Washington WIC requires documentation for all required training.

* If staff complete the required training using their account in the Learning Center (LC) they will automatically receive credit for the training.
* If the coordinator has staff complete the training in a group setting, enter each person’s information below.
* Return the completed form to wawictraining@doh.wa.gov and we’ll add the course to each person’s LC transcript. Keep this form in your file for your copy of training documentation.
1. **Agency and required training information**

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| --- | --- |
| Agency:  |  |
| Coordinator:  |  |
|  Training Title:  |  |
| Training Hours:  |  |

1. **Name of person logged in to the LC for the group viewing:** (Click to type or print form and please write clearly)

|  |  |
| --- | --- |
| Name: |  |
| LC User Name (email address): |  |
| Date Training Completed: |  |

1. **Staff who completed the training:** (Click to type or print form and please write clearly)

Please add additional names on the back of this form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Training Completed | Staff Name | Role | LC User Name(email address) | Staff Signature(optional) |
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1. **Return your completed training documentation form to:**

**Email:** WAWICTraining@doh.wa.gov



DOH 960-348 April 2023