



Post Offer/Pre Employment Testing Certification Course

Jim Mecham, MSIE, OTR/L, CPE

Day 1 – Setting up Post Offer Employment Testing and Performing the JDA

Time	Subject	Content	Method of Instruction
7:45 – 8:15	Registration	Course Check in	
8:15 – 8:30	Introduction	Facility tour, instructor/attendee introductions and overview of the course	Lecture, Tour, Power Point
8:30 – 9:00	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
9:00 – 9:30	Civil Rights, ADA and EEOC issues	How does Civil Rights legislation, the ADA and EEOC effect POET testing	Lecture, Power Point, Handouts
9:30 – 10:00	Case Law and Post Offer Testing	Explore various case law that backs up your performance of POET testing	Lecture, Power Point, Handouts
Break 10:00 – 10:15			
10:15 – 10:30	Understanding Impairment and Disability	Discuss the difference between impairment and disability	Lecture, Power Point, Handouts
10:30 – 10:45	Post-Offer Research	Look at research showing the benefits of POET testing	Lecture, Power Point, Handouts
10:45 – 11:00	ADA guidelines/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
11:00 – 11:15	Pass and Fail	How to report pass fail and your responsibility as a tester	Lecture, Power Point
11:15 – 12:00	Discovering a medical issue	What happens when you results find a medical issue	Lecture, Power Point
Lunch 12:00 – 1:00			
1:00 – 1:15	OccuPro Post Offer Employment Testing Software	An overview of the OccuPro's Post Offer Employment Testing Software and its value to your customers	Lecture, Power Point, Software
1:15 – 2:00	Performing Job Demands Analysis	Learn to gather the jobs essential functions, physical demands and the specific data to create a high-level test	Lecture, Power Point, Video
2:00 – 2:30	Job Demands Analysis Documentation	Learn to gather the information and write your Job Descriptions and Essential Functions/Marginal Functions	Lecture, Power Point, Handouts
2:30 – 4:45	JDA Practicum	Perform a full Job Demands Analysis and write up the report in preparation for creating your POET test	Hands-On Training
4:45 – 5:00	Wrap Up	Final questions and wrap up	Lecture, Power Point



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Day 2 – Performing Post Offer Employment Testing

Time	Subject	Content	Method of Instruction
8:00 – 9:15	JDA Report	Create and document your findings from the Job Demands Analysis. Write the job description, essential functions and document the physical demands	Hands-On, Software
9:15 – 9:30	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
9:30 – 9:45	Test Administration	How to schedule, where to perform test, describing the test, test consent, administering test reporting results	Lecture, Power Point
9:45 – 10:00	Practice Management	Data you need to collect to show success, how to collect it, annual Program revue, testing space	Lecture, Power Point
Break 10:00 – 10:15			
10:15 – 10:30	Establishing, growing, and marketing Post Offer Employment Testing	How to be recognized as the best in our market and how to market your skills to companies	Lecture, Power Point
10:30 – 12:00	Post Offer Employment Test Development	Discuss the development of your POET test, testing for the Essential Functions and the physical demands associated with the essential functions and testing these physical demands	Lecture, Power Point Handouts, Software
Lunch 12:00 – 1:00			
1:00 – 1:45	Create your Post Offer Employment Test	Based on the previous days JDA, create the POET test, what will you test? What will you not test?	Lecture, Handouts, Hands-On, Software
1:45 – 2:15	Post Offer Employment Testing/ JDA class presentations	Present your JDA, the essential functions and the testing you developed based on those essential functions.	Presentations
2:15 – 2:30	Wrap Up	Final questions and wrap up	Lecture