

# 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](mailto: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:	<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>
<i>(Complete ONE option per training topic requirement):</i>					
<b>Accident Investigation</b>	<input type="checkbox"/> Accident Investigation				<input type="checkbox"/> Water Industry Incident Investigation <input type="checkbox"/> Safety Management: Incident Investigation <b><i>(Both required)</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 <b><i>(All three required)</i></b>	
<b>Discrimination and Harassment</b>	<input type="checkbox"/> Discrimination and Harassment				<input type="checkbox"/> Preventing Discrimination in the Workplace <b>OR</b> <input type="checkbox"/> SMART Management: Discrimination in the

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<b>(Complete ONE option per training topic requirement):</b>					
					Workplace for Managers ( <b><i>Choose one</i></b> )
<b>Documenting</b>	<input type="checkbox"/> Documenting	<input type="checkbox"/> Documenting Employee Performance		<input type="checkbox"/> Documentation Made Easy	
<b>Drug and Alcohol Reasonable Suspicion</b>	<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 <b>(Both required)</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>(Both required)</b>
<b>Emergency Response Planning</b>			<ol style="list-style-type: none"> <li>1. Complete one of the following: ICS 100, 200, 700, 800, 300 OR 400 online at <a href="https://training.fema.gov/nims/">https://training.fema.gov/nims/</a></li> <li>2. Request a certificate from <a href="mailto:Independent.Study@fema.dhs.gov">Independent.Study@fema.dhs.gov</a></li> <li>3. Provide a copy of the certificate to <a href="mailto:training@acwajpia.com">training@acwajpia.com</a> to receive credit for completion of Emergency Response Planning for the JPIA Supervisor Basics Specialty.</li> </ol> <b>OR</b> attend a local ICS (Incident Command System) course if available in their area and request a certificate, per the steps above.		
<b>Ergonomics</b>	<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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<b>(Complete ONE option per training topic requirement):</b>					
					<input type="checkbox"/> Water Industry Slips, Trips, and Falls Prevention <b>(All four required)</b>
<b>Hazard Identification</b>	<input type="checkbox"/> Hazard Identification		<input type="checkbox"/> Hazard Identification		
<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>Managing Generations</b>	<input type="checkbox"/> Generations				<input type="checkbox"/> SMART Management: Getting the Most Out of a Multi-Generational Workforce
<b>New Employee Orientation</b>	<input type="checkbox"/> Onboarding New Staff	<input type="checkbox"/> Onboarding New Staff			
<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>OSHA Inspections</b>	<input type="checkbox"/> OSHA Inspections: What to Do		<input type="checkbox"/> OSHA Inspections		
<b>Peer to Boss</b>	<input type="checkbox"/> Peer to Boss			<input type="checkbox"/> Peer to Boss	
<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 for Success <b>(Both required)</b>
<b>Performance Management</b>	<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 <b>(Both required)</b>
<b>Risk Transfer</b>	<input type="checkbox"/> Risk Transfer			<input type="checkbox"/> Risk Transfer	

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<i>(Complete ONE option per training topic requirement):</i>					
<b>Workers' Compensation Basics</b>	<input type="checkbox"/> Workers' Comp and Return to Work	<input type="checkbox"/> Workers' Comp and Return to Work	<input type="checkbox"/> Workers' Compensation Basics <input type="checkbox"/> Return to Work ( <b>Both required</b> )		
<b>Workplace Violence</b>	<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:	