



PROCEDURE FOR ACCESSING LEVEL III COLORADO WIC CERTIFICATION PROGRAM

- I. **Go to the USDA WIC Works Website:** <http://wicworks.nal.usda.gov/>
- II. **Steps to Access Module on WIC Works Website:**
 1. Select **"Take Online Training"** from the *I Want To* list on the right side of the screen.
 2. A new window will appear. Select **"Register"** on the bottom of the screen and create a username and password. Be sure to write down and save this username and password for future reference. Login to the system using your username and password.
 3. Under the *General* tab scroll down and select **"Value Enhanced Nutrition Assessment"** from the list of available course
 4. To begin the course select the **"Launch"** button
 5. Complete all of the following sections listed:
 - a. Course Introduction
 - b. Introduction to VENA
 - c. Critical Thinking
 - d. A Health Outcome-Based Assessment
 - e. Lesson Post-Test
 6. If you have difficulty accessing links, adjust your setting on your computer to allow pop-ups.
 7. Once you have completed the course with a 90% or greater you can print a certificate. This course is approved for 1 CPEUs for dietitians and nurses. Refer to the Certificate of Completion for more details.
- III. **To print a Certificate of Completion**
 1. Click **Quick Links** in the upper-left corner of any Skillport page. The [Quick Links menu](#) displays
 2. Click **Learner Transcript**. By default, the Learning Transcript opens the **Core Data** transcript, and the courses are listed in order by last-accessed date
 3. Locate the course for which you want to print a certificate of completion
 4. In the course's **Actions** column, click **View Certificate**. The certificate of completion displays.
 5. Click **Print** and give to your supervisor or trainer for their records. Please also have your supervisor or trainer email the score and completion date to brigitte.boyd@state.co.us