

**ACWA JPIA**

# Professional Development Program

**Revised June 2022**



**YOUR BEST PROTECTION**

(800) 231-5742

[www.acwajpia.com](http://www.acwajpia.com); [training@acwajpia.com](mailto:training@acwajpia.com)

# ACWA JPIA PROFESSIONAL DEVELOPMENT PROGRAM

## INTRODUCTION

The ACWA JPIA Professional Development Program (PDP) was developed to offer current, in-depth training and educational opportunities for JPIA members. The Program focuses on giving participants the tools to perform their job safely, legally, and efficiently. Three specialty areas are offered:

- Supervisor Basics
- Human Resources
- Operations

Each certification requires approximately 40 hours of education, including face-to-face training, online, and self-study options.

## GOAL

The ACWA JPIA Professional Development Program aims to assist JPIA members in reducing losses by providing their management, supervisors, and staff with the skills needed to maximize personal and organizational success while reducing risks.

## BENEFITS

### FOR THE MEMBER DISTRICT

The net impact to the member district is the reduction of the potential for liability, property, and workers' compensation losses, increased engagement, and productivity.

### FOR THE INDIVIDUAL PARTICIPANT

The benefits are numerous and will help participants:

- Better understand the regulatory objectives and risks associated with everyday operations.
- Develop the skills to become a more effective manager, leader, or human resources professional
- Improve chances for promotion or advancement

- Decrease stress and mistakes on the job
- Gain contact hours for employment related certifications, which may be applicable to CEU's, hours, and other requirements

## PROGRAM SPECIALTIES

Program applicants may apply to participate in one, two, or three program specialties:

### SUPERVISOR BASICS

Provides basic supervisory skills to appointed supervisors or those wishing to become a supervisor.

### HUMAN RESOURCES

Provides an understanding of the responsibilities associated with overseeing and/or administering human resources (HR) functions. It is recommended for any staff member with human resource responsibilities, including managers and supervisors charged with carrying out any aspects of HR processes.

### OPERATIONS

Provides skills that focus on health and safety issues, particularly Cal/OSHA mandated work requirements. It is intended for employees and supervisors with operations and operations support responsibilities.

## OVERVIEW OF THE PDP CURRICULUM

A curriculum of study has been developed for each of the specialty areas, including:

- Required courses in program specialty topics
- Elective courses (five required for HR and Supervisor Basics only)
- H.R. LaBounty Safety Award Nomination (Supervisor Basics and Operations only)
- District Management Orientation (HR and Supervisor Basics only)

## REQUIRED COURSES

Each program specialty requires completion of specialty-related training courses. A variety of training options are available to complete course requirements, including in-person classroom training, on-line recorded webinars with assignments, or e-learning. For specific program requirements and options for training, review the [Certification Program Requirements and Course Options Checklist](#) (see PDP Forms Section) for each specialty.

- Professional Development Program and general training information such as course descriptions, and the in-person class calendar are available in the Prosperity Learning Management System (LMS). In-person classroom training and live interactive online training (webinars) will be taught by ACWA JPIA staff, contract instructors, and guest speakers.
- Access to all course options can be found on the JPIA website.
- Course credit can be granted for course requirements provided by other professional agencies. ACWA JPIA will evaluate the training and if training from these alternative sources corresponds to the program curriculum, course credit can be granted.
  - Each PDP requirement has the option of being fulfilled by attending a course sponsored by an outside professional agency. The course taken must be equivalent to (or more in-depth than) the JPIA instructor-led course. A self-study course can include college or university offerings, online courses, live and recorded webinars, seminars, or presentations.
  - Credit may be given for courses attended in the **last two years preceding application to the program.** (*Exception: A current First Aid & CPR certificate must be held at the completion of the Operations Specialty to receive credit for that course.*)
  - Certain criterion must be met before a self-study course is approved. The following information must be included when a course is submitted for approval to [training@acwajpia.com](mailto:training@acwajpia.com).
    - Proof of Attendance – a certificate or card of completion, report card or course roster
    - Course Title
    - Name of the professional agency that sponsored the course
    - Course date and duration
    - Brief description of the course material that was covered

## ELECTIVE COURSES

The Human Resources and Supervisor Basics specialties require completion of five elective job or supervisory-related courses. (The Operations specialty does not have an elective component). Note that courses used for completion of one PDP specialty can be used as an elective in another specialty.

Program participants may choose electives based on individual interests and/or job requirements. Outside sources such as seminars, presentations, live and recorded webinars, or college courses can be used; another option would be other JPIA courses that are not part of the specific PDP curriculum. Electives may be selected from the list of JPIA management, human resources, and health and safety courses listed in the LMS by selecting General Training.

Submit course descriptions and certificates of completion to the JPIA Training Department ([training@acwajpia.com](mailto:training@acwajpia.com)) so they can be applied to your transcript as elective credit.

## PDP APPLICATION

Individuals interested in participating in the ACWA JPIA Professional Development Program must first complete a **Participant Application** (see PDP forms section).

