



California Medical Leave and Accommodation Management Specialist Certification Course

PROSPECTUS



www.leavemanagementsolutions.com

Integrated Medical Leave and Accommodation Management System™ - “Specialist” Certification Course (CA/USA Specific)

Your Journey – Purchase Individual Skill-Building Trainings OR the FULL COURSE

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I. Designation: FMLA/CFRA & ADA/FEHA & the Transition from FMLA/CFRA to ADA/FEHA 7.5 hours

1. FMLA/CFRA Designation (CA)	4 hours
2. FMLA/CFRA to ADA/FEHA Transition (CA)	1.5 hours
3. ADA/FEHA Designation (CA)	2 hours

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II. Advanced ADA/FEHA: Essential Function Job Description, Good Faith Interactive Meetings, Undue Hardship Analysis, & Qualified Individual with a Disability Determination 6.5 hours

4. Essential Function Job Description Development (CA)	1.5 hours
5. Conducting Good Faith Interactive Meetings (CA)	2.5 hours
6. ADA/FEHA Accommodation Research (CA)	1 hour
7. Completing an Undue Hardship Analysis (CA)	1.5 hours

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III. FMLA/CFRA & ADA/FEHA Denial & Next Steps 3.5 hours

8. ADA/FEHA Denial & Next Steps (CA)	1 hour
9. FMLA/CFRA Denial & Next Steps (CA)	1.5 hours
10. FMLA/CFRA – ADA/FEHA Denial When Protected Under Workers' Compensation and/or Pregnancy Disability	1 hour

- ✓ Earn CEU's with each training completed & with FREE Coaching Sessions
- ✓ Pass the Assessment & Get Certified!
- ✓ Access to free monthly coaching/mentoring meeting w/every training
- ✓ For every meeting, earn addition CEU's

About Beth De Lima



Beth De Lima, MBA, SPHR-CA,
SHRM-SCP

Beth De Lima, MBA, SPHR-CA, SHRM-SCP is recognized as a national expert in FMLA/ADA HR compliance. For over 28 years, she has been helping companies implement FMLA/ADA regulations since they were originally passed in the early 90s'. From fortune 5000 organizations and government agencies to mid-market companies and small businesses, she has helped implement these regulations in businesses of every shape and size. Beth De Lima has trained thousands of HR professionals in these complex regulations. She is a sought-after consultant, trainer, and expert witness providing testimony for employee litigation and lawsuits.

Certification Course Highlights

- ✓ 10 core training modules plus 2 bonus training modules
- ✓ Over 18 hours of on-demand video
- ✓ Available online 24x7
- ✓ 12 full months of Q&A sessions
- ✓ Assessment quiz(s)
- ✓ Companion guides
- ✓ Get certified
- ✓ Learn anytime, anywhere
- ✓ Acknowledgement as a certified specialist

How is this Course Different?

Traditionally, medical leave and accommodation compliance is taught by attorneys. And attorneys talk legalese.

This course is created by someone with REAL-WORLD implementation and expert testimony experience as an HR professional for over 28 years. You will learn everything in simple, practical, and HR-friendly language without the legalese.

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I. Designation: FMLA/CFRA & ADA/FEHA & the Transition from FMLA/CFRA to ADA/FEHA

PLUS 4 hours of FREE Q & A Meetings

7.5 hours

3 Modules

Overcome the challenges in designating CFRA and FMLA leaves in California and build a solid foundation for implementing an Integrated Medical Leave and Accommodation Management System™ in your organization.

Module 1: FMLA/CFRA Designation (CA)

4 hours

Failing to implement FMLA/CFRA in compliance with state and federal regulations can lead to expensive litigation. It may also impact the dates when the leave starts, healthcare benefits, and other things that might be in your company policy and union contracts. This is your opportunity to take control and effectively manage the leave designation process.

Module 2: FMLA/CFRA to ADA/FEHA Transition (CA)

1.5 hours

There is a hotbed of ADA litigation, specifically in CA. It is imperative to really understand the challenges with the FMLA/CFRA to ADA/FEHA transition. The FMLA/CFRA to ADA/FEHA transition is one of the most complex areas of medical leave accommodation management in the state of California. It is also most susceptible to litigation or a lawsuit you can't win. In this course you will understand the complexities and best practices to properly transition from FMLA/CFRA to ADA/FEHA.

Module 3: ADA-FEHA Designation (CA)

2 hours

The Americans with Disabilities Act is a very complex regulation. Failing to implement ADA/FEHA in compliance with both state and federal regulations can lead to expensive litigation as well as impact the dates of the leave and when healthcare benefits end. This is your opportunity to take control and effectively manage disabled employees in the workplace and specifically understand implementation of ADA/FEHA disability compliance requirements. Discover the system for navigating the ADA/FEHA and understanding when an employee meets the criteria of a Qualified Individual with a Disability and is protected under the ADA/FEHA.

