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Home (http://health.hawaii.gov/dcab/) » ADA Coordination (http://health.hawaii.gov/dcab/ada-coordination/) » State of Hawaii ADA Resources (http://health.hawaii.gov/dcab/ada-coordination/state-of-hawaii-ada-resources/) » ADA Curriculum

ADA CURRICULUM

AMERICANS WITH DISABILTIES ACT (ADA)   CURRICULUM FOR STATE AND COUNTY GOVERNMENT ENTITIES

Print Version

TRAINING PROVIDED BY   THE DISABILITY AND COMMUNICATION ACCESS BOARD

(CURRENT AS OF APRIL 2008)   CHECK WEB SITE BELOW FOR UPDATES

919 Ala Moana Blvd., Room 101   Honolulu, HI 96814   (808) 586-8121 (V/TTY)   (808) 586-8129 (FAX) www.hawaii.gov/health/dcab (http://www.hawaii.gov/health/dcab)

INFORMATION ABOUT OUR TRAINING

This 'catalogue' summarizes the more common training modules on the Americans with Disabilities Act (ADA) conducted by the Disability and Communication Access Board for the State of Hawaii and its political subdivisions, the four (4) Counties. Sessions can and will be adapted to the audience. The Disability and Communication Access Board (DCAB) encourages programs to use the modules alone or in combination for staff training. The modules are designed to build upon each other or to be combined for sessions of any length of time.

The following is a guide to understanding the numbering system to determine the appropriate level for your audience:

- Introductory classes begin with the number 1 and require no prior exposure or training.

- Intermediate classes begin with the number 2 and require a basic understanding of the topic.

- Advanced classes begin with the number 3 and presume a significant working knowledge of the subject matter.

The list is intended as a guide and only reflects pre-set modules. If you do not see a class that meets your needs, please contact us to customize a session for you. We are also available for 'speaking engagements' on most disability-related topics. Most of the sessions listed here can be adapted for other audiences (i.e., private sector, consumers, etc.), time permitting.

All sessions are free for State and County personnel. DCAB is the Hawaii affiliate to the Pacific ADA Center, a federally funded project to promote the dissemination of information on the ADA. Limited funding may be available to cover off-island travel expenses for these classes.

To request a class, complete a Request for Speaking Engagement Form at the end of this list or on our DCAB web site at www.hawaii.gov/health/dcab (http://www.hawaii.gov/health/dcab) or call the DCAB office at (808) 586-8121 (V/TTY).

TABLE OF CONTENTS

Class	Level	Time	Title
			GENERAL ADA
GEN 1-A	Introductory	1 – 2 hrs	ADA Overview
GEN 1-B	Introductory	1 hr	Disability Awareness & Etiquette
GEN 2-A	Intermediate	1 hr	ADA Jeopardy
			PROGRAMS AND SERVICES
PGM 1-A	Introductory	2 hrs	Access to Programs and Services – The ADA Title II
PGM 1-B	Introductory	2 hrs	Communication Access
PGM 1-C	Introductory	1 hr	Accessible Web Sites
PGM 1-D	Introductory	1 – 1.5 hrs	Hosting Accessible Events
PGM 2-A	Intermediate	1 – 2 hrs	Complex Service Issues – Mini Case Studies
			EMPLOYMENT
EMP 1-A	Introductory	1 – 2 hrs	ADA Employment Overview
EMP 2-A	Intermediate	1 – 1.5 hrs	Reasonable Accommodation Basics
EMP 2-B	Intermediate	1 – 1.5 hrs	Implementing the Reasonable Accommodation Principles
EMP 2-C	Intermediate	1 hr	Disability Related Questions and Medical Exams
EMP 3-A	Advanced	1 – 2 hrs	Reasonable Accommodation Case Scenarios
EMP 3-B	Advanced	1 hr	Medical Documentation for Reasonable Accommodation Requests

			ACCESSIBLE DESIGN
AGAD 1-A	Introductory	1 hr	Recognizing Barriers in the Built Environment
AGAD 1-B	Introductory	2 hrs	Introduction to the ADA Accessibility Guidelines (ADAAG)
AGAD 2-A	Intermediate	2 hrs	Intermediate ADAAG
AGAD 2-B	Intermediate	1 hr	The DCAB Review Process
AGAD 2-C	Intermediate	1 hr	Which Design Guideline Applies to My Project (Non-Residential)?
AGAD 2-D	Intermediate	1 hr	Which Design Guideline Applies to My Project (Housing or Residential)?
AGAD 2-E	Intermediate	2 hrs	The State of Hawaii Residential Housing Accessibility Guidelines (RHAG)
AGAD 2-F	Intermediate	2 hrs	The Fair Housing Act Accessibility Guidelines (FHAAG)
AGAD 2-G	Intermediate	1 – 2 hrs	Public Rights-of-Way and Site Design
AGAD 2-H	Intermediate	1 – 2 hrs	Recreation Facilities and Outdoor Developed Areas
AGAD 3-A	Advanced	1 – 2 hrs	ADAAG: Common Errors and FAQs
AGAD 3-B	Advanced	1 – 2 hrs	RHAG and FHAAG: Common Errors and FAQs
AGAD 3-C	Advanced	2 hrs	A Preview of the Proposed New ADA/ABA Accessibility Guidelines

