

# 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:	<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	

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

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<i>(Complete ONE option per training topic requirement):</i>					
<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:	