

MCAD Certified Courses for EEO Professionals

Frequently Asked Questions

Who should attend?

Human resources managers, EEO officers, training directors, employment attorneys, in-house counsel, diversity consultants and others who provide training, investigations, and/or accommodation process coaching as external consultants to employers will find the courses helpful.

Which prerequisites do I need to take?

For employment attorneys (attorneys who practice employment law at least 50% of the time) enrolled in Trainer Course 1 and/or Trainer Course 2: Prerequisites 1B and 2A.

For graduates of instructional design courses enrolled in Trainer Course 1 and/or Trainer Course 2: Prerequisites 1A and 2B.

For all others enrolled in Trainer Course 1 and/or Trainer Course 2: Prerequisites 1A and 2A.

For employment attorneys (attorneys who practice employment law at least 50% of the time) enrolled in the Investigations and/or Accommodations Courses: None.

For all others enrolled in the Investigations and/or Accommodations Courses: Prerequisite 1A, which is offered twice, once in January and once in March.

What is the cost of the courses?

The fee for each two-day course, including Trainer Course 2 and Investigations, is \$495. There is no additional fee for any of the prerequisite courses.

The fee for each three-day course, including Trainer Course 1 and Accommodations, is \$695. There is no additional fee for any of the prerequisite courses.

Special discounts are provided for participants who enroll in at least three courses. The fee for those who enroll in Trainer Course 1, Trainer Course 2, and Investigations is \$1,395. The fee for those who enroll in Trainer Course 1, Trainer Course 2, and Accommodations is \$1,595. The fee for those who enroll in all four courses is \$1,795. There is no additional fee for any of the prerequisite courses.

Is there a discount for employees of nonprofits?

Individuals who work at nonprofit organizations with 50 or fewer employees may contact the Training Unit Assistant to request a reduced fee. The Assistant can be reached at 617-994-6072 or Training.Assistant@state.ma.us.

Is there a discount for state employees, self-employed individuals, or unemployed individuals?

No.

If I enroll in the MCAD Discrimination Prevention Training course, will I be certified by the MCAD?

Because there is no mechanism to evaluate each participant's knowledge and skills, individuals are not certified by the MCAD. Instead, the course content itself is certified, and participants can state that they are "graduates of the MCAD-certified discrimination prevention internal investigations course."

Under what circumstances does the MCAD make referrals to trainers?

When an employer contacts the MCAD seeking outside assistance with conducting a training, and is not certain they wish the MCAD to deliver the training, the Commission offers them a copy of the trainer referral lists. To be included in the trainer referral lists, individuals must have completed the entire course successfully, and should be available to conduct training sessions on weekdays. To remain on any of the MCAD referral lists, training graduates must keep the Commission's training unit informed of their current contact information. The training unit assistant can be reached at 617-994-6072 or Training.Assistant@state.ma.us.

Under what circumstances does the MCAD make referrals to investigators or accommodation consultants?

When an employer contacts the MCAD seeking outside assistance with an internal investigation or an accommodation request, the Commission offers them a copy of the appropriate referral list. To be included in the referral list, individuals must have completed the entire course successfully, and should be available to conduct investigations or consult on weekdays. To remain on any of the MCAD referral lists, graduates must keep the Commission's training unit informed of their current contact information. The training unit assistant can be reached at 617-994-6072 or Training.Assistant@state.ma.us.

How many referrals can those on the list expect each year?

The referral lists each include hundreds of individuals. Therefore, each person on the list will be contacted infrequently.

What information about the course graduates is given to interested employers?

The lists include each individual's name, business name, address, phone number, and email address. In addition, if the individual is fluent in a language other than English, that is noted.

What will I learn in Trainer Course 1?

Trainer Course 1 prepare participants to design and deliver training for line staff, supervisors and managers regarding disparate treatment, disparate impact, and both disability and religious reasonable accommodations. The course includes detailed review of the law, model training segments, and a practicum where participants have the opportunity to deliver training segments and receive feedback from course faculty.

What will I learn in Trainer Course 2?

Trainer Course 2 prepares participants to deliver training for line staff, supervisors and managers regarding all forms of discriminatory harassment, including sexual harassment. The course includes detailed review of the law, model training segments, and a practicum where participants have the opportunity to deliver training segments and receive feedback from course faculty.

What will I learn in the Conducting Internal Discrimination Complaint Investigations module?

This module will prepare you to conduct effective, thorough internal investigations of complaints of disparate treatment and discriminatory harassment, including sexual harassment. Course faculty will take participants through the five steps of the investigation, and the opportunity to conduct a mock investigation with feedback from course faculty.

What will I learn in the Responding to Accommodation Requests module?

This module will prepare you to respond to disability and religious accommodation requests at all stages of the employment relationship. The course includes detailed review of the law,

information about each step of the interactive dialogue, and the opportunity to conduct a mock accommodation process with feedback from course faculty.

Who are the course faculty?

Becky Shuster, Director of Training at the MCAD, oversees the courses. In addition, faculty with impeccable legal knowledge and extensive training experience are selected to help deliver the courses. Core faculty members include Ken Grooms, Vivian Hsu, Judy Kalisker, Jackie Kugell, and Ed Mitnick.

Where can I park for the courses?

The courses are held at 1 Ashburton Place in Boston. Public transportation is highly recommended, and the State, Downtown Crossing, Park Street, and Government Center T stops are all a short walk away. However, parking is available at nearby parking lots for \$25 to \$40 per day, including the outdoor parking lot across the street on Ashburton Place and the parking garage at 100 Cambridge Street.

When does next year's course flyer and application become available?

Generally, the flyer is published the October before the courses begin. Courses run from January through May of each year, and are only offered once per year.

I missed this year's courses. What are my options?

The courses are only offered once per year. Occasionally, the MCAD will provide courses with similar content for individual employers or employer associations. Generally, courses require at least ten participants to run. Alternatively, you can sign up for the course mailing list to ensure you will learn about next year's offerings. For more information or to sign up for the mailing list, contact the MCAD's Training Unit Assistant at 617-994-6072 or Training.Assistant@state.ma.us.