

# P.E.P.P. UNLIMITED

## INNOVATIVE RESOURCES FOR THE ASSISTED LIVING INDUSTRY

252 West Swamp Road, Unit #1 Doylestown, PA 18901

Phone: (215) 348-3112 Toll Free Phone: 1 (800) 944-5459 Fax: (215) 348-4240 email: info@peppunlimited.com

website: [www.peppunlimited.com](http://www.peppunlimited.com)

### PERSONAL CARE HOME ADMINISTRATOR TRAINING

*This training meets regulation 2600.64 (a) (2) mandatory training requirements by the Pennsylvania Department of Human Services.*

**Course can be started any month, one of each colored module must be finished in order to have the entire 100-hr course completed, and each day begins at 9:00 am**

**Offered All Year Round!**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| ● JANUARY 6, 7, 8, 9, 10, 2020      | ● JULY 20, 21, 22, 23, 24, 2020     |
| ● FEBRUARY 10, 11, 12, 13, 14, 2020 | ● AUGUST 10, 11, 12, 13, 14, 2020   |
| ● MARCH 9, 10, 11, 2020             | ● SEPTEMBER 14, 15, 16, 2020        |
| ● APRIL 6, 7, 8, 9, 10, 2020        | ● OCTOBER 12, 13, 14, 15, 16, 2020  |
| ● MAY 18, 19, 20, 21, 22, 2020      | ● NOVEMBER 16, 17, 18, 19, 20, 2020 |
| ● JUNE 22, 23, 24, 2020             | ● DECEMBER 7, 8, 9, 2020            |

#### **Course Content:**

- ~Fire Prevention and Emergency Preparedness 2600.64(b) (1)
- ~Medication Procedures, medication effects/side effects and universal precautions 2600.64(b) (2)
- ~Personal Care Services 2600.64(b) (2)
- ~Personal Hygiene 2600.64(b) (4)
- ~Local State and Federal Laws and regulations pertaining to the operations of a home 2600.64(b) (5)
- ~Nutrition, food handling and sanitation 2600.64(b) (6)
- ~Certification in CPR and obstructed airway techniques and First Aid Training 2600.64(b) (3)
- ~Recreation 2600.64(b) (7)
- ~Resident Rights 2600.64(b) (9)
- ~Care for Residents with Mental Illness 2600.64(b) (8)
- ~Care of Residents with dementia, cognitive impairments and other social needs 2600.64(b) (10)

- ~Care for Residents Who Have Developmental Disabilities 2600.64(b) (11)
- ~Gerontology 2600.64(b) (15)
- ~Community Resources, Social Services and Activities in the community 2600.64(b) (12)
- ~Staff Supervision and staff person training including developing orientation and training guidelines for staff 2600.64(b) (13)
- ~Budgeting, financial record keeping and resident records 2600.64(b) (14)
- ~Writing, completing and implementing initial assessments, annual assessments and support plans 2600.64(b) (14) (I)
- ~Resident Home Contracts 2600.64(b) (14) (ii)
- ~Abuse and Neglect prevention and reporting 2600.64(b) (16)
- ~Cultural Competency 2600.64(b) (17)

#### **IN ACCORDANCE TO §2600.53a, AN INDIVIDUAL MUST HAVE ONE OF THE FOLLOWING QUALIFICATIONS TO BE A PERSONAL CARE HOME ADMINISTRATOR:**

- (1) A license as a registered nurse from the Department of State.
- (2) An associate's degree or 60 credit hours from an accredited college or university.
- (3) A license as a licensed practical nurse from the Department of State and 1 year of work experience in a related field.
- (4) A license as a nursing home administrator from the Department of State.
- (5) For a home serving 8 or fewer residents, a general education development (GED) diploma or high school diploma and 2 years direct care or administrative experience in the human services field.

**Required: Photo identification is required the first day of class.**

**The Trainers: Due to DHS requirements and the variety of topics taught and requirements of DHS, trainers will vary from day to day based upon course content.**

#### **Fee Schedule:**

- \$1,980.00 for 100-hr course including CPR and First Aid Certification.
- \$1,930.00 for 100-hr course including First Aid Certification
- \$1,900.00 for 100-hr course without CPR and First Aide Certification

**Included: Course manual and all instructional materials.**

*Continental Breakfast and lunch provided daily.*

**Ask About  
Our  
Payment  
Plan!**

Email completed course application to [info@peppunlimited.com](mailto:info@peppunlimited.com) or Fax to 215-348-4240 to reserve your seat. Application and payment must be received the Monday prior to the session(s). If payment is not received the Monday prior to session, space may not be available on day of session(s).