Obtain approval and signature from your District's General Manager and supervisor and return the completed application to the JPIA Training Department at [training@acwajpia.com](mailto:training@acwajpia.com).

## COMPLETING THE PDP

### PROGRAM REQUIREMENTS AND TRAINING OPTIONS CHECKLIST

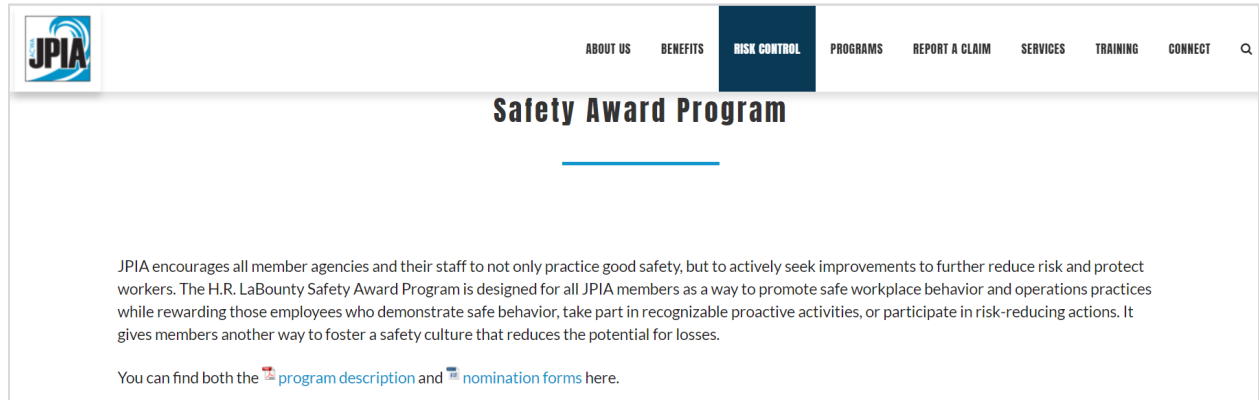
Upon completion and acceptance of your Participant Application, review and complete the program requirement and training options on the **Program Requirements and Training Options Checklist** for the PDP specialty (or specialties) you have selected. See the **Course Registration and Completion Instructions** for assistance in registering for courses. Both are available in the PDP forms section of this document.

**Note:** There is no obligation to complete the program. However once enrolled, all requirements must be completed within four years to receive the certification.

## H.R. LABOUNTY SAFETY AWARD NOMINATION

Submission of a nomination for the H.R. LaBounty Safety Award is required (as of 2017) for completion of the Supervisor Basics and Operations Specialties. To obtain credit, participants must:

- ❑ Complete nomination application on the JPIA Website at: <https://www.acwajpia.com/safety-risk-control/#safety-awards>



- ❑ Notify the JPIA Training Department at [training@acwajpia.com](mailto:training@acwajpia.com) once a nomination has been submitted

## DISTRICT MANAGEMENT ORIENTATION

The Human Resources and Supervisor Basics specialties require completion of a District Management Orientation. This orientation requires participants to have a discussion with their District General Manager and participate in activities to learn about their District's General Manager's role, Board of Directors, and finances.

Involvement by the General Manager (GM) is critical to the success of the PDP. The GM is asked to give each participant an overview of their duties, the make-up, and responsibilities of the agency's board of directors, and the participant's impact on the agency's financial management process in order to meet the District Management Orientation requirements.

The PDP Participant should schedule a meeting with the GM to discuss the following suggested discussion and action items to fulfill the District Management Orientation requirements:

### GENERAL MANAGER'S DUTIES

- Receive an overview of the General Manager's (GM) duties & responsibilities.
- Discuss the GM's goals for the district.
- Describe the role played by the GM in providing resources to support his/her staff.
- Discuss the GM's outlook on risk management (property, liability, & workers' compensation loss prevention).

### DISTRICT BOARD OF DIRECTORS ORIENTATION

- Describe how the Board is selected and organized.
- Discuss the responsibilities of the Board.
- Have participant attend a Board meeting.

### DISTRICT FINANCIAL MANAGEMENT

- Discuss how the supervisor and staff fit into the financial management process.
- Describe how financial resources are prioritized.
- Describe the district's budgeting process.
- Discuss how other financial sources can be obtained (federal/state grants, FEMA, etc.).


Submit a **District Management Orientation Completion Form** (see PDP Forms section) to the JPIA Training Department ([training@acwajpia.com](mailto:training@acwajpia.com)) to receive credit for the District Management Orientation requirement.

