

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

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| 2/2 DHS Orientation | 3/8 Medication Procedures, Medication Effects & Universal Precautions | 4/26 Resident Home Contracts |
| 2/9 Gerontology | 3/15 Care for Residents with Dementia | 4/26 Local, State & Federal Laws & Regulations Pertaining to the Operation of a Home |
| 2/16 Community Resources, Social Services & Activities | 3/22 Resident Rights | 5/3 Personal Care Services & Personal Hygiene |
| 2/16 Fire Prevention & Emergency Preparedness | 3/22 Abuse, Neglect Prevention & Reporting | 5/10 Personal Care Home Competency Test |
| 2/23 Nutrition, Food Handling & Sanitation | 4/5 Care for Residents w/Mental Illness | |
| 3/1 Cultural Competency | 4/12 Recreation | |
| 3/1 Budgeting, Financial Records & Resident Records | 4/12 Care for Residents w/Intellectual or Developmental Disabilities | |
| 3/7 Writing, Completing & Implementing Assessments & Support Plans | 4/18 & 19 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.