

## Wisconsin WIC Certification and Benefits Online Orientation Course Guidance

This training is specifically designed for newly hired WIC staff, the course covers all of the basics about the WIC program. While it does provide a substantial amount of information about WIC it will still be necessary to guide the new hire in learning specific job tasks.

### Course Topic Areas:

- Overview of the program
- WIC Certification, Food Package Overview
- Breastfeeding Support
- Food List Specifics
- WIC Checks
- Prescription- Required Food Packages
- Glossary and Resource Page

### Course Format:

- Self – paced and interactive.
- User – friendly for all WIC staff
- Information on how to navigate through the course is given in the Introduction to the course

### Computer System Requirements:

- Internet connection (broadband or better recommended)
- Sound capability (with speakers or headphones)
- Flash Player 6.0.79 or later (Get Flash Player: <http://www.adobe.com/go/getflash>) (Flash Player 7 or later recommended), and one of the following browsers:
- Windows: Internet Explorer 6, Internet Explorer 7, Firefox 1.x and later, Safari 3, Google Chrome, Opera 9.5
- Macintosh: Firefox 1.x and later, Safari 3

**Tips:** If you have problems opening the course link check if it is being blocked; if so, contact your IT support. Also, check your audio before beginning.

**WHEN:** It is recommended that the course be completed within the first week of hire and done over days, not hours, as it is difficult to absorb such a great amount of information in a single day. Each staff member will take varying amounts of time to complete the course. See below for an estimate of times required for each module. Additionally, staff is welcome to revisit the course at any time to reinforce information.

1. Introduction to WIC – 16:45 minutes
2. WIC Certification – 10:42 minutes

3. Food Package Overview – 5:18
4. Breastfeeding Support – 17:45 minutes
5. Food List Specifics – 9:13 minutes
6. WIC Food Packages – 15:08 minutes
7. WIC Checks – 3:06 minutes
8. Prescription- Required Food Packages – 8:56 minutes

Total Time: **85.33 minutes**

### **Other Resources:**

In the future, WI WIC will have a set of orientation activities for each WIC position that will coordinate with this online course.

This course was made possible through a USDA Infrastructure grant. It was developed in partnership with a range of WIC state, regional and local staff and a University of Wisconsin DoIt Professional Technical Education team. It will be updated in as timely a manner as possible as food list and other information changes.

**All questions and comments related to this course should be directed to the WIC Training Coordinator: [Jennifer.Johnson@dhs.wisconsin.gov](mailto:Jennifer.Johnson@dhs.wisconsin.gov) or 608.266.8496**