

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 (Both required)
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 (Both required)
Emergency Response Planning			<ol style="list-style-type: none"> Complete one of the following: ICS 100, 200, 700, 800, 300 OR 400 online at https://training.fema.gov/nims/ Request a certificate from Independent.Study@fema.dhs.gov 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:	