



# 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](http://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](http://bc3.edu/pch)  
for more information.

## Course List

**TBD** DHS Orientation  
**9/5** Gerontology  
**9/12** Community Resources, Social Services & Activities  
**9/12** Fire Prevention & Emergency Preparedness  
**9/19** Cultural Competency  
**9/19** Budgeting, Financial Records & Resident Records  
**9/26** Nutrition, Food Handling, & Sanitation  
**10/3** Writing, Completing & Implementing Assessments & Support Plans

**10/10** Medication Procedures, Medication Effects & Universal Precautions  
**10/17** Care for Residents with Dementia  
**10/24** Resident Rights  
**10/24** Abuse, Neglect Prevention & Reporting  
**10/31** Care for Residents w/Mental Illness  
**11/7** Recreation  
**11/7** Care for Residents w/Intellectual or Dev Disabilities  
**11/13**  
**& 14** Staff Supervision

**11/21** Resident Home Contracts  
**11/21** Local, State & Federal Laws & Regulations Pertaining to the Operation of a Home  
**12/5** Personal Care Services & Personal Hygiene  
**12/12** Personal Care Home Competency Test

*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.