

Job Aid

Level 1 Training Checklist

Use this checklist to keep track and plan training for non-certifying staff. This includes staff shared with other programs.

Staff who perform lab functions or take measurements, but do not complete certifications complete this program and the additional anthropometric courses listed.

Certifying staff should use the [Level 2 Training Checklist](#).

Workday Learning

All training is in Workday Learning. PDF modules may be completed using a digital file or printed. All PDF files are “fillable” and allow note taking. Printed versions of PDF modules may be ordered through Oregon WIC Shopify.

Level 1 training is grouped into two Workday Learning Programs. All courses needed for Level 1 training are in the program. This staff enroll in the program to complete all the needed courses. The links to the programs are listed above the [checklist table](#).

Those who also perform lab functions and measurements must complete two additional courses. These courses are linked in the [additional courses table](#) below.

Level 1 training for WIC Staff

Workday learning Links:

- [Level 1 Training Program](#)
- [Breastfeeding Level 1 Training Program](#)

☒	Course Name	Complete within	Time Needed	Date completed
	Orientation to WIC	1 week	2 – 5 hours	
	Civil Rights	1 week	1 hour	
	Breastfeeding Level 1 Program (This training program uses a separate link)	1 month	4-6 hours	
	Food Package for Non-certifying staff	1 month	2 hours	
	Participant Centered Services: Setting the Stage	3 months	1.5 hours	
	Adverse Childhood Experiences	3 months	1-2 hours	
	MIS (TWIST) training is encouraged but not required	3 months	16 hours	

Additional courses for staff who perform lab functions or take measurements

These are individual courses. Click the course name to find them in Workday Learning.

☒	Course Name	Complete within	Time Needed	Date completed
	Anthropometrics Course	1 month	2 hours	
	Hematology Course	1 month	2 hours	