

# JPIA 2017 HUMAN RESOURCES CERTIFICATION PROGRAM REQUIREMENTS AND COURSE TRAINING OPTIONS CHECKLIST

## Program Requirements

The Human Resources Certification Program Specialty requires:

- Completion of training in 15 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 in PDP Guide)

## 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:                        | (Complete ONE option per training topic requirement): |   |  |   |  |  |
|--|---|---|--|---|--|--|
|  | JPIA Classroom  | JPIA Recorded Webinar   | JPIA LMS                                     | TargetSolutions   | TargetSolutions SMART Course   | Managed Health Network (MHN)                               |
|  | Instructor-Led  | On-Line   | E-Learning                                   | E-Learning  | E-Learning   | Instructor-Led*  |
| <b>TRAINING TOPIC REQUIREMENTS:</b>                      |   |   |  |   |  |  |
| <b>Addressing Personnel Issues (Positive Discipline)</b> | <input type="checkbox"/> Addressing Personnel Issues  |   | <input type="checkbox"/> Employee Discipline |   | <input type="checkbox"/> SMART Management: Lawful Employee Discipline      |  |
| <b>Communication</b>                                     | <input type="checkbox"/> Communication                |   |  |   |  | <input type="checkbox"/> Effective Workplace Communication |
| <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 |  |
| <b>Documenting</b>                                       | <input type="checkbox"/> Documenting                  | <input type="checkbox"/> Documenting<br><i>(avail. late 2017)</i> |  |   |  |  |

| HUMAN RESOURCES TRAINING OPTIONS:   | (Complete ONE option per training topic requirement):        |  |  |  |  |  |
|-------------------------------------|--|--|--|--|--|--|
|                                     | JPIA Classroom   | JPIA Recorded Webinar                                      | JPIA LMS   | TargetSolutions  | TargetSolutions SMART Course   | Managed Health Network (MHN)   |
|                                     | Instructor-Led   | On-Line  | E-Learning   | E-Learning   | E-Learning   | Instructor-Led*  |
| TRAINING TOPIC REQUIREMENTS:        |  |  |  |  |  |  |
| Drug & Alcohol Reasonable Suspicion | <input type="checkbox"/> Drug & Alcohol Reasonable Suspicion |  |  | <input type="checkbox"/> Reasonable Suspicion of Alcohol for Supervisors <b><i>and</i></b> Reasonable Suspicion of Drugs for Supervisors ( <b><i>both required</i></b> ) |  | <input type="checkbox"/> DOT Substance Abuse (for Managers/ Supervisors) |
| New Employee Orientation            | <input type="checkbox"/> Onboarding New Staff                | <input type="checkbox"/> New Employee Orientation          |  |  |  |  |
| 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  | <input type="checkbox"/> Intergenerational Workplace Communication       |
| 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 <b><i>and</i></b> SMART Goals: Setting Effective Targets ( <b><i>both required</i></b> ) | <input type="checkbox"/> Conducting Effective Performance Appraisals     |

| HUMAN RESOURCES TRAINING OPTIONS:   | (Complete ONE option per training topic requirement): |  |            |   |                              |  |
|-------------------------------------|---|--|------------|---|------------------------------|--|
|                                     | JPIA Classroom  | JPIA Recorded Webinar  | JPIA LMS   | TargetSolutions                             | TargetSolutions SMART Course | Managed Health Network (MHN)                           |
|                                     | Instructor-Led  | On-Line  | E-Learning | E-Learning                                  | E-Learning                   | Instructor-Led*  |
| TRAINING TOPIC REQUIREMENTS:        |   |  |            |   |                              |  |
| <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' Compensation Basics | <input type="checkbox"/> Worker's Compensation Basics <b>and</b> 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 |                              | <input type="checkbox"/> Preventing Workplace Violence |

\* MHN is the EAP provider offered through JPIA. If the district is enrolled, it can host MHN training on-site (minimum number of attendees may apply); contact your HR department to determine if your district participates and contact [training@acwajpia.com](mailto:training@acwajpia.com) to obtain information

### 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: |                |