

Women, Infant and Children (WIC)  
Competent Professional Authority (CPA)  
Training Program

# WIC CPA Policy & Procedure Manual



University of Alaska Anchorage  
College of Health  
WIC CPA Training Program  
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## **Alaska WIC Competent Professional Authority (CPA) Program Policies**

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### *Goals and Objectives*

#### **Goals:**

- To train paraprofessionals to provide quality service to WIC clients.
- To ensure that the paraprofessional will adhere to and support the vision and mission of the Alaska WIC Program and the local WIC Program's Agency.
- To provide cognitive knowledge and practical experience essential to competent role function.

#### **Objectives:**

Within **twelve months of the initiation** of the learning agreement, the trainee will:

- ✓ Be able to understand and state the WIC vision and mission and statement of purpose.
- ✓ Will demonstrate competency in all curriculum and practicum fields, as certified by their preceptor.
- ✓ Will demonstrate communication skills and cultural sensitivity.

### *The Definition of Competent Professional Authority (CPA)*

#### **Competent Professional Authority (CPA) definition taken directly from:**

*USDA Food and Nutrition Services Laws and Regulations- WIC Regulations are published by the Federal Register in the Code of Federal Regulations, 7 C.F.R. Part 246. The CFR is updated in January each year.*

“Competent Professional Authority means an individual on the staff of the local agency authorized to determine nutritional risk and prescribe supplemental foods. The following persons are the only persons the State agency may authorize to serve as a competent professional authority: Physicians, nutritionists (bachelor’s or master’s degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition or Home Economics with the emphasis in Nutrition), dieticians, registered nurses, physician’s assistants (certified by the National Committee on Certification of Physician’s Assistants or certified by the State medical certifying authority), or State or local medically trained health officials. This definition also applies to any individual who is not on the staff of the local agency but who is qualified to provide data upon which nutritional risk determinations are made by a competent professional authority on the staff of the local agency.”

**The following information has been taken from:**

*WIC Nutrition Service Standards- USDA Food and Nutrition Services- August 2013*

**The Roles and Responsibilities of the WIC CPA**

*to be performed within a participant-centered framework to meet participant needs:*

1. Assesses and documents a participant's nutrition risk (s).
2. Prescribes food packages.
3. Provides nutrition education, including breastfeeding promotion and support that is responsive to the identified need/interests of each participant.
4. Identifies the need for individual care plans.
5. Refers participants to other health and social services and provides appropriate follow-up to referrals.
6. Implements individual care plans for low-risk participants.
7. Identifies and refers high-risk participants to a qualified nutritionist.
8. Documents nutrition services provided, including referrals and follow-up to referrals.
9. Ensures that screening and referrals for lead testing and immunizations using a documented immunization record is performed.

**Training Recommendations**

*The State and local agency ensure that staff providing nutrition services adhere to the training schedule to complete a WIC State-approved training program.*

1. The training schedule is for all staff and included the opportunity for CPAs to obtain annually a specified number of training hours related to their job responsibilities.
2. Training curriculum and materials include, but are not limited to:
  - a. Principles of life-cycle nutrition, including issues specific to maternal, and child nutrition
  - b. Nutrition assessment process and procedures
  - c. Anthropometric and hematological data collection
  - d. Communication/rapport building
  - e. Multicultural awareness
  - f. Critical thinking
  - g. Positive counseling approaches
  - h. Nutrition risk determination
  - i. Food package prescriptions and individual nutrition tailoring
  - j. Appropriate external and internal referrals when an issue or concern is outside of the Program's or a staff person's scope of practice
  - k. Breastfeeding promotion and support

- l. The need for an individual care plan and its development for low-risk and high-risk participants
- m. Participant-centered services and customer service practices
- n. Food safety
- o. Immunization and lead screening and referral
- p. Documentation skills

#### *Minimum Statewide Requirements to be a Candidate for Training*

- High School or GED diploma

Individual local agencies can set requirements higher than the state minimums, but not lower. A local agency can petition the State WIC office for a waiver of minimum requirements. Waivers would only be granted under circumstances of extraordinary need. *Any special circumstances must be approved by the State WIC FNS Office.*

#### *Minimum Statewide Requirements for a Trainee to Become Certified*

- Documentation of a written teaching and learning agreement between the trainee and the trainee's preceptor.
- Successful completion of all training curriculum and courses developed by the State WIC FNS office based on the roles and responsibilities given above, under the supervision of the trainee's preceptor. This includes written documentation of observations and "sign-offs" certifying that the trainee has demonstrated competency in each of the competency areas.
- Following completion of all courses, the CPA must take a Knowledge Exam and a Practical Exam. The passing score is at least 70% on the Knowledge Exam and the completion of the Practical Exam, using a pass or fail criteria. Trainees will be given an opportunity to retake the exam if they initially fail it. Trainees **working for WIC who meet the minimum requirements and a have nutrition background, greater than 2 years of experience in Nutrition related field, or** at least one year of full-time experience in the Alaska WIC Program may challenge the exams upon proof of having completed a nutrition course as described in the training curriculum.
- Each trainee will be able to check out a training kit that will contain the materials necessary to complete training as well as materials to reference when working as a WIC CPA.
- A WIC CPA Trainee may only practice the skills they are learning under the supervision of their preceptor and other qualified clinic staff until the WIC CPA Trainee has successfully complete all components of the WIC CPA Training Program.

