

**Personal Care Home Administrator
BC3 @ Main Campus- Business & Health – BH Building**

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 September 6, through December 13, 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*

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
HSAED / FA	Online Heart Code w/ Practical by Appointment		Proof of current (Cannot be expired before end of program date) CPR / AED / First Aid certification is required. BC3 offers these programs at an additional cost. Please visit bc3.edu for course options, or call: Janine Kennedy @ 724-287-8711 Ext. 8418
130013/48726	09/13/2024 8-2:30pm \$90	Friday / BH183	Gerontology
130018/48728	09/20/2024 8-12pm \$60	Friday / BH183	Fire Prevention & Emergency Preparedness
130011/48727	09/20/2024 12:30-4:30pm \$60	Friday / BH183	Community Resources, Social Services & Activities in the Community
130016/48729	09/27/2024 8-3:30pm \$105	Friday / BH183	Nutrition, Food Handling & Sanitation
130023/48730	10/04/2024 8-11am \$45	Friday / BH183	Cultural Competency
130024/48731	10/04/2024 11:30-3:30pm \$60	Friday / BH183	Budgeting, Financial Recordkeeping & Resident Records
130010/48732	10/10/2024 8-1:30pm \$75	Thurs / BH183	Writing, Completing & Implementing Initial Assessments, Annual Assessments & Support Plans
130015/48733	10/11/2024 8-3:30pm \$105	Friday / BH183	Medication Procedures, Medication Effects & Universal Precautions
130017/48734	10/18/2024 8-4:30pm \$120	Friday / BH183	Care for Residents with Dementia, Cognitive Impairments & Other Special Needs
130020/48735	10/25/2024 8-11am \$45	Friday / BH183	Resident Rights
130021/48736	10/25/2024 11:30-5:30pm \$90	Friday / BH183	Abuse & Neglect Prevention & Reporting
130009/48737	11/01/2024 8-5:30pm \$135	Friday / BH183	Care for Residents w/ Mental Illness
130019/48738	11/08/2024 8-12pm \$60	Friday / BH183	Recreation
130012/48739	11/08/2024 12:30-2:30pm \$40	Friday / BH183	Care for Residents w/Intellectual or Developmental Disabilities
130008/48740	11/14&15/2024 8-12:00pm \$120	Thursday & Friday / Remote	Staff Supervision <i>(This class will be delivered remotely via GoToMeeting and will be two, 4-hour sessions)</i>
130025/48741	11/22/2024 8-10am \$40	Friday / BH183	Resident Home Contracts
130026/48742	11/22/2024 10:30-12:30pm \$40	Friday / BH183	Local, State & Federal Laws & Regulations Pertaining to the Operation of a Home
130022/48743	12/06/2024 8-5:30pm \$135	Friday / BH183	Personal Care Services & Personal Hygiene
130050/48744	12/13/2024 9-11am \$0	Friday / BH186 Online	Personal Care Home Competency Exam <i>(ALL above classes and CPR requirements must be completed and received to sit for exam)</i>
Total Cost	\$1,425 + 1 X \$2 Registration Fee		We have built in a "make-up" day in case of any unforeseen campus delays or closures: Wednesday, November 20 – from 8-5:30pm. Please mark your calendars.
			All components are requirements to be completed prior to sitting for the orientation. A copy of your 100-hour certificate and Competency test are needed at the time of registration. Registration through the state can be done at: PCH-ALR-Training (pa.gov) (This will be delivered remotely by the Department of Human Services)

**The individual courses within the 100-hour training are available for experienced administrators required to attend 24-hours of yearly job training.*