

JPIA SUPERVISOR BASICS CERTIFICATION PROGRAM REQUIREMENTS AND COURSE TRAINING OPTIONS CHECKLIST

Program Requirements

The Supervisor Basics Certification Program Specialty requires:

- Completion of training in 21 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	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>	
Discrimination and Harassment	<input type="checkbox"/> Discrimination and Harassment				<input type="checkbox"/> Preventing Discrimination in the Workplace OR <input type="checkbox"/> SMART Management: Discrimination in the

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(Complete ONE option per training topic requirement):					
					Workplace for Managers (<i>Choose one</i>)
Documenting	<input type="checkbox"/> Documenting	<input type="checkbox"/> Documenting Employee Performance		<input type="checkbox"/> Documentation Made Easy	
Drug and Alcohol Reasonable Suspicion	<input type="checkbox"/> Drug and 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>
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

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(Complete ONE option per training topic requirement):					
					<input type="checkbox"/> Water Industry Slips, Trips, and Falls Prevention (All four required)
Hazard Identification	<input type="checkbox"/> Hazard Identification		<input type="checkbox"/> Hazard Identification		
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			
Managing Generations	<input type="checkbox"/> Generations				<input type="checkbox"/> SMART Management: Getting the Most Out of a Multi-Generational Workforce
New Employee Orientation	<input type="checkbox"/> Onboarding New Staff	<input type="checkbox"/> Onboarding New Staff			
Nuts & Bolts of Supervisor Laws	<input type="checkbox"/> Nuts & Bolts of Supervisor Laws	<input type="checkbox"/> Nuts & Bolts of Supervisor Laws			
OSHA Inspections	<input type="checkbox"/> OSHA Inspections: What to Do		<input type="checkbox"/> OSHA Inspections		
Peer to Boss	<input type="checkbox"/> Peer to Boss			<input type="checkbox"/> Peer to Boss	
Performance Appraisals	<input type="checkbox"/> Performance Appraisals				<input type="checkbox"/> SMART Management: Effective Performance Review Practices <input type="checkbox"/> SMART Goals: Setting Effective Targets for Success (Both required)
Performance Management	<input type="checkbox"/> Performance Management	<input type="checkbox"/> Performance Management			<input type="checkbox"/> SMART Management: Coaching for Better Performance <input type="checkbox"/> SMART Goals: Setting Effective Targets (Both required)
Risk Transfer	<input type="checkbox"/> Risk Transfer			<input type="checkbox"/> Risk Transfer	

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

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:	