

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

Revised: January 2023

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Policy

All Georgia WIC Competent Professional Authorities (CPAs) (including newly hired, rehired and employees that transfer from other local agencies) must be oriented to Georgia WIC Policies and WIC Nutrition Service Procedures within thirty (30) days of employment using the [CPA Orientation Checklist](#).

Georgia WIC CPAs shall only provide services for which they have been trained.

Each CPA must be observed completing a WIC certification within 90 days of hire using the [Nutrition Program Review Monitoring Tool](#). A certification observation improvement plan is required for all identified deficiencies. Staff must be monitored until all deficiencies are resolved.

The [WIC CPA Competency-Based Skills Training Verification](#) form must be completed for all CPAs within one year of providing Georgia WIC services.

Purpose

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

Procedures

- I. Document initial orientation training on the [CPA Orientation Checklist](#).
 - A. Cover all topics on the [CPA Orientation Checklist](#).
 - B. Complete additional observations for other types of services.
 - C. Enter date reviewed as well as employee and trainer initials in the space provided for each orientation item.
- II. Document the new CPAs initial observation on the [Continuing Education Documentation Log](#) and use this as their required annual CPA observation for the first year. Complete orientation observation(s) during a WIC certification visit.
- III. Maintain the [CPA Orientation Checklist](#) and [WIC CPA Competency Based Skills Training Verification Form](#) at the district office.
 - A. Add additional local agency required topics to the state [CPA Orientation Checklist](#) as needed.

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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.

WIC CPA Competency Based Skills – Basic skills identified as a required training component for a WIC CPA. CPAs must be able to demonstrate their ability to use motivational interviewing (VENA Skills), explain growth assessments for all WIC participant categories and basic breastfeeding education including hand expression.

Month & Year	Reasons for Revision	Summary
January 2023	USDA Requirement	Incorporated Lead Screening and Referrals as part of the required new CPA Employee Orientation Checklist CPA Orientation Checklist Updated