

LOCAL AGENCY TRAINING REQUEST

INDIVIDUAL/COMBINED

If you would like to request training for your agency the following criteria must be met before training can be scheduled.

- Your agency must have a minimum of 25 staff to be trained or you have partnered with another local agency to meet the minimum number of staff.
- Your facility must accommodate the number of staff to be trained or you have secured a facility with adequate space.

NOTE: If your agency does not meet the criteria and you need assistance to schedule training, please contact the State WIC Office at WICTCDS@cdph.ca.gov to discuss further options.

If your agency meets these criteria, please select the training(s) from the following list and complete the sections below.

ENGAGED STAFF*

**Not being offered at this time*

CIVIL RIGHTS: *Equality for All (4 hours)*

TRUE COLORS*

**Not being offered at this time*

SUBSTANCE USE: *Alcohol & Drug Abuse (4 hours)*

PRIMARY LOCAL AGENCY INFORMATION:

Local Agency Name: _____

Contact Person: _____ Contact Phone: _____

Contact Email: _____

(Confirmations will be sent to this email only)

SECONDARY LOCAL AGENCY INFORMATION: *(Complete this section if partnering with another local agency.)*

Local Agency Name: _____

Contact Person: _____ Contact Phone: _____

Contact Email: _____

TRAINING LOGISTICS: *(Please note that trainings will not be scheduled during the first week of each month.)*

Proposed Training Date(s): 1) _____ 2) _____ 3) _____

Training Location: _____ Number of Staff to Train: _____
(Agencies are required to handle all training logistics.)

Please email completed request form to WICTCDS@cdph.ca.gov or fax to (916) 440-5569.

A confirmation will be sent via email to the primary local agency contact upon receipt of your request. Please allow 3-5 business days to be contacted by the State WIC Office to follow-up prior to confirming.