

CERTIFYING AUTHORITY AND/OR REGISTERED DIETITIAN (CA/RD) (Defined in CS:15.0)

CORE SKILLS

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 30 days of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements
Human Trafficking	Within 3 months of employment & annually	TR:3.0
Intimate Partner Violence (IPV)	Within 3 months of employment & annually	TR:3.0

CLINIC SERVICES

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for Eligibility	Prior to performing duties	TR:3.0
Weighing and Measuring	Prior to performing duties	TR:3.0
Iron Screening	Prior to performing duties	TR:3.0
Certification Process Overview	Prior to performing duties	TR:3.0
Risk Codes	Prior to performing duties	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Prior to performing duties	FD:18.0, FD:16.0, FD:16.1

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Prior to counseling and teaching class	TR:3.0
Infant Feeding Module	Within 6 months of employment	TR:3.0
Child Nutrition Module	Within 6 months of employment	TR:3.0
Prenatal Nutrition Module	Within 6 months of employment	TR:3.0
Breastfeeding Promotion and Support Module	Within 6 months of employment	BF:4.0
Women's Health Module	Within 6 months of employment	TR:3.0
Basic Infant Formula Module	Within 6 months of employment	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training*	Within 6 months of employment & prior to issue	BF:4.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM or Breastfeeding Management* (IBCLC Exempt)	Within 12 months & every 5 years	BF:4.0
Nipple Shield Training	Prior to issuance, if applicable	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0

* Contract RDs who function as a CA are required to complete all required trainings listed above. Contract RDs who ONLY provide high risk counseling are required to complete all trainings listed above except Breast Pump Training and POLM/Breastfeeding Management.

WIC CERTIFICATION SPECIALIST (WCS) (Defined in CS:16.o)

CORE SKILLS

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 30 days of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements
Human Trafficking	Within 3 months of employment & annually	TR:3.0
Intimate Partner Violence (IPV)	Within 3 months of employment & annually	TR:3.0

CLINIC SERVICES

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for Eligibility	Prior to performing duties	TR:3.0
Weighing and Measuring	Prior to performing duties	TR:3.0
Iron Screening	Prior to performing duties	TR:3.0
Certification Process Overview	Prior to performing duties	TR:3.0
Risk Codes	Prior to performing duties	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Prior to performing duties	FD:18.0, FD:16.0, FD:16.1

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Prior to WCS training	TR:3.0, CS:16.0
Infant Feeding Module	Prior to WCS training	TR:3.0, CS:16.0
Child Nutrition Module	Prior to WCS training	TR:3.0, CS:16.0
Prenatal Nutrition Module	Prior to WCS training	TR:3.0, CS:16.0
Breastfeeding Promotion and Support Module	Prior to WCS training & within 6 months of employment	BF:4.0, CS:16.0
Women's Health Module	Prior to WCS training	TR:3.0, CS:16.0
Basic Infant Formula Module	Prior to WCS training	TR:3.0, CS:16.0
VENA Counseling Skills	Prior to performing duties	TR:3.0, NE:2.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Prior to issue if designated to issue pumps	BF:4.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM or Breastfeeding Management (IBCLC Exempt)	Not required but if completed can counsel on risk codes 602 and 603.	BF:4.0
Nipple Shield Training	Prior to issuance, if applicable	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0

NUTRITION EDUCATION COORDINATOR (Defined in NE:o2.o)

CORE SKILLS

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 30 days of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements
Human Trafficking	Within 3 months of employment & annually	TR:3.0
Intimate Partner Violence (IPV)	Within 3 months of employment & annually	TR:3.0

CLINIC SERVICES

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for Eligibility	Prior to performing duties	TR:3.0
Weighing and Measuring	Prior to performing duties	TR:3.0
Iron Screening	Prior to performing duties	TR:3.0
Certification Process Overview	Prior to performing duties	TR:3.0
Risk Codes	Prior to performing duties	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Prior to performing duties	FD:18.0, FD:16.0, FD:16.1

