

# 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 week must be completed and each day begins at 9:00 am** [Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

**Offered All Year Round!**

- JANUARY 15, 16, 17, 18, 19, 2018
- FEBRUARY 12, 13, 14, 15, 16, 2018
- MARCH 12, 13, 14, 2018
- APRIL 23, 24, 25, 26, 27, 2018
- MAY 14, 15, 16, 17, 18, 2018
- JUNE 11, 12, 13, 2018

- JULY 16, 17, 18, 19, 20, 2018
- AUGUST 13, 14, 15, 16, 17, 2018
- SEPTEMBER 17, 18, 19, 2018
- OCTOBER 22, 23, 24, 25, 26, 2018
- NOVEMBER 5, 6, 7, 8, 9, 2018
- DECEMBER 3, 4, 5, 2018

#### 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 AN 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.

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

**These courses can be taken as part of the 24 hour continuing education credits. Price is calculated at \$30.00 per hour up to \$179.00 per day.**

#### 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.*

*Session includes course manual and all instructional materials.  
Continental Breakfast and lunch provided daily.*

#### Fee Schedule:

\$1,980.00 for 100-hr training including CPR and First Aid Certification

\$1,900.00 for 100-hr training without CPR and First Aide Certification

*Fax completed course application to 215-348-4240 to reserve your seat. All payments must be received one week prior to the session(s). If payment is not received one week prior to session, space may not be available on day of session(s).*

**Ask About  
Our  
Payment  
Plan!**

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

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

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

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

PERSONAL PHONE# \_\_\_\_\_ CELL PHONE# \_\_\_\_\_

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

FACILITY: \_\_\_\_\_

FACILITY ADDRESS : \_\_\_\_\_

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

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

FACILITY EMAIL: \_\_\_\_\_ COUNTY OF FACILITY: \_\_\_\_\_

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

Business/Corporate Check, Personal Check, Money Order, Visa, Master Card & Discover Accepted

AMOUNT FOR PCH ADMINISTRATOR COURSE: [ ] \$1,980.00 CPR&1<sup>st</sup> included [ ] \$1,900.00 no CPR&1<sup>st</sup> aid  
CIRCLE PLEASE: TAKING CPR: YES/NO FIRST AIDE: YES/NO

§2600.53a REQUIRED QUALIFICATIONS OF APPLICANT (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: \_\_\_\_\_

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

# 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: (800) 944-5459

Fax: (215) 348-4240

Email: [info@peppunlimited.com](mailto:info@peppunlimited.com)

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

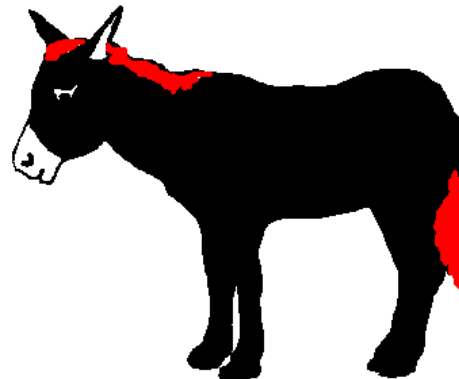
## WARNING!

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

# 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 Web: www.peppunlimited.com

### 100 HOURS TRAINING SCHEDULE 2018

Each Day Begins at 9:00 am

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

|   |  |   |
|---|--|---|
| <p><b>6 hrs</b></p> <p><b>3 hrs</b></p> | <p><b>Gerontology</b><br/>The Aging Process, Aging in Place, Sensitivity Training, Age Discrimination Act of 1975, Elder Care Payment Restitution Act, Act 171 of 2002, Elder Abuse</p> <p><b>Residents Rights</b><br/>DHS Regulations - Healthcare Ethics - Home Rules<br/>Fostering a Home-Like Environment - Sensitivity Training<br/>Complaint Procedures</p>  | <p><b>January 15, 2018</b><br/><b>April 23, 2018</b><br/><b>July 16, 2018</b><br/><b>October 22, 2018</b></p> |
| <p><b>7 hrs</b></p> <p><b>2 hrs</b></p> | <p><b>Nutrition, Food Handling and Sanitation</b><br/>Nutrition and the Elderly - Creating &amp; Maintaining PPD<br/>Guidelines for Cooking - Menu Planning<br/>Personal Hygiene Guidelines for Food Handlers<br/>Food Safety &amp; Sanitation Techniques</p> <p><b>Local, State and Federal Laws and Regulations Pertaining to the Operation of a Home</b><br/>Local/State/Federal Laws</p>   | <p><b>January 16, 2018</b><br/><b>April 24, 2018</b><br/><b>July 17, 2018</b><br/><b>October 23, 2018</b></p> |
| <p><b>7 hrs</b></p>                     | <p><b>Medication Procedures, Medication Effects and Side Effects and Universal Precautions</b><br/>DHS Regulations - Common Medical Terminology<br/>The Medical/Medication Record<br/>Drug Classifications, Purposes, and Precautions<br/>Medication Administration - Common Medical Emergencies<br/>Common Diseases &amp; Disorders in the Elderly<br/>Universal Precautions - Advance Directives<br/>Death of a Resident</p>   | <p><b>January 17, 2018</b><br/><b>April 25, 2018</b><br/><b>July 18, 2018</b><br/><b>October 24, 2018</b></p> |
| <p><b>4 hrs</b></p> <p><b>4 hrs</b></p> | <p><b>Community Resources, Social Services and Activities in the Community</b><br/>Available Options to Senior Citizens - Resources<br/>Caregiver Resources - Community Health &amp; Social Services<br/>Emergency Resources - Associations/Organizations<br/>Vendor Resources</p> <p><b>Recreation</b><br/>State Regulations - Resident Centered Programming<br/>Identify and Define the 6 Program Scopes - Program Assessment<br/>Working with Residents with Special Needs<br/>Low Cost, Low Budget Activities - Resources<br/>Professional Organizations</p> | <p><b>January 18, 2018</b><br/><b>April 26, 2018</b><br/><b>July 19, 2018</b><br/><b>October 25, 2018</b></p> |