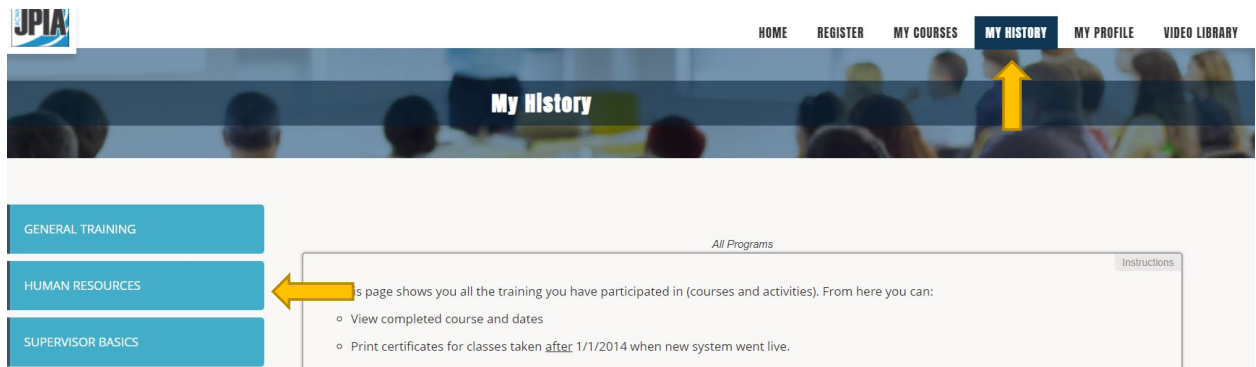
## TRANSCRIPTS

PDP Participants can track their progress by logging into the Prosperity LMS and viewing their transcript. The transcript is a report that shows the status of each program requirement.

### Instructions for viewing PDP Transcript:

Go to. [https://prosperitylms4.com/req/acwaipia/\\_student/](https://prosperitylms4.com/req/acwaipia/_student/)

Select,  from the upper right corner. Enter your username and password and select Log In. At the top of the screen, select **My History**.



**Next**, on the left column, select the name of the PDP specialty you wish to review. You will see the Enrollment Details box, showing the total number of completed and open courses.

Below this box is a list showing the status of each program requirement. Completed courses show Download under the Certificate column.

Enrollment Details	Credit Totals
Status: enrolled	Open: Credits: 0
Enroll Date: 10/04/18	Open: Hours: 16.5
End Date: 10/04/22	Completed: Hours: 33
Last Activity Date: 03/13/17	
Open Courses: 19	
Total # Courses Completed: 19	
Total Time in Courses: 6:52 Hours	

### Courses/Activities

Courses marked with a \* are grandfathered courses.

Status	Name	ID	Reg. Date	End Date	Exam	Certificate
Class Cancelled	Accident Investigation	0001 AI	7/1/21	7/6/21		In progress
Open	Board of Directors Orientation	BDO	2/4/20	2/4/21		No certificate
Dropped	Communication	0055 COM	3/13/17	3/13/17		In progress
Open	Communication: Breakthrough Listening	COM BTL	7/25/19	7/25/20		In progress
Completed	Communication: Breakthrough Listening	COM BTL	10/8/18	10/8/18		Download



## AFTER COMPLETION OF SPECIALTY COURSE REQUIREMENTS, PARTICIPANTS MUST:

- Notify the JPIA Training Department that you have completed your specialty
- If required by the specialty, send the completed and signed District Management Orientation worksheet.
- Forward copies of all documents to [training@acwajpia.com](mailto:training@acwajpia.com).

A plaque and specialty plate(s) will be awarded once the JPIA receives and validates the participant's completed specialty area requirements.




# PDP FORMS AND CHECKLISTS

The following section includes forms, checklists, or instructions for the Professional Development Program:

- Participant Application
- District Management Orientation Completion Form
- District Management Orientation Requirements
- JPIA Supervisor Basics Certification Program Requirements and Course Training Options Checklist
- JPIA Human Resources Certification Program Requirements and Course Training Options Checklist
- JPIA Operations Certification Program Requirements and Course Training Options Checklist
- PDP Course Registration and Completion Instructions

# PARTICIPANT APPLICATION

<b>To:</b>	<b>Company:</b> ACWA JPIA Training  	
	<b>Location:</b> P.O. Box 619082, Roseville, CA 95661-9082	
	<b>Email:</b> <a href="mailto:training@acwajpia.com">training@acwajpia.com</a>	<b>Fax Number:</b> (916) 774-7040
<b>From:</b>	<b>Participant Name (print):</b>	
	<b>Agency:</b>	
	<b>Date:</b>	
<p>I wish to participate in the ACWA JPIA Professional Development Program and have discussed my intent with my General Manager and Supervisor.</p> <p>I wish to participate in the following area(s) of specialty (select one, two, or all three):</p> <p style="text-align: center;"> <input type="checkbox"/> Supervisor Basics            <input type="checkbox"/> Human Resources            <input type="checkbox"/> Operations       </p> <p style="text-align: center;"><b>All requirements must be completed within four years.</b></p>		
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> <span>Title</span> <span>E-mail address</span> <span>Work Phone</span> </div>		
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> <span>Signature of Participant</span> <span>Date:</span> </div>		
<p>General Manager's and Supervisor's Endorsement:</p> <p>I have discussed the benefits of the ACWA JPIA Professional Development Program with this applicant. I support his/her participation in the program.</p>		
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> <span>Signature of Supervisor</span> <span>Date</span> </div>		
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> <span>Signature of General Manager</span> <span>Date</span> </div>		

# DISTRICT MANAGEMENT ORIENTATION COMPLETION FORM

Submit this form to the JPIA Training Department to receive credit for the District Management Orientation requirements as part of the Professional Development Program.