### *WIC CPA Job Descriptions, Salary Ranges and Career Ladders*

Trainees who successfully complete the WIC CPA training program and pass the certification exam will be eligible for promotion and **may** be eligible for a salary increase. The salary increase will be granted at the recommendation of the local WIC Coordinator to the local agency, and be included in the annual grant budget request.

Local agencies will develop their own job descriptions, job titles, salary ranges and career ladders based on their individual agency personnel systems. **The State Agency supports salary differentials for successful completion of the WIC CPA Training Program.** It is recommended that the WIC CPA should be totally employed by the WIC agency, or be a shared position with other appropriate cooperating programs.

### *Supervision and Evaluation of the WIC CPA in Training*

The State will monitor WIC CPA training program as part of the Local Agency Evaluation process, based on Nutrition Services Standards (NSS).

## **Alaska WIC CPA Program Procedures**

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1. The Local Agency WIC Coordinator or WIC Nutritionist obtains the *Alaska WIC CPA Program Application* and Learning Agreement from the University of Alaska Anchorage (UAA) or State Office.
2. The WIC CPA Applicant and the Preceptor submit the application and Learning Agreement to the UAA.
3. UAA reviews the application and approves or disapproves the applicant.
4. UAA e-mails a training welcome letter and instructions on how to access the WIC Training Site. The training courses are as follows:

### **Getting Started with Alaska WIC (self-paced modules delivered online)**

1. WIC Certification
2. Customer Service
3. Vendor Relations
4. WIC Foods and Food Packages

### **Nutrition Assessment**

1. Anthropometrics
2. Hematology
3. Dietary Assessment
4. Determining Nutrition Risk

### **Maternal, Infant, and Early Child Nutrition Course**

1. Basic Nutrition
2. Using Nutrition Guidelines and Standards
3. Nutrition During Pregnancy
4. Nutrition for Postpartum and Lactating Women
5. Nutrition During Infancy
6. Nutrition for Toddlers and Preschool-Aged Children

### **Nutrition Education and Counseling**

1. Counseling Skills
2. Cross-Cultural Counseling
3. Critical Thinking
4. Providing Effective Nutrition Education
5. Developing Care Plans

### **Alaska WIC Breastfeeding Basics**

1. Breastfeeding is the Best Choice
2. Getting Started with Breastfeeding
3. Managing Breastfeeding
4. Other Issues with Breastfeeding
5. Pumping and Away from Baby

5. The WIC CPA Trainee completes the modules, under the Preceptor's guidance.
6. The WIC CPA Trainee completes the Self Checks, Case Studies and Module Skills Checklist (s) in each module.
7. The Self Checks and Case Studies will be monitored in the WIC training site.
8. The WIC CPA Trainee and the Preceptor submit the completed Module Skills Checklist(s) using the WIC training site upon the completion of each module. The Module Skills Checklist(s) become part of the WIC CPA Trainee record.
9. Once all the Module Quizzes and Skills Checklists are completed, the trainee will be sent an e-mail containing a Password and version of the Knowledge Exam (KE).
10. The Trainee once completing the knowledge exam is required to complete the Practical Exam (PE)
11. The Preceptor administers the Practical Exam (PE).
12. The Preceptor returns the Practical Exam Summaries to UAA.
13. The final WIC CPA Trainee's grade is **passing** the Practical Exam (PE) and a 70% or better on the Final Knowledge Exam (KE).
14. The WIC CPA Trainee receives his/her Alaska WIC Competent Professional Authority (CPA) Credentials.

**Reminder:** A WIC CPA Trainee may only practice the skills they are learning under the supervision of their preceptor and other qualified clinic staff until the WIC CPA Trainee has successfully complete all components of the WIC CPA Training Program and cannot assign risk codes or prescribe food packages until they have completed their CPA training.

Alaska WIC Competent Professional Authority (CPA) Training Program Application

---

**Applicant**

Date of application: \_\_\_\_\_ Local WIC Agency: \_\_\_\_\_

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

*Last*                    *First*                    *Middle*

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Residence Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Race  African American/Black  Alaskan Native/American Indian  Hispanic  
 Asian/Pacific Islander  White

---

**Applicant Education**

High School Graduation Date: \_\_\_\_\_ or GED Completion Date: \_\_\_\_\_

School Name: \_\_\_\_\_

School's Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of College Years Completed: \_\_\_\_\_ College Graduation Date: \_\_\_\_\_

College Degree: \_\_\_\_\_ Major: \_\_\_\_\_

---

**Applicant Work Experience**

Have you worked in the WIC Program?  Yes  No

If you answered Yes, for how long? \_\_\_\_\_ Months \_\_\_\_\_ Years

Name of the WIC Agency \_\_\_\_\_

Have you worked in the Nutrition Field?  Yes  No

If you answered Yes, for how long? \_\_\_\_\_ Months \_\_\_\_\_ Years

Name of the Organization \_\_\_\_\_

Requesting waiver of minimum requirements?  Yes  No

If yes, please provide explanation on a separate sheet.

