UAA WIC Training Program: Information for Alaska WIC Coordinator Training

There are two training programs available:

- WIC Competent Professional Authority (CPA) Training Program
- WIC Breastfeeding Peer Counselor Training Program

All training forms and documents can be found on the Alaska WIC website- http://dhss.alaska.gov/dpa/Pages/nutri/wic/localagencies/latraining.aspx

CPA Training Program Overview:

- **WIC CPA Policy and Procedure Manual** - this manual contains everything you need to be familiar with the training program
- 5 course each containing 4-6 self-paced online modules
- Each of the modules tests knowledge objectives with an online quiz
- Preceptor supervised experiences (Skills Checklists)
- Final knowledge exam and practical exam
- Continuing Education

Getting New Trainees Started

- Have the training read the WIC CPA Training Policy and Procedure Manual
- Decide on the appropriate preceptor for the trainee
- Complete and email the CPA Training Application and Learning Agreement to UAA
- After receiving the application and learning agreement, UAA will send the trainee information to set up a training account on the State of Alaska Learning Management System (LMS)
- The trainee will need to check out a WIC CPA training kit and each kit has everything needed for the training program
- The training is available for preceptors to view using the Preceptor Training Access- see document “Access Alaska WIC Training” (all of the training is available to view except for quizzes and tests)
- There are skills checklists for most modules and they are required to be signed by the preceptor. Once they are signed they will need to be scanned and saved as a PDF so that the training can upload them into the training program. It will then be approved by training staff and become part of their training record.

Breastfeeding Peer Counselor Training

- Read and have trainee read the **Breastfeeding Peer Counselor Training Guide**
- Complete and email BFPC Learning Agreement to UAA
- After receiving the BFPC learning agreement, UAA will send the trainee information to set up a training account on the State of Alaska Learning Management System (LMS)
• The trainee will need to check out a training kit and each kit has everything needed for the training program with the exception of the required DVDs. If your clinic has more than one BFPC training kit only the first kit contains the required DVDs.
• The training program contains 13 self-paced modules (online)
• The training is available for preceptors to view using the Preceptor Training Access- see document “Access Alaska WIC Training” (all of the training is available to view except for quizzes)
• Preceptor supervised experiences (Skills Checklists). There are skills checklists for all of the modules and they are required to be signed by the preceptor. Once they are signed they will need to be scanned and saved as a PDF so that the training can upload them into the training program. It will then be approved by training staff and become part of their training record.

How Can You Help Trainees
• Allow training time
• Serve as preceptor or choose an appropriate preceptor for your trainee
• Assist with technology issues as able or contact us or your IT department for help
• Allow access to email and internet as able
• Let us know if problems arise
• Be encouraging and positive!

Continuing Education
• 12 hours per year of continued education related to CPA competencies with no more than 3 hours from one competency area
• Coordinator tracks continuing education
• Continuing education tracking form available online

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