

PERSONAL CARE HOME ADMINISTRATOR'S TRAINING PROGRAM, Certificate – Noncredit

Workforce Development and Continuing Education/Healthcare Education

This 100-hour certificate program prepares students to assume the responsibilities involved in the administration of a personal care home or assisted living facility. Personal care homes are residences that provide shelter, meals, supervision and assistance with personal care tasks, typically for older people, or people with physical, behavioral health, or cognitive disabilities who are unable to care for themselves but do not need nursing home or medical care. Personal care homes are inspected and licensed by the Pennsylvania Department of Human Services. Administrators are responsible for the administration and management of the home, including the health, safety and well-being of the residents, implementation of policies and procedures, and compliance with state regulations. This program is approved by the Pennsylvania Department of Human Services to meet the requirements set forth in the regulations, effective October 2005.

Administrators must meet the following qualifications: a license as a registered nurse from the Department of State; an associate's degree or 60-credit hours from an accredited college or university; a license as a licensed practical nurse from the Department of State and one year of work experience in a related field; a license as a nursing home administrator from the Department of State; or, for a home serving eight or fewer residents, a general education development diploma or high school diploma and two years direct care or administrative experience in the human services field. The program is currently offered at the Harrisburg Campus.

Career Opportunities

This program prepares individuals for employment as an administrator for a personal care home or assisted living facility.

Competency Profile

This curriculum is designed to prepare students to:

- Meet the state defined qualifications required prior to certification as a PCH Administrator.

PROGRAM REQUIREMENTS

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| Abuse/Neglect Prevention & Reporting | 6 hours | Resident Home Contracts | 3 hours |
| CPR/AED/First Aid** | 7 hours | Dementia | 8 hours |
| Mental Illness | 7 hours | Mental Retardation | 2 hours |
| Recreation | 4 hours | Fire Prevention/Emergency Preparedness | 4 hours |
| Writing, Completing Assessments | 7 hours | Budgeting/Financial Record | 4 hours |
| Cultural Competency | 3 hours | Gerontology | 5 hours |
| Local, State, & Federal Laws | 2 hours | Resident Rights | 3 hours |
| Nutrition/Food Handling | 5 hours | Personal Care/Hygiene | 9 hours |
| Staff Supervision & Training | 8 hours | Medications | 7 hours |
| Community Resources | 6 hours | | |

**Students must provide the office with a copy of a current CPR/AED/First Aid card. This is no longer included in our program and students must provide documentation showing completion of these courses prior to the licensure exam. There are NO exceptions to this requirement.

RECOMMENDED SEQUENCE FOR STUDENTS

Students must complete the full 100-hour program requirements to qualify for a certificate of completion and prior to the licensure exam.