

ACWA JPIA

Professional Development Program

Revised August 2025



YOUR BEST PROTECTION

(800) 231-5742

www.acwajpia.com; 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.
 - 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 and 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) 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.

COMPLETING THE PDP

PROGRAM REQUIREMENTS AND TRAINING OPTIONS CHECKLIST

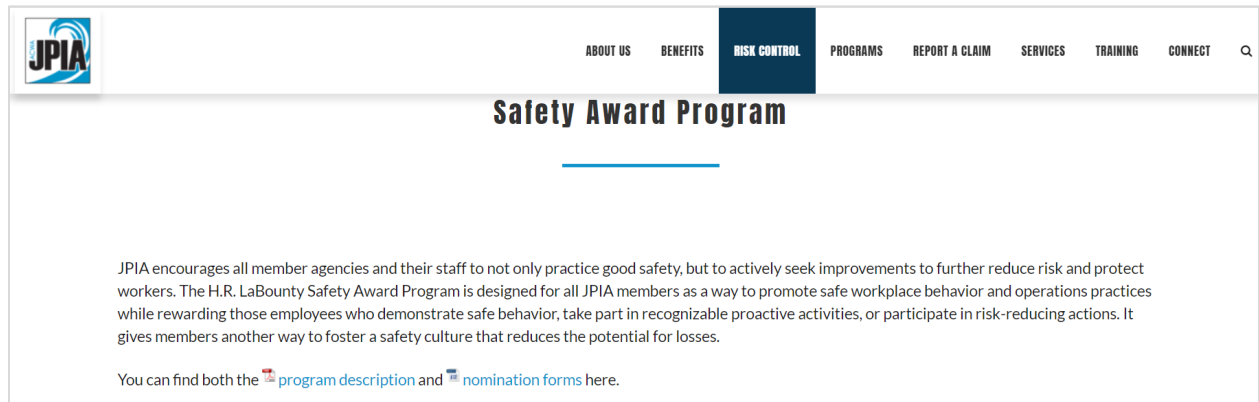
Upon completion and acceptance of your Participant Application, review and complete the program requirement and training options on the **Program Requirements and Training Options Checklist** for the PDP specialty (or specialties) you have selected. See the **Course Registration and Completion Instructions** 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 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) to receive credit for the District Management Orientation requirement.

