

# JPIA 2017 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. LaBounty 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:	<i>(Complete ONE option per training topic requirement):</i>					
	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>Accident Investigation</b>	<input type="checkbox"/> Accident Investigation					
<b>Communication</b>	<input type="checkbox"/> Communication					<input type="checkbox"/> Effective Workplace Communication
<b>Discrimination and Harassment</b>	<input type="checkbox"/> Discrimination and Harassment			<input type="checkbox"/> Preventing Discrimination in the Workplace	<input type="checkbox"/> SMART Management: Discrimination in the Workplace for Managers	
<b>Documenting</b>	<input type="checkbox"/> Documenting		<input type="checkbox"/> Document- ation 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 <b><i>and</i></b>		<input type="checkbox"/> DOT Substance Abuse (for Managers/ Supervisors)

SUPERVISOR BASICS TRAINING OPTIONS:	<i>(Complete ONE option per training topic requirement):</i>					
	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*
				Reasonable Suspicion of Drugs for Supervisors <b><i>(both required)</i></b>		
<b>Effective Performance Feedback</b>	<input type="checkbox"/> Effective Performance Feedback				<input type="checkbox"/> SMART Management: Methods for Motivating & Mentoring Your Team <b><i>and</i></b> SMART Management: Coaching for Better Performance <b><i>(both required)</i></b>	
<b>Emergency Response Planning</b>	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> 2. Request a certificate from <a href="mailto:Independent.Study@fema.dhs.gov">Independent.Study@fema.dhs.gov</a> 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. <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 (Office or Field)</b>	<input type="checkbox"/> Ergonomics (Office or Field)					
<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	<input type="checkbox"/> Intergenerational Workplace Communication
<b>New Employee Orientation</b>	<input type="checkbox"/> Onboarding New Staff	<input type="checkbox"/> New Employee Orientation				

SUPERVISOR BASICS TRAINING OPTIONS:	<i>(Complete ONE option per training topic requirement):</i>					
	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>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			<input type="checkbox"/> SMART Management: Successfully Transitioning from Team Member to Manager	
<b>Performance Appraisals</b>	<input type="checkbox"/> Performance Appraisals				<input type="checkbox"/> SMART Management: Effective Performance Review Practices <b><i>and</i></b> SMART Goals: Setting Effective Targets for Success <b><i>(both required)</i></b>	<input type="checkbox"/> Conducting Effective Performance Appraisals
<b>Performance Management</b>	<input type="checkbox"/> Performance Management				<input type="checkbox"/> SMART Management: Coaching for Better Performance <b><i>and</i></b> SMART Goals: Setting Effective Targets <b><i>(both required)</i></b>	
<b>Risk Transfer</b>	<input type="checkbox"/> Risk Transfer		<input type="checkbox"/> Risk Transfer – Recorded Webinar E-learning			
<b>Workers' Compensation Basics</b>	<input type="checkbox"/> Workers' Comp and Return to Work	<input type="checkbox"/> Workers' Compensation Basics <b><i>and</i></b> Return to Work <b><i>(both required)</i></b>				

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	<b>JPIA Classroom</b>	<b>JPIA Recorded Webinar</b>	<b>JPIA LMS</b>	<b>TargetSolutions</b>	<b>TargetSolutions SMART Course</b>	<b>Managed Health Network (MHN)</b>
	<b>Instructor-Led</b>	<b>On-Line</b>	<b>E-Learning</b>	<b>E-Learning</b>	<b>E-Learning</b>	<b>Instructor-Led*</b>
<b>Workplace Violence</b>	<input type="checkbox"/> Workplace Violence	<input type="checkbox"/> Workplace Violence		<input type="checkbox"/> Workplace Violence		<input type="checkbox"/> Workplace Violence Prevention for M/S

\*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.

**Supervisor Basics Specialty - Electives**

<b>Course Elective</b>	<b>Date Completed</b>
<input type="checkbox"/> <b>Elective 1:</b>	
<input type="checkbox"/> <b>Elective 2:</b>	
<input type="checkbox"/> <b>Elective 3:</b>	
<input type="checkbox"/> <b>Elective 4:</b>	
<input type="checkbox"/> <b>Elective 5:</b>	