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	JPIA Live Virtual Instructor Led	JPIA Recorded Webinar	JPIA LMS Online Courses	Vector Solutions
(Complete ONE option per training topic requirement):					
Communication	❑ Communication			❑ Communication: Breakthrough Listening, ❑ Communication: Criticism – Giving and Receiving, ❑ Communication: Conflicts in the Workplace ❑ *(All three required)*	
Discrimination & Harassment	❑ Discrimination & Harassment				❑ Preventing Discrimination in the Workplace ❑ SMART Management: Discrimination in the Workplace (*Choose one*)
Documenting	❑ Documentation	❑ Documenting Employee Performance		❑ Documentation Made Easy	

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

HUMAN RESOURCES TRAINING OPTIONS:	JPIA Classroom	JPIA Live Virtual Instructor Led	JPIA Recorded Webinar	JPIA LMS Online Courses	Vector Solutions
(Complete ONE option per training topic requirement):					
Nuts & Bolts of Supervisor Laws	❑ Nuts & Bolts of Supervisor Laws	❑ Nuts & Bolts of Supervisor Laws			
Performance Appraisals	❑ Performance Appraisals				❑ SMART Management: Effective Performance Review Practices ❑ SMART Goals: Setting Effective Targets **(Both required)**
Policies & Procedures	❑ Policies & Procedures		❑ Policies & Procedures		
Risk Transfer	❑ Risk Transfer			❑ Risk Transfer	
Workers' Compensation Basics	❑ Workers' Comp and Return to Work	❑ Workers' Comp and Return to Work	❑ Worker's Compensation Basics ❑ Return to Work **(Both required)**		
Workplace Violence	❑ Workplace Violence		❑ Workplace Violence		❑ Workplace Violence

Human Resources Specialty – Electives

Course Elective	Date Completed
❑ **Elective 1:**	
❑ **Elective 2:**	
❑ **Elective 3:**	
❑ **Elective 4:**	
❑ **Elective 5:**	