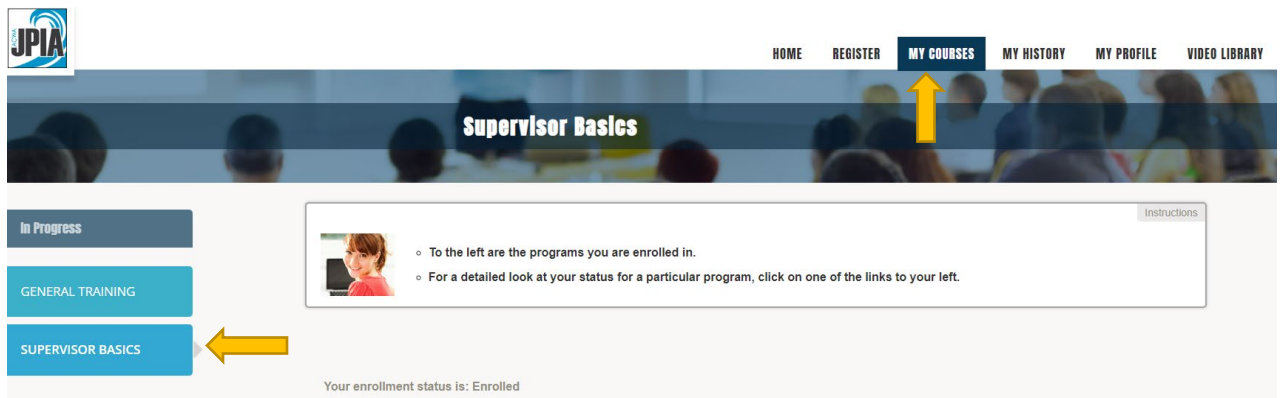
TRANSCRIPTS

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/acwajpia/_student/

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



The screenshot shows the Prosperity LMS interface. At the top, there is a navigation bar with links for HOME, REGISTER, MY COURSES, MY HISTORY, MY PROFILE, and VIDEO LIBRARY. The 'MY COURSES' link is highlighted with a yellow arrow. Below the navigation bar, there is a header for 'Supervisor Basics'. On the left side, there is a vertical menu with three items: 'In Progress', 'GENERAL TRAINING', and 'SUPERVISOR BASICS'. The 'SUPERVISOR BASICS' item is highlighted with a yellow arrow. To the right of the menu, there is a box with instructions: 'To the left are the programs you are enrolled in.' and 'For a detailed look at your status for a particular program, click on one of the links to your left.' Below the instructions, it says 'Your enrollment status is: Enrolled'.

Next, on the left column, select the name of the PDP specialty you wish to review. Once selected you will see a list of all courses required for your specialty. You will be able to clearly see your status for each course. Completed, Registered or Not Registered.

Completed: 06/26/23		Ergonomics	Course Details
Registered		Elective 1	Course Details
Not Registered		Peer to Boss	Course Details

Some course registrations were added automatically at the time of program enrollment. If there is a registration for an E-learning course, you are not required to use that course. You may still attend a live, in-person class or webinar for that course requirement.

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.

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

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

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

The Supervisor Basics Certification Program Specialty requires:

- Completion of training in 20 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 (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:	JPIA Classroom	JPIA Live Virtual Instructor Led	JPIA Recorded Webinar/Self-Study	JPIA LMS Online Courses	Vector Solutions
<i>(Complete ONE option per training topic requirement):</i>					
Accident Investigation	<input type="checkbox"/> Accident Investigation				<input type="checkbox"/> Water Industry Incident Investigation <input type="checkbox"/> Safety Management: Incident Investigation <i>(Both required)</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 <i>(All three required)</i>	<input type="checkbox"/> Clear Communication <input type="checkbox"/> Communication Skills for Supervisors <i>(Both required)</i>
Discrimination and Harassment	<input type="checkbox"/> Sexual Harassment Prevention for Management	<input type="checkbox"/> Virtual Sexual Harassment Prevention for		<input type="checkbox"/> Preventing Workplace Sexual Harassment –	<input type="checkbox"/> Harassment Prevention for

SUPERVISOR BASICS TRAINING OPTIONS:	JPIA Classroom	JPIA Live Virtual Instructor Led	JPIA Recorded Webinar/Self-Study	JPIA LMS Online Courses	Vector Solutions
(Complete ONE option per training topic requirement):					
		Managers and Board Members		Management (also available in Spanish)	Supervisors - California
Documenting	<input type="checkbox"/> Documenting	<input type="checkbox"/> Virtual: Documenting Employee Performance		<input type="checkbox"/> Documentation Made Easy	
Drug and Alcohol Reasonable Suspicion	<input type="checkbox"/> Drug and 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)
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
Emergency Response Planning			1. Complete one of the following: ICS 100, 200, 700, 800, 300 OR 400 online at https://training.fema.gov/nims/ 2. Request a certificate from Independent.Study@fema.dhs.gov 3. Provide a copy of the certificate to training@acwajpia.com to receive credit for completion of Emergency Response Planning for the JPIA Supervisor Basics Specialty. OR attend a local ICS (Incident Command System) course if available in their area and request a certificate, per the steps above.		
Ergonomics	<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 <input type="checkbox"/> Slips, Trips, and Falls (582944) (All four required)
Hazard Identification	<input type="checkbox"/> Hazard Identification		<input type="checkbox"/> Hazard Identification		