---

**Preceptor**

Name \_\_\_\_\_

*Last*

*First*

*Middle*

Work Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Work E-mail Address \_\_\_\_\_

Work Phone# \_\_\_\_\_ Message # \_\_\_\_\_

---

**Preceptor's Education\***

High School Graduation Date \_\_\_\_\_

High School Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

College/University \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Number of College Years Completed \_\_\_\_\_ College Graduation

Date \_\_\_\_\_

College Degree \_\_\_\_\_ Major \_\_\_\_\_

Registered Dietitian (RD)  Yes  No RD Registration Number \_\_\_\_\_

WIC Coordinator  Yes  No

WIC Nutritionist/RD  Yes  No

Other: \_\_\_\_\_

Local WIC Agency \_\_\_\_\_

Length of Employment with WIC Agency \_\_\_\_\_

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**\* Please note the minimum education and experience requirements for a WIC CPA Preceptor are:**

- Registered Dietitian, Bachelors or Master's Degree in Nutrition, Registered Nurse, Physician Assistant, **OR** Physician  
**AND**
- A minimum of six months experience in a WIC Program

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Preceptor's Signature Date

## **WIC CPA Trainee, Preceptor and State Coordinator Roles and Responsibilities**

### *WIC CPA Trainee*

1. Meet with the WIC Preceptor/Nutritionist to discuss the study plans, before starting a module.
2. Collect the materials and supplies needed for each module- check out training kit from local agency.
3. Ask guidance from the WIC Preceptor/Nutritionist when needed.

### *Preceptor*

The Alaska WIC CPA Training Program is delivered in a web-based format. In order to ensure that trainees have mastered the skills taught in this program, a preceptor is required for all self-paced modules. According to the American Heritage Dictionary, a preceptor can be defined as “An expert or specialist, such as a physician, who gives practical experience and training to a student, especially of medicine or nursing.” In the Alaska WIC CPA Training Program, this practical experience under the supervision of an expert in the field of nutrition is an essential training component.

The WIC CPA Preceptor must have the following education and experience:

- Registered dietitian, bachelors or masters degree in nutrition, registered nurse, physician assistant, **OR** physician

#### **AND**

- A minimum of six months experience in a WIC Program

A preceptor must be identified for each CPA trainee at the beginning of his or her CPA training program. Other CPAs as defined by WIC regulations or qualified staff may assist in the training process, but the preceptor will be responsible for final observations, signing off and ensuring that the trainee has mastered all skills necessary for working as a WIC CPA.

The responsibilities of the preceptor include:

1. Answer questions and provide direction and advice.
2. Provide opportunities for observational learning.
3. Evaluate hands on learning activities.
4. Certify achievement of the modules' performance objectives by submitting signed “Skills Checklist Form(s) for each module.
5. Ensure that the minimum recommended reference library is available.
6. Proctor the Practical Exam (PE) and the Knowledge Exam (KE).

7. Perform weekly reviews of certifications, nutrition education and related work performed by the WIC CPA.
8. Develop a formal WIC CPA evaluation plan that will monitor and evaluate the quality of the WIC CPA's work every six months. Results of the review will be inspected by the State WIC staff during local agency management reviews.

This review will consist of:

- Direct observation of general nutrition education group sessions
- Direct observation of one-on-one counseling sessions conducted by the WIC CPA
- Review of computer work
- Audit of client files and other relevant written records kept by the WIC CPA

#### *UAA WIC CPA Training Program Coordinator*

1. Develop and provide training courses and modules.
2. Approve and maintain WIC CPAs applications, training records.
3. Verify completion and approve waivers for the required nutrition course.
4. Develop and provide the Practical Exam and the Knowledge Exam.
5. Provide each local agency with a training kit for use by WIC CPAs during their training.

#### *Learning Agreement*

The following page contains the learning agreement used by UAA to communicate the learning expectation of the trainee while completing the WIC CPA Training Program. This learning agreement can be used as a guide for completing all of the necessary training. The original learning agreement will be placed on file at UAA and a copy should be maintained at the WIC local agency.

A progress record is also kept on file at UAA and as each step of training is completed the UAA WIC CPA Coordinator will mark off the work that has been submitted, verified as complete and filed. The progress record can also be used as a tool for tracking progress by the trainee and/or preceptor.

Both of these forms are intended to help ensure training goals are being met in a timely manner.

**ALASKA WIC COMPETENT PROFESSIONAL AUTHORITY (CPA) TRAINING  
PROGRAM LEARNING AGREEMENT**

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WIC CPA Trainee Name: \_\_\_\_\_ Local WIC Agency: \_\_\_\_\_

Preceptor's Name: \_\_\_\_\_ Trainee Starting Date: \_\_\_\_\_

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**The WIC CPA Trainee agrees to:**

Complete all of the following Alaska WIC CPA Training Courses within twelve months of the initiation of the learning agreement. Any modifications to this training plan must have written approval from the Alaska WIC CPA Training Program.

