

## Take YOUR Career to the Next Level with HACC's Nursing Home Administrator Program!

Gain skills and knowledge to become a successful nursing home administrator (NHA) in less than four months! Our HyFlex (Zoom or in person), classroom setting allows for group discussions and networking opportunities.

	Module	Fall 2025
1	General Administration	F, Aug. 8 (CRN 60017)
2	Gerontology, Disease of Aging	F, Aug. 15 (CRN 60018)
3	Role of Government in Health	F, Aug. 22 (CRN 60019)
4	Fiscal Mgmt, Budgeting	F, Aug. 29 (CRN 60020)
5	Personnel Management	F, Sept. 5 (CRN 60021)
6	Third Party Reimbursement	F, Sept. 12 (CRN 60022)
7	Preparing for Surveys	F, Sept. 26 (CRN 60023)
8	Understanding Regulations	F, Sept. 19 (CRN 60024)
9	Nursing & Resident Care	F, Oct. 3 (CRN 60025)
10	Rehab, Specialty Care Svcs	F, Oct. 10 (CRN 60026)
11	Health Support Services	F, Oct. 17 (CRN 60027)
12	Facility Support Services	F, Oct. 24 (CRN 60029)
13	Dietary & Nutrition	F, Oct. 31 (CRN 60030)
14	Social Services	F, Nov. 7 (CRN 60031)
15	Risk Mgmt, Safety, Insurance	F, Nov. 14 (CRN 60032)
16	Strategic Planning & Mktg	F, Nov. 21 (CRN 60033)
	Review Course	FS, Dec. 12-13 (CRN 60036)

**Continuing Education Units for Nurses and NHAs:** Modules may be applied to the continuing education requirements for both professions.

**Objective:** To provide the 120-hour program for the nursing home administrator required by the Pennsylvania State Board of Nursing Home Administrators.

**Approval:** Each module is approved by the Pennsylvania State Board of Nursing Home Administrators. HACC will provide all 16 modules, a certificate of completion for each module and a certificate of completion for all 16 modules.

**Format:** Each module meets via zoom or in person, on Fridays from 8 a.m. to 4:30 p.m. with a one-hour lunch break.

**Tuition:** \$175 per module (if you are unable to attend all 16 days of class). See how to save on tuition below!

**Review Course:** A two-day review course is offered following each 16-module course – December 12 and 13 (Fall) (CRN 60036). Tuition for the review course is \$395.

### **\*\* Tuition Savings \*\***

There are three ways to save when registering:

- Register and pay for all 16 modules one week prior to the first day of class and pay only \$2,579 – save \$221! (16-Module Bundle: Fall CRN 60035)
- Register and pay for all 16 modules and the Review Course one week prior to the start of the first day of class and pay only \$2,954 – a savings of over \$240! (16 Module and Review Course Bundle: Fall CRN 60034)
- Register for all 16 modules and the Review Course individually and you will be reimbursed \$262.50 after the 16th module is completed and you will be reimbursed \$60 after completion of the Review Course.

**Location of program:** HACC Lancaster Campus, East Building, Room 202, 1641 Old Philadelphia Pike, Lancaster, PA 17602

**Make-up Days (due to inclement weather, instructor illness, etc.): December 5 and 6**  
*Payment is required at the time of registration. Deadline to register is one week before each class. Refunds will be issued for cancelations made at least one day before the start of class.*

*Refund requests must be in writing.*

**Module 1**  
**General Administration, Organization and Management in Nursing Homes**  
Approved for Continuing Education No. NHCE102171

**Module 2**  
**Gerontology, Diseases of the Aging, Death, and Dying**  
Approved for Continuing Education No. NHCE102172

**Module 3**  
**The Role of Government in Health Policy, Regulation and Reimbursement**  
Approved for Continuing Education No. NHCE102173

**Module 4**  
**Fiscal Management, Budgeting and Accounting**  
Approved for Continuing Education No. NHCE102174

**Module 5**  
**Personnel Management and Labor Relations**  
Approved for Continuing Education No. NHCE102175

**Module 6**  
**Third Party Reimbursement**  
Approved for Continuing Education No. NHCE102176

**Module 7**  
**Preparing for Licensure/Certification Surveys and Meeting Other Regulatory Requirements**  
Approved for Continuing Education No. NHCE102177

**Module 8**  
**Understanding Regulations, Deficiencies, Plans of Corrections and Quality Assurance**  
Approved for Continuing Education No. NHCE102178

**Module 9**  
**Nursing Department and Resident Care Management**  
Approved for Continuing Education No. NHCE102179

**Module 10**  
**Rehabilitation Services and Special Care Services**  
Approved for Continuing Education No. NHCE102180

**Module 11**  
**Health Support Services: Pharmacy, Medical Records and Diagnostic Services**  
Approved for Continuing Education No. NHCE102181

**Module 12**  
**Facility Support Services: Building/Grounds, Housekeeping, Laundry and Central Supply**  
Approved for Continuing Education No. NHCE102182

**Module 13**  
**Dietary Department and Patient Nutrition**  
Approved for Continuing Education No. NHCE102183

**Module 14**  
**Social Services, Family and Community Relationships and Resident Rights**  
Approved for Continuing Education No. NHCE102184

**Module 15**  
**Risk Management, Safety, and Insurance**  
Approved for Continuing Education No. NHCE102185

**Module 16**  
**Strategic Planning, Marketing, and Public Relations**  
Approved for Continuing Education No. NHCE102186

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Prior to registering for the program, please call HACC's Healthcare Education office to ensure that you are registering for the module(s) you wish to take as there are cost-saving options available.

**1. CALL HACC'S HEALTHCARE EDUCATION OFFICE**

- Please call 717-221-1377 or 717-221-1348

**2. REGISTER ONLINE**

- Please visit [onlinewfd.hacc.edu](http://onlinewfd.hacc.edu)
- Click on "Healthcare Training and Medical Education"
- Click on "Nursing Home Administrator"
- Click on the NHA bundle or individual module you wish to take, briefly reviewing description and dates to ensure you are registering for the appropriate course or bundle.
- Click on "Enroll Now"

- Click on "Continue Shopping" until you have registered for all the individual modules you wish to take (or after selecting the desired bundle), and after the last module or bundle selected, click on "Checkout".
- Follow prompts to pay the tuition. (Acceptable payment for online registration: VISA, MasterCard or Discover.)

Payment may be made by check or money order made out to HACC and mailed to: HACC, One HACC Drive, TL203, Harrisburg, PA 17110. PLEASE be sure to include "NHA 2025 Tuition" on the memo line of the check or money order or place a note inside the envelope.

*Please note: If your employer is paying your tuition prior to completing the program, please contact [elreiner@hacc.edu](mailto:elreiner@hacc.edu) or [sebiggs@hacc.edu](mailto:sebiggs@hacc.edu) to request a permission to bill form.*