



Post Offer/Pre Employment Testing Certification Course – On Demand

Jim Mecham, MSIE, OTR/L, CPE

Day 1

Time	Subject	Content	Method of Instruction
9 minutes	Overview	Overview of course and introduction to course instructor	Lecture, Power Point
65 minutes	Principles of Post Offer Employment Testing	History of POET testing, what it is used for, different types of testing, and using standardized or home built tests	Lecture, Power Point
41 minutes	ADA, EEOC, Civil Rights Act Issues	How does the ADA, EEOC, and Civil Rights legislation effect post offer testing	Lecture, Power Point, Course Material
33 minutes	Case Law and Post Offer Testing	Explore various case law that backs up your performance of post offer testing	Lecture, Power Point, Course Material
10 minutes	Understanding Impairment and Disability	Discuss the difference between impairment and disability	Lecture, Power Point, Course Material
11 minutes	Post Offer Research	Look at research showing the benefits of POET testing	Lecture, Power Point, Course Material
14 minutes	ADA Guidelines and Test Results	How to set up an ADA compliant test, discuss the final test results, and making sure they are documented appropriately	Lecture, Power Point
27 minutes	Pass/Fail vs. Baseline Testing	How to report pass/fail and your responsibility as a tester	Lecture, Power Point
8 minutes	Discovering a Medical Issue	What happens when your results find a medical issue	Lecture, Power Point
26 minutes	Performing the Job Demands Analysis	Learn to gather the job's essential functions, physical demands, and the specific data to create a high-level test	Lecture, Power Point, Video
19 minutes	Job Demands Analysis Documentation	Learn to gather the information and write your job descriptions and essential functions/marginal functions	Lecture, Power Point, Course Material
19 minutes	JDA Practicum	Perform a full Job Demands Analysis and write up the report in preparation for creating your post offer employment test	Lecture, Video



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Day 2

Time	Subject	Content	Method of Instruction
108 minutes	Job Demands Analysis Report	Create and document your findings from the Job Demands Analysis. Write the job description, essential functions, and document the physical demands	Hands-On
55 minutes	Post Offer Employment Test Validation	Procedures that need to be put in place to validate your test in regards to cost savings and predictive/content validity	Lecture, Power Point
24 minutes	Post Offer Employment Test Administration	How to schedule, where to perform test, describing the test, test consent, administering test reporting results	Lecture, Power Point
34 minutes	Practice Management	Data you need to collect to show success, how to collect it, annual program revue, testing space	Lecture, Power Point
3 minutes	Establishing, Marketing and Growing Your Post Offer Business	How to be recognized as the best and how to market your skills to companies	Lecture, Power Point
57 minutes	Post Offer Employment Test Development	Discuss the development of POETs, analyze essential functions and physical demands associated with the essential functions and testing these physical demands	Lecture, Power Point, Course Material
45 minutes	Post Offer Employment Test Creation	Based on the previous days Job Demands Analysis, create the POET test. What will you test? What will you not test?	Lecture, Power Point, Course Material, Video