**Getting Started with Alaska WIC:**

1. WIC Certification
2. Customer Service
3. Vendor Relations
4. WIC Foods and Food Packages

**Nutrition Assessment:**

1. Anthropometrics
2. Hematology
3. Dietary Assessment
4. Determining Nutrition Risk

**Maternal, Infant, and Early Child Nutrition:**

1. Basic Nutrition
2. Using Nutrition Guidelines and Standards
3. Nutrition During Pregnancy
4. Nutrition for Postpartum and Lactating Women
5. Nutrition During Infancy
6. Nutrition for Toddlers and Preschool-Aged Children

**Nutrition Education and Counseling:**

1. Counseling Skills
2. Cross Cultural Counseling
3. Critical Thinking
4. Providing Effective Nutrition Education
5. Developing Care Plans

**Alaska WIC Breastfeeding Basics:**

1. Breastfeeding is the Best Choice
2. Getting Started with Breastfeeding
3. Managing Breastfeeding
4. Pumping and Away from Baby
5. Other Issues with Breastfeeding

**Final Exams:**

Upon completion of all of the above courses, the trainee must pass the Knowledge Exam (KE) with a score of at least a 70% and the Practical Exam (PE).

**After completing the training program, the WIC CPA agrees to:**

1. Complete at least twelve continuing education hours every year, to maintain WIC CPA certification. Details on requirements for continuing education are given in the CPA Training Program Policy and Procedure Manual.
2. Work for the sponsoring local agency WIC Program for at least one year after becoming a WIC CPA or the sponsoring local agency may require reimbursement for training time and money spent training.

**The WIC CPA Preceptor must have the following education and experience:**

- Registered Dietitian, Bachelors or Master's Degree in Nutrition, Registered Nurse, Physician Assistant, or Physician
- **AND** a minimum of six months experience in a WIC Program

**The WIC CPA Training Preceptor Agrees to:**

- Answer questions and provide direction and advice.
- Provide opportunities for observational learning.
- Evaluate hands on learning activities.
- Certify achievement of the modules' performance objectives by submitting signed "Skills Checklist Form(s)."
- Proctor the Practical Exam (PE) and the Knowledge Exam (KE).
- Perform weekly reviews of certifications, nutrition education and related work performed by the WIC CPA.
- Develop a formal WIC CPA evaluation plan that will monitor and evaluate the quality of the WIC CPA's work every six months. Results of the review will be inspected by the State WIC staff during local agency management reviews.

This review will consist of:

- Direct observation of general nutrition education group sessions
- Direct observation of one-on-one counseling sessions conducted by the WIC CPA
- Review of computer work
- Audit of client files and other relevant written records kept by the WIC CPA

\_\_\_\_\_  
WIC CPA Trainee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preceptor's Signature

\_\_\_\_\_  
Date

WIC CPA Trainee's Name: \_\_\_\_\_ Local WIC Agency: \_\_\_\_\_

Preceptor's Name: \_\_\_\_\_ Trainee's Starting Date: \_\_\_\_\_

<b>Alaska WIC CPA Training Record of Completion Dates</b>
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**Getting Started With Alaska WIC**

1. WIC Certification
2. Customer Service
3. Vendor Relations
4. WIC Foods and Food Packages

**Quiz**

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | Date: _____ |

**Skills Checklist**

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | Date: _____ |

**Nutrition Assessment**

1. Anthropometrics
2. Hematology  
Blood Borne Pathogen Self-Check
3. Dietary Assessment
4. Determining Nutrition Risk

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | Date: _____ |

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | Date: _____ |

**Maternal, Infant, and Early Child Nutrition Course**

1. Basic Nutrition
2. Using Nutrition Guidelines and Standards
3. Nutrition During Pregnancy
4. Nutrition for Postpartum and Lactating Women
5. Nutrition During Infancy  
Baby Behavior Self-Check
6. Nutrition for Toddler/Preschool-Aged Children

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | Date: _____ |

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | Date: _____ |

**Nutrition Education and Counseling**

1. Counseling Skills
2. Cross-Cultural Counseling
3. Critical Thinking
4. Providing Effective Nutrition Education
5. Developing Care Plans

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | Date: _____ |

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | Date: _____ |

**Alaska WIC Breastfeeding Basics**

1. Breastfeeding is the Best Choice
2. Getting Started With Breastfeeding
3. Managing Breastfeeding
4. Pumping and Away from Baby
7. Other Issues with Breastfeeding

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | Date: _____ |

- |                          |             |
|--------------------------|-------------|
| <input type="checkbox"/> | Date: _____ |

**Score –Knowledge Exam (KE):** \_\_\_\_\_ %      **Date:** \_\_\_\_\_

**Score - Practical Exam (PE):**     Pass     No Pass      **Date:** \_\_\_\_\_

## **WIC CPA Training Kit**

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Your local WIC agency should have at least one WIC CPA Training Kit. Larger agencies with multiple locations may have multiple kits. These kits include everything your trainee needs to complete the WIC CPA Training. Within the kit you will also find a content list, a sample contract to have your trainee fill out when they borrow the kit or an item in the kit, a log to keep track of who has the kit and a content checklist to check the kit back in. The items in the kit have been marked that they are part of the kit and should be easy to identify.

These kits are intended to be used by multiple trainees. Using training supplies for more than one trainee helps save money on supplies and postage. Extra supply money is limited so it will be the local agencies responsibility to replace any unreturned items or lost kits. There is a limited budget for replacement items if there is an unforeseen circumstance on an individual basis.

