

**CPA Orientation****Policy No. NS- 220.02**

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**Policy**

All Georgia WIC Competent Professional Authorities (CPAs) must be oriented to Georgia WIC Policies and Procedures within thirty (30) days of employment and must receive competency based training within one year of providing Georgia WIC services. Georgia WIC CPA's shall only provide services for which they have been trained and deemed competent. Each CPA must be observed within 90 days of providing WIC services.

**Purpose**

To provide a standard process for orientation and competency evaluation for all new CPAs. To improve consistency and continuity of training for all new WIC CPAs.

**Procedures**

- I. Local Agencies must use the [CPA Orientation Checklist](#) to document that newly hired CPAs have received an overview of the program and basic training.
- II. Local agencies are allowed to add additional topics to the state [CPA Orientation Checklist](#) to meet local agency requirements.
- III. CPAs must be trained on all Orientation Checklist topics within (30) thirty days of employment as a WIC CPA.
- IV. Districts must complete the CPA's competency training and certification by the Nutrition Services Director or designee in the following areas, within the first year of employment:
  - A. Motivational Interviewing (VENA Skills)
  - B. Breastfeeding – Ability to educate participants on hand expression and counsel to encourage breastfeeding for uncomplicated breastfeeding concerns.
  - C. Pediatric growth assessment, pregnancy weight gain evaluation and adult women weight evaluation.
- V. A local agency should document the new CPAs initial observation on the orientation checklist and as their required annual CPA observation on the [Continuing Education Documentation Log](#).

**Authority**

Georgia WIC Program Policy

**Definitions/Supporting Information**

**Competent Professional Authority (CPA)** – An individual on the local agency staff who is authorized to determine nutritional risk and prescribe supplemental foods. The following individuals may be authorized and trained to serve as a CPA: physicians, nutritionists (bachelor's or master's degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition), registered dietitians, licensed dietitians, registered nurses, and physician assistants (certified by the National Committee on certification of Physicians Assistants or certified by the State medical certifying authority), or State or local medically trained health officials.