I certify that the following District Management Orientation sessions have been completed.

## DISTRICT MANAGEMENT ORIENTATION

## DATE COMPLETED

General Manager's Duties

\_\_\_\_\_

District Board of Directors Orientation

\_\_\_\_\_

District Financial Management

\_\_\_\_\_

Signature of General Manager

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of Participant

Date

\_\_\_\_\_

\_\_\_\_\_



**Email:** [training@acwajpia.com](mailto:training@acwajpia.com)

**Fax:** 916-774-7040

# DISTRICT MANAGEMENT ORIENTATION REQUIREMENTS

The following discussion and action items are suggested to fulfill the requirements:

## GENERAL MANAGER'S DUTIES

- Provide an overview of the General Manager's (GM) duties & responsibilities.
- Discuss the GM's goals for the district.
- Describe the role played by the GM in providing resources to support his/her staff.
- Discuss the GM's outlook on risk management (property, liability, & workers' compensation loss prevention).

## DISTRICT BOARD OF DIRECTORS ORIENTATION

- Describe how the Board is selected and organized.
- Discuss the responsibilities of the Board.
- Have participant attend a Board meeting.

## DISTRICT FINANCIAL MANAGEMENT

- Discuss how the supervisor and staff fit into the financial management process.
- Describe how financial resources are prioritized.
- Describe the district's budgeting process.
- Discuss how other financial sources can be obtained (federal/state grants, FEMA, etc.).

# JPIA SUPERVISOR BASICS CERTIFICATION PROGRAM REQUIREMENTS AND COURSE TRAINING OPTIONS CHECKLIST

## Program Requirements

As of 2017, the Supervisor Basics Certification Program Specialty requires:

- Completion of training in 21 basic supervisory topics (listed in the table below)
- Completion of five training electives (a job or supervisory-related topic)
  - o Course descriptions and certificates of completion submitted to the JPIA Training Department
- Submission of a nomination for the H.R. La Bounty Safety Award
  1. Complete nomination application on JPIA Website
  2. Notify [training@acwajpia.com](mailto:training@acwajpia.com) (JPIA Training Department) that nomination has been submitted
- Completion of District Management Orientation (see District Management Orientation Completion Form)

## Course Training Options

Available options to complete the Supervisor Basics course requirements are listed below. JPIA offers classroom, webinar, **or** e-learning options to complete training. Enroll in and complete **one training option** per topic:

SUPERVISOR BASICS TRAINING OPTIONS:	<a href="#">JPIA Classroom</a>	<a href="#">JPIA Live Virtual Instructor Led</a>	<a href="#">JPIA Recorded Webinar</a>	<a href="#">JPIA LMS Online Courses</a>	<a href="#">Vector Solutions</a>
<b><i>(Complete ONE option per training topic requirement):</i></b>					
<b>Accident Investigation</b>	<input type="checkbox"/> Accident Investigation				<input type="checkbox"/> Water Industry Incident Investigation <input type="checkbox"/> Safety Management: Incident Investigation <b><i>(Both required)</i></b>
<b>Communication</b>	<input type="checkbox"/> Communication			<input type="checkbox"/> Communication: Breakthrough Listening, <input type="checkbox"/> Communication: Criticism – Giving and Receiving, <input type="checkbox"/> Communication: Conflicts in the Workplace <b><i>(All three required)</i></b>	
<b>Discrimination and Harassment</b>	<input type="checkbox"/> Discrimination and Harassment				<input type="checkbox"/> Preventing Discrimination in the Workplace <b><u>OR</u></b>

SUPERVISOR BASICS TRAINING OPTIONS:	<a href="#">JPIA Classroom</a>	<a href="#">JPIA Live Virtual Instructor Led</a>	<a href="#">JPIA Recorded Webinar</a>	<a href="#">JPIA LMS Online Courses</a>	<a href="#">Vector Solutions</a>
<b>(Complete ONE option per training topic requirement):</b>					
					<input type="checkbox"/> SMART Management: Discrimination in the Workplace for Managers ( <b><u>Choose one</u></b> )
<b>Documenting</b>	<input type="checkbox"/> Documenting	<input type="checkbox"/> Documenting Employee Performance		<input type="checkbox"/> Documentation Made Easy	
<b>Drug and Alcohol Reasonable Suspicion</b>	<input type="checkbox"/> Drug and Alcohol Reasonable Suspicion				<input type="checkbox"/> Reasonable Suspicion of Alcohol for Supervisors <input type="checkbox"/> Reasonable Suspicion of Drugs for Supervisors <b>(Both required)</b>
<b>Effective Performance Feedback</b>	<input type="checkbox"/> Effective Performance Feedback	<input type="checkbox"/> Effective Performance Feedback			<input type="checkbox"/> SMART Management: Methods for Motivating & Mentoring Your Team <input type="checkbox"/> SMART Management: Coaching for Better Performance <b>(Both required)</b>
<b>Emergency Response Planning</b>			1. Complete one of the following: ICS 100, 200, 700, 800, 300 OR 400 online at <a href="https://training.fema.gov/nims/">https://training.fema.gov/nims/</a> 2. Request a certificate from <a href="mailto:Independent.Study@fema.dhs.gov">Independent.Study@fema.dhs.gov</a> 3. Provide a copy of the certificate to <a href="mailto:training@acwajpia.com">training@acwajpia.com</a> to receive credit for completion of Emergency Response Planning for the JPIA Supervisor Basics Specialty. <b>OR</b> attend a local ICS (Incident Command System) course if available in their area and request a certificate, per the steps above.		
<b>Ergonomics</b>	<input type="checkbox"/> Ergonomics				<input type="checkbox"/> Water Industry General Office Ergonomics <input type="checkbox"/> Water Industry Industrial Ergonomics <input type="checkbox"/> Water Industry Back Injury Prevention