**For individuals who need make up sessions or continuing education credits, the fee is calculated at \$30.00 per hour up to \$179.00 per day. Please call 215-348-3112 to receive a special application for make-up & ceu sessions.**

**COURSE APPLICATION**  
**100-HR PCH ADMINISTRATOR COURSE**

FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST NAME \_\_\_\_\_

PERSONAL ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE# \_\_\_\_\_ CELL PHONE# \_\_\_\_\_

PERSONAL E-MAIL: \_\_\_\_\_

NAME OF PERSONAL CARE HOME: \_\_\_\_\_

PERSONAL CARE HOME ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE#: \_\_\_\_\_ FAX#: \_\_\_\_\_

EMAIL: \_\_\_\_\_ COUNTY OF PCH: \_\_\_\_\_

DESIRED COURSE START DATE: \_\_\_\_\_

***WARNING: Both CPR & First Aid are required for this course. In accordance to §2600.63b CPR & First Aid training must be an "in person" training; online trainings do not meet the qualifications for this course.***

COURSE AMOUNT: [ ] \$1,980.00 Course w/ CPR&1<sup>st</sup> Aid included [ ] \$1,930.00 course w/ only 1<sup>st</sup> Aid included  
[ ] \$1,900.00 Course with no CPR or 1<sup>st</sup> Aid (you must provide us with current cards)

**Business/Corporate Check, Personal Check, Money Order, Visa, Master Card & Discover Accepted.**  
**To make a Credit Card Payment, please call PEPP Unlimited at 215-348-3112.**

**§2600.53a REQUIRED QUALIFICATIONS OF APPLICANT TO BE AN ADMINISTRATOR (CHECK ONE)**

\_\_\_\_\_ 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 & 1 year of work experience in a related field.

\_\_\_\_\_ A license as a nursing home administrator from the Department of State.

\_\_\_\_\_ For a home serving 8 or fewer residents, a general education development diploma or high school diploma and 2 years direct care or administrative experience in the human services field.

**\*\*\*I can provide proof of the above qualifications to DHS to be a Personal Care Home Administrator in the State of Pennsylvania.**

Signature of Applicant: \_\_\_\_\_

**PLEASE DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY**

CONFIRMATION LTR (DATE E-MAILED) \_\_\_\_\_

PAYMENT RECEIVED: DATE: \_\_\_\_\_ CHECK#/CREDIT CARD: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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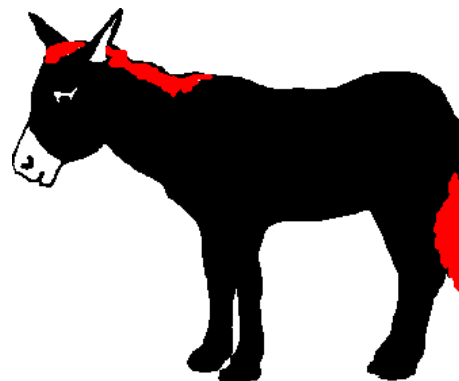
## WARNING!

***WHEN USING A GPS DEVICE, YOU MUST INCLUDE  
“WEST” IN THE ADDRESS.***

***From 309:*** At the Five Points (where Routes 309, 202, and 463 intersect) go North on Route 202 for approximately 9 miles. Before Doylestown Hospital, turn LEFT onto 611 North (the 611 Bypass). Continue North to the Dublin/Route 313 exit. Take the Route 313 exit and make a LEFT. About ¼ mile on the left, you will see the Bailiwick Office Complex (there is a statue of a black mule with a red tail and mane at the entrance & across the street is the Fred Beans Car Dealership). Make a LEFT into the complex. Turn RIGHT into the first parking lot. We are in Unit #1.

***From the PA Turnpike:*** Exit at the Willow Grove interchange (Route 611). Take 611 North for approximately 10 miles. When 611 North Splits, follow the signs to EASTON. (Stay in the LEFT lanes!) Continue North to the Dublin/Route 313 exit. Take the Route 313 exit and make a LEFT. About ¼ mile on the left, you will see the Bailiwick Office Complex (there is a statue of a black mule with a red tail and mane at the entrance & across the street is the Fred Beans Car Dealership). Make a LEFT into the complex. Turn RIGHT into the first parking lot. We are in Unit #1.

***From the Northeast Extension:*** Exit at the Quakertown Exit Rout 663. When you cross over Route 309, Rout 663 becomes Route 313. Take this through Quakertown and Dublin into Doylestown (approximately 15 miles). Before you reach Route 611, turn RIGHT into the Bailiwick Office Complex (there is a statue of a black mule with a red tail and mane at the entrance & across the street is the Fred Beans Car Dealership). Turn RIGHT into the first parking lot. We are in Unit #1.



