

Instructions for Form Use

- A. The Certified Trainer Reporting Form is to be used by certified trainers who manually report WIC Program retailer training to the State WIC Office.
- B. Complete all applicable sections:
1. Enter corporation name and corporation ID number.
 2. Enter certified trainer name, training date, phone number, and email.
 3. Mark only one of four training options. If Other is selected, use the blank space to describe the training type.
 4. Enter attendee names, titles, and WIC IDs, using additional pages as needed.
 5. Indicate whether a copy of the training outline is included in the submission.
 6. The certified trainer responsible for delivering training must sign and date the form.
- C. Submit the completed form via one of the following methods:
1. [Email: WIC_Retailer@vdh.virginia.gov](mailto:WIC_Retailer@vdh.virginia.gov)
 2. US Mail: Attn: Vendor Compliance Team
Division of Community Nutrition
Virginia Department of Health
109 Governor Street, 8th Floor
Richmond, VA 23219
- D. Contact the store's assigned Vendor Liaison for additional clarification.