

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 17 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)

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*
TRAINING TOPIC REQUIREMENTS:						
Communication	<input type="checkbox"/> Communication					<input type="checkbox"/> Effective Workplace Communication
Discrimination & Harassment	<input type="checkbox"/> Discrimination & Harassment			<input type="checkbox"/> Preventing Discrimination in the Workplace	<input type="checkbox"/> SMART Management: Discrimination in the Workplace	
Documenting	<input type="checkbox"/> Documentation		<input type="checkbox"/> Documentation Made Easy			
Drug & Alcohol Reasonable Suspicion	<input type="checkbox"/> Drug & Alcohol Reasonable Suspicion			<input type="checkbox"/> Reasonable Suspicion of Alcohol for Supervisors <i>and</i> Reasonable Suspicion of Drugs for Supervisors <i>(both required)</i>		<input type="checkbox"/> DOT Substance Abuse (for Managers/ Supervisors)

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:						
Effective Performance Feedback	<input type="checkbox"/> Effective Performance Feedback				<input type="checkbox"/> SMART Management: Methods for Motivating & Mentoring Your Team and SMART Management: Coaching for Better Performance (both required)	
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				
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				
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 and SMART Goals: Setting Effective Targets (both required)	<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:						
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' Comp and Return to Work	<input type="checkbox"/> Worker's Compensation Basics <i>and</i> Return to Work <i>(both required)</i>				
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 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:	