		X	X	X	X								
 Capillary Sampling Skills Checklist*	Prior to performing the screening		X	X	X	X								
 Breastfeeding Promotion and Support	Within 30 days of hire	X	X	X	X	X	X	X	X	X	X	X	X	X
 Civil Rights	Within 60 days of hire then annually	X	X	X	X	X	X	X	X	X	X	X	X	X
 Immunizations	Within 60 days of hire then annually	X	X	X	X	X	X	X	X	X	X	X		X
 National Voter Registration Act	Within 60 days of hire then annually	X	X	X	X	X	X	X	X	X			X	
 Introduction to WIC	Within six months of hire	X	X	X	X	X	X	X	X	X	X	X	X	X
HPA-Health Professional Assistant		CPA-Competent Professional Authority			BF-Breastfeeding				BFPC-Breastfeeding Peer Counselor			DBE-Designated Breastfeeding Expert		

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 Anthropometrics	Within six months of hire		X	X	X	X								
 Communicating with Participants Effectively	Within six months of hire	X	X	X	X	X	X						X	
 WIC and Nutrition Coordinator****	Within one year					X	X							
 Breastfeeding Coordinator	Within one year								X					
 Breastfeeding Peer Counseling**	Within six months									X	X			X
 Managing Peer Counseling**	Within one year									X				
Breastfeeding Continuing Education***	One hour annually	X	X	X	X	X	X		X	X	X		X	X
Continuing Education Units (CEU) in an area of nutrition and/or breastfeeding.	Five hours annually, per federal fiscal year (FFY)			X	X	X								X

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*Training provided by the HemoCue, state nutritionist or trained nutrition coordinator.
**Breastfeeding Peer Counseling (BFPC) training and Managing Peer Counseling training are required for BFPC agencies.
The Designated Breastfeeding Expert (DBE) role is required for BFPC agencies starting October 1, 2023.
***Must be different from the previous year and in addition to required continuing education. May be completed as a staff in-service.
****Required for all WIC and nutrition coordinators hired after October 1, 2023.
 Indicates self-guided webinar.
 Indicates live training.