



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF WIC AND NUTRITION SERVICES
WIC STAFF TRAINING RECORD

A WIC Staff Training Record must be completed for each staff/volunteer person that works with your WIC local agency.

LOCAL AGENCY NAME:	LOCAL AGENCY NUMBER:
NAME OF EMPLOYEE:	MOWINS USER ID (IF APPLICABLE):

CHECK THE APPROPRIATE WIC ROLE(S) (MARK ALL THAT APPLY):

	DATE STARTED:		DATE STARTED:
☐ WIC Coordinator		☐ Breastfeeding Peer Counselor Coord. (BFPPC)	
☐ Nutrition Coordinator		☐ Breastfeeding Peer Counselor (BFPC)	
☐ Nutritionist		☐ Breastfeeding Coordinator	
☐ WIC Clerical		☐ Designated Breastfeeding Expert (DBE)	
☐ Retailer Liaison		☐ Interpreter	
☐ Health Professional Assistant (HPA)		☐ Intern	
☐ Competent Professional Authority (CPA)		☐ Volunteer: (Specify Responsibility)	
☐ WIC Shopping Assistant			
☐ Registered Dietitian (RD)		CURRENT REGISTRATION NO.	MISSOURI LICENSE NO.
☐ Dietetic Technician Registered (DTR)		CURRENT REGISTRATION NO.	
☐ Registered Nurse (RN) ☐ Licensed Practical Nurse (LPN)		CURRENT MO LICENSE NO.	
☐ International Board Certified Lactation Consultant (IBCLC)		CURRENT CERTIFICATION NO.	

NAME ON PROFESSIONAL LICENSE (IF DIFFERENT THAN EMPLOYEE NAME):

REQUIRED TRAINING FOR NEW EMPLOYEE

Refer to the All WIC Staff Training Chart for details specific for each role.

WIC TRAINING TITLE	DATE COMPLETED:		DATE COMPLETED:
☐ WIC Professional		☐ Basic Nutrition	
☐ Breastfeeding Basics		☐ Maternal, Infant and Child Nutrition	
☐ MOWINS Session 1		☐ HemoCue Hb 301 System Course	
☐ MOWINS Sessions 2-7		☐ Capillary Sampling Skills Checklist	
☐ MOWINS eWIC Training		Provided by: ☐ SA Nutritionist ☐ HemoCue ☐ Nutrition Coordinator	
☐ Breastfeeding Promotion & Support		☐ Breastfeeding Beyond the Basics	
☐ Civil Rights		Coordinator Trainings	
☐ Immunizations		☐ WIC and Nutrition Coordinator Training	
☐ National Voter Registration Act		☐ Breastfeeding Coordinator Training	
☐ Introduction to WIC		Breastfeeding Peer Counseling Program	
☐ Communicating with Participants Effectively		☐ Breastfeeding Peer Counseling Training	
☐ Anthropometrics		☐ Managing Peer Counseling	

LOCAL AGENCY NAME:	LOCAL AGENCY NUMBER:
NAME OF EMPLOYEE:	MOWINS USER ID (IF APPLICABLE):

REQUIRED ANNUALLY	Most Recent Date Completed				
☐ MOWINS Security Training					
☐ Civil Rights					
☐ Immunizations					
☐ National Voter Registration Act					

ANNUAL BREASTFEEDING CONTINUING EDUCATION <i>Required one annual breastfeeding continuing education unit per federal fiscal year. Staff must complete a different training each year.</i>			
TRAINING TITLE	TRAINER/ORGANIZATION	DATE ATTENDED	CEU/HOURS

ADDITIONAL TRAINING <i>List all in-service trainings, conferences or seminars attended and the continuing education units (CEUs) received. CPAs and nutritionists must complete five hours of nutrition and/or breastfeeding CEUs per federal fiscal year. Preferred in chronological order, oldest first.</i>			
TRAINING TITLE	TRAINER/ORGANIZATION	DATE ATTENDED	CEU/HOURS

