

## Course Outline

### **Americans with Disabilities Act (ADA)**

*Three-Credit Course*

#### **Introduction to ADA**

- I. The Americans with Disabilities Act of 1990 (ADA)
- II. The ADA Amendments Act of 2008
- III. Title I
- IV. Who Is Protected?
- V. Employment Discrimination
- VI. ADA Enforcement
- VII. Employer Requirements
- VIII. Nondiscrimination Provisions

Estimated Time to Complete: 35 minutes

#### **Disability Defined**

- I. Regulatory Definition
- II. Nine Rules of Construction
- III. Predictable Assessments
- IV. What Is an Impairment?
- V. What Is Not an Impairment?
- VI. Major Life Activities
- VII. Substantial Limitation: Definition
- VIII. Substantial Limitation: Nature and Severity
- IX. Substantial Limitation: Duration
- X. Substantial Limitation: Determination
- XI. When Is the Major Life Activity of Working Substantially Limited?
- XII. Drug Use
- XIII. Alcohol Use

Estimated Time to Complete: 40 minutes

#### **Qualified Individuals and Employment Activities**

- I. Qualified Individuals
- II. Asking About Accommodation
- III. Employment Questions
- IV. Determining Essential Job Functions
- V. Describing Essential Job Functions
- VI. Differentiating Essential Job Functions from Marginal Job Functions
- VII. Safety Concerns
- VIII. Determining Safety Concerns
- IX. Employee Job Performance

Estimated Time to Complete: 25 minutes

#### **Medical Inquiries, Confidentiality and Wellness Programs**

- I. Medical Examinations
- II. Acceptable Tests and Procedures Prior to a Job Offer

- III. Asking Health Questions After a Job Offer
- IV. Confidentiality of Medical Information and Records
- V. Disclosure of Medical Information and Records
- VI. Answering Workplace Inquiries
- VII. Wellness Programs
- VIII. EEOC Guidance
- IX. Legal Boundaries

Estimated Time to Complete: 30 minutes

### **Interactive Process**

- I. Employer-Initiated Discussion
- II. Requesting Accommodation
- III. Requesting Documentation
- X. An Interactive Process
- XI. A Structured Process
- XII. FMLA and ADA
- XIII. Entitlement to Leave
- XIV. Managing Leave

Estimated Time to Complete: 20 minutes

### **Reasonable Accommodation**

- I. Providing Reasonable Accommodations
- II. Enabling Essential Functions
- III. Undue Hardship
- IV. Making Decisions
- V. Types of Reasonable Accommodations
- VI. Common Examples of Reasonable Accommodation
- VII. Tax Incentives for Reasonable Accommodations

Estimated Time to Complete: 30 minutes

NOTE: The estimated time to complete each lesson is based on word count and assumes uninterrupted consumption of the course. Actual time to complete each lesson can vary widely based on familiarity with the topics and other factors. Time required to complete the course final exam is not counted in these estimates.