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

WIC CPA Policy & Procedure Manual

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Table of Contents

Alaska WIC Competent Professional Authority (CPA) Program Policies 2

Goals and Objectives 2

The Definition of Competent Professional Authority (CPA) 2

WIC Nutrition Service Standards WIC CPA Guidance 3

The Roles and Responsibilities of the WIC CPA 3

Training Recommendations 3

Minimum Statewide Requirements to be a Candidate for Training 4

Minimum Statewide Requirements for a Trainee to Become Certified 4

WIC CPA Job Descriptions, Salary Ranges and Career Ladders 5

Supervision and Evaluation of the WIC CPA in Training 5

Alaska WIC CPA Program Procedures 6

Alaska WIC Competent Professional Authority (CPA) Training Program Application .. 8

WIC CPA Trainee, Preceptor and State Coordinator Roles and Responsibilities 10

WIC CPA Trainee 10

Preceptor 10

UAA WIC CPA Training Program Coordinator 11

Learning Agreement 11

Alaska WIC CPA WIC Training Program Progress Record 14

WIC CPA Training Kit 15

Alaska WIC CPA Tests 19

The Knowledge Exam 19

The Practical Exam 19

Alaska WIC CPA Practical Exam Check-off Sheet 23

Alaska WIC CPA Practical Exam Summary Sheet 28

Alaska WIC CPA Nutrition Education and Counseling Score Sheet 29

Continuing Education 30

WIC CPA Graduate Continuing Education Record 31

Alaska WIC Competent Professional Authority (CPA) Program Policies

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 **eighteen 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

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.

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_____

**** 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

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 eighteen 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

Alaska WIC CPA WIC Training Program Progress Record Date: _____

WIC CPA Trainee's Name: _____ Local WIC Agency: _____

Preceptor's Name: _____ Trainee's Starting Date: _____

Alaska WIC CPA Training Record of Completion Dates

Getting Started With Alaska WIC	**Quiz**		**Skills Checklist**	
1. WIC Certification	☐	Date:_____	☐	Date:_____
2. Customer Service	☐	Date:_____	☐	Date:_____
3. Vendor Relations	☐	Date:_____	☐	Date:_____
4. WIC Foods and Food Packages	☐	Date:_____	☐	Date:_____
Nutrition Assessment				
1. Anthropometrics	☐	Date:_____	☐	Date:_____
2. Hematology	☐	Date:_____	☐	Date:_____
Blood Borne Pathogen Self-Check	☐	Date:_____		
3. Dietary Assessment	☐	Date:_____	☐	Date:_____
4. Determining Nutrition Risk	☐	Date:_____	☐	Date:_____
Maternal, Infant, and Early Child Nutrition Course				
1. Basic Nutrition	☐	Date:_____	☐	Date:_____
2. Using Nutrition Guidelines and Standards	☐	Date:_____	☐	Date:_____
3. Nutrition During Pregnancy	☐	Date:_____	☐	Date:_____
4. Nutrition for Postpartum and Lactating Women	☐	Date:_____	☐	Date:_____
5. Nutrition During Infancy	☐	Date:_____	☐	Date:_____
Baby Behavior Self-Check	☐	Date:_____		
6. Nutrition for Toddler/Preschool-Aged Children	☐	Date:_____	☐	Date:_____
Nutrition Education and Counseling				
1. Counseling Skills	☐	Date:_____	☐	Date:_____
2. Cross-Cultural Counseling	☐	Date:_____	☐	Date:_____
3. Critical Thinking	☐	Date:_____	☐	Date:_____
4. Providing Effective Nutrition Education	☐	Date:_____	☐	Date:_____
5. Developing Care Plans	☐	Date:_____	☐	Date:_____
Alaska WIC Breastfeeding Basics				
1. Breastfeeding is the Best Choice	☐	Date:_____	☐	Date:_____
2. Getting Started With Breastfeeding	☐	Date:_____	☐	Date:_____
3. Managing Breastfeeding	☐	Date:_____	☐	Date:_____
4. Pumping and Away from Baby	☐	Date:_____	☐	Date:_____
7. Other Issues with Breastfeeding	☐	Date:_____	☐	Date:_____

Score –Knowledge Exam (KE):_____% **Date:_____**

Score - Practical Exam (PE): ☐ Pass ☐ No Pass **Date:_____**

WIC CPA Training Kit

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 (2012). *Complete food & nutrition guide* (4th ed). Hoboken, NJ: John Wiley & Sons, Inc.
- ☐ 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:

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

WIC CPA Trainee's Name/Signature: _____/_____
Preceptor's Name/Signature: _____/_____Date:_____

WIC FUNCTIONS/TASKS	WP	WB	WPP	I	C	
1. DETERMINE WIC ELIGIBILITY						**WIC CPA Trainee's Scores**
Cordial introduction						**Pass: □ Yes □ No**
Explain purpose of certification						**Pass: □ Yes □ No**
Forms are completed correctly						**Pass: □ Yes □ No**
Income is determined and documented correctly						**Pass: □ Yes □ No**

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	**Pass:** □ **Yes** □ **No**
2. Anthropometrics Assessment Weight	**Pass:** □ **Yes** □ **No**

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 SPIRT 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 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
1. Determine WIC Eligibility						
Cordial introduction						**Pass:** □ **Yes** □ **No**
Explain purpose of WIC and certification						**Pass:** □ **Yes** □ **No**
Required forms are completed correctly and filed in participant's chart						**Pass:** □ **Yes** □ **No**
Income is determined and documented correctly						**Pass:** □ **Yes** □ **No**
2. Anthropometric Assessment						
Weight (Recumbent or Standing)						
Correct scale used						**Pass:** □ **Yes** □ **No**
Sanitary covering used (infant scale)						**Pass:** □ **Yes** □ **No**
Weighed in light clothing/ no clothing and only dry diaper if necessary for infants						**Pass:** □ **Yes** □ **No**
Scale balanced to zero before each time						**Pass:** □ **Yes** □ **No**
Client positioned in center of scale						**Pass:** □ **Yes** □ **No**
Weight read to nearest ounce or one-quarter pound (table Model beam scale) **OR**						**Pass:** □ **Yes** □ **No**
Weight read to nearest ¼ lb. (standard beam scale)						**Pass:** □ **Yes** □ **No**
Weight repeated to nearest ounce or within ¼ lb.						**Pass:** □ **Yes** □ **No**
Weights documented on participants forms						**Pass:** □ **Yes** □ **No**
Recumbent Length						
Completed for all children < 2 years of age or under 351/2" in height	N/A	N/A	N/A			**Pass:** □ **Yes** □ **No**
Correct measuring board used	N/A	N/A	N/A			**Pass:** □ **Yes** □ **No**
Sanitary covering used	N/A	N/A	N/A			**Pass:** □ **Yes** □ **No**
Participants headwear and all footwear removed	N/A	N/A	N/A			**Pass:** □ **Yes** □ **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:** □ **Yes** □ **No**

Alaska WIC Competent Professional Authority (CPA) Practical Exam Check-off Sheet						
WIC FUNCTIONS/Tasks	**WP**	**WB**	**WPP**	**I**	**C**	**WIC CPA Trainee's Score s**
Recumbent Length (continued)						
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			**Pass:** □ **Yes** □ **No**
Extends both of the child's legs and holds the legs down securely at both knees	N/A	N/A	N/A			**Pass:** □ **Yes** □ **No**
Moves footboard against both heels and with feet flat	N/A	N/A	N/A			**Pass:** □ **Yes** □ **No**
Measurements read to nearest 1/8 inch	N/A	N/A	N/A			**Pass:** □ **Yes** □ **No**
Measurements repeated to within 1/8 inch	N/A	N/A	N/A			**Pass:** □ **Yes** □ **No**
Measurements documented	N/A	N/A	N/A			**Pass:** □ **Yes** □ **No**
Standing Height (Stature)						
Correct measuring board used				N/A		**Pass:** □ **Yes** □ **No**
Participant's headwear/ footwear removed				N/A		**Pass:** □ **Yes** □ **No**
Participant's feet are flat and together in the center of the measuring board. The knees are together				N/A		**Pass:** □ **Yes** □ **No**
Client's legs are straight/knees are not bent				N/A		**Pass:** □ **Yes** □ **No**
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		**Pass:** □ **Yes** □ **No**
Client's head, shoulders, buttocks and heels (except as described above) are against wall/board				N/A		**Pass:** □ **Yes** □ **No**
Client's head is positioned correctly according to the Frankfort Plane				N/A		**Pass:** □ **Yes** □ **No**
Right angle headboard used correctly				N/A		**Pass:** □ **Yes** □ **No**
Measurement read to nearest 1/8 inch.				N/A		**Pass:** □ **Yes** □ **No**
Measurement repeated to within 1/8 inch.				N/A		**Pass:** □ **Yes** □ **No**
Measurement documented on participants' forms, growth or prenatal weight gain grid				N/A		**Pass:** □ **Yes** □ **No**
3. Hematologic Assessment						
Hemoglobin/Hemocue						
Equipment is approved and in proper working condition						**Pass:** □ **Yes** □ **No**

