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

WIC CPA Trainee Name: _____ Local WIC Agency: _____

Preceptor's Name: _____ Trainee Starting Date: _____

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