

## **Civil Rights Training Log**

### **WIC-375**

**Purpose:** To document the participation in the Civil Rights training by all personnel who provide direct service to WIC participants.

**Procedure:** Complete the form as follows:

1. **Local Agency Name** – Enter the local agency name.
2. **Local Agency Number** – Enter the local agency number.
3. **Site Number** – Enter the specific site number of the primary location of where the individual works.
4. **Site Name** – Enter the specific site name of the primary location of where the individual works.
5. **Last Name** – Enter the last name of the individual who has taken the training.
6. **First Name** – Enter the first name of the individual who has taken the training.
7. **Date Hired** – Enter the date the individual was hired.
8. **Training Completed** – Enter the date the individual successfully completed the training with a 75% or higher.
9. **Next Training Scheduled** – Enter the date the individual is required to retake the Civil Rights training; retesting shall be done every year.

Issuance: As needed.

Retention: Follow Record and Retention Policy (ADM 11.0).

## Civil Rights Training Log WIC – 375

Local Agency Name: \_\_\_\_\_

Local Agency Number: \_\_\_\_\_

Site Number	Site Name	Last Name	First Name	Date Hired	Training Completed	Next Training Scheduled
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