Alaska WIC Competent Professional Authority (CPA) Practical Exam Check-off Sheet						
WIC FUNCTIONS/Tasks	**WP**	**WB**	**WPP**	**I**	**C**	**WIC CPA Trainee's Score s**
A control is run at the beginning of the day at the clinic. Results are recorded on the Hemocue Quality Control Log						**Pass:** □ **Yes** □ **No**
All necessary applicants are screened						**Pass:** □ **Yes** □ **No**
Area is cleansed with alcohol swab and dried before puncture						**Pass:** □ **Yes** □ **No**
First three drops of blood are wiped away with gauze or tissue						**Pass:** □ **Yes** □ **No**
Finger is not milked or squeezed						**Pass:** □ **Yes** □ **No**
Fill microcuvette with a continuous drop of blood						**Pass:** □ **Yes** □ **No**
Wipe off excess blood on outside of microcuvette						**Pass:** □ **Yes** □ **No**
Record measurement on participants forms						**Pass:** □ **Yes** □ **No**
Safety and Sanitation						
Hands are washed before and after each sample (or approved germicide is used)						**Pass:** □ **Yes** □ **No**
Gloves are worn during entire procedure						**Pass:** □ **Yes** □ **No**
Blood samples, lancet and contaminated objects are discarded correctly and kept out of reach of children						**Pass:** □ **Yes** □ **No**
Properly prepared bleach solution is used to sanitize the work area at the end of the day and after blood spills						**Pass:** □ **Yes** □ **No**
						Pass: □ **Yes** □ **No**
4. Diet Assessment						**Pass:** □ **Yes** □ **No**
Purpose of diet assessment interview is explained						**Pass:** □ **Yes** □ **No**
Helps client feel comfortable						**Pass:** □ **Yes** □ **No**
Interviewer is non-judgmental						**Pass:** □ **Yes** □ **No**
Open-ended questions are used						**Pass:** □ **Yes** □ **No**
Food models, measuring utensils and cups are used to assess portion sizes of food and beverages consumed						**Pass:** □ **Yes** □ **No**
Inappropriate Dietary Practices are recorded						**Pass:** □ **Yes** □ **No**

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

Alaska WIC Competent Professional Authority (CPA) Practical Exam Check-off Sheet						
WIC FUNCTIONS/Tasks	**WP**	**WB**	**WPP**	**I**	**C**	**WIC CPA Trainee's Score s**
8. Issue Food Instruments						
Prescribe a food package						**Pass: □ Yes □ No**
Food package is tailored individually						**Pass: □ Yes □ No**
WIC warrants are issued appropriately for participant's category						**Pass: □ Yes □ No**
Instructs on the Approved WIC foods list						**Pass: □ Yes □ No**
Instructs on the use of WIC warrants						**Pass: □ Yes □ No**
Instructs on approved WIC vendors						**Pass: □ Yes □ No**
WIC foods are for the participant only						**Pass: □ Yes □ No**
WIC foods are supplemental						**Pass: □ Yes □ No**
Non-contract formulas requests are documented						**Pass: □ Yes □ No**
9. SPIRIT Computer Program						
Enters Demographic Information accurately						**Pass: □ Yes □ No**
Enters Certification Information accurately						**Pass: □ Yes □ No**
Enters Health, HT/WT/ Blood and Nutrition Assessment Information accurately						**Pass: □ Yes □ No**
Enters Nutrition Education and documents the appointment accurately						**Pass: □ Yes □ No**
Enters Prescription Information, issuing WIC warrants accurately						**Pass: □ Yes □ No**
Enters Referrals accurately						**Pass: □ Yes □ No**
10. Schedules Appointments						
Enters scheduling information accurately						**Pass: □ Yes □ No**

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

Alaska WIC CPA Nutrition Education and Counseling Score Sheet

WIC CPA Trainee's Name/Signature: _____/_____
Preceptor's Name/Signature:_____/_____ Date:_____

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

Continuing Education

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 # *listed below	# 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.