***Personal Care Home Administrator***

***BC3 @ Main Campus- Continuing Education Building (CE)***

The PA Department of Human Services (DHS) approves this 100-hour standardized training for first-time administrators. Upon completion of the 100-hour training, participants receive a BC3 Certificate of Completion. Students must pass the free competency exam to receive a DHS Certificate.

***Weekly classes starting September 09, 2022 through December 16, 2022***

***Register for individual classes, or take them all to complete the certificate\****

(Please note that the orientation and one class are delivered remotely.)

**To register or for more information, please visit** [**www.bc3.edu/pch**](http://www.bc3.edu/pch) **or call**

**Certificate Programs & Professional Education**

**724-287-8711 ext. 8421**

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| **Course #** | **Date/Time/Cost** | **Day/Room** | **Class** |  |  |  |
| 130049/44982 | 09/09/2022  9-4pm $0 | Friday / *Remote* | DHS Orientation  *(This will be delivered remotely by the Department of Human Services)* |  |  |  |
| 130013/44983 | 09/16/2022  8-2:30pm $75 | Friday / CE18 | Gerontology |  |  |  |
| 130011/44984 | 09/23/2022  8-12pm $50 | Friday / CE18 | Community Resources, Social Services & Activities in the Community |  |  |  |
| 130018/44985 | 09/23/2022  12:30-4:30pm $50 | Friday / CE18 | Fire Prevention & Emergency Preparedness |  |  |  |
| 130016/44986 | 09/30/2022  8-3:30pm $90 | Friday / CE18 | Nutrition, Food Handling & Sanitation |  |  |  |
| 130023/44987 | 10/07/2022  8-11am $45 | Friday / CE18 | Cultural Competency |  |  |  |
| 130024/44988 | 10/07/2022  11:30-3:30pm $50 | Friday / CE18 | Budgeting, Financial Recordkeeping & Resident Records |  |  |  |
| 130010/44989 | 10/13/2022  8-1:30pm $70 | Thursday / CE18 | Writing, Completing & Implementing Initial Assessments, Annual Assessments & Support Plans |  |  |  |
| 130015/44990 | 10/14/2022  8-3:30pm $90 | Friday / CE18 | Medication Procedures, Medication Effects & Universal Precautions |  |  |  |
| 130017/44991 | 10/21/2022  8-4:30pm $100 | Friday / CE18 | Care for Residents with Dementia, Cognitive Impairments & Other Special Needs |  |  |  |
| 130020/44992 | 10/28/2022  8-11am $45 | Friday / CE18 | Resident Rights |  |  |  |
| 130021/44993 | 10/28/2022  11:30-5:30pm $75 | Friday / CE18 | Abuse & Neglect Prevention & Reporting |  |  |  |
| 130009/44995 | 11/04/2022  8-5:30pm $115 | Friday / CE18 | Care for Residents w/ Mental Illness |  |  |  |
| 130019/44996 | 11/11/2022  8-12pm $50 | Friday / CE18 | Recreation |  |  |  |
| 130012/44997 | 11/11/2022  12:30-2:30pm $40 | Friday / CE18 | Care for Residents w/Intellectual or Developmental Disabilities |  |  |  |
| 130008/44998 | 11/17&18/2022  8-12:00pm $100 | Thursday & Friday / *Remote* | Staff Supervision  *(This class will be delivered remotely via GoToMeeting and will be two, 4-hour sessions)* |  |  |  |
| 130025/44999 | 12/02/2022  8-10am $40 | Friday / CE18 | Resident Home Contracts |  |  |  |
| 130026/45000 | 12/02/2022  10:30-12:30pm $40 | Friday / CE18 | Local, State & Federal Laws & Regulations Pertaining to the Operation of a Home |  |  |  |
| 130022/45001 | 12/09/2022  8-5:30pm $115 | Friday / CE18 | Personal Care Services & Personal Hygiene |  |  |  |
| 130050/45002 | 12/16/2022  9-11am $0 | Friday / **CE14 or 15** | Personal Care Home Competency Exam  *(ALL above classes must be completed and below documentation\*\*received to sit for exam)* |  |  |  |
| Total Cost | **$1,240**  + 1 X $2 Registration Fee |  |  |  |  |  |
|  |  |  | \* \*Please provide proof of current CPR / AED / First Aid certification to sit for the competency exam. BC3 offers these programs at an additional cost. Please visit bc3.edu for course options. |  |  |  |

**We have built in a “make-up” day in case of any unforeseen campus delays or closures:**

**Thursday, December 1, 2022 – from 8-5:30pm. Please mark your calendars.**

*\*The individual courses within the 100-hour training are available for experienced administrators required to attend 24-hours of yearly job training.*