

# 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 <i>(avail. late 2017)</i>				

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	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><u>and</u></b> Reasonable Suspicion of Drugs for Supervisors ( <b><u>both required</u></b> )		<input type="checkbox"/> DOT Substance Abuse (for Managers/ Supervisors)
Ergonomics (Office or Field)	<input type="checkbox"/> Ergonomics (Office or Field)					
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><u>and</u></b> SMART Goals: Setting	<input type="checkbox"/> Conducting Effective Performance Appraisals

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	Instructor-Led	On-Line	E-Learning	E-Learning	E-Learning	Instructor-Led*
TRAINING TOPIC REQUIREMENTS:						
					Effective Targets <b>(both required)</b>	
Policies & Procedures	<input type="checkbox"/> 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' Compensation Basics	<input type="checkbox"/> Worker's Compensation Basics <b>and</b> Return to Work <b>(both required)</b>				
Workplace Violence	<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:	