GENERAL ADA

Course Number Level Length	Course Title Target Audience Course Description
GEN 1-A Introductory (1-2 hrs)	**ADA Overview** (For all employees) A basic overview of the ADA for individuals who have no knowledge about the law and its provisions. The length of the presentation can vary to fit available time, although the time allotted will affect the amount of questions and answers or audience dialogue allowed.
GEN 1-B	**Disability Awareness and Etiquette** (For frontline employees who have direct contact

Course Number Level Length	Course Title Target Audience Course Description
Introductory (1 hr)	with the public) A basic overview of best practices for interacting with persons with disabilities in a manner that is sensitive, respectful, and politically correct. Includes a video on disability etiquette, discussion of helpful hints, and appropriate use of terminology.
GEN 2-A **Intermediate** (1 hr)	**ADA Jeopardy** (For all employees) An interactive game using the Jeopardy television show's format to teach/test participants in the categories of Employment, Communication, Design, Programs and Services, and the Law. This game is best for small groups where people can play as solo players or in small teams. General working knowledge of the ADA or equivalent of GEN 1-A required.

Return to Table of Contents

PROGRAMS AND SERVICES

Course Number Level Length	Course Title Target Audience Course Description
PGM 1-A **Introductory** (2 hrs)	**Access to Programs and Services – The ADA Title II** (For managers and frontline employees who have public contact) An overview of the basic requirements for access to government services under Title II of the ADA. Topics include non-discrimination requirements, modification of policies and procedures, auxiliary aids and services, and basic facility access. The "State of Hawaii Programs and Services Manual for Persons with Disabilities" will be referenced and used.
PGM 1-B **Introductory** (2 hrs)	**Communication Access** (For managers and frontline employees who have public contact) An in-depth understanding of the communication access requirements for people who are deaf, hard of hearing, blind, or have low vision. The discussion will focus on interpreters, captioners, note takers, Braille and other alternate formats, television decoders, web access, and other technology. The session will include how to find and pay for an interpreter. A brief review of the Interpreter Code of Ethics will be presented. Although the emphasis of this session is on providing communication access in the delivery of services, it may also be of value to a supervisor with an employee who is deaf, hard of hearing, or visually impaired in order to better understand communication methodologies.
PGM 1-C **Introductory** (1 hr)	**Accessible Web Sites** (For managers or staff of programs with web sites) A basic understanding of access to web sites as a program and service of government and how to create accessible web sites for people with disabilities who use the Internet to access government services. This session is not a technical session for web designers.
	Hosting Accessible Events (For personnel coordinating or hosting trainings open to the

PGM 1-D **Introductory** (1-1.5) hrs	public) A general overview on how to provide access to an event such as a conference or workshop open to the public. Topics will include accessible registration forms and materials, arrangements for auxiliary aids and services, and facility access including hotel lodging, if appropriate. Participants will receive a guide/checklist to help ensure an accessible event.
PGM 2-A **Intermediate** (1-2 hrs)	**Complex Service Issues – Mini Case Studies** (For program managers and ADA Coordinators) An interactive session building upon PGM 1-A which discusses complex program and service situations faced by State agencies using case studies to problem-solve appropriate solutions. The length of the session can vary according to available time and number of case studies to be discussed. This session can be combined effectively with PGM 1-A for a half-day training.

