



## Course Description

Our Post Offer Employment Testing Certification Course is designed for professionals who are looking to implement or expand their knowledge in performing legally defensible post offer/pre employment testing/screening. Following the completion of this 2-day program you will be able to perform the industry's best job demands analysis to determine the essential functions and their associated physical demands. This information will then be used to create an ADA, EEOC, and case law compliant post offer employment tests.

Your hands on experience during this course will include performing an actual job demands analysis at a local employer and using the gathered information to create a POET in the class. You may bring in videos of jobs you are currently testing for. By the end of the training the instructors will assist in creating your post offer/pre employment test. Our Post Offer Employment Testing Software will be utilized during the course as a training tool.

Satisfactory course completion as an assessment of learned outcomes includes:

- Participation in the full two days of training
- Performing a real on-site job analysis and creating a post offer employment test
- Classroom presentation/critique of your post offer employment test
- Completion of course quiz with a score of 80% or better in all course formats

## Learning Outcomes

- Perform essential job demands analysis at a local employer
- Create a legally defensible POET based on the actual job evaluated in the course
- Create a post offer employment test from a video of a job you bring
- Write industry accepted essential functions and job descriptions using the US Department of Labors sentence analysis technique
- Expand your market share into this cash based market
- Use research and regulations supporting testing for your customers
- Gather and store the important information
- Recognize and consider the importance of the following federal law, case law, and research supporting tests:
  - Americans with Disability Act (ADA)
  - Equal Employment Opportunity Commission (EEOC)
  - Case law since the 1960s
  - Review of studies that support pre placement post offer screening
  - Preparing for legal scrutiny
- Develop post offer and fit-for-duty including the following:
  - Test development including job replicated testing and standardized tests
  - Tests to use and not to use
  - Administering and validating your tests
  - Writing up your results
- Understand program implementation, review, and market expansion
  - Yearly review of each contract
  - Marketing your program to future customers
  - Creating proposals and writing contracts for testing

## Who Should Attend

Physical Therapists  
Physical Therapist Assistants  
Occupational Therapists  
Occupational Therapist Assistants  
Athletic Trainers  
Exercise Physiologists  
Chiropractors  
Medical Doctors  
Kinesiologists  
Physicians  
Allied Health Professionals  
Safety & Health Professionals

## Contact Hours/CEUs

13.25 hours (2 days)  
1.3 AOTA CEUs

## Training

\$525 – On Demand  
\$600 – Live In Person  
\$600 – Live Webcast

## Education Level

Introductory  
No prerequisites required  
15:1 student to instructor ratio

## Content Domain

Category 2: OT Process – Prevention

**Course is approved throughout  
the US for physical therapists**

**Jim Mecham, MSIE, OTR/L, CPE, CFCE**

Jim's global experience working with organizations implementing various injury cost reduction services has helped these organizations positively influence their bottom line. Jim has developed and implemented pre placement post offer assessments within organizations throughout North America. He has performed hundreds of high-level job analysis and used this information to create legally defensible Post Offer Employment Tests for multiple local, national, and international organizations. His Bachelors of Science in Occupational Therapy and Masters of Science in Industrial Engineering is a perfect fit to recommend prevention strategies to reduce work related injuries and implement programming that assists employers in hiring employees that can safely perform the essential demands of a job. Jim is a Certified Professional Ergonomist and has been awarded this certification through the Board of Certification in Professional Ergonomics. He continues to consult with organizations globally to implement American with Disabilities Act compliant, Civil Rights Act compliant and legally defensible Post Offer Employment Tests.

Jim's extensive experience in the field of industrial ergonomics provides many real world stories in regards to implementing services that reduce workers' compensation injuries and illnesses. Jim has provided pre placement post offer continuing education courses throughout North America since 2002 and has trained hundreds of medical professionals how to implement this profitable program in their own practice.

**Thomas Rothery MS, OTR/L, CFCE**

Thomas is the Therapy Manager for the Clearing Clinic's Occupational Health Services in the Chicago area. He received his Masters Degree in Occupational Therapy from Rush University and has focused his practice on industrial rehab, Work Hardening and Functional Capacity Evaluations. He has performed hundreds of Functional Capacity Evaluations including: job specific and baseline FCE's for disability claims and is a Certified Functional Capacity Evaluator. Mr. Rothery has worked closely with employers providing Post Offer Employment Testing, fit for duty return to work examinations, on-site injury prevention, wellness programs, and job demands analysis. A few of the corporate clients Tom has performed these services for include: United Parcel Service, Pactiv, RockTenn, All Truck Transportation, Azteca Foods, Caraustar Inc and many other corporate clients throughout Chicago. Mr. Rothery enjoys teaching other health care professionals on wide varieties of return to work services, and how to effectively implement successful return to work programs.