## HOTELS NEAR TO P.E.P.P. UNLIMITED, DOYLESTOWN, PA

<p><b><u>Hampton Inn Warrington</u></b>  <b>*Mention PEPP Unlimited and receive a discount!</b>          1570 Easton Road, Warrington, PA 18976          Phone: 215-343-8400          Fax: 215-343-8493          email: john.hunsberger2@hilton.com          website: Doylestown.hamptoninn.com</p>	<p><b><u>Hampton Inn/Quakertown</u></b>          1915 John Fries Highway,          Quakertown, PA 18951          Phone: 215.536.7779          Fax: 215.536.8280</p>
<p><b><u>Homewood Suites Hilton</u></b>  <b>*Mention PEPP Unlimited and receive a discount!</b>          2650 Kelly Rd, Warrington, PA, 18976          Phone Number: (215) 343-1300  <b>website: doylestownhomewoodsuites.com</b></p>	<p><b><u>Holiday Inn Express Hotel &amp; Suites</u></b>          Located at Exit 44 of I476 &amp; Rt 663          Quakertown, PA 18951          215.529.7979          7.800.HOLIDAY</p>
<p><b><u>Golden Plough Inn</u></b>          Peddler's Village          Routes 202 &amp; Street Road, Lahaska, PA 18931          215-794-4004  <a href="http://www.goldenploughinn.com">www.goldenploughinn.com</a></p>	<p><b><u>Comfort In Comfort Inn &amp; Suites</u></b>          1905 John Fries Highway Rt 663          Located at Exit 44 (I-476) Rt 663          Quakertown, PA 18951          Phone: 215.538.3000          Fax: 215.538.2311</p>
<p><b><u>Staybridge Suites</u></b>          119 Garden Golf Blvd.,          North Wales, PA 19454          Phone: 215-393-8899          Fax: 215-393-8898          staybridgesuites.com</p>	<p><b><u>Best Western Motor Inn</u></b>          1446 West Broad St., Quakertown, PA          18951          215-536-2500 Tel.          215-536-2508 Fax          1-800-WESTERN</p>
<p><b><u>Days Inn Horsham/Willow Grove</u></b>          245 Easton Road, Horsham, PA 19044          Phone: 215.674.2500          Fax: 215.674.0879          the.daysinn.com/horsham06707</p>	<p><b><u>Ramada New Hope</u></b>          6426 Lower York Road          New Hope, PA 18938          Phone: 888-734-8503</p>
<p><b><u>Extended Stay America Hotel</u></b>          114 Welsh Road, Horsham, PA 19044          215-784-9045          215-784-9039</p>	
<p><b><u>Courtvard by Marriott</u></b>          1500 Easton Road, Willow Grove, PA 19095          215.830.0550</p>	
<p><b><u>Hampton Inn/Willow Grove</u></b>          1500 Easton Road, Willow Grove, PA 19095          215.659.3535</p>	

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### 100 HOURS TRAINING SCHEDULE 2020

Each Day Begins at 9:00 am

*Tardiness more than 20 minutes will result in non-credit for class session*

6 hrs	<b>Gerontology</b> The Aging Process, Aging in Place, Sensitivity Training, Age Discrimination Act of 1975, Elder Care Payment Restitution Act, Act 171 of 2002, Elder Abuse	<b>January 6, 2020</b> <b>April 6, 2020</b> <b>July 20, 2020</b> <b>October 12, 2020</b>
3 hrs	<b>Residents Rights</b> DHS Regulations - Healthcare Ethics - Home Rules Fostering a Home-Like Environment - Sensitivity Training Complaint Procedures	
7 hrs	<b>Nutrition, Food Handling and Sanitation</b> Nutrition and the Elderly - Creating & Maintaining PPD Guidelines for Cooking - Menu Planning Personal Hygiene Guidelines for Food Handlers Food Safety & Sanitation Techniques	<b>January 7, 2020</b> <b>April 7, 2020</b> <b>July 21, 2020</b> <b>October 13, 2020</b>
2 hrs	<b>Local, State and Federal Laws and Regulations Pertaining to the Operation of a Home</b> Local/State/Federal Laws	
7 hrs	<b>Medication Procedures, Medication Effects and Side Effects and Universal Precautions</b> DHS Regulations - Common Medical Terminology The Medical/Medication Record Drug Classifications, Purposes, and Precautions Medication Administration - Common Medical Emergencies Common Diseases & Disorders in the Elderly Universal Precautions - Advance Directives Death of a Resident	<b>January 8, 2020</b> <b>April 8, 2020</b> <b>July 22, 2020</b> <b>October 14, 2020</b>
4 hrs	<b>Community Resources, Social Services and Activities in the Community</b> Available Options to Senior Citizens - Resources Caregiver Resources - Community Health & Social Services Emergency Resources - Associations/Organizations Vendor Resources	<b>January 9, 2020</b> <b>April 9, 2020</b> <b>July 23, 2020</b> <b>October 15, 2020</b>
4 hrs	<b>Recreation</b> State Regulations - Resident Centered Programming Identify and Define the 6 Program Scopes - Program Assessment Working with Residents with Special Needs Low Cost, Low Budget Activities - Resources Professional Organizations	