SUPERVISOR BASICS TRAINING OPTIONS:	JPIA Classroom	JPIA Live Virtual Instructor Led	JPIA Recorded Webinar/Self-Study	JPIA LMS Online Courses	Vector Solutions
(Complete ONE option per training topic requirement):					
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			
New Employee Orientation	<input type="checkbox"/> Onboarding New Staff	<input type="checkbox"/> Virtual: Onboarding New Staff			
Nuts & Bolts of Supervisor Laws	<input type="checkbox"/> Nuts & Bolts of Supervisor Laws	<input type="checkbox"/> Virtual: Nuts & Bolts of Supervisor Laws			
OSHA Inspections	<input type="checkbox"/> Cal/OSHA 101		<input type="checkbox"/> OSHA Inspections		
Peer to Boss	<input type="checkbox"/> Peer to Boss	<input type="checkbox"/> Virtual Peer to Boss		<input type="checkbox"/> Peer to Boss	
Performance Appraisals	<input type="checkbox"/> Performance Appraisals	<input type="checkbox"/> Virtual: Performance Appraisals			
Performance Management	<input type="checkbox"/> Performance Management	<input type="checkbox"/> Virtual: Performance Management			<input type="checkbox"/> Smart Management: Key Skills for Managing & Coaching Your Team <input type="checkbox"/> Performance Management (Both required)
Risk Transfer	<input type="checkbox"/> Risk Transfer	<input type="checkbox"/> Virtual: Risk Transfer		<input type="checkbox"/> Risk Transfer	
Workers' Compensation Basics	<input type="checkbox"/> Workers' Compensation for Supervisors OR Workers Comp Basics and Reporting Responsibilities	<input type="checkbox"/> Virtual: Workers' Compensation Basics			
Workplace Violence	<input type="checkbox"/> Workplace Violence Prevention			<input type="checkbox"/> (NEW in Aug 25) Complying with CA	<input type="checkbox"/> Workplace Violence

SUPERVISOR BASICS TRAINING OPTIONS:	JPIA Classroom	JPIA Live Virtual Instructor Led	JPIA Recorded Webinar/Self-Study	JPIA LMS Online Courses	Vector Solutions
<i>(Complete ONE option per training topic requirement):</i>					
				Workplace Violence Prevention Requirements	<input type="checkbox"/> California SB 553 Workplace Violence Prevention Definitions and Requirements

Supervisor Basics 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 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)
 - 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:	<u>JPIA Classroom</u>	<u>Live Virtual Instructor Led</u>	<u>JPIA LMS Online Courses</u>	<u>Vector Solutions</u>
<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"/> <i>(All three required)</i>	<input type="checkbox"/> Clear Communication <input type="checkbox"/> Communication Skills for Supervisors <i>(Both required)</i>
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 <i>(Both required)</i>

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>				
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) <i>(All four required)</i>
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:	

JPIA OPERATIONS CERTIFICATION PROGRAM REQUIREMENTS AND COURSE TRAINING OPTIONS CHECKLIST

Program Requirements

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 (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:	JPIA Classroom	JPIA Live Virtual Instructor Led	JPIA Recorded Webinar/Self-Study	JPIA LMS Online Courses	VectorSolutions
Confined Space Entry	<input type="checkbox"/> Confined Space Entry				
CPR/First Aid	<input type="checkbox"/> Any American Heart Association approved course				
Defensive Driver	<input type="checkbox"/> Defensive Driver				<input type="checkbox"/> (Fleet) Defensive Driver – Choose 3 courses from Fleet Program Courses
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 <u>(ALL three courses required)</u>
Fall Protection	<input type="checkbox"/> Fall Protection				<input type="checkbox"/> Water Industry Fall Protection <input type="checkbox"/> Slips, Trips, and Falls (582944)