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Within 6 months of employment	TR:3.0
Infant Feeding Module	Within 6 months of employment	TR:3.0
Child Nutrition Module	Within 6 months of employment	TR:3.0
Prenatal Nutrition Module	Within 6 months of employment	TR:3.0
Breastfeeding Promotion and Support Module	Within 6 months of employment	BF:4.0
Women's Health Module	Within 6 months of employment	TR:3.0
Basic Infant Formula Module	Within 6 months of employment	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Within 6 months of employment & prior to issue	BF:4.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM or Breastfeeding Management (IBCLC Exempt)	Within 12 months & repeat every 5 years	BF:4.0
Nipple Shield Training	Prior to issuance, if applicable	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Annually	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0

BREASTFEEDING COORDINATOR (Defined in BF:o2.o)

CORE SKILLS		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 30 days of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements
Human Trafficking	Within 3 months of employment & annually	TR:3.0
Intimate Partner Violence (IPV)	Within 3 months of employment & annually	TR:3.0

CLINIC SERVICES		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for Eligibility	Prior to performing duties	TR:3.0
Weighing and Measuring	Prior to performing duties	TR:3.0
Iron Screening	Prior to performing duties	TR:3.0
Certification Process Overview	Prior to performing duties	TR:3.0
Risk Codes	If CA, prior to performing duties	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	If CA, prior to performing duties	FD:18.0, FD:16.0, FD:16.1

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	If not CA, prior to performing duties	TR:3.0
Infant Feeding Module	If not CA, prior to performing duties	TR:3.0
Child Nutrition Module	If not CA, prior to performing duties	TR:3.0
Prenatal Nutrition Module	If not CA, prior to performing duties	TR:3.0
Breastfeeding Promotion and Support Module	Within 6 months of employment	BF:4.0
Women's Health Module	If not CA, prior to performing duties	TR:3.0
Basic Infant Formula Module	If not CA, prior to performing duties	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Within 6 months of employment & prior to issue	BF:2.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM and LCAP (IBCLC Exempt)	Refer to section I.A. in policy BF:2.0	BF:4.0
Nipple Shield Training	Prior to performing duties	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Annually	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0
Peer Counselor Train the Trainer Course	Within 1 year of employment	BF:2.0

PEER COUNSELOR (PC) (Defined in BF:03.0)

CORE SKILLS		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 30 days of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements
Human Trafficking	Within 3 months of employment & annually	TR:3.0
Intimate Partner Violence (IPV)	Within 3 months of employment & annually	TR:3.0

CLINIC SERVICES		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for Eligibility	Not applicable	TR:3.0
Weighing and Measuring	Prior to performing duties	TR:3.0
Iron Screening	Not applicable	TR:3.0
Certification Process Overview	Not applicable	TR:3.0
Risk Codes	Not applicable	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Not applicable	FD:18.0, FD:16.0, FD:16.1

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Prior to teaching class	TR:3.0
Infant Feeding Module	Prior to teaching class	TR:3.0
Child Nutrition Module	Prior to teaching class	TR:3.0
Prenatal Nutrition Module	Prior to teaching class	TR:3.0
Breastfeeding Promotion and Support Module	Within 6 months of employment	BF:4.0
Women's Health Module	Prior to teaching class	TR:3.0
Basic Infant Formula Module	Not applicable	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Prior to issue if designated to issue pumps	BF:4.0
Ongoing Breastfeeding Training	Monthly	BF:4.0
POLM or Breastfeeding Management (IBCLC Exempt)	Not required	BF:4.0
Nipple Shield Training	Not Applicable	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Counselor Initial Training	Prior to performing duties	BF:3.0

PEER DAD (PD) (Defined in BF:03.0)

CORE SKILLS		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 30 days of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements
Human Trafficking	Within 3 months of employment & annually	TR:3.0
Intimate Partner Violence (IPV)	Within 3 months of employment & annually	TR:3.0