7 hrs	<b>CPR and First Aid</b> American Heart Association Guidelines Rescue Breathing - Good Samaritan Law - Heimlich Maneuver National Safety Council Guidelines - Bleeding & Shock Burns - How to Recognize a Heart Attack Prevention Tips - Bites & Stings - Bone, Joint & Muscle Injuries Heart Related Emergencies - Cold Related Emergencies	<b>January 10, 2020</b> <b>April 10, 2020</b> <b>July 24, 2020</b> <b>October 16, 2020</b>
4 hrs	<b>Budgeting, Financial Record Keeping and Resident Records</b> Developing Budgets - Federal Forms - Resident Information Employee Information - Complaints & Unusual Incident Reports	<b>February 10, 2020</b> <b>May 18, 2020</b> <b>August 10, 2020</b> <b>November 16, 2020</b>
2 hrs	<b>Resident Home Contracts</b> Purpose of Contracts - Contract Content - SSI Contracts House Rules	
8 hrs	<b>Staff Supervision and Staff Person Training Including Developing Orientation and Training Guidelines for Staff:</b> Supervisory Techniques - Hiring Techniques - Staffing Job Descriptions - Staff Related Issues - Staff Training Unemployment Compensation – COBRA – FMLA	<b>February 11, 2020</b> <b>May 19, 2020</b> <b>August 11, 2020</b> <b>November 17, 2020</b>
9 hrs	<b>Care for Residents with Mental Illness</b> Mental Illness - Mental Health & Aging Mental Illness & the Family - Crisis Intervention Techniques Resources	<b>February 12, 2020</b> <b>May 20, 2020</b> <b>August 12, 2020</b> <b>November 18, 2020</b>
8 hrs	<b>Care for Residents Who Have Dementia, Cognitive Impairments and Other Special Needs</b> Dementia - Alzheimer's Disease - Other Special Needs	<b>February 13, 2020</b> <b>May 21, 2020</b> <b>August 13, 2020</b> <b>November 19, 2020</b>
6 hrs	<b>Abuse and Neglect Prevention and Reporting</b> Definition of Abuse and Neglect - Indications of Abuse Types of Abuse - Reporting Abuse - Abuse Prevention	<b>February 14, 2020</b> <b>May 22, 2020</b> <b>August 14, 2020</b> <b>November 20, 2020</b>
2 hrs	<b>Care for Residents who have Developmental Disabilities</b> The Developmentally Disabled Resident Dealing with Challenging Behaviors	
5 hrs	<b>Writing, Completing and Implementing Initial Assessments, Annual Assessments and Support Plans</b> Preadmission Assessment - 15 Day Assessment Support Plan - Frequency of Change	<b>March 9, 2020</b> <b>June 21, 2020</b> <b>September 14, 2020</b> <b>December 7, 2020</b>
9 hrs	<b>Personal Care Services and Personal Hygiene</b> <b>Definition &amp; Understanding Personal Hygiene</b> <b>Assistance with Activities of Daily Living</b> <b>Assistance with Instrumental Activities of Daily Living</b> <b>Management and Communication Related to Personal Hygiene</b> <b>Universal Precautions - Physical Site Safety</b>	<b>March 10, 2020</b> <b>June 22, 2020</b> <b>September 15, 2020</b> <b>December 8, 2020</b>

4 hrs	<b>Fire Prevention and Emergency Preparedness</b> General Information about Fires Personal Care Home Fire Safety Considerations Problems & Solutions to Safe Exiting Working with Local Fire Department Disaster Planning - Policy & Procedures - Record Keeping	March 11, 2020 June 23, 2020 September 16, 2020 December 9, 2020
3 hrs	<b>Cultural Competency</b> Cultural Issues - Cultural Communication Diversity Training for Staff	

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THE ABOVE CLASSES CAN BE TAKEN INDIVIDUALLY AND APPLIED TO THE  
REQUIRED 24 ANNUAL TRAINING HOURS.

*Price is calculated at \$30.00 per credit hour not to exceed \$179.00 per day.*

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### **Administrator Test Dates**

***Please note: Nursing Home Administrators are charged \$150 to take the test and are required to bring both photo ID and NHA license at time of testing.***

***Competency Test for Nursing Home Administrators is scheduled by appointment only.***

***Contact PEPP Unlimited at 215-348-3112.***

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