

# Gilbert Training Group, LLC

TINS # 84-3026274

## NUTS & BOLTS OF REASONABLE ACCOMMODATION

### REGISTRATION FORM FOR EMAIL OR USPS MAIL

[gilberttraininggroup@gelawyer.com](mailto:gilberttraininggroup@gelawyer.com) 1100 Wayne Ave, Ste. 900, Silver Spring, MD 20910

#### Nuts & Bolts of Reasonable Accommodation

Instructors: Alexis Tsotakos & Julie Gold

Location: Virtual (Zoom for Government)

Time: 9:30 AM - 1:00 PM EST

This course teaches attendees about Disability Law and the Reasonable Accommodation process, including who is entitled to receive reasonable accommodation for a disability, different types of claims that can be raised, and how agencies should respond to requests for reasonable accommodations. The course also outlines ways to effectively accommodate mental disabilities in the workplace, and how to address performance and conduct issues where the employee has requested or has a reasonable accommodation. We will also focus on the most often-requested accommodations, leave and telework, as well as what obligations agencies have and best practices for responding to those requests. Attendees will learn about the circumstances when medical documentation is needed to respond to reasonable accommodation requests, fitness-for-duty examinations and the direct threat assessment, and the importance of maintaining the confidentiality of employees' medical information. This course is ideal for Agency civil rights staff, EEO and Human Resources staff, reasonable accommodation coordinators, Agency legal representatives or other individuals responsible for defending the Agency, and even Union stewards who may advise and represent bargaining unit employees.

Thursday, April 13, 2023  Virtual

**Tuition: \$295 per registrant**

**Early Bird Special: \$265 per registrant if Registered by 3/13/2023**

TOTAL:

\$

#### REGISTRANT INFORMATION

Name		
Title		Phone
Agency		
Address 1		
Address 2		
City/State/Zip		
Email		
<b>Choose one method of payment</b>	<input type="checkbox"/> <b>Purchasing Document:</b> attach completed and approved SF-182 or equivalent. (Incomplete documents may not be acted upon)	
<input type="checkbox"/> <b>Credit Card</b>	Number	Expiration Date / CVV /

Cardholder Name	
Cardholder Email	
Cardholder Phone	

- **Credit card** will be charged tuition approximately one week prior to the training, with receipts to the cardholder no later than the first date of training.
- **Purchase document** invoices will be submitted on last date of training with net 30 days terms.
- **Cancellations:** Registration can only be cancelled by COB 03/30/23, two weeks prior to start of the training. Tuitions have not been charged yet at this time, so refunds are not necessary.
- Rescheduling requests after this deadline are subject to a \$50 administrative fee. Substitutes with another student attending are limited to one sub filling in the original registrants' registration dates.
- There are no refunds, and no credit issued for partial attendance or 'no-show' of confirmed students' tuitions.
- Gilbert Training Group, LLC reserves the right to cancel. In the event that happens, you will receive a full refund of any fee charged.
- **IMPORTANT:** If you do not receive an email confirmation from Gilbert Training Group within seven days of submission YOU ARE NOT REGISTERED. Call us immediately. Registrations confirmed subject to space availability.
- Individual CLE applications and filing fees are the responsibility of each attorney attendee. Travel arrangements are the responsibility of the attendee.

