

P.E.P.P. UNLIMITED

INNOVATIVE RESOURCES FOR THE ASSISTED LIVING INDUSTRY

252 West Swamp Road, Unit #1 Doylestown, PA 18901
Phone: (215) 348-3112 Toll Free Phone: 1 (800) 944-5459 Fax: (215) 348-4240
www.peppunlimited.com

PERSONAL CARE HOME ADMINISTRATOR TRAINING

This training meets regulation 2600.64 (a) (2) mandatory training requirements by the Pennsylvania Department of Public Welfare.

Each day begins at 9:00 am

- I JANUARY 16, 17, 18, 19, 20, 2012**
- II FEBRUARY 13, 14, 15, 16, 17, 2012**
- III MARCH 12, 13, 14, 2012**
- I APRIL 16, 17, 18, 19, 20, 2012**
- II MAY 14, 15, 16, 17, 18, 2012**
- III JUNE 11, 12, 13, 2012**

Course Content:

Fire Prevention and Emergency Preparedness 2600.64(b) (1)
Medication Procedures, medication effects/side effects and universal precautions 2600.64(b) (2)
Personal Care Services 2600.64(b) (2)
Personal Hygiene 2600.64(b) (4)
Local State and Federal Laws and regulations pertaining to the operations of a home 2600.64(b) (5)
Nutrition, food handling and sanitation 2600.64(b) (6)
Certification in CPR and obstructed airway techniques and First Aid Training 2600.64(b) (3)
Recreation 2600.64(b) (7)
Resident Rights 2600.64(b) (9)
Care for Residents with Mental Illness 2600.64(b) (8)
Care of Residents with dementia, cognitive impairments and other social needs 2600.64(b) (10)
Care for Residents Who Have Developmental Disabilities 2600.64(b) (11)
Gerontology 2600.64(b) (15)
Community Resources, Social Services and Activities in the community 2600.64(b) (12)
Staff Supervision and staff person training including developing orientation and training guidelines for staff 2600.64(b) (13)
Budgeting, financial record keeping and resident records 2600.64(b) (14)
Writing, completing and implementing initial assessments, annual assessments and support plans 2600.64(b) (14) (I)
Resident Home Contracts 2600.64(b) (14) (ii)
Abuse and Neglect prevention and reporting 2600.64(b) (16)
Cultural Competency 2600.64(b) (17)

MUST HAVE ONE OF THE FOLLOWING QUALIFICATIONS TO ATTEND COURSE:

An associate's degree or 60 credit hours from an accredited college or university.

A license as a registered nurse from the Department of State.

A license as a licensed practical nurse from the Department of State & 1 year of work experience in a related field.

A license as a nursing home administrator from the Department of State.

For a home serving 8 or fewer residents, a general education development diploma or high school diploma and 2 years direct care or administrative experience in the human services field.

Photo identification is required the first day of class.

These courses can be taken as part of the 24 hour continuing education credits. Price is calculated at \$30.00 per hour up to \$179.00 per day.

The Trainers

Due to DPW requirements and the variety of topics taught and requirements of DPW, trainers will vary from day to day based upon course content.

Session includes course manual and all instructional materials.

Continental Breakfast and lunch provided daily.

Fee Schedule:

\$1,980.00 for 100-hr training including CPR and First Aid Certification

\$1,900.00 for 100-hr training without CPR and First Aide Certification

Fax completed course application to 215-348-4240 to reserve your seat. All payments must be received one week prior to the session(s). If payment is not received one week prior to session, space may not be available on day of session(s).

COURSE APPLICATION
100-HR PCH ADMINISTRATOR COURSE

FIRST NAME _____ MIDDLE _____ LAST NAME _____

PERSONAL ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

PERSONAL PHONE# _____ CELL PHONE# _____

PERSONAL E-MAIL: _____

FACILITY: _____

FACILITY ADDRESS : _____

CITY _____ STATE _____ ZIP CODE _____

FACILITY PHONE#: _____ FACILITY FAX#: _____

FACILITY EMAIL: _____ COUNTY OF FACILITY: _____

DESIRED COURSE START DATE: _____

Business/Corporate Check, Personal Check, Money Order, Visa, Master Card & Discover Accepted

AMOUNT FOR PCH ADMINISTRATOR COURSE: [] \$1,980.00 CPR&1st included [] \$1,900.00 no CPR&1st aid
CIRCLE PLEASE: TAKING CPR: YES/NO FIRST AIDE: YES/NO

QUALIFICATIONS OF APPLICANT (CHECK ONE)

_____ A license as a registered nurse from the Department of State.

_____ An associate's degree or 60 credit hours from an accredited college or university.

_____ A license as a licensed practical nurse from the Department of State & 1 year of work experience in a related field.

_____ A license as a nursing home administrator from the Department of State.

_____ For a home serving 8 or fewer residents, a general education development diploma or high school diploma and 2 years direct care or administrative experience in the human services field.

*****I can provide proof of the above qualifications to be a Personal Care Home Administrator and/or Assisted Living Administrator in the State Of Pennsylvania.**

Signature of Applicant: _____

*****FOR OFFICE USE ONLY*****

CONFIRMATION LTR (DATE MAILED) _____ SCHOLARSHIP CONFIRMATION DATES: _____

PAYMENT RECEIVED: DATE: _____ CHECK#/CREDIT CARD: _____

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From 309: At the Five Points (where Routes 309, 202, and 463 intersect) go North on Route 202 for approximately 9 miles. Before Doylestown Hospital, turn LEFT onto 611 North (the 611 Bypass). Continue North to the Dublin/Route 313 exit. Take the Route 313 exit and make a LEFT. About ¼ mile on the left, you will see the Bailiwick Office Complex (there is a statue of a black mule with a red tail and mane at the entrance & across the street is the Hyundai Dealership). Make a LEFT into the complex. Turn RIGHT into the first parking lot. We are in Unit #1.

From the PA Turnpike: Exit at the Willow Grove interchange (Route 611). Take 611 North for approximately 10 miles. When 611 North Splits, follow the signs to EASTON. (Stay in the LEFT lanes!) Continue North to the Dublin/Route 313 exit. Take the Route 313 exit and make a LEFT. About ¼ mile on the left, you will see the Bailiwick Office Complex (there is a statue of a black mule with a red tail and mane at the entrance & across the street is the Hyundai Dealership). Make a LEFT into the complex. Turn RIGHT into the first parking lot. We are in Unit #1.

From the Northeast Extension: Exit at the Quakertown Exit Rout 663. When you cross over Route 309, Rout 663 becomes Route 313. Take this through Quakertown and Dublin into Doylestown (approximately 15 miles). Before you reach Route 611, turn RIGHT into the Bailiwick Office Complex (there is a statue of a black mule with a red tail and mane at the entrance & across the street is the Hyundai Dealership). Turn RIGHT into the first parking lot. We are in Unit #1.

HOTELS NEAR TO P.E.P.P. UNLIMITED, DOYLESTOWN, PA

Court House Inn

625 North Main Street
Doylestown, PA 18901
Phone: 215.348.9222
Fax: 215.345.5072
courthousein.net

Hampton Inn Warrington

1570 Easton Road
Warrington, PA 18976
Phone: 215.343.8400
Fax: 215.343.8493
Hampton_AGM@yahoo.com

Golden Plough Inn

Peddler's Village
Routes 202 & Street Road
Lahaska, PA 18931
215-794-4004
www.goldenploughinn.com

Days Inn Horsham/Willow Grove

245 Easton Road
Horsham, PA 19044
Phone: 215.674.2500
Fax: 215.674.0879
the.daysinn.com/horsham06707

Extended Stay America Hotel

114 Welsh Road
Horsham, PA 19044
215-784-9045
215-784-9039

Courtyard by Marriott

1500 Easton Road
Willow Grove, PA 19095
215.830.0550

Hampton Inn/Willow Grove

1500 Easton Road
Willow Grove, PA 19095
215.659.3535

Hampton Inn/Quakertown

1915 John Fries Highway
Quakertown, PA 18951
Phone: 215.536.7779
Fax: 215.536.8280

Holiday Inn Express Hotel & Suites

Located at Exit 44 of I476 & Rt 663
Quakertown, PA 18951
215.529.7979
7.800.HOLIDAY

Comfort In Comfort Inn & Suites

1905 John Fries Highway Rt 663
Located at Exit 44 (I-476) Rt 663
Quakertown, PA 18951
Phone: 215.538.3000
Fax: 215.538.2311

Best Western Motor Inn

1446 West Broad Street
Quakertown, PA 18951
215-536-2500 Tel.
215-536-2508 Fax
1-800-WESTERN – Reservations

7 hrs	CPR and First Aid National Safety Council Guidelines - Bleeding & Shock Burns - How to Recognize a Heart Attack Prevention Tips - Bites & Stings - Bone, Joint & Muscle Injuries Heart Related Emergencies - Cold Related Emergencies	January 20, 2012 April 20, 2012
8 hrs	Care for Residents Who Have Dementia, Cognitive Impairments and Other Special Needs Dementia - Alzheimer's Disease - Other Special Needs	February 13, 2012 May 14, 2012
4 hrs	Budgeting, Financial Record Keeping and Resident Records Developing Budgets - Federal Forms - Resident Information Employee Information - Complaints & Unusual Incident Reports	February 14, 2012 May 15, 2012
4 hrs	Recreation State Regulations - Resident Centered Programming Identify and Define the 6 Program Scopes - Program Assessment Working with Residents with Special Needs Low Cost, Low Budget Activities - Resources Professional Organizations	
4 hrs	Fire Prevention and Emergency Preparedness General Information about Fires Personal Care Home Fire Safety Considerations Problems & Solutions to Safe Exiting Working with Local Fire Department Disaster Planning - Policy & Procedures - Record Keeping	February 15, 2012 May 16, 2012
3 hrs	Cultural Competency Cultural Issues - Cultural Communication Diversity Training for Staff	
6 hrs	Abuse and Neglect Prevention and Reporting Definition of Abuse and Neglect - Indications of Abuse Types of Abuse - Reporting Abuse - Abuse Prevention	February 16, 2012 May 17, 2012
2 hrs	Care for Residents who have Developmental Disabilities The Developmentally Disabled Resident Dealing with Challenging Behaviors	
9 hrs	Care for Residents with Mental Illness Mental Illness - Mental Health & Aging Mental Illness & the Family - Crisis Intervention Techniques Resources	February 17, 2012 May 18, 2012
8 hrs	Writing, Completing and Implementing Initial Assessments, Annual Assessments and Support Plans Preadmission Assessment - 15 Day Assessment Support Plan - Frequency of Change	March 12, 2012 June 11, 2012
8 hrs	Staff Supervision and Staff Person Training Including Developing Orientation and Training Guidelines for Staff: Supervisory Techniques - Hiring Techniques - Staffing Job Descriptions - Staff Related Issues - Staff Training Unemployment Compensation - COBRA - FMLA	March 13, 2012 June 12, 2012

2 hrs	Resident Home Contracts Purpose of Contracts - Contract Content - SSI Contracts House Rules	March 14, 2012 June 13, 2012
4 hrs	Community Resources, Social Services and Activities in the Community Available Options to Senior Citizens - Resources Caregiver Resources - Community Health & Social Services Emergency Resources - Associations/Organizations Vendor Resources	

**THE ABOVE CLASSES CAN BE TAKEN INDIVIDUALLY AND APPLIED TO THE
REQUIRED 24 ANNUAL TRAINING HOURS.**

Administrator Test Dates

Please note: Nursing Home Administrators are charged \$125 to take the test and are required to bring both photo ID and NHA license at time of testing.

Competency Test for Nursing Home Administrators is scheduled by appointment only.

Contact PEPP Unlimited at 215-348-3112.
