

P.E.P.P UNLIMITED

252 West Swamp Road, Unit #1

Doylestown, PA 18901

Phone: (215) 348-3112

Fax: (215) 348-4240

Email: info@peppunlimited.com

Website: 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

Presently Offered Online

Via Live Zoom Meeting!

● JANUARY 10-14, 2022

● FEBRUARY 14-18, 2022

● MARCH 14-16, 2022

● APRIL 11-15, 2022

● MAY 16-20, 2022

● JUNE 13-15, 2022

● JULY 18-22, 2022

● AUGUST 22-26, 2022

● SEPTEMBER 19-21, 2022

● OCTOBER 10-14, 2022

● NOVEMBER 14-18, 2022

● DECEMBER 5-7, 2022

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:

- