

## ***HR Generalists Certification Program: Included Online Training Courses***

The following on-demand training courses are available to registrants at no additional cost. Successful completion of these courses will earn an additional eight hours of PHR/SPHR recertification credits for EACH course. Potentially an additional 32 credits!

### **1. ADA Training & Certification Program**

The Americans With Disabilities Act (ADA) requires employers with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others.

The ADA prohibits discrimination in recruitment, hiring, training, promotions, pay, social activities, and other privileges of employment. The ADA also restricts questions that can be asked about an individual's disability and requires employers to make certain reasonable accommodations.



### **Training For ADA Rules, Regulations, And Compliance Guidelines**

Whether you are new to HR or a seasoned professional, the ADA has lots of rules and requirements to which your organization must adhere. But you have to know the rules to comply. That is where our ADA Training & Certification course can work. It will help you better understand area and terms like:

- What does ADA stand for?
- What is an ADA disability?
- What are the ADA disability guidelines?
- What are the ADA employer requirements?
- What is a reasonable accommodation?
- What steps must an employer take to make ADA accommodations?

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- Is there a recommended format for an ADA accommodation request?
- What is the ADA?
- How do we integrate ADA compliance with other applicable laws

### **Get Your ADA Certification!**

Our ADA Training & Certification Program covers compliance with your ADA requirements in detail, and provides suggestions for avoiding ADA violations. The Program also reviews how to integrate ADA compliance with other applicable laws.

More than just a read-along format typical in printed books, our ADA online training course includes numerous examples, "Administrative Tips", and "Procedural Recommendations", as well as scenario-based, multiple choice interactive quizzes (with answer rationale provided) that test your ability to apply the correct procedures and processes on things like handling Reasonable Accommodations learned during training that are key to ADA administration.

By taking our online ADA Training & Certification Program, you will learn:

- The basic ADA Requirements
- Protected Class Of Individuals
- The ADA Reasonable Accommodation Requirements
- Job Restructuring
- Options For Offering Reasonable Accommodations
- Medical Examinations And The ADA
- ADA And Employer-Sponsored Group Health Plans
- The ADA And Mental Disabilities
- Interaction Of ADA With Other Laws
- ADA Investigations And Compliance

## **2. COBRA Training & Certification Program**

With changing rules, regulations, and court cases, being COBRA compliant is extremely complex. Not understanding the proper procedures and design options can really hurt your company.

Our COBRA Training & Certification Program - a recipient of the "ASTD Excellence In Design" award - covers everything from the basics to advanced concepts, and will provide the answers to your questions regarding COBRA administration and COBRA compliance.

### **Get Your COBRA Certification!**

Our COBRA online training course will help you to better understand your COBRA compliance requirements. The course covers COBRA administration at a deep level, and allows you to test to earn a COBRA certification!

Below is the agenda covering your COBRA compliance and COBRA administration requirements:

#### *COBRA Basics:*

- Background & Overview
- Employers And Plans Subject To COBRA
- Individuals Covered By COBRA
- The Initial COBRA Notice
- Qualifying Events

#### *Administration & Documentation:*

- The COBRA Timeline
- Calculating COBRA Premiums
- Billing And Collection
- Premium Payment Issues

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- Events Terminating COBRA Coverage
- Employer Safeguards

### *"Special Situations"*

- Medicare
- Open Enrollment
- Mergers & Acquisitions
- COBRA And The Family And Medical Leave Act

### *Advanced Compliance Solutions*

- Proactively determine Cessation Of Dependency Status and other potential Qualifying Events before you're notified or - perhaps even worse - find out after the fact
- Use Affirmative Rejection and Alternative Coverage design options to reduce health care and claims costs
- Know how to address region-specific HMO issues, Health Flexible Spending Accounts, and other items where new guidance was recently issued
- Handle Medicare, FMLA, and other coordination issues

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### **3. FMLA Training & Certification Program**

FMLA usage is on the rise, and more and more employees are enforcing their rights through the courts.

When an employee misses work, it is the employer's responsibility to determine whether FMLA applies. You can't afford not to know the rules!

#### **Training For FMLA Guidelines For Employers**

Understanding all of the intricacies of the Family Medical Leave Act can be a daunting task, and if you misinterpret or unintentionally not comply with any of the FMLA requirements, your organization can be fined.

Whether you are new to employee benefits or are an experienced Human Resources professional, this course will provide all of the latest information on FMLA compliance and the FMLA guidelines for employers, including the intermittent FMLA guidelines. It will help you understand questions such as:

- When does FMLA start?
- What does FMLA cover?
- Can an employer deny FMLA leave?
- Can FMLA be extended?
- What can FMLA be used for?
- Can you work while on FMLA?
- How long can you be on FMLA?
- Can an employer deny FMLA leave?
- Can part time employees get FMLA?
- Can an employer force an employee to take FMLA?
- What can an employer do if it suspects FMLA abuse

#### **Key Learning Objectives: FMLA Rules And Requirements**

More than just a read-along format typical in printed books, the course includes numerous examples, "Administrative Tips", and "Procedural Recommendations", as well as scenario-based, multiple choice interactive quizzes (with answer rationale provided) that test your ability to apply the correct procedures and processes learned during training that are key to FMLA administration.

When you complete your FMLA Training & Certification course, you should be able to:

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- Distinguish between family leaves and medical leaves and know which are subject to the law
- Identify what constitutes a "serious health condition"
- Determine when an employee on intermittent leave has used up his or her "12 weeks"
- Understand the different considerations for determining a leave year, and the advantages and disadvantages of each approach
- Develop notices that comply with the various requirements of FMLA
- Comply with DOL employment restoration and benefit protection rules
- What to do to identify and investigate potential FMLA abuse

### **Agenda: FMLA Rules And Requirements**

#### *FMLA Basics*

- Purpose And Legislative History Of FMLA
- Employers Subject To FMLA
- Employee Eligibility Criteria
- State Leave Laws

#### *Types of Leave*

- Family Leave
- Medical Leave
- Serious Health Condition
- Leave Requirements
- Leave Year Issues
- Coordination With Employer Leave Policy
- Intermittent/Reduced Schedule Leave

#### *Administrative and Notice Requirements*

- Notices
- Designation Of Leave
- Medical Certification
- Employee Responsibilities

#### *Employment and Benefit Protection*

- Benefit Maintenance
- Restoration To Position

#### *Enforcement*

- Enforcement of FMLA

#### *Rules for Schools*

- Special Rules for Schools

#### **4. Paycheck Fundamentals Training & Certification Program**

The Paycheck Fundamentals Training & Certification Program helps beginning and intermediate HR professionals learn the basic payroll requirements.

The Program includes plain-English descriptions of the various requirements, processes, and procedures, as well as numerous examples, administrative tips, and interactive Q&A to help provide valuable insight into compliance requirements.

The Program also includes an optional test for those who wish to earn the "**Certified Paycheck Fundamentals Administrator**" designation. This Program also qualifies for eight hours of PHR and SPHR re-certification credits!

#### **Besides the basics, you will also learn:**

- To properly identify, pay, and withhold taxes for employees
- To properly handle deferred compensation, cafeteria plan, sick pay, and other compensation
- To correctly handle stock options, expense reimbursements, relocation, and other "expenses"
- To follow the proper policies, procedures, and documentation requirements for garnishments and levies