

**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 February 2, 2024 through May 10, 2024

****The PCH-A program is now being offered in a Hybrid format; you are now able to take this program online or in person, please specify when registering so paperwork can be sent accordingly.**

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

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

**To register or for more information, please visit www.bc3.edu/pch or call
Certificate Programs & Professional Education
724-287-8711 ext. 8421**

Course #	Date/Time/Cost	Day/Room	Class
130049/47801	02/02/2024 9-4pm \$0	Friday / Remote	DHS Orientation – You must also register with the state at: PCH-ALR-Training (pa.gov) (This will be delivered remotely by the Department of Human Services)
130013/47802	02/09/2024 8-2:30pm \$90	Friday / CE18	Gerontology
130011/47803	02/16/2024 8-12pm \$60	Friday / CE18	Community Resources, Social Services & Activities in the Community
130018/47804	02/16/2024 12:30-4:30pm \$60	Friday / CE18	Fire Prevention & Emergency Preparedness
130016/47805	02/23/2024 8-3:30pm \$105	Friday / CE18	Nutrition, Food Handling & Sanitation
130023/47806	03/01/2024 8-11am \$45	Friday / CE18	Cultural Competency
130024/47807	03/01/2024 11:30-3:30pm \$60	Friday / CE18	Budgeting, Financial Recordkeeping & Resident Records
130010/47809	03/07/2024 8-1:30pm \$75	Thursday / CE18	Writing, Completing & Implementing Initial Assessments, Annual Assessments & Support Plans
130015/47810	03/08/2024 8-3:30pm \$105	Friday / CE18	Medication Procedures, Medication Effects & Universal Precautions
130017/47808	03/15/2024 8-4:30pm \$120	Friday / CE18	Care for Residents with Dementia, Cognitive Impairments & Other Special Needs
130020/47812	3/22/2024 8-11am \$45	Friday / CE18	Resident Rights
130021/47813	03/22/2024 11:30-5:30pm \$90	Friday / CE18	Abuse & Neglect Prevention & Reporting
130009/47814	04/05/2024 8-5:30pm \$135	Friday / CE18	Care for Residents w/ Mental Illness
130019/47816	04/12/2024 8-12pm \$60	Friday / CE18	Recreation
130012/47817	04/12/2024 12:30-2:30pm \$40	Friday / CE18	Care for Residents w/Intellectual or Developmental Disabilities
130008/47818	04/18 & 19/2024 8-12:00pm \$120	Thursday & Friday / Remote	Staff Supervision (This class will be delivered remotely via GoToMeeting and will be two, 4-hour sessions)
130025/47819	04/26/2024 8-10am \$40	Friday / CE18	Resident Home Contracts
130026/47820	4/26/2024 10:30-12:30pm \$40	Friday / CE18	Local, State & Federal Laws & Regulations Pertaining to the Operation of a Home
130022/47821	05/03/2024 8-5:30pm \$135	Friday / CE18	Personal Care Services & Personal Hygiene
130050/47822	05/10/2024 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	\$1,425 + 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:
Wednesday, April 24 – 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.*