### ***Suggested Procedures for Using the Training Kits:***

1. Have a trainee or employee complete the Alaska WIC CPA Training Kit Contract and review with them that they are borrowing the training kit or supplies and they are expected to return them regardless of the circumstance.
2. Complete the Alaska WIC CPA Training Kit Log located in the sleeve on the inside of the training kit. Remove the log while it is checked out and keep it in a safe place so that you will remember who has the training kit.
3. Review the content list with the trainee/employee to assure that everything is in the kit at the time it is checked out.
4. Check in with the trainee/employee regularly reminding them to return the kit when they no longer need it.
5. When the training kit is returned, use the Alaska WIC CPA Training Kit Content Checklist and make sure each item in the kit has been returned, complete the log to show it has been returned and place the log back in the sleeve on the inside of the training kit.

## ***WIC CPA Training Kit Content List***

- Duyff, R.L (2017). *Complete food & nutrition guide* (5th ed). New York, NY: Houghton, Mifflin Harcourt .
- Jolley, S.N., Phillips-Angeles, E., & Chertok, I.R. (2005). *Breastfeeding triage tool* (5th ed). Seattle & King County: Public Health.
- Hand out: Diapers of the Breastfeed Baby
- Precise Plot
- Gestation Wheel
- BMI Wheel
- Growth Charts
- CD: AK WIC Customer Service

**Check Out Log for Alaska WIC CPA Training Program Kit**

Complete the log each time a kit or item from the kit is borrowed by a trainee or employee.

Clinic Name \_\_\_\_\_

Kit # \_\_\_\_\_

Trainee Name	Kit # or Item Name	Date Checked Out	Date Returned	Notes

**Contract to Check-Out WIC CPA Training Program Kit**

I, \_\_\_\_\_, am checking out a WIC CPA Training Program Kit or an item from the kit and I agree to take proper care of the item(s) while they are in my care and I agree to return them when I have finished using them or if I no longer continue training for any reason. If something happens to the training kit or item I am borrowing, I will report it immediately to my preceptor and/or clinic coordinator.

I am checking out:

Kit # \_\_\_\_\_

Item (list individual item(s) if you are only checking out an item from the kit:

\_\_\_\_\_ from Kit # \_\_\_\_\_  
\_\_\_\_\_ from Kit # \_\_\_\_\_  
\_\_\_\_\_ from Kit # \_\_\_\_\_

Trainee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor or Clinic Coordinator Signature: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Alaska WIC CPA Tests**

---

The Alaska WIC CPA Program Examination includes two parts, the Knowledge Exam (KE) and the Practical Exam (PE).

### *The Knowledge Exam*

The KE tests the knowledge objectives from each of the modules. The test is delivered on the WIC training site. Once the CPA Trainee is eligible to take the exam, he or she will be given access to the exam. The KE is a database of questions and each time the test is taken a different pool of questions is chosen. The WIC CPA Trainee must pass with a 70% or better on the KE. The WIC CPA Trainee can retake the KE if needed.

### *The Practical Exam*

The Practical Exam (PE) tests the competency of WIC CPA trainee to perform the functions of a WIC CPA. Under the supervision of the Preceptor, the trainee takes the PE performing the following WIC functions for the five categories of WIC participants:

1. Determine WIC Eligibility
2. Complete an Anthropometric Assessment
3. Complete a Hematologic Assessment
4. Complete a Dietary Assessment
5. Determine Nutritional Risks Factors
6. Explain Findings Accurately to the WIC Participant
7. Provide Nutrition Education and Counseling
8. Issue Food Instruments
9. Enter Information in the SPIRIT Computer Program
10. Schedule the Next WIC Appointment
11. Present a WIC Nutrition Class for WIC Participants, using a Lesson Plan developed at the WIC CPA Trainee's WIC Local Agency

### ***Practical Exam Check-off Sheet***

The Preceptor uses the AK WIC Practical Exam Check-off Sheet to grade the WIC CPA Trainee's performance of the WIC functions/tasks for each participant category. The Score Sheet includes the required WIC tasks, the participant category abbreviations (WP, WB, WPP, I, C), the WIC CPA Trainee's Pass/No Pass Scores.

**For Example:**

<b>Alaska WIC Competent Professional Authority (CPA) Program Practical Exam Check off Sheet</b>					
WIC CPA Trainee's Name/Signature: _____ / _____					
Preceptor's Name/Signature: _____ / _____ Date: _____					
WIC FUNCTIONS/TASKS	WP	WB	WPP	I	C
<b>1. DETERMINE WIC ELIGIBILITY</b>					<b>WIC CPA Trainee's Scores</b>
Cordial introduction					<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Explain purpose of certification					<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Forms are completed correctly					<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Income is determined and documented correctly					<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

**To grade the WIC CPA Trainee's performance of the WIC Function/Tasks, the Preceptor needs to:**

1. Observe and score (Pass/No Pass) the performance of each WIC task.
2. Record a P for Pass and NP for No Pass in the in the box provided.
3. For the overall task the WIC CPA Trainee must Pass 4 of the 5 client types to Pass for that overall task.
4. Score WIC Function/Tasks as Pass or No Pass by checking the box yes or no under the box labeled WIC CPA Trainee's Score.
5. If the WIC CPA Trainee is not passing each task, the Practical Exam should be stopped and retaken after the WIC CPA Trainee has received more training and experience.

***Practical Test Summary Sheet***

The Practical Test Summary Sheet includes the WIC CPA Functions and the WIC CPA Trainees' Pass/No Pass Scores. It is used to record all the WIC CPA Trainee's Scores and determine the final Pass/No Pass grade.

**Example:**

Alaska WIC CPA Practical Test Summary Sheet

WIC CPA Trainee's Name/Signature: \_\_\_\_\_ / \_\_\_\_\_  
Preceptor's Name/Signature: \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

WIC Functions	WIC CPA Trainee's Scores
1. Determine WIC Eligibility	<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
2. Anthropometrics Assessment Weight	<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

***Taking the Alaska WIC CPA Practical Exam***

1. To complete the Alaska WIC CPA Practical Test, the WIC CPA Trainee needs:
  - WIC Application Forms (available at your clinic)
  - The Preceptor and the WIC CPA Trainee select dates and times for new certification appointments for a (WP), a (WB), an (I), a (C), and a (WPP)
  - Alaska WIC Nutritional Risk Criteria Manual (available at your clinic)
  - SPIRIT Computer Program Application (available at your clinic)
2. The Preceptor needs:
  - Alaska WIC CPA Practical Exam Score Sheet
  - Alaska WIC CPA Practical Exam Summary
  - Alaska WIC CPA Nutrition Education and Counseling Practical Exam Score Sheet
3. The Preceptor writes the WIC CPA Trainee's name and his/her name and the exam date.
4. On the appointment dates, the Preceptor and the WIC CPA Trainee greet the participant(s) and ask them to complete the required forms.
5. WIC CPA Trainee performs the following WIC functions:  
Determine WIC Eligibility; Complete an Anthropometric Assessment and a Hematologic Assessment; Complete a Dietary Assessment; Determine Risks Factors; Explain Findings; Provide Nutrition Education and Counseling; Issue Food Instruments; Enter Information in the SPIRIT Computer System; Schedule the Next WIC Appointment.
6. The preceptor administers, observes, and scores the Alaska WIC CPA Practical Exam.

## ***The Nutrition Education and Counseling Test Score Sheet***

The Nutrition Education and Counseling Exam Score Sheet is used by the Preceptor to grade the WIC CPA Trainee's performance in presenting a nutrition class to WIC participants.

### ***Taking the Nutrition Education and Counseling Practical Test Section***

1. To complete the Nutrition Education and Counseling Exam, the WIC CPA Trainee needs to:  
Select a lesson plan used by the WIC Local Agency to teach a Nutrition Class
2. The Preceptor needs:  
Nutrition Education and Counseling Exam Score Sheet  
Practical Exam Summary
3. The Preceptor writes the WIC CPA Trainee's name, his/her name and the exam date on the Nutrition Education and Counseling Exam Score Sheet.
4. The Preceptor and the WIC CPA Trainee choose a lesson plan used by the WIC Local Agency to teach a Nutrition Class.
5. On the day of the Nutrition Class, the Preceptor and the WIC CPA Trainee greet the participant(s).
7. The Preceptor observes the performance of all tasks and scores them using the Nutrition Education and Counseling Exam Score Sheet.
8. The Preceptor adds the WIC CPA Trainee's Scores determines if it is a Pass or No Pass score as set forth by the guidelines and transfers the Pass/No Pass score to Line #11 in the Practical Exam Summary Sheet.

### ***Practical Exam Passing Score***

The Alaska WIC CPA Trainee must receive all Passing Scores, in order to pass the Alaska WIC CPA Program Practical Exam. WIC CPA Trainees will be given an opportunity to retake the exam, if they do not pass initially.

### ***Submitting the Practical Test Results***

The Preceptor and the WIC CPA Trainee sign and date the Alaska WIC CPA Practical Exam Check-off Sheets (first page), the Alaska WIC CPA Practical Exam Summary, and the Alaska WIC CPA Nutrition Education Counseling Exam Score Sheet. Scan the items and submit them in the assignment tab for the Practical Exam within the WIC CPA Training on the State of Alaska Online Learning site.

## Alaska WIC CPA Practical Exam Check-off Sheet

### Alaska WIC Competent Professional Authority (CPA) Practical Exam Check-off Sheet

WIC CPA Trainee's Name Signature: \_\_\_\_\_ / \_\_\_\_\_  
 Preceptor's Name/Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

WIC FUNCTIONS/Tasks	WP	WB	WPP	I	C	WIC CPA Trainee's Scores
<b>1. Determine WIC Eligibility</b>						
Cordial introduction						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Explain purpose of WIC and certification						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Required forms are completed correctly and filed in participant's chart						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Income is determined and documented correctly						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. Anthropometric Assessment</b>						
<b>Weight (Recumbent or Standing)</b>						
Correct scale used						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sanitary covering used (infant scale)						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Weighed in light clothing/ no clothing and only dry diaper if necessary for infants						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Scale balanced to zero before each time						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Client positioned in center of scale						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Weight read to nearest ounce or one-quarter pound (table Model beam scale) <b>OR</b>						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Weight read to nearest ¼ lb. (standard beam scale)						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Weight repeated to nearest ounce or within ¼ lb.						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Weights documented on participants forms						Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Recumbent Length</b>						
Completed for all children < 2 years of age or under 35 1/2" in height	N/A	N/A	N/A			Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Correct measuring board used	N/A	N/A	N/A			Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sanitary covering used	N/A	N/A	N/A			Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Participants headwear and all footwear removed	N/A	N/A	N/A			Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Assistant/caretaker is used to measure recumbent length and is positioned behind the infant's/child's head	N/A	N/A	N/A			Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No

**Alaska WIC Competent Professional Authority (CPA) Practical Exam Check-off Sheet**

<b>WIC FUNCTIONS/Tasks</b>	<b>WP</b>	<b>WB</b>	<b>WPP</b>	<b>I</b>	<b>C</b>	<b>WIC CPA Trainee's Score s</b>
<b>Recumbent Length (continued)</b>						
Shows and/or explains to caretaker how to position and hold the child's head against the headboard and in the Frankfort Plane. The position is maintained for the measurement	N/A	N/A	N/A			<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Extends both of the child's legs and holds the legs down securely at both knees	N/A	N/A	N/A			<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Moves footboard against both heels and with feet flat	N/A	N/A	N/A			<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Measurements read to nearest 1/8 inch	N/A	N/A	N/A			<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Measurements repeated to within 1/8 inch	N/A	N/A	N/A			<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Measurements documented	N/A	N/A	N/A			<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Standing Height (Stature)</b>						
Correct measuring board used				N/A		<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Participant's headwear/ footwear removed				N/A		<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Participant's feet are flat and together in the center of the measuring board. The knees are together				N/A		<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Client's legs are straight/knees are not bent				N/A		<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Mid-auxiliary line is perpendicular to the base of the board. (Note: The client's feet may not touch the back of the measuring board, particularly in overweight or obese women and children.)				N/A		<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Client's head, shoulders, buttocks and heels (except as described above) are against wall/board				N/A		<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Client's head is positioned correctly according to the Frankfort Plane				N/A		<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Right angle headboard used correctly				N/A		<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Measurement read to nearest 1/8 inch.				N/A		<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Measurement repeated to within 1/8 inch.				N/A		<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Measurement documented on participants' forms, growth or prenatal weight gain grid				N/A		<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>3. Hematologic Assessment</b>						
<b>Hemoglobin/Hemocue/Pronto</b>						
All necessary applicants are screened						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Measurement recorded on participant's form						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

**Alaska WIC Competent Professional Authority (CPA) Practical Exam Check-off Sheet**

<b>WIC FUNCTIONS/Tasks</b>	<b>WP</b>	<b>WB</b>	<b>WPP</b>	<b>I</b>	<b>C</b>	<b>WIC CPA Trainee's Score s</b>
All proper procedures followed if using a Pronto Machine						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>The following procedures followed if using a Hemocue Machine:</b>						
Area is cleansed with alcohol swab and dried before puncture						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
First three drops of blood are wiped away with gauze or tissue						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Finger is not milked or squeezed						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Fill microcuvette with a continuous drop of blood						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Wipe off excess blood on outside of microcuvette						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Safety and Sanitation</b>						
Hands are washed before and after each sample (or approved germicide is used)						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Gloves are worn during entire procedure						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Blood samples, lancet and contaminated objects are discarded correctly and kept out of reach of children						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Properly prepared bleach solution is used to sanitize the work area at the end of the day and after blood spills						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>4. Diet Assessment</b>						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Purpose of diet assessment interview is explained						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Helps client feel comfortable						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Interviewer is non-judgmental						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Open-ended questions are used						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Food models, measuring utensils and cups are used to assess portion sizes of food and beverages consumed						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Inappropriate Dietary Practices are recorded						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Dietary conditions that increase nutritional risks are identified						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Total dietary evaluation is adequate						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

**Alaska WIC Competent Professional Authority (CPA) Practical Exam Check-off Sheet**

<b>WIC FUNCTIONS/Tasks</b>	<b>WP</b>	<b>WB</b>	<b>WPP</b>	<b>I</b>	<b>C</b>	<b>WIC CPA Trainee's Score s</b>
<b>5. Nutritional Risk</b>						
All risk factors that apply are identified						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Risk factors assigned are correct						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
High risk clients are identified and referred						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Growth chart or prenatal weight gain grid is accurately plotted and reviewed						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6. Explain Finding Accurately</b>						
Diet assessment results						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Anthropometric assessment results						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Hematologic assessment results						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Assigned risk factors						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Importance of health care						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Adequate diet emphasizing client's needs						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Nutritional value of prescribed WIC foods						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Information/education on drug, alcohol and harmful substances materials to all women and to parents of caretakers of infant and child participants						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Explain WIC foods are supplemental						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
WIC foods are for the participant only						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Advantages of tailored food packages, breastfeeding and the enhanced food package						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. Provide Nutrition Education &amp; Counseling</b>						
Takes place after complete assessments						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Focuses on the needs of the participant						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Materials are appropriate and meet cultural and language needs of the participant						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments about progress since last visit and follow up on previous goal						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Participant has input into development of care plan and setting a goal to achieve changes						<b>Pass:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**Alaska WIC Competent Professional Authority (CPA) Practical Exam Check-off Sheet**

