

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:	JPIA Classroom	JPIA Live Virtual Instructor Led	JPIA Recorded Webinar	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"/> <i>(All three required)</i>	
Discrimination & Harassment	<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"/> <i>(Choose one)</i>
Documenting	<input type="checkbox"/> Documentation	<input type="checkbox"/> Documenting Employee Performance		<input type="checkbox"/> Documentation Made Easy	

HUMAN RESOURCES TRAINING OPTIONS:	JPIA Classroom	JPIA Live Virtual Instructor Led	JPIA Recorded Webinar	JPIA LMS Online Courses	Vector Solutions
<i>(Complete ONE option per training topic requirement):</i>					
Drug & Alcohol Reasonable Suspicion	<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 <i>(Both required)</i>
Effective Performance Feedback	<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 <i>(Both required)</i>
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"/> Water Industry Slips, Trips, and Falls Prevention <i>(All four required)</i>
New Employee Orientation	<input type="checkbox"/> Onboarding New Staff	<input type="checkbox"/> Onboarding New Staff			
Hiring Practices	<input type="checkbox"/> Hiring Practices			<input type="checkbox"/> Hiring Practices	<input type="checkbox"/> SMART Management: Lawful Hiring Practices
Injury/Illness Prevention Program	<input type="checkbox"/> Injury/Illness Prevention Program	<input type="checkbox"/> Injury/Illness Prevention Program			
Job Descriptions	<input type="checkbox"/> Job Descriptions	<input type="checkbox"/> Job Descriptions			
Generations	<input type="checkbox"/> Generations				<input type="checkbox"/> 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	<input type="checkbox"/> Nuts & Bolts of Supervisor Laws	<input type="checkbox"/> Nuts & Bolts of Supervisor Laws			
Performance Appraisals	<input type="checkbox"/> Performance Appraisals				<input type="checkbox"/> SMART Management: Effective Performance Review Practices <input type="checkbox"/> SMART Goals: Setting Effective Targets <i>(Both required)</i>
Policies & Procedures	<input type="checkbox"/> Policies & Procedures				
Risk Transfer	<input type="checkbox"/> Risk Transfer			<input type="checkbox"/> Risk Transfer	
Workers' Compensation Basics	<input type="checkbox"/> Workers' Comp and Return to Work	<input type="checkbox"/> Workers' Comp and Return to Work			
Workplace Violence	<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:	