CLINIC SERVICES		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for Eligibility	Not applicable	TR:3.0
Weighing and Measuring	Prior to performing duties	TR:3.0
Iron Screening	Not applicable	TR:3.0
Certification Process Overview	Not applicable	TR:3.0
Risk Codes	Not applicable	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Not applicable	FD:18.0, FD:16.0, FD:16.1

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Prior to teaching class	TR:3.0
Infant Feeding Module	Prior to teaching class	TR:3.0
Child Nutrition Module	Prior to teaching class	TR:3.0
Prenatal Nutrition Module	Prior to teaching class	TR:3.0
Breastfeeding Promotion and Support Module	Within 6 months of employment	BF:4.0
Women's Health Module	Prior to teaching class	TR:3.0
Basic Infant Formula Module	Not applicable	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Prior to issue if designated to issue pumps	BF:4.0
Ongoing Breastfeeding Training	Monthly	BF:4.0
POLM or Breastfeeding Management (IBCLC Exempt)	Not required	BF:4.0
Nipple Shield Training	Not applicable	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Dad Initial Training	Prior to performing duties	BF:3.0

CLERK

CORE SKILLS

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 30 days of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements
Human Trafficking	Within 3 months of employment & annually	TR:3.0
Intimate Partner Violence (IPV)	Within 3 months of employment & annually	TR:3.0

CLINIC SERVICES

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for Eligibility	Prior to performing duties	TR:3.0
Weighing and Measuring	Prior to performing duties	TR:3.0
Iron Screening	Prior to performing duties	TR:3.0
Certification Process Overview	Prior to performing dietary recall only	TR:3.0
Risk Codes	Not applicable	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Prior to performing technical drop ship duties (after formula approval)	FD:18.0, FD:16.0, FD:16.1

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Prior to teaching class	TR:3.0
Infant Feeding Module	Prior to teaching class	TR:3.0
Child Nutrition Module	Prior to teaching class	TR:3.0
Prenatal Nutrition Module	Prior to teaching class	TR:3.0
Breastfeeding Promotion and Support Module	Within 6 months of employment	BF:4.0
Women's Health Module	Prior to teaching class	TR:3.0
Basic Infant Formula Module	Not applicable	TR:3.0
VENA Counseling Skills	Not applicable	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Prior to issue if designated to issue pumps	BF:4.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM or Breastfeeding Management (IBCLC Exempt)	Not required	BF:4.0
Nipple Shield Training	Prior to issuance, if applicable	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0

DESIGNATED BREASTFEEDING EXPERT (DBE) and/or IBCLC (GA:14.0)

CORE SKILLS

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 30 days of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements
Human Trafficking	Within 3 months of employment & annually	TR:3.0
Intimate Partner Violence (IPV)	Within 3 months of employment & annually	TR:3.0

CLINIC SERVICES

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for Eligibility	Prior to performing duties	TR:3.0
Weighing and Measuring	Prior to performing duties	TR:3.0
Iron Screening	Prior to performing duties	TR:3.0
Certification Process Overview	Prior to performing duties	TR:3.0
Risk Codes	If CA, prior to performing duties	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	If CA, prior to performing duties	FD:18.0, FD:16.0, FD:16.1

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	If not CA, prior to performing duties	TR:3.0
Infant Feeding Module	If not CA, prior to performing duties	TR:3.0
Child Nutrition Module	If not CA, prior to performing duties	TR:3.0
Prenatal Nutrition Module	If not CA, prior to performing duties	TR:3.0
Breastfeeding Promotion and Support Module	Within 6 months of employment	BF:4.0
Women's Health Module	If not CA, prior to performing duties	TR:3.0
Basic Infant Formula Module	If not CA, prior to performing duties	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Prior to issue if designated to issue pumps	BF:2.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM and LCAP (IBCLC Exempt)	Within 1 year of designation	BF:4.0
Nipple Shield Training	Prior to performing duties	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0

* Contract IBCLCs are required to complete all required trainings listed above.
Primary DBE must receive one or more annual L-CERPS per policy GA:14.0 and be actively pursuing IBCLC status.