



# North Carolina WIC Basic Training: Training Checklist

EMPLOYEE INFORMATION:			
NAME:		POSITION:	
DATE OF HIRE:		SUPERVISOR:	
AGENCY NAME:			

WIC Basic Training modules are intended to complement on-site training from your local agency. The modules below are a resource to support new WIC staff. Please refer to the North Carolina WIC Program Manual for more information regarding NC WIC Program Policies.

Directions for New Employees: Modules should be completed within 3 months of your hire date. For each module, a score of 70% or higher on the assessment questions is required for successful completion and to receive a training certificate. Print the certificate at the end of each module and submit the printed certificates with the training checklist to your supervisor. Please complete the evaluation at the end of each module. Keep a copy of the completed checklist for your records.

Directions for Supervisors: Use this document to track new employee orientation activities. Keep a copy of the completed checklist for your records.

WIC BASIC TRAINING MODULES	Completed	Evaluation Completed	Date of Completion	Supervisor Initials
Module 1: Course Introduction, Overview and Organization		N/A		
Module 2: Program Eligibility and Application				
Module 3: Nutrition Eligibility and Nutrition Assessment				
Module 4: Plan of Care and Nutrition Education				
Module 5: Food Package				
Module 6: Food Benefit Issuance				
Module 7: Participant Rights and Responsibilities				
Module 8: Breastfeeding Promotion and Support				
Module 9: Outreach and Community Engagement				



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ADDITIONAL TRAINING ACTIVITIES (if applicable):	Completed	Evaluation Completed	Date of Completion	Supervisor Initials
Crossroads Training <a href="https://www.youtube.com/playlist?list=PLUadR7S9ykdn9QCYSzwLhVdiruJQk8V1C">https://www.youtube.com/playlist?list=PLUadR7S9ykdn9QCYSzwLhVdiruJQk8V1C</a>		N/A		
CDC Online Training Course: Using the WHO Growth Charts to Assess Growth in the United States Among Children Ages Birth to 2 Years <a href="https://www.cdc.gov/nccdphp/dnpao/growthcharts/who/index.htm">https://www.cdc.gov/nccdphp/dnpao/growthcharts/who/index.htm</a>		N/A		
Nutrition Assessment and Care Plan Training, Part 1: The Nutrition Assessment <a href="https://ncnutrition.adobeconnect.com/nacp-part1/">https://ncnutrition.adobeconnect.com/nacp-part1/</a>		N/A		
Nutrition Assessment and Care Plan Training, Part 2: The Care Plan <a href="https://ncnutrition.adobeconnect.com/nacp-part2/">https://ncnutrition.adobeconnect.com/nacp-part2/</a>		N/A		
Nutrition Assessment and Care Plan Training, Part 3: Effective Data Collection and Counseling <a href="https://ncnutrition.adobeconnect.com/nacp-part3/">https://ncnutrition.adobeconnect.com/nacp-part3/</a>		N/A		

Please see: <https://www.nutritionnc.com/wic/conferences.htm> for additional trainings as needed.