Return to Table of Contents

EMPLOYMENT

Course Number Level Length	Course Title Target Audience Course Description
EMP 1-A Introductory (1 – 2 hrs)	**ADA Employment Overview** (For supervisors, managers, HR personnel, ADA Coordinators, or personnel in job placement, rehabilitation, counseling, or education) An introduction to the non-discrimination provisions of Title I of the ADA including the definition of a person with a disability, qualified person with a disability, medical exams and inquiries, confidentiality, reasonable accommodation, etc. Assumes little or no exposure to the subject matter. Length of the presentation can vary to fit available time, although the time provided will affect the amount of questions and answers or audience dialogue allowed. Note: Although this session is appropriate for a wide audience, the session is most successful when the target audience have similar positions to facilitate discussion and examples. If the audience consists of people involved in employment placement rather than supervision or personnel, the presentation will emphasize client as a job seeker.
EMP 2-A **Intermediate** (1 – 1.5 hrs)	**Reasonable Accommodation Basics** (For supervisors, managers, HR personnel, and ADA Coordinators) An overview of the basic principles of the ADA's requirement to provide reasonable accommodation. This session will discuss the specific kinds of accommodation such as physical or site adjustments, unpaid leave, job restructuring, reassignment, telecommuting, work schedules, parking, etc. The "State of Hawaii Accommodations for Employees with Disabilities Manual" will be used. Requires a working knowledge of ADA Title I or the equivalent of EMP 1-A. This session can be combined effectively with EMP 1-A or EMP 2-B for a half-day training.

EMP 2-B **Intermediate** (1 – 1.5 hrs)	**Implementing the Reasonable Accommodation Principles** (For supervisors, managers, HR personnel, and ADA Coordinators) An expanded discussion built upon EMP 2-A. The session will review essential job functions, minimum qualifications, and evidence as to whether a person is qualified for a job; provide guidance on how to implement the interactive process; and discuss the 'defenses' when not providing a reasonable accommodation based upon undue hardship, direct threat, health or safety considerations. Requires a working knowledge of the ADA or equivalent of EMP 1-A and 2-A.
EMP 2-C **Intermediate** (1 hr)	**Disability Related Questions and Medical Exams** (For supervisors, managers, HR personnel, and ADA Coordinators) A discussion about appropriate medical inquiries, medical exams, and confidentiality in the pre-offer, post-offer, and employment stages. The session will touch upon physical agility or fitness tests, psychological exams, and return to work requirements. Requires a working knowledge of ADA Title I or the equivalent of EMP 1-A.
EMP 3-A **Advanced** (1 – 2 hrs)	**Reasonable Accommodation Case Scenarios** (For supervisors, managers, HR personnel, and ADA Coordinators) An in-depth analysis of the provision of reasonable accommodation using case studies. Participants are expected to have an understanding of the basic concepts of reasonable accommodation as presented in EMP 2-A and EMP 2-B. The length of the session will vary according to the number of case studies to be discussed.
EMP 3-B **Advanced** (1 hr)	**Medical Documentation for Reasonable Accommodation Requests** (For supervisors, managers, HR personnel, and ADA Coordinators) A discussion on when and how to request documentation from a physician upon receipt of a disability-related reasonable accommodation request. Requires a working knowledge of the equivalent of EMP 1-A, EMP 2-A, and EMP 2-B.

Return to Table of Contents

ACCESSIBLE DESIGN

Course Number Level Length	Course Title Target Audience Course Description
AGAD 1-A **Introductory** (1 hr)	**Recognizing Barriers in the Built Environment** (For any staff, including those with no design background) An introduction to how the built environment is used and accessed by persons with disabilities. A short video on the Americans with Disabilities Act Accessibility Guidelines (ADAAG) will be shown.

AGAD 1-B **Introductory** (2 hrs)	**Introduction to the ADA Accessibility Guidelines (ADAAG)** (For design and construction project managers or facility personnel) An overview of the basic organization of the ADAAG, the different elements and sections of the ADAAG, and the basic building blocks (i.e., clear floor space, reach ranges, etc.) for accessibility.
AGAD 2-A **Intermediate** (2 hrs)	**Intermediate ADAAG** (For design professionals and construction project managers) A continuation of AGAD 1-B focusing specifically on how the ADAAG guidelines apply to state and county facilities in Hawaii, including the "path of travel" obligation in alterations, and the difference between Transition Plans and Architectural Barrier Removal Projects.
AGAD 2-B **Intermediate** (1 hr)	**The DCAB Review Process** (For design professionals and construction project managers) A discussion of the requirements of Hawaii Revised Statutes (HRS) §103-50, DCAB's review process, and the various forms that may be required when submitting a project for review.
AGAD 2-C **Intermediate** (1 hr)	**Which Design Guideline Applies to My Project (Non-Residential)?** (For design professionals and construction project managers) An overview of various laws and the accessibility guidelines for construction associated with them. Includes examples of various project types and illustrates how multiple accessibility guidelines may be applicable to one project.
AGAD 2-D **Intermediate** (1 hr)	**Which Design Guideline Applies to My Project (Housing and Residential)?** (For design professionals and construction project managers of multi-family residential projects) A discussion of the various laws and accessibility guidelines covering housing and the basic differences between each guideline (ADAAG, the State Residential Housing Accessibility Guidelines and the Fair Housing Act Accessibility Guidelines). Includes examples of various projects and which guideline(s) apply.
AGAD 2-E **Intermediate** (2 hrs)	**The State of Hawaii Residential Housing Accessibility Guidelines (RHAG)** (For design professionals and construction project managers of multi-family dwelling units) An overview and explanation of the scoping requirements and technical specifications of the State Residential Housing Accessibility Guidelines (RHAG). A basic understanding of ADAAG is required.
AGAD 2-F **Intermediate** (2 hrs)	**The Fair Housing Act Accessibility Guidelines (FHAAG)** (For design professionals and construction project managers of multi-family dwelling units) An overview and explanation of the scoping requirements and technical specifications of the