SUPERVISOR BASICS TRAINING OPTIONS:	<a href="#">JPIA Classroom</a>	<a href="#">JPIA Live Virtual Instructor Led</a>	<a href="#">JPIA Recorded Webinar</a>	<a href="#">JPIA LMS Online Courses</a>	<a href="#">Vector Solutions</a>
<b>(Complete ONE option per training topic requirement):</b>					
					<input type="checkbox"/> Water Industry Slips, Trips, and Falls Prevention <b>(All four required)</b>
<b>Hazard Identification</b>	<input type="checkbox"/> Hazard Identification		<input type="checkbox"/> Hazard Identification		
<b>Hiring Practices</b>	<input type="checkbox"/> Hiring Practices			<input type="checkbox"/> Hiring Practices	<input type="checkbox"/> SMART Management: Lawful Hiring Practices
<b>Injury/Illness Prevention Program</b>	<input type="checkbox"/> Injury/Illness Prevention Program	<input type="checkbox"/> Injury/Illness Prevention Program			
<b>Managing Generations</b>	<input type="checkbox"/> Generations				<input type="checkbox"/> SMART Management: Getting the Most Out of a Multi-Generational Workforce
<b>New Employee Orientation</b>	<input type="checkbox"/> Onboarding New Staff	<input type="checkbox"/> Onboarding New Staff	<input type="checkbox"/> New Employee Orientation		
<b>Nuts &amp; Bolts of Supervisor Laws</b>	<input type="checkbox"/> Nuts & Bolts of Supervisor Laws	<input type="checkbox"/> Nuts & Bolts of Supervisor Laws			
<b>OSHA Inspections</b>	<input type="checkbox"/> OSHA Inspections: What to Do		<input type="checkbox"/> OSHA Inspections		
<b>Peer to Boss</b>	<input type="checkbox"/> Peer to Boss			<input type="checkbox"/> Peer to Boss	
<b>Performance Appraisals</b>	<input type="checkbox"/> Performance Appraisals				<input type="checkbox"/> SMART Management: Effective Performance Review Practices <input type="checkbox"/> SMART Goals: Setting Effective Targets for Success <b>(Both required)</b>
<b>Performance Management</b>	<input type="checkbox"/> Performance Management	<input type="checkbox"/> Performance Management			<input type="checkbox"/> SMART Management: Coaching for Better Performance <input type="checkbox"/> SMART Goals: Setting Effective Targets <b>(Both required)</b>
<b>Risk Transfer</b>	<input type="checkbox"/> Risk Transfer			<input type="checkbox"/> Risk Transfer	



<b>SUPERVISOR BASICS TRAINING OPTIONS:</b>	<a href="#">JPIA Classroom</a>	<a href="#">JPIA Live Virtual Instructor Led</a>	<a href="#">JPIA Recorded Webinar</a>	<a href="#">JPIA LMS Online Courses</a>	<a href="#">Vector Solutions</a>
<i>(Complete ONE option per training topic requirement):</i>					
<b>Workers' Compensation Basics</b>	<input type="checkbox"/> Workers' Comp and Return to Work	<input type="checkbox"/> Workers' Comp and Return to Work			
<b>Workplace Violence</b>	<input type="checkbox"/> Workplace Violence		<input type="checkbox"/> Workplace Violence		<input type="checkbox"/> Workplace Violence

**Supervisor Basics Specialty - Electives**

<b>Course Elective</b>	<b>Date Completed</b>
<input type="checkbox"/> <b>Elective 1:</b>	
<input type="checkbox"/> <b>Elective 2:</b>	
<input type="checkbox"/> <b>Elective 3:</b>	
<input type="checkbox"/> <b>Elective 4:</b>	
<input type="checkbox"/> <b>Elective 5:</b>	

# JPIA HUMAN RESOURCES CERTIFICATION PROGRAM REQUIREMENTS AND COURSE TRAINING OPTIONS CHECKLIST

## Program Requirements

As of 2017, the Human Resources Certification Program Specialty requires:

