

Annual Required Trainings

UPDATED JUNE 2022

Local Agencies are responsible for ensuring that all staff review the required trainings annually and for tracking completion of each staff person's training annually.

Training Topic	Clerk	CPA	Para-Professional CPA	WIC Administrator	Peer Breastfeeding Counselor	Students, Volunteers, Interpreters, Contracted Providers & Others who interact with WIC participants
Civil Rights Training	X	X	X	X ¹	X	X
WIC Security Training	X	X	X	X ²	X	X ²
Staff Development (See Section 4.5)	1 Breastfeeding Promotion training <i>and</i> 1 Customer Service training	10 hours, including 1 Breastfeeding Education training	10 hours, including 1 Breastfeeding Education training	As needed based on role	Additional training at least twice per year	As needed based on role

X= Required Annually

¹ Required for persons who supervise frontline WIC and Peer staff.

² Required for persons who have access to the WIC Information System.

ANNUAL REQUIRED TRAININGS

Resources for Staff Development

[Civil Rights Training](#) (MDH WIC)

[WIC Security Training](#) (MDH WIC)

[Section 4.5](#) (MDH WIC Staff Training Policy)

[WIC Nutrition Training Resources](#) (MDH WIC)

[WIC Breastfeeding Training Resources](#) (MDH WIC)

Reference - Complete Listing of Hyperlinks

[Civil Rights Training](https://www.health.state.mn.us/people/wic/localagency/program/civilrights/index.html) (https://www.health.state.mn.us/people/wic/localagency/program/civilrights/index.html)

[WIC Security Training](https://www.health.state.mn.us/people/wic/localagency/infosystem/training/security.html) (https://www.health.state.mn.us/people/wic/localagency/infosystem/training/security.html)

[Section 4.5 \(PDF\)](https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_5.pdf) (https://www.health.state.mn.us/docs/people/wic/localagency/program/mom/chsctns/ch4/sctn4_5.pdf)

[WIC Nutrition Training Resources](https://www.health.state.mn.us/people/wic/localagency/training/nutrition/index.html) (https://www.health.state.mn.us/people/wic/localagency/training/nutrition/index.html)

[WIC Breastfeeding Training Resources](https://www.health.state.mn.us/people/wic/localagency/training/bf/index.html) (https://www.health.state.mn.us/people/wic/localagency/training/bf/index.html)

Minnesota Department of Health - WIC Program, 85 E 7th Place, PO BOX 64882, ST PAUL MN 55164-0882; 1-800-657-3942, health.wic@state.mn.us, www.health.state.mn.us; to obtain this information in a different format, call: 1-800-657-3942.

This institution is an equal opportunity provider.