

NYS WIC Training Center Guidelines

I. Training Registration

- a. Training registration is available online at www.cicatelli.org/wic . Mail and fax registrations are discouraged.
- b. If a training program is not full, online registrations will be accepted up to two weeks before the training is scheduled to run.
- c. If the minimum number of registrants for a program is not met 30 days before the training is scheduled to occur, the WIC TC reserves the right to cancel the program.

II. Training Confirmations

- a. Online registrants will receive an immediate confirmation that their registration has been submitted to the main e-mail address submitted.
- b. An email confirmation will be sent 1-2 weeks prior to training to the main email address provided on the registration form.
- c. The final confirmation e-mail will include a list of all registered participants and directions to the training location.
- d. For webinars, registrants must be sure to also register at www.gotowebinar.com to obtain call-in information and access to the webinar. Copies of slides and other materials will be available on the common drive prior to the webinar.

III. Training Attendance and Cancellations

- a. All WIC trainings begin at 9 am and end at 4:30pm, unless noted otherwise.
- b. On the training day, if the minimum number of participants is not present by 30 minutes after the official start time, the WIC TC reserves the right to cancel the program.
- c. Attendees that arrive 30 minutes late, leave 30 minutes early, or miss more than 30 minutes of class time are not eligible to receive a Certificate of Attendance.
- d. Cancellations for training must be made a minimum of two business days (48 hours) before the program is scheduled to run.
- e. Cancellations must be made on the WIC TC website at www.cicatelli.org/wic.
- f. Training cancellations received less than two business days (48 hours) before the program is schedule to run will be considered no shows.
- g. Trainers have the discretion to ask disruptive participants to leave training programs and not issue certificates.

- h. In the event of a weather emergency in NYC, face-to-face trainings will be cancelled if the NYC public schools are cancelled.
- i. In the event of a weather emergency for trainings in Albany or onsite, CAI will work with NYSDOH Central office and regional offices in determining if training will occur.

IV. Training Certificates

- a. All trainees will receive a Certificate of Attendance at the end of the training program.
- b. All training certificates will include a list of all eligible credits for the program.
- c. Training participants are responsible for retaining their certificates for proof of attendance and any relevant materials to apply for continuing education credits.
- d. CAI will not reissue hard copies of training certificates.

V. Continuing Education Credits

- a. The WIC TC is an accredited provider for Continuing Professional Education Units (CPEUs) under the American Dietetic Association (ADA). All relevant programs will be approved for credits.
- b. The WIC TC will apply for WIC Continuing Education Hours through the NYSDOH and Lactation Continuing Education Recognition Points (L-CERPS) through the International Board of Certified Lactation Examiners (IBLCE) for relevant face-to-face and web-based training programs.
- c. Archived webinars are considered self-study modules under ADA guidelines to receive CPEU credits. Viewers must complete a post test to qualify for credits.
- d. If awarded, CE credits will be automatically available for archived webinars.
- e. For archived webinars with L-CERP credits, viewers must complete a post-test to qualify for credits.

VI. Child Policy

- a. For the benefit of all training participants, only quiet, nursing babies under six months will be allowed to accompany their mothers to training programs.
- b. Trainers have the discretion to ask participants with disruptive babies to leave training programs and not issue certificates.

- c. Trainees should contact the WIC TC regarding lactation needs. The WIC TC will make efforts to secure adequate lactation arrangements for mothers who are pumping breastmilk.

VII. Training reports

- a. WIC coordinators will receive biannual lists of trainings attended by their staff.