|              |   |   |
|--------------|---|---|
| <b>7 hrs</b> | <b>CPR and First Aid</b><br>American Heart Association Guidelines<br>Rescue Breathing - Good Samaritan Law - Heimlich Maneuver National Safety Council Guidelines - Bleeding & Shock<br>Burns - How to Recognize a Heart Attack<br>Prevention Tips - Bites & Stings - Bone, Joint & Muscle Injuries<br>Heart Related Emergencies - Cold Related Emergencies   | <b>January 19, 2018</b><br><b>April 27, 2018</b><br><b>July 20, 2018</b><br><b>October 26, 2018</b>   |
| <b>4 hrs</b> | <b>Budgeting, Financial Record Keeping and Resident Records</b><br>Developing Budgets - Federal Forms - Resident Information<br>Employee Information - Complaints & Unusual Incident Reports  | <b>February 12, 2018</b><br><b>May 14, 2018</b><br><b>August 13, 2018</b><br><b>November 5, 2018</b>  |
| <b>2 hrs</b> | <b>Resident Home Contracts</b><br>Purpose of Contracts - Contract Content - SSI Contracts<br>House Rules  |   |
| <b>8 hrs</b> | <b>Staff Supervision and Staff Person Training Including Developing Orientation and Training Guidelines for Staff:</b><br>Supervisory Techniques - Hiring Techniques - Staffing<br>Job Descriptions - Staff Related Issues - Staff Training<br>Unemployment Compensation – COBRA – FMLA   | <b>February 13, 2018</b><br><b>May 15, 2018</b><br><b>August 14, 2018</b><br><b>November 6, 2018</b>  |
| <b>6 hrs</b> | <b>Abuse and Neglect Prevention and Reporting</b><br>Definition of Abuse and Neglect - Indications of Abuse<br>Types of Abuse - Reporting Abuse - Abuse Prevention  | <b>February 14, 2018</b><br><b>May 16, 2018</b><br><b>August 15, 2018</b><br><b>November 7, 2018</b>  |
| <b>2 hrs</b> | <b>Care for Residents who have Developmental Disabilities</b><br>The Developmentally Disabled Resident<br>Dealing with Challenging Behaviors  |   |
| <b>9 hrs</b> | <b>Care for Residents with Mental Illness</b><br>Mental Illness - Mental Health & Aging<br>Mental Illness & the Family - Crisis Intervention Techniques<br>Resources  | <b>February 15, 2018</b><br><b>May 17, 2018</b><br><b>August 16, 2018</b><br><b>November 9, 2018</b>  |
| <b>8 hrs</b> | <b>Care for Residents Who Have Dementia, Cognitive Impairments and Other Special Needs</b><br>Dementia - Alzheimer's Disease - Other Special Needs  | <b>February 16, 2017</b><br><b>May 18, 2018</b><br><b>August 17, 2018</b><br><b>November 8, 2018</b>  |
| <b>5 hrs</b> | <b>Writing, Completing and Implementing Initial Assessments, Annual Assessments and Support Plans</b><br>Preadmission Assessment - 15 Day Assessment<br>Support Plan - Frequency of Change  | <b>March 12, 2018</b><br><b>June 11, 2018</b><br><b>September 17, 2018</b><br><b>December 3, 2018</b> |
| <b>9 hrs</b> | <b>Personal Care Services and Personal Hygiene</b><br><b>Definition &amp; Understanding Personal Hygiene</b><br><b>Assistance with Activities of Daily Living</b><br><b>Assistance with Instrumental Activities of Daily Living</b><br><b>Management and Communication Related to Personal Hygiene</b><br><b>Universal Precautions - Physical Site Safety</b> | <b>March 13, 2018</b><br><b>June 12, 2018</b><br><b>September 18, 2018</b><br><b>December 4, 2018</b> |

|              |   |   |
|--------------|---|---|
| <b>4 hrs</b> | <b>Fire Prevention and Emergency Preparedness</b><br>General Information about Fires<br>Personal Care Home Fire Safety Considerations<br>Problems & Solutions to Safe Exiting<br>Working with Local Fire Department<br>Disaster Planning - Policy & Procedures - Record Keeping | <b>March 14, 2018</b><br><b>June 13, 2018</b><br><b>September 19, 2018</b><br><b>December 5, 2018</b> |
| <b>3 hrs</b> | <b>Cultural Competency</b><br>Cultural Issues - Cultural Communication<br>Diversity Training for Staff  |   |

---

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

---

### **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.***

---