- Completion of training in 17 Human Resources topics (listed in the table below)
- Completion of five training electives (a job-related or HR-related topic)
  - o Course descriptions and certificates of completion submitted to the JPIA Training Department
- Completion of District Management Orientation (see District Management Orientation Completion Form)

## Course Training Options

Available options to complete the Human Resources course requirements are listed below. JPIA offers classroom, webinar, **or** e-learning options to complete training. Enroll in and complete **one training option** per topic:

HUMAN RESOURCES TRAINING OPTIONS:	<a href="#">JPIA Classroom</a>	<a href="#">JPIA Live Virtual Instructor Led</a>	<a href="#">JPIA Recorded Webinar</a>	<a href="#">JPIA LMS Online Courses</a>	<a href="#">Vector Solutions</a>
<b><i>(Complete ONE option per training topic requirement):</i></b>					
<b>Communication</b>	<input type="checkbox"/> Communication			<input type="checkbox"/> Communication: Breakthrough Listening, <input type="checkbox"/> Communication: Criticism – Giving and Receiving, <input type="checkbox"/> Communication: Conflicts in the Workplace <input type="checkbox"/> <b><i>(All three required)</i></b>	
<b>Discrimination &amp; Harassment</b>	<input type="checkbox"/> Discrimination & Harassment				<input type="checkbox"/> Preventing Discrimination in the Workplace <input type="checkbox"/> SMART Management: Discrimination in the Workplace <input type="checkbox"/> <b><i>(Choose one)</i></b>
<b>Documenting</b>	<input type="checkbox"/> Documentation	<input type="checkbox"/> Documenting Employee Performance		<input type="checkbox"/> Documentation Made Easy	

HUMAN RESOURCES TRAINING OPTIONS:	<a href="#">JPIA Classroom</a>	<a href="#">JPIA Live Virtual Instructor Led</a>	<a href="#">JPIA Recorded Webinar</a>	<a href="#">JPIA LMS Online Courses</a>	<a href="#">Vector Solutions</a>
<b>(Complete ONE option per training topic requirement):</b>					
<b>Drug &amp; Alcohol Reasonable Suspicion</b>	<input type="checkbox"/> Drug & Alcohol Reasonable Suspicion				<input type="checkbox"/> Reasonable Suspicion of Alcohol for Supervisors <input type="checkbox"/> Reasonable Suspicion of Drugs for Supervisors <b>(Both required)</b>
<b>Effective Performance Feedback</b>	<input type="checkbox"/> Effective Performance Feedback	<input type="checkbox"/> Effective Performance Feedback			<input type="checkbox"/> SMART Management: Methods for Motivating & Mentoring Your Team <input type="checkbox"/> SMART Management: Coaching for Better Performance <b>(Both required)</b>
<b>Ergonomics (Office or Field)</b>	<input type="checkbox"/> Ergonomics (Office or Field)				<input type="checkbox"/> Water Industry General Office Ergonomics <input type="checkbox"/> Water Industry Industrial Ergonomics <input type="checkbox"/> Water Industry Back Injury Prevention <input type="checkbox"/> Water Industry Slips, Trips, and Falls Prevention <b>(All four required)</b>
<b>New Employee Orientation</b>	<input type="checkbox"/> Onboarding New Staff	<input type="checkbox"/> Onboarding New Staff	<input type="checkbox"/> New Employee Orientation		
<b>Hiring Practices</b>	<input type="checkbox"/> Hiring Practices			<input type="checkbox"/> Hiring Practices	<input type="checkbox"/> SMART Management: Lawful Hiring Practices
<b>Injury/Illness Prevention Program</b>	<input type="checkbox"/> Injury/Illness Prevention Program	<input type="checkbox"/> Injury/Illness Prevention Program			
<b>Job Descriptions</b>	<input type="checkbox"/> Job Descriptions	<input type="checkbox"/> Job Descriptions			
<b>Generations</b>	<input type="checkbox"/> Generations				<input type="checkbox"/> SMART Management: Getting the Most Out of a Multi-Generational Workforce

HUMAN RESOURCES TRAINING OPTIONS:	<a href="#">JPIA Classroom</a>	<a href="#">JPIA Live Virtual Instructor Led</a>	<a href="#">JPIA Recorded Webinar</a>	<a href="#">JPIA LMS Online Courses</a>	<a href="#">Vector Solutions</a>
<b>(Complete ONE option per training topic requirement):</b>					
<b>Nuts &amp; Bolts of Supervisor Laws</b>	<input type="checkbox"/> Nuts & Bolts of Supervisor Laws	<input type="checkbox"/> Nuts & Bolts of Supervisor Laws			
<b>Performance Appraisals</b>	<input type="checkbox"/> Performance Appraisals				<input type="checkbox"/> SMART Management: Effective Performance Review Practices <input type="checkbox"/> SMART Goals: Setting Effective Targets <b><i>(Both required)</i></b>
<b>Policies &amp; Procedures</b>	<input type="checkbox"/> Policies & Procedures		<input type="checkbox"/> Policies & Procedures		
<b>Risk Transfer</b>	<input type="checkbox"/> Risk Transfer			<input type="checkbox"/> Risk Transfer	
<b>Workers' Compensation Basics</b>	<input type="checkbox"/> Workers' Comp and Return to Work	<input type="checkbox"/> Workers' Comp and Return to Work			
<b>Workplace Violence</b>	<input type="checkbox"/> Workplace Violence		<input type="checkbox"/> Workplace Violence		<input type="checkbox"/> Workplace Violence

