

Washington WIC Certifier Competency Training Documentation Form Instructions

Instructions:

Follow these instructions to complete the Certifier Competency Training Documentation Form.

A. Begin entering information on Page 1:

1. Enter the Certifier Name.

2. Box 1- Agency and Training Information

Enter the following:

- a. The Local Agency Coordinator Name.
- b. The Local Agency-choose from the drop-down list.
- c. All clinics where the certifier will be working.
- d. Date training started
 - Enter date trainee started their Certifier Competency Training.
- e. Date training completed
 - Enter date trainee completed all required training in worksheets 1-17 and completed all required appointment observations.
- f. Check the appropriate box to document completion of all required Anthropometric and Hemoglobin Screening observations OR to request Temporary Status.
 - Please note: Anthropometrics and Hemoglobin Screening observations may be completed at a later date.
- g. Local Agency Coordinator signature and date.

3. Box 2- For staff in Temporary Status

Only complete when Temporary Status is requested:

- a. Mark the check box to document completion of all required observations for Anthropometrics and Hemoglobin Screening.
- b. Local Agency Coordinator signs and dates.

4. Box 3-Address to Send Certificate

- a. Enter clinic name and mailing address for where to send Certificate of Completion.

B. Complete the Competency Log - Page 2 and 3:

1. On the Competency Log, enter the date the trainee completed all the training requirements in Column A.
 - a. See each of the 17 Certifier Competency Worksheets which outline the required training for each individual competency area on the [WIC Certifier Competency Training and Tools](#) webpage.
2. When the trainer has completed the appointment observations and confirmed that the trainee has met all competency requirements, the trainer will enter the date in Column B.
 - a. See each of the 17 Certifier Competency Worksheets which outline the specific competency to achieve.
 - i. Please complete required Anthropometrics and Hematology observations prior to adding a date in Column B for rows 5. Anthropometrics and 6. Hematology.
3. Trainer signs in Column C to verify completion of training observations and confirmed competency achievement for each row.

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C. Complete Appointment Observation Log – Page 4 and 5:

1. Observations may be completed on remote or in-person appointments.
2. Use the appropriate observation checklist for the appointment type to guide trainer's observation of staff.
 - a. [In-person Certification Observation Checklist](#)
 - b. [Remote Certification Observation Checklist](#)
3. When staff demonstrate completion of all tasks on the observation checklist correctly, document the following:
 - a. The date each observation is completed.
 - b. Trainer signature to confirm all requirements are met for each appointment observation.

When all appointment observations are completed and trainer has confirmed all non-Anthropometrics and Hemoglobin Screening competencies, fill in box 1 and 2 on page 1. Email entire documentation form to WAWICTraining@doh.wa.gov or fax to 360-236-2320. If requesting temporary status, we'll send you a **temporary** Certifier Competency Certificate. Co-signing is no longer necessary for those approved certifier duties

D. Complete Measurement & Hematology Observation Log – Page 6:

1. Guide trainee to complete the remaining [anthropometric and bloodwork](#) competencies and training. Enter the dates completed and sign for each section.
2. If temporary status was granted, re-send the completed form (7 pages). Once approved, we'll send you the final Certifier Competency Certificate.
3. Keep the final copy on file for four years after the employee leaves the agency.

Appointment Observation Instructions:

- While staff are completing fewer anthropometric measurements and aren't completing bloodwork, observe the trainee conducting appointments.
- Once you have observed your trainee for all appointment types and participant categories, and trainee has completed all competencies on the worksheet, send us the entire form (7 pages), checking "Requesting Temporary Status" box and adding your signature and date on page 1.
- Continue to observe your trainee on the remaining anthropometrics and bloodwork competencies.
- Once you have observed your trainee for all appointment types and participant categories:
 - Send in the completed Certifier Competency Training Documentation Form.
 - Enter end dates for temporary status and Anthro/Bloodwork Training in section 2, on page 1
 - Mark completion of competencies 5 and 6 on the Competency Log