

JPIA HUMAN RESOURCES CERTIFICATION PROGRAM REQUIREMENTS AND COURSE TRAINING OPTIONS CHECKLIST

Program Requirements

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)
 - 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: | JPIA Classroom | Live Virtual Instructor Led | JPIA LMS Online Courses | Vector Solutions |
|--|---|--|--|--|
| <i>(Complete ONE option per training topic requirement):</i> | | | | |
| Communication | <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"/> (All three required) | <input type="checkbox"/> Clear Communication <input type="checkbox"/> Communication Skills for Supervisors (Both required) |
| Discrimination & Harassment | <input type="checkbox"/> Sexual Harassment Prevention for Management | <input type="checkbox"/> Virtual Sexual Harassment Prevention for Managers | <input type="checkbox"/> Preventing Workplace Sexual Harassment – Management (also available in Spanish) | <input type="checkbox"/> Harassment Prevention for Supervisors - California |
| Documenting | <input type="checkbox"/> Documentation | <input type="checkbox"/> Documenting Employee Performance | <input type="checkbox"/> Documentation Made Easy | |
| Drug & Alcohol Reasonable Suspicion | <input type="checkbox"/> Drug & Alcohol Reasonable Suspicion OR Wienhoff Reasonable Suspicion | | | <input type="checkbox"/> Reasonable Suspicion of Alcohol for Supervisors <input type="checkbox"/> Reasonable Suspicion of Drugs for Supervisors (Both required) |

| HUMAN RESOURCES TRAINING OPTIONS: | JPIA Classroom | Live Virtual Instructor Led | JPIA LMS Online Courses | Vector Solutions |
|--|--|---|--|---|
| (Complete ONE option per training topic requirement): | | | | |
| Effective Performance Feedback | <input type="checkbox"/> Effective Performance Feedback | <input type="checkbox"/> Virtual: Effective Performance Feedback | | <input type="checkbox"/> SMART Management: Coaching for Better Performance |
| Ergonomics (Office or Field) | <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"/> Slips, Trips, and Falls (582944) (All four required) |
| New Employee Orientation | <input type="checkbox"/> Onboarding New Staff | <input type="checkbox"/> Virtual: Onboarding New Staff | | |
| Hiring Practices | <input type="checkbox"/> Hiring Practices | | <input type="checkbox"/> (NEW in Aug 25) Interviewing and Hiring OR <input type="checkbox"/> Hiring Practices E-learning | <input type="checkbox"/> Interviewing the Right Way |
| Injury/Illness Prevention Program | <input type="checkbox"/> Injury/Illness Prevention Program | <input type="checkbox"/> Virtual: Injury/Illness Prevention Program | | |
| Job Descriptions | <input type="checkbox"/> Job Descriptions | <input type="checkbox"/> Virtual: Job Descriptions | | |
| Nuts & Bolts of Supervisor Laws | <input type="checkbox"/> Nuts & Bolts of Supervisor Laws | <input type="checkbox"/> Virtual: Nuts & Bolts of Supervisor Laws | | |
| Performance Appraisals | <input type="checkbox"/> Performance Appraisals | <input type="checkbox"/> Virtual: Performance Appraisals | | |
| Policies & Procedures | <input type="checkbox"/> Policies & Procedures | <input type="checkbox"/> Virtual: Policies & Procedures | | |
| Risk Transfer | <input type="checkbox"/> Risk Transfer | <input type="checkbox"/> Risk Transfer | <input type="checkbox"/> Risk Transfer | |
| Workers' Compensation Basics | <input type="checkbox"/> Workers' Compensation for Supervisors OR | <input type="checkbox"/> Virtual: Workers' Compensation Basics | | |

| HUMAN RESOURCES TRAINING OPTIONS: | JPIA Classroom | Live Virtual Instructor Led | JPIA LMS Online Courses | Vector Solutions |
|--|--|---|---|--|
| <i>(Complete ONE option per training topic requirement):</i> | | | | |
| | Workers Comp Basics & Reporting Responsibilities | | | |
| Workplace Violence | <input type="checkbox"/> Workplace Violence Prevention | | <input type="checkbox"/> (NEW in Aug 25) Complying with CA Workplace Violence Prevention Requirements | <input type="checkbox"/> Workplace Violence <input type="checkbox"/> California SB 553 Workplace Violence Prevention Definitions and Requirements |

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: | |