

TRAINING CHECKLIST for *NEW* WNEP Coordinators and Educators

Name: _____

Start Date: _____

Name	Type	Sponsor	Information, Location, and Source	Who*	Timeline	Done
WNEP New Staff Training	6 day meeting, 2- three day sessions and pre- assignments	WNEP	http://www.uwex.edu/ces/wnep/train/index.cfm	C, NE	1 st Year	
New Colleague Orientation	2 day Seminar	UWEX Cooperative Extension	http://www.uwex.edu/ces/nco/index.cfm	C, NE	1 st Year	
Multicultural Diversity Training	2 Day Workshop	UWEX	http://uwex.uwc.edu/multicultural_awareness/	C, NE	1 st Year	
WNEP Coordinator/ Administrators Conference	2 day meeting and professional development	WNEP	http://www.uwex.edu/ces/wnep/index.cfm Look for additional information from either WNEP State Coordinator or WNEP Training Specialist.	C	Annually	
Home Visitation: Foundations	3 Day Seminar	Family Living	http://www.uwex.edu/ces/flp/conference/index.cfm	C, NE	1 st Year, if applicable	
Family Living - All Programs Conference	2 Day meeting (when offered)	WNEP/ Family Living	http://www.uwex.edu/ces/flp/conference/index.cfm	C, NE	When offered	
WNEP Statewide Conference	2 Day meeting (when offered)	WNEP	http://www.uwex.edu/ces/wnep/index.cfm	C, NE	When offered	
District Training**	Meetings and Trainings scheduled in and by your district	UWEX Cooperative Extension FLP/WNEP	https://www.uwex.edu/ces/flp/apps/flrc/ For a listing of District Meetings dates, see Professional Development Opportunities. or http://www.uwex.edu/ces/dist/ , to view "Meeting Schedules" for dates in your district.	C, NE	When scheduled in your District	

Independent Learning	Type	Sponsor	Information, Location, and Source	Who*	Timeline	Done
Basics of WNEP	WNEP Website	WNEP	http://www.uwex.edu/ces/wnep/overview/index.cfm Click on link and review items listed in Part A on the next page.	C, NE	1 st 30 days	
Civil Rights Outreach	WNEP Website	UWEX	http://www.uwex.edu/ces/wnep/train/index.cfm See professional development resources on page for “WNEP Orientation Guide for Civil Rights Outreach”	C, NE	1 st 60 days	
MyPyramid Quiz	Independent Learning Assignment	WNEP	http://www.uwex.edu/ces/wnep/train/index.cfm	C, NE	1 st 60 days	
WNEP Teaching Guidelines/Resources	WNEP Website	WNEP	http://www.uwex.edu/ces/wnep/teach/index.cfm Click on link and review items listed in Part B on the next page.	C, NE	1 st 60 days	
Program and Impact Reporting	WNEP Website	UWEX and WNEP	Planning and Impact Reporting for WNEP – http://www.uwex.edu/ces/wnep/evaluate/index.cfm Click on link and review items listed in Part C on the next page.	C	1 st 90 days	
Purchasing Card Training	On-line session	UWEX – Business Services	http://www.uwex.edu/business-services/purchasing/purchasing-card.html	C, NE	1 st 90 days, if applicable	
Staff Recruitment and Hiring	WNEP website	WNEP	http://www.uwex.edu/ces/wnep/hire/index.cfm Review the links and information of the webpage.	C	1 st 6 mos.	
Human Subjects Protection	On-line (SBR Course) modules 1-6 and reading Report (2 hours)	UWEX	http://www.uwex.edu/hsp/	C, NE	1 st year	

* “C” - WNEP Coordinator

“NE” - WNEP Nutrition Educator

**Schedules for District Training vary (contact WNEP District Representative for more information)

Please note: List reflects core training needed to meet basic responsibilities of your position. Additional training and professional development is encouraged and supported.

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Part A

“WNEP Overview”

Click on and read the following links at <http://www.uwex.edu/ces/wnep/overview/index.cfm>.
Place a check when done:

- Overview
- Mission and Purpose
- Resources for Describing WNEP
- Working Principles
- Outcomes and Content Areas
- Research Summaries
- Partners (FSP, WIC, CNP, FDP, Head Start)

Part B

“Teach Participants”

Click on and read the following links at <http://www.uwex.edu/ces/wnep/teach/index.cfm>.
Place a check when done:

- Planning to Teach Worksheet
- Educational Projects Descriptions
- Teaching Topics
- Recommended Teaching Materials at a Glance (Youth, Adult)
- Recommended Curricula and WI Nutrition Education Standards
- Teaching Guidelines
 1. Display Criteria Checklist
 2. Food Purchases in WNEP
 3. Food Safety Protocol
 4. Guidelines for providing Credit on WNEP Materials
 5. WNEP Identification on Resources
 6. Handling Requests for Assistance with Medical Nutrition Therapy
 7. Handout Criteria Checklist
 8. How to Select and Use Recipes in Nutrition Education
 9. Human Subjects Protection
 10. Teaching About Physical Activity
 11. Peer Review for WNEP
 12. Teaching About Physical Activity

Part C

“Evaluate and Report”

Click on and read the following links at <http://www.uwex.edu/ces/wnep/evaluate/index.cfm>.
Place a check when done:

- Overview of Planning and Reporting
- Statewide Evaluation Tools by Educational Project
- FY Teaching Event Datasheet
- Archived Plans and Reports for county/outcomes statewide
- EFNEP Evaluation Resources (*if applicable*)