

Please complete this form for New CPA staff attending Training Clinic

**NEW CPA TRAINING CLINIC - UNIT & BACKGROUND INFORMATION**

**CPA Training Units to be covered:**

- Introduction Unit
- Health & Nutrition Assessment Unit
- Food Package Unit
- CPA Cases Unit
- Education & Counseling Unit
- Check Printing Unit – This will be taught to all CPAs as time allows. If you feel your staff should not receive training on this unit, please contact the State WIC Training Coordinator. Otherwise, we will plan on including this unit.
- Working With Interpreter Unit – unit provided as time allows

**PLEASE COMPLETE THIS PORTION & RETURN TO JACKIE THE WEDNESDAY BEFORE TRAINING CLINIC.**

- ☺ **Training Clinic Session Dates:**
- ☺ **Trainee Name:**
- ☺ **Local Agency & clinic(s)::**
- ☺ **Date of hire for current WIC position::**
- ☺ **Job Position Title:**
- ☺ **Briefly Describe routine duties:**
- ☺ **Additional job duties (including any job duties you may have to fill in for other staff as needed):**
- ☺ **Working part-time or full-time:**
- ☺ **Job description discussed:**
- ☺ **Educational background:**
- ☺ **Past WIC Experience prior to this position (if any):**
- ☺ **Describe WIC clinic activities since date of hire i.e. (clinic observations/ shadowing peers)?**
- ☺ **Has new trainee observed an entire certification from beginning to end including clerk, nurse, and nutritionist functions – yes or no? (If no, please do prior to training clinic.)**
- ☺ **Have you reviewed the training clinic hours of operation with new trainee? Yes or No**

- ☉ **Schedule modifications needed during training clinic week? - Yes or No** (Please let us know if there are any schedule conflicts ahead of time so we can work out an alternative schedule with other trainees and the coaches if needed)
- ☉ **Learning About WIC Activities Completed yet?**
- ☉ **Does new employee have her own computer log-on password?**
- ☉ **Other Home Agency Training Activities Completed?**
- ☉ **Learning style:**
- ☉ **Any learning difficulties identified?**
- ☉ **Training is sometimes scheduled in small groups of 2-3 people. If this poses a concern, than please contact the State WIC Training Coordinator and discuss other training options if needed. Comment:**
- ☉ **Do you anticipate language barriers between your new staff and our training coaches? (If yes, please contact the State WIC Training Coordinator and discuss)**
- ☉ **Bilingual? What languages?**
- ☉ **Training contact person(s) and email addresses during the training indicating who you would like your midweek training update & final evaluation e-mailed to:**
- **Proxy issuance by family or individual?**
- **How does your agency print checks?**
- **Do CPA's in your agency know how to print checks if they need to?**
- **Type of scales (digital or balance beam) used at the clinic(s) new trainee will be working?**
- **Anything special about your clinic or the trainee that the coaches should know about (describe) –**
- **Does trainee have any kind of computer experience or knowledge?**
- **Is trainee familiar with Lincoln?**

➤ **Will trainee be needing a hotel?**

○ **If yes, where will trainee be staying?**

(Note Change! The State Office can no longer direct bill hotel arrangements. You will need to make your own hotel arrangements. Please contact Donna if you have questions.)

➤ **How does trainee feel about coming to Lincoln for training?**

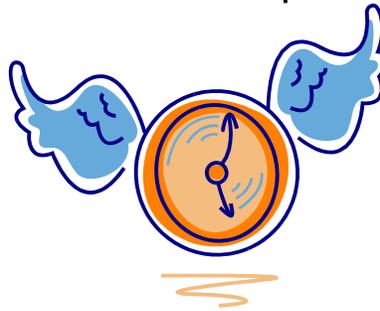
➤ **Do you need assistance in finding child care in Lincoln?**

(If so, please call Jackie 402-471-2781 or Ann 402-441-8655)

**Other:**

- include any *special instructions* or areas of emphasis to communicate with training coaches

**WIC Training Clinic usual hours of operation are listed below.**



**Promptness is important and greatly appreciated.**

**Please plan to attend training clinic for the following times.**

Monday: 9:00 – 4:30  
Tuesday: 8:30 – 4:30  
Wednesday: 8:30 – 4:30  
Thursday: 8:30 – 4:30  
\*Friday: 8:30 until finished?

*\*Training clinic does not automatically get finished at any certain time on Fridays. Actual dismissal time will vary from person to person and depends on a variety of factors. Training Clinic will dismiss no later than 4:30 PM on Friday afternoon – so if they get out earlier, than that is a bonus. If this causes a known conflict, than this needs to be discussed ahead of time with the State WIC Training Coordinator.*

*Depending on how training progresses during the week, the coaches may slightly adjust the above schedule with the trainees as needed in order to get through the training. Any training not covered in Training Clinic will be noted on the evaluation form for follow-up by the local agency.*