

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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|-------------|--|----------------------------|---|-------------|---|
| TBD | DHS Orientation | 3/14 | Medication Procedures, Medication Effects & Universal Precautions | 5/2 | Resident Home Contracts |
| 2/7 | Gerontology | 3/21 | Care for Residents with Dementia | 5/2 | Local, State & Federal Laws & Regulations Pertaining to the Operation of a Home |
| 2/14 | Community Resources, Social Services & Activities | 3/28 | Resident Rights | 5/9 | Personal Care Services & Personal Hygiene |
| 2/14 | Fire Prevention & Emergency Preparedness | 3/28 | Abuse, Neglect Prevention & Reporting | 5/16 | Personal Care Home Competency Test |
| 2/21 | Cultural Competency | 4/4 | Care for Residents w/Mental Illness | | |
| 2/21 | Budgeting, Financial Records & Resident Records | 4/11 | Recreation | | |
| 2/28 | Nutrition, Food Handling, & Sanitation | 4/11 | Care for Residents w/Intellectual or Dev Disabilities | | |
| 3/7 | Writing, Completing & Implementing Assessments & Support Plans | 4/24 & 25 | 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.