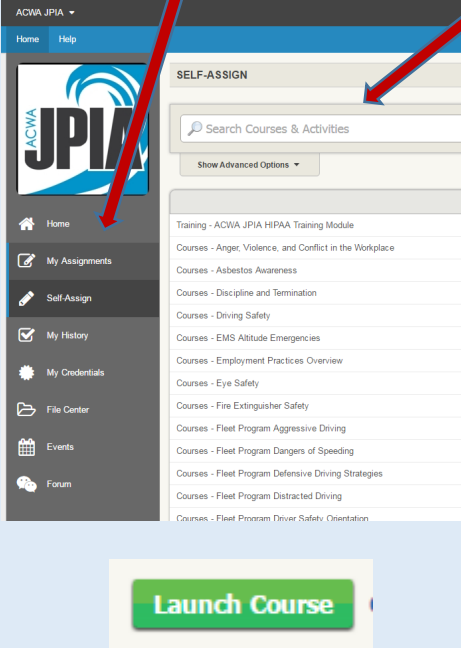
OPERATIONS TRAINING OPTIONS:	<u>JPIA Classroom</u>	<u>JPIA Live Virtual Instructor Led</u>	<u>JPIA Recorded Webinar/Self-Study</u>	<u>JPIA LMS Online Courses</u>	<u>VectorSolutions</u>
Ergonomics	<input type="checkbox"/> Ergonomics				<input type="checkbox"/> Water Industry General Office Ergonomics <input type="checkbox"/> Water Industry Industrial Ergonomics <input type="checkbox"/> Water Industry Back Injury Prevention <input type="checkbox"/> Slips, Trips, and Falls (582944) <u>(ALL four courses required)</u>
Hazard Communication	<input type="checkbox"/> Hazard Communication				<input type="checkbox"/> Water Industry Hazard Communication <input type="checkbox"/> JPIA Hazard Communication PDP Assignment <u>Both Required</u>
Hazard Identification	<input type="checkbox"/> Hazard Identification		<input type="checkbox"/> Hazard Identification		
Heat Stress Prevention	<input type="checkbox"/> Heat Stress Prevention	<input type="checkbox"/> Virtual Heat Illness Prevention		<input type="checkbox"/> Heat Illness Prevention	
Injury/Illness Prevention Program	<input type="checkbox"/> Injury/Illness Prevention Program	<input type="checkbox"/> Virtual Injury/Illness Prevention Program			
Lock-out/Tag-out	<input type="checkbox"/> Lockout/Tagout				<input type="checkbox"/> Water Industry Lock-out/Tag-out
Respiratory Protection	<input type="checkbox"/> Respiratory Protection				<input type="checkbox"/> Water Industry Respiratory Protection
Traffic Control & Flagger	<input type="checkbox"/> Traffic Control & Flagger				
Trenching & Excavation Practices	<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@acwaipia.com

Training Option	Description	Enrollment Instructions	Completion Instructions
	In-person classroom training	1. Check the Prosperity Learning Management System (LMS) Class Calendar for current JPIA instructor-led classes in your area.	Be sure to sign class roster on day of class; completed course will show on student's Prosperity LMS Transcript
Training Option Vector Solutions (TargetSolutions)		2. Enroll for available course via LMS.	

Training Option	Description	Enrollment Instructions	Completion Instructions
<p>JPIA Classroom Instructor-Led</p>			
<p>JPIA Live Virtual Instructor-Led</p>	<p>Register in advance and attend live online interactive course via Zoom May include 1 or 2 live sessions and coursework outside of class time.</p>	<ol style="list-style-type: none"> 1. Locate the scheduled Zoom JPIA Training course on the Training Calendar. Select class title, then Register button. 2. Follow the prompts on the screen. You must be logged in to register for live, instructor led classes. 	<p>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.</p>
<p>JPIA Recorded Webinar</p>	<p>View recorded webinar and complete provided activity or quiz. Submit to training@acwajpia.com</p>	<ol style="list-style-type: none"> 1. Email the JPIA Training Department at training@acwajpia.com to obtain directions and assignments for obtaining credit. When email from training is received, start with the READ FIRST document. 	<p>Submit scanned, completed training activities to training@acwajpia.com</p>

Training Option	Description	Enrollment Instructions	Completion Instructions
JPIA LMS On-Line	Online course in Prosperity, the JPIA Learning Management System (LMS)	<ol style="list-style-type: none"> 1. Login to the Prosperity LMS Portal at: 2. https://acwaipia.prosperitylms.com/req/acwaipia/ student/index.cfm and search for course name by title. Add course to shopping cart. 3. Checkout and complete online course. 	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>

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