



Maine Center for Disease  
Control and Prevention  
An Office of the  
Department of Health and Human Services

Paul R. LePage, Governor

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WIC Nutrition Program  
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Wednesday, October 1, 2014

Subject: Training Log Sample

Dear WIC Vendor:

As of October 15th, 2014 all vendors are required to document the training of all staff who handles cash register transactions on the WIC process. What does this mean for you? It means that anytime you hire a new cashier you must document that you have trained them on handling WIC transactions using our training materials and have them sign the log saying they have received the training. Additionally, anytime you receive new information, including these newsletters, from WIC on food lists, procedures, or transactions you must train all of your staff who process WIC transactions and have them sign the log indicating that they have received the training.

Enclosed is a sample training log. You may also download this and other training materials from <http://www.maine.gov/dhhs/mecdc/health-equity/wic/vendors/training.shtml>.

Keep copies of your logs and the materials you use to train from in a file or binder in your store and have it accessible for state WIC staff to view during monitoring or other store visits.

Please contact us at 207-287-3991 if you have any questions or concerns.

Sincerely,  
Your WIC Vendor Team  
Maine WIC Nutrition Program

For questions contact us at:  
Ph: 1-800-437-9300 or E-mail: [WIC>Maine@Maine.gov](mailto:WIC>Maine@Maine.gov)

For Resources visit: [www.WICforME.com](http://www.WICforME.com)