### Human Resources Specialty – Electives

Course Elective	Date Completed
<input type="checkbox"/> Elective 1:	
<input type="checkbox"/> Elective 2:	
<input type="checkbox"/> Elective 3:	
<input type="checkbox"/> Elective 4:	
<input type="checkbox"/> Elective 5:	

# JPIA OPERATIONS CERTIFICATION PROGRAM REQUIREMENTS AND COURSE TRAINING OPTIONS CHECKLIST

## Program Requirements

As of 2017, the Operations Certification Program Specialty requires:

- Completion of training in 14 Operations topics (listed in the table below)
- Submission of a nomination for the H.R. La Bounty Safety Award
  1. Complete nomination application on JPIA Website
  2. Notify [training@acwajpia.com](mailto:training@acwajpia.com) (JPIA Training Department) that nomination has been submitted

## Course Training Options

Available options to complete the Operations course requirements are listed below. JPIA offers classroom, live interactive or recorded webinars, **or** e-learning options to complete training. Enroll in and complete **one training option** per topic:

OPERATIONS TRAINING OPTIONS:	<a href="#">JPIA Classroom</a>	<a href="#">JPIA Live Virtual Instructor Led</a>	<a href="#">JPIA Recorded Webinar</a>	<a href="#">JPIA LMS Online Courses</a>	<a href="#">VectorSolutions</a>
<b>Confined Space Entry</b>	<input type="checkbox"/> Confined Space Entry				
<b>CPR/First Aid</b>	<input type="checkbox"/> Any American Heart Association approved course				
<b>Defensive Driver</b>	<input type="checkbox"/> Defensive Driver				<input type="checkbox"/> (Fleet) Defensive Driver – Choose 3 courses from Fleet Program Courses
<b>Electrical Safety</b>	<input type="checkbox"/> Electrical Safety				<input type="checkbox"/> Electrical Safety <input type="checkbox"/> General Electrical Hazard Awareness for Site Safety <input type="checkbox"/> Pumping Stations - Pumps, Motors and Electrical Systems <input type="checkbox"/> Water Industry Low Voltage Electrical Safety <b><u>(ALL four courses required)</u></b>
<b>Fall Protection</b>	<input type="checkbox"/> Fall Protection		<input type="checkbox"/> Fall Protection		
<b>Ergonomics</b>	<input type="checkbox"/> Ergonomics				<input type="checkbox"/> Water Industry General Office Ergonomics

OPERATIONS TRAINING OPTIONS:	<a href="#">JPIA Classroom</a>	<a href="#">JPIA Live Virtual Instructor Led</a>	<a href="#">JPIA Recorded Webinar</a>	<a href="#">JPIA LMS Online Courses</a>	<a href="#">VectorSolutions</a>
					<input type="checkbox"/> Water Industry Industrial Ergonomics <input type="checkbox"/> Water Industry Back Injury Prevention <input type="checkbox"/> Water Industry Slips, Trips, and Falls Prevention <b><u>(ALL four courses required)</u></b>
<b>Hazard Communication</b>	<input type="checkbox"/> Hazard Communication				<input type="checkbox"/> Water Industry Hazard Communication <input type="checkbox"/> JPIA Hazard Communication PDP Assignment <b><u>(Both required)</u></b>
<b>Hazard Identification</b>	<input type="checkbox"/> Hazard Identification		<input type="checkbox"/> Hazard Identification		
<b>Heat Stress Prevention</b>	<input type="checkbox"/> Heat Stress Prevention	<input type="checkbox"/> Heat Illness Prevention		<input type="checkbox"/> Heat Illness Prevention	
<b>Injury/Illness Prevention Program</b>	<input type="checkbox"/> Injury/Illness Prevention Program	<input type="checkbox"/> Injury/Illness Prevention Program			
<b>Lock-out/Tag-out</b>	<input type="checkbox"/> Lockout/Tagout				<input type="checkbox"/> Water Industry Lock-out/Tag-out
<b>Respiratory Protection</b>	<input type="checkbox"/> Respiratory Protection				<input type="checkbox"/> Water Industry Respiratory Protection
<b>Traffic Control &amp; Flagger</b>	<input type="checkbox"/> Traffic Control & Flagger				
<b>Trenching &amp; Excavation Practices</b>	<input type="checkbox"/> Trenching & Excavation Practices				

