

(From the January 2017 I-Memo)

Training: New Employee Breastfeeding Training, Topeka, May 31, 2017

Every local WIC staff person is an important part of a mother’s breastfeeding support team. The next Kansas WIC New Employee Breastfeeding Training (“Using Loving Support to Grow and Glow in WIC”) is set for **May 31, 2017 in Topeka.**

- Training will last one full day. Registration/breakfast begins at 8:00 AM. Sessions begin at 8:15 AM and end by 4:45 PM. Continental breakfast, lunch and snacks will be provided.
- Location: Kansas Museum of History, 6425 SW 6th Ave. General phone - 785-272-8681. Map and driving directions http://www.kshs.org/teachers/tours/pdfs/museum_drive_park.pdf

Registration is through Kansas TRAIN. <http://ks.train.org>

New employees should already have set up a KS-TRAIN account, but if needed, see [Using KS-TRAIN for WIC Training](#) for basic instructions to set up a new KS-Train learner account.

- **Search for Course # 1032999.**
- **Registration deadline is May 19.**
- **Wondering if your KS TRAIN registration was successful? If you have opted in to get emails from KS-TRAIN and have your correct email in your TRAIN account information, you will get an email. You can also check using your Dashboard on the Home page. Click to expand “My Learning”.**



- Who should attend?
 - All WIC staff members are to complete the New Employee Breastfeeding training within one year of WIC employment. (It is acceptable to wait for the next training as long as the person will have been employed in WIC for less than one year by the time they attend.) “All WIC staff” means all staff members who interact with WIC clients, including Breastfeeding Peer Counselors. The training

is geared for new employees. However, any staff member who has missed earlier training should attend.

- Space permitting, we will allow non-WIC staff such as Healthy Start Home Visitors to attend. To confirm space, please contact Patrice Thomsen to inquire prior to registering in KS TRAIN. (785) 296-1189 or patrice.thomsen@ks.gov
- **Registration fee. We are continuing the policy we tested last fall.**
 - **WIC staff – No registration fee.** If a WIC employee registers but is unable to attend, a cancellation notice must be received 7 days prior to the training day. If no cancellation notice is received, the WIC agency will have \$25 assessed against their next affidavit. Exceptions will be considered on a case-by-case basis. Staff substitutions may be made any time.
 - **Non-WIC staff: \$45 registration fee.** Cancellations received by the close of business day 7 days prior to the training day will be refunded. Cancellations received after that day will not be refunded and will be billed if not paid. Staff substitutions may be made any time. Payment is due the day of the training, but late payments can be arranged by calling for approval. Do not delay registering on KS-TRAIN while waiting for your business office to prepare payment. Use the Payment form on the WIC training webpage at http://www.kansaswic.org/local_agencies/training.html .
- Those needing overnight lodging will need to make their own arrangements. Overnight lodging will only be reimbursed for staff whose normal workplace is greater than 30 miles away. See ideas for some hotels on the Topeka Convention & Visitors Bureau's website. <http://www.visittopeka.com/hotels/>
- Continuing education credit for licensed dietitians will be offered. Nurses will be provided with information to submit for individual approval.
- See more details in registration information on Kansas TRAIN.

The next New Employee Breastfeeding Training will be in Wichita, probably in November - exact date to be determined. Coordinators may choose to wait and send new employees then as long as the person will have been employed in WIC for less than one year by the time they attend.

ACTION REQUIRED: Inform appropriate staff. As appropriate, register on KS TRAIN for New Employee Breastfeeding Training in Topeka by May 19. Contact Patrice Thomsen about registration, late registration, late payment, cancellations, individual accommodations (e.g. food allergies), and other questions. (785) 296-1189 or patrice.thomsen@ks.gov