



Medical Leave and Accommodation Management Specialist Certification Course

PROSPECTUS



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MANAGEMENT
SOLUTIONS

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Integrated Medical Leave and Accommodation Management System™ - “Specialist” Certification Course

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

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

1. FMLA Designation (USA) 4 hours

2. FMLA to ADA Transition (USA) 1.5 hours

3. ADA Designation (USA) 2 hours

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

4. Essential Functions Job Description Development (USA) 1.5 hours

5. Conducting Good Faith Interactive Meetings (USA) 2.5 hours

6. ADA Accommodation Research (USA) 1 hour

7. Completing an Undue Hardship Analysis (USA) 1.5 hours

3

III. FMLA & ADA Denial & Next Steps 3.5 hours

8. ADA Denial & Next Steps (USA) 1 hour

9. FMLA Denial & Next Steps (USA) 1.5 hours

10. FMLA – ADA 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 a free monthly coaching/mentoring meeting w/every training
- ✓ For every free meeting, earn additional 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 litigations and lawsuits.

FULL 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

How is this Course Different?

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

This course was created by someone with REAL-WORLD FMLA/ADA 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.

This course is by HR for HR and you!

1

I. Designation: FMLA & ADA & the Transition from FMLA to ADAPLUS 4 hours of FREE Q & A Meetings

7 hours

3 Modules

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

Module 1: FMLA Designation (USA)

4 hours

Failing to implement FMLA 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 to ADA Transition (USA)

1.5 hours

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

Module 3: ADA Designation (USA)

2 hours

The Americans with Disabilities Act is a very complex regulation. Failing to implement ADA 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 disability compliance requirements. Discover the system for navigating the ADA and understanding when an employee meets the criteria of a Qualified Individual with a Disability and is protected under the ADA.

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II. ADA Compliance Blueprint:

6.5 hours

4 Modules

Essential Function Job Descriptions, Good Faith Interactive Meetings, Undue Hardship Analysis, & Qualified Individual with a Disability Determination

In these trainings you will learn the nuances of creating an essential function job description, conducting good faith interactive meetings, performing ADA accommodation research, and conducting an objective undue hardship analysis. Failing to implement the ADA 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, 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 Good Faith Interactive Meeting process can be a violation of some state regulations and is required under 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 & ADA 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 or ADA requests? Failing to follow the denial process could result in employees filing a claim or even launch a lawsuit. You learn the process of denying FMLA to ensure you are compliant with federal regulations. Follow the procedures and feel certain that you have met all your responsibilities.

Module 8: FMLA Denial

1 hour

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

Module 9: ADA Denial

1.5 hours

ADA requires 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 - ADA Denial When Protected Under Workers' Compensation and/or Pregnancy Disability

1 hour

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 and ADA regulations run concurrently with Workers' Comp and Pregnancy Disability Leaves. You will learn when, where, and how to navigate and manage benefit denials for employees who are also covered by Workers' Comp and Pregnancy Disability. Plus, you develop a strong understanding of the record keeping process to ensure you have clear records.

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 for 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 training that don't teach you Real-World implementation skills!

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