

Personal Care Home Administrator

Continuing Education & Certification Training

Current Administrators

Take individual courses to meet requirements (24 hours a year) to maintain certification. Visit bc3.edu/pch for individual course pricing.

First-Time Administrators

Upon completion of all courses (100-hour certification training), students must pass the free competency test to receive certification.

Register Now!
Visit bc3.edu/pch
for more information.

Course List

TBD	DHS Orientation	10/11	Medication Procedures, Medication Effects & Universal Precautions	11/22	Resident Home Contracts
9/13	Gerontology	10/18	Care for Residents with Dementia	11/22	Local, State & Federal Laws & Regulations Pertaining to the Operation of a Home
9/20	Community Resources, Social Services & Activities	10/25	Resident Rights	12/6	Personal Care Services & Personal Hygiene
9/20	Fire Prevention & Emergency Preparedness	10/25	Abuse, Neglect Prevention & Reporting	12/13	Personal Care Home Competency Test
9/27	Nutrition, Food Handling & Sanitation	11/1	Care for Residents w/Mental Illness		
10/4	Cultural Competency	11/8	Recreation		
10/4	Budgeting, Financial Records & Resident Records	11/8	Care for Residents w/Intellectual or Developmental Disabilities		
10/10	Writing, Completing & Implementing Assessments & Support Plans	11/14 & 15	Staff Supervision		

Note: First-Time administrators must also complete the Heartsaver CPR/AED/First Aid course or provide proof of prior completion. BC3 offers this course throughout the semester for an additional cost.



Cost of All Courses/
Full Certification Training:
\$1425 + \$2*

*One-time registration fee



pennsylvania
DEPARTMENT OF HUMAN SERVICES

This 100-hour standardized training is approved by the PA Department of Human Services.