

## PERSONAL CARE HOME ADMINISTRATOR, Certificate – (Noncredit)

Healthcare Education - Office of Academic Affairs & Workforce Development

CIP Code: 512602

This 100-hour certificate course 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 course 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. Students may complete 75% of this training at the Harrisburg Campus through on-campus/in-person instruction. The remaining coursework must be completed through various modalities (e.g., hybrid, synchronous remote instruction and asynchronous instruction).

### *Career Opportunities*

This course 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 to be licensed as a PCH Administrator.

### **PROGRAM REQUIREMENTS**

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 course and students must provide documentation showing completion of these courses prior to taking the licensure exam. There are NO exceptions to this requirement.

### **RECOMMENDED SEQUENCE**

Students must complete the full 100-hour course requirements to qualify for a certificate of completion and prior to taking the licensure exam. 86 Lecture Hours / 14 Lab Hours