<b>WIC FUNCTIONS/Tasks</b>	<b>WP</b>	<b>WB</b>	<b>WPP</b>	<b>I</b>	<b>C</b>	<b>WIC CPA Trainee's Score s</b>
<b>8. Issue Food Instruments</b>						
Prescribe a food package						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Food package is tailored individually						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
WIC warrants are issued appropriately for participant's category						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Instructs on the Approved WIC foods list						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Instructs on the use of WIC warrants						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Instructs on approved WIC vendors						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
WIC foods are for the participant only						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
WIC foods are supplemental						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Non-contract formulas requests are documented						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>9. SPIRIT Computer Program</b>						
Enters Demographic Information accurately						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Enters Certification Information accurately						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Enters Health, HT/WT/ Blood and Nutrition Assessment Information accurately						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Enters Nutrition Education and documents the appointment accurately						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Enters Prescription Information, issuing WIC warrants accurately						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Enters Referrals accurately						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>10. Schedules Appointments</b>						
Enters scheduling information accurately						<b>Pass:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

\*Any function or task that cannot be performed on a specific client type should be marked as N/A and should not count against a passing score for a WIC CPA Trainee.

## Alaska WIC CPA Practical Exam Summary Sheet

WIC CPA Trainee's Name/Signature: \_\_\_\_\_ / \_\_\_\_\_

Preceptor's Name \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

WIC Functions	WIC CPA Trainee's Score
1. Determine WIC Eligibility	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Anthropometrics Assessment Weight	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Recumbent Length or Standing Height (Stature)	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Hematologic Assessment Hemoglobin/Hemocue/Pronto	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
Safety and Sanitation	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Diet Assessment	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Determine Nutritional Risks Factors	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Explain Findings	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Provide Nutrition Education	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
8. Issue Food Instruments	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
9. SPIRIT Computer System	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Schedule WIC Appointments	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
11. Teach a Nutrition Class and document in participants' files 126+ points out of 180 = PASS	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Final WIC CPA Trainee's Score</b>	Pass: <input type="checkbox"/> Yes <input type="checkbox"/> No

## Alaska WIC CPA Nutrition Education and Counseling Score Sheet

WIC CPA Trainee's Name/Signature: \_\_\_\_\_ / \_\_\_\_\_  
 Preceptor's Name/Signature: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

WIC CPA Competencies	<i>Highest Possible Score</i>	WIC CPA Trainee's Score
<b>Present a Nutrition Class for WIC Participants, using a Lesson Plan developed at the CPA Trainee's Local Agency</b>		
1. Nutrition class preparation includes:		
Goals	<b>10</b>	
Objectives	<b>10</b>	
Activities	<b>10</b>	
Materials/Equipment/Resources	<b>10</b>	
Evaluation	<b>10</b>	
2. Nutrition class includes one simple nutrition education message	<b>10</b>	
3. Nutrition education materials are easy to read	<b>10</b>	
4. Nutrition education information and materials presented are scientifically accurate	<b>10</b>	
5. Nutrition education materials graphics are appropriate	<b>10</b>	
6. Presenter encourages participation and answers questions	<b>10</b>	
7. Nutrition education materials are interactive	<b>10</b>	
8. Audiovisuals selected are appropriate	<b>10</b>	
9. Nutrition education materials are available in appropriate languages	<b>10</b>	
10. Environment is appropriate to learning	<b>10</b>	
1. Participants evaluate nutrition class	<b>10</b>	
2. Document nutrition education contacts	<b>30</b>	
<b>Total Possible Points</b>	<b>180</b>	
<b>Total Correct Points</b>		**
<b>126 + points out of 180 = PASS, less than 126 points out of 180 = Did not Pass</b>		
<b>**Transfer Total Correct Points to Line #11 in the Practical Exam Summary Sheet.</b>		

## Continuing Education

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The purpose of annual continuing education for WIC CPA graduates is to enhance their knowledge and further develop their skills within their roles and responsibilities.

Each year, WIC CPA graduates will be required to complete a minimum of **twelve continuing education training hours to support the WIC CPA role functions listed previously in this manual**. CPA graduates will not be able to receive more than 3 hours of continuing education at the same training/conference. It is recommended that the training areas for the WIC CPA graduate be identified annually during their performance evaluation. Local Agencies will be required to maintain WIC CPAs continuing education training records including a list of trainings attended and support documentation such as the training completion certificate and provide the State with a copy of all training records when requested. *The WIC CPA Graduate Continuing Education Record* can be used to help track continuing education hours. The State encourages Local Agencies to provide continuing education training for WIC CPA graduates and will be offering training opportunities annually as well.

*WIC CPA Graduate Continuing Education Record*

**WIC CPA:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

Training Title	Who provided the training?	Date	WIC CPA Role/Responsibility # <small>*listed below</small>	# of Hours

**Total Hours:** \_\_\_\_\_

**Date of next annual performance evaluation:** \_\_\_\_\_

**\* WIC CPA Role/Responsibilities:**

1. Assesses and documents a participant's nutrition risk(s).
2. Prescribes food packages.
3. Provides nutrition education, including breastfeeding promotion and support that is responsive to the identified needs/interests of each participant.
4. Identifies the need for an individual care plans.
5. Refers participants to other health and social services and provides appropriate follow-ups to referrals.
6. Implements individual care plans for low-risk participants.
7. Identifies and refers high-risk participants to a qualified nutritionist.
8. Documents nutrition services provided, including referrals and follow-up to referrals.
9. Ensures that screening and referrals for lead testing and immunizations using a documented immunization record is performed.