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II. ADA Compliance Blueprint:

6.5 hours

4 Modules

Essential Function Job Description, Good Faith Interactive Meetings, Undue Hardship Analysis, & Qualified Individual with a Disability Determination **PLUS 6 hours of FREE Q & A Meetings**

In these trainings you will learn the nuances of creating an essential function job description, conducting good faith interactive meetings, performing ADA/FEHA accommodation research, and conducting an objective undue hardship analysis. Failing to implement the ADA/FEHA Good Faith Interactive Meeting Process and determining if the employee is a Qualified Individual with a Disability, can put you out of compliance with both state and federal regulations and can lead to very expensive litigation.

Module 4: Essential Function Job Description

1.5 hours

Gain confidence in how the Essential Function Job Description is used and when to address the employee's need for FMLA/CFRA, Pregnancy Disability, Worker's Comp, or the other related leave and accommodation challenges. Learn how to compose compliant Essential Function Job task statements for all your job functions.

Module 5: Good Faith Interactive Meetings

2.5 hours

Failing to implement the ADA/FEHA Good Faith Interactive Meeting process is a violation of state regulations and required under the federal regulations for ADA. In this module, you will gain the skills and ability to determine the process for scheduling, preparing, and conducting a Good Faith Interactive Meeting.

Module 6: ADA Accommodation Research

1 hour

Identifying potential accommodations is a requirement under both the state and federal regulations. Get your standard operating procedure in place and effectively manage, research and document potential reasonable accommodations in the workplace.

Module 7: Undue Hardship Analysis

1.5 hours

Conducting an objective Undue Hardship Analyses before denying an accommodation is a requirement under the ADA. You want to make sure you've got very clear documentation justifying why you're denying any accommodation if you believe it's an Undue Hardship. In this training, you will learn how to create a solid standard operating procedure for responding to an employee or an applicant who has identified an accommodation that you believe might be an Undue Hardship.

3

III. FMLA/CFRA & ADA/FEHA Denial & Next Steps

PLUS 4 hours of FREE Q & A Meetings

3.5 hours

3 Modules

How do you properly determine and deny designation for non-qualifying FMLA/CFRA or ADA/FEHA requests? Failing to follow the denial process could result in employees filing a claim or even launch a lawsuit. Learn the process of denying both FMLA/CFRA and ADA/FEHA to ensure you are compliant with both state and federal regulations. Follow the procedures and feel confident that you have met all your responsibilities.

Module 8: FMLA/CFRA Denial 1 hour

Discover the critical transition from ADA/FEHA for the employee's own serious health condition. Learn the process for assuring if you are denying FMLA/CFRA, you are compliant with both state and federal regulations and you're confident now that you've met all your responsibilities.

Module 9: ADA/FEHA Denial 1.5 hours

Both ADA and FEHA require an interactive, fact-specific, process and the documentation to make sure you have really done your due diligence and you are not denying somebody who you could have potentially accommodated. Learn how to document the exact process so you've got a clear record of what you chose to do. Know what you need to know to be confident you have met all of your responsibilities.

Module 10: FMLA/CFRA – ADA/FEHA Denial When Protected Under Workers' Compensation and/or Pregnancy Disability 1 hour

In California when an employee is hurt on the job or pregnant, they need to take time off or have an accommodation onsite. In this module you will develop a clear understanding of how FMLA/CFRA and ADA/FEHA regulations run concurrently with Workers' Comp and Pregnancy Disability Leaves (PDL). You will learn when, where, and how to navigate and manage benefit denials for employees who are also covered by Workers' Comp and PDL. Plus, you develop a strong understanding of the record keeping process to ensure you've got something to show what you did.

Course Benefits

- ✓ Learn how to create an Integrated Medical Leave and Accommodation Management System™ for your organization.
- ✓ Stop abuse and fraud: Medical leave and accommodation abuse and fraud pose the greatest threat to productivity in organizations big or small. Being a certified leave management and accommodation specialist, you will be able to stop medical leave and accommodation abuse with utmost confidence and professionalism.
- ✓ Mitigate the risk of litigation or a lawsuit: You will not only mitigate the risk of litigation on your employer, but you will also contribute towards increasing the productivity and overall satisfaction of the workforce.
- ✓ Save costs: Mistakes in managing medical leaves and accommodations can result in fine & penalties, productivity losses due to employee downtime, as well as legal and medical cost ramifications. Plus, it can have an adverse impact on employee morale. You can potentially save thousands of dollars in unwanted costs and mental/emotional suffering.

STOP wasting time searching on the Internet, feeling overwhelmed or buying theoretical trainings that don't teach you Real-World HR implementation skills!

Time is the ultimate currency we all have. More so when you are an HR.

This course will be a HUGE time saver for you. Just like a genie, it will help you navigate through common medical leave and accommodation challenges 24/7. Whenever you are stuck or you're not sure what to do in a specific situation, simply log-in to your course dashboard, click on the relevant module and get the answer you are looking for.

This is by far the most comprehensive training on this topic available at your fingertips.