	Federal Fair Housing Act Accessibility Guidelines (FHAAG). A basic understanding of ADAAG is required.
AGAD 2-G Intermediate (1 – 2 hrs)	**Public Rights-of-Way and Site Design** (For design professionals and construction project managers in the public right-of-way environment) An in-depth look at ADAAG as it relates to elements in the public right-of-way (i.e., sidewalks, curb ramps and driveways) or which apply to the site design (i.e., accessible routes, ramps and accessible parking). The session includes a brief discussion of the U.S. Access Board's proposed guidelines for the public right-of-way and best practices. Requires a working knowledge of the ADAAG or completion of AGAD 2-A.
AGAD 2-H Intermediate (1 – 2 hrs)	**Recreation Facilities and Outdoor Developed Areas** (For design professionals and construction managers) An in-depth look at accessibility requirements for recreation facilities or outdoor developed areas: picnic sites, camping facilities, trails, beaches, sports facilities, swimming pools, harbors, golf courses, and children's play areas. Please specify which facilities or sites you wish to be covered in the presentation. Two to four facilities can be covered within two hours.
AGAD 3-A Advanced (1 – 2 hrs)	**ADAAG: Common Errors and FAQs** (For project managers and others directly involved in project design) An overview of the most common errors found by DCAB in the review of documents. Included are the most frequently asked questions (FAQs) DCAB receives via phone or fax. Requires a working knowledge of the ADAAG or completion of AGAD 2-A.
AGAD 3-B Advanced (1 – 2 hrs)	**RHAG and FHAAG: Common Errors and FAQs** (Appropriate for personnel directly involved in the design of multi-family dwelling units) An overview of the most common errors found by DCAB in the review of documents. Included are the most frequently asked questions DCAB receives via phone or fax. Requires a working knowledge of the State Residential Housing Accessibility Guidelines and the Fair Housing Act Accessibility Guidelines or completion of AGAD 2-E and AGAD 2-F.
AGAD 3-C Advanced (2 hrs)	**A Preview of the Proposed New ADA/ABA Accessibility Guidelines** (For design professionals and construction project managers) An overview of the new, but not yet enforceable, ADA/ABA Accessibility Guidelines. Includes highlights of the changes and review of format. Requires solid working knowledge of current ADAAG in order to understand changes or completion of AGAD 2-A.
AGAD 1-A AGAD 1-B AGAD 2-A AGAD 3-A (6 – 8 hrs)	**The Complete Basic ADAAG** A full-day training on the ADAAG. This complete course combines four (4) modules into a full-day training.

REQUEST FOR SPEAKING ENGAGEMENT   PLEASE FILL OUT ONE FORM PER SEMINAR/WORKSHOP

Return form via mail or fax to: Disability and Communication Access Board, 919 Ala Moana Blvd. #101, Honolulu, HI 96814; ph: 586-8121; fax: 586-8129

Requesting Individual/Organization

_____ Address

_____

_____

 Contact Person _____ Phone No.

_____

Topic/Title   Date _____ Time

_____

Location of speaking engagement

_____

Target audience _____ Estimated #

_____

Will an honorarium be provided?   ____ Yes   ____   No   IF YES, specify amount

_____

Will this presentation be videotaped? _____ Yes   _____ No

Is this a: _____ Solo presentation _____Co-presentation, list other speakers:

_____

Is site accessible? ____ Yes _____ No   Will an interpreter or other accommodation be provided if needed? _____ Yes _____ No

If Neighbor Islands:	airline coupons provided by _____
	ground transportation provided by _____

Key Points to be Covered in the Presentation	Audiovisual Equipment Needs (For Office Use Only)

FOR OFFICE USE ONLY: Staff Assigned to Speak _____

APPROVED: _____ _____ _____ _____
Supervisor   Date   Executive Director   Date

Return to Table of Contents