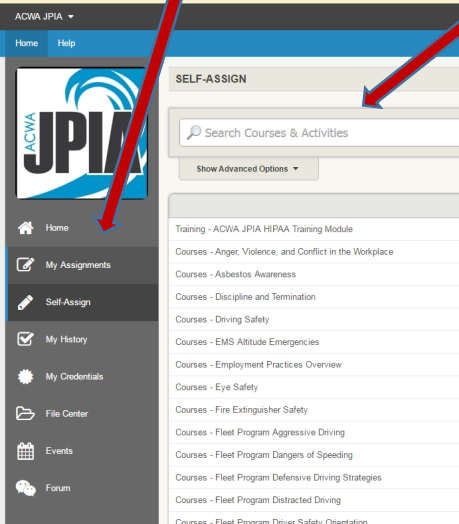


## PDP COURSE REGISTRATION AND COMPLETION INSTRUCTIONS

A variety of training options are available including classroom instructor-led training, recorded webinars with assignments, and e-learning. See the table below for instructions on how to enroll and obtain course credit using various options. See the [Program Requirements and Course Training Options Checklist](#) for the specialty area you wish to complete.

Questions? Email the JPIA Training Department at [training@acwajpia.com](mailto:training@acwajpia.com)

Training Option	Description	Enrollment Instructions	Completion Instructions
<b>JPIA Classroom Instructor-Led</b>	In-person classroom training	<ol style="list-style-type: none"> <li>1. Check the Prosperity <a href="#">Learning Management System</a> (LMS) Class Calendar for current JPIA instructor-led classes in your area.</li> <li>2. Enroll for available course via LMS.</li> </ol>	Be sure to sign class roster on day of class; completed course will show on student's Prosperity LMS Transcript
<b>JPIA Live Virtual Instructor-Led</b>	Register in advance and attend live online interactive course via WebEx. May include 1 or 2 live sessions and coursework outside of class time.	<ol style="list-style-type: none"> <li>1. Locate the scheduled instructor-led course on WebEx at: <a href="https://acwajpia.webex.com/media/redirect/index.html">https://acwajpia.webex.com/media/redirect/index.html</a></li> <li>2. To register for the live sessions, select "Upcoming" and locate desired topic and date, then select Register. If full, a waitlist may be available.</li> </ol>	Must attend course at set times and submit back at work assignments in timely manner. Instructions for PDP completion credit will be provided by confirmation email and instructor during live session.
<b>JPIA Recorded Webinar</b>	View recorded webinar and complete provided activity or quiz. Submit to JPIA Training Office	<ol style="list-style-type: none"> <li>1. Email the JPIA Training Department at <a href="mailto:training@acwajpia.com">training@acwajpia.com</a> to obtain a username/password for the website, and the assignment to complete during or after viewing the webinar.</li> <li>2. For recordings, select "View Session Recording" link on right side of page and search for the desired course title</li> <li>3. Input password (from step one) on session page.</li> </ol>	Submit scanned, completed training activities to <a href="mailto:training@acwajpia.com">training@acwajpia.com</a>
<b>JPIA LMS On-Line</b>	Online course in Prosperity, the JPIA Learning Management System (LMS)	<ol style="list-style-type: none"> <li>1. Login to the Prosperity LMS Portal at:</li> <li>2. <a href="https://acwajpia.prosperitylms.com/req/acwajpia/student/index.cfm">https://acwajpia.prosperitylms.com/req/acwajpia/student/index.cfm</a> and search for course name by title. Add course to shopping cart.</li> <li>3. Checkout and complete online course.</li> </ol>	Completed course will automatically show on student's Prosperity LMS Transcript. <i>(See instructions for viewing PDP Transcript on page 8 of this guide).</i>

*(continued on next page)*

Training Option	Description	Enrollment Instructions	Completion Instructions
<b>Vector Solutions (TargetSolutions)</b>	Online course	<ol style="list-style-type: none"> <li>Obtain Vector Solutions username/password from your district's Vector Solutions administrator.</li> <li>Login to Vector Solutions Portal:  <a href="http://app.targetolutions.com/auth/index.cfm?action=logi n.showlogin&amp;customerid=12349&amp;customerpath=acwajpia pool&amp;msg=">http://app.targetolutions.com/auth/index.cfm?action=logi n.showlogin&amp;customerid=12349&amp;customerpath=acwajpia pool&amp;msg=</a> </li> <li>Select "Self-Assign" on menu to left and search for course name</li> </ol>   <ol style="list-style-type: none"> <li>Select </li> </ol>	<p>Submit copy of Vector Solutions certificate via email to <a href="mailto:training@acwajpia.com">training@acwajpia.com</a></p> <p><b>OR</b>, upon completion of Vector Solutions online course as of 2017, specialty-area course completions will show on student's Prosperity LMS Transcript (may take up to 4 weeks following completion of the course, as VectorSolutions records for PDP credit are auto-updated monthly in the Prosperity LMS).</p> <p><i>(See instructions for viewing PDP Transcript on page 7 of this guide).</i></p> <p>Email <a href="mailto:training@acwajpia.com">training@acwajpia.com</a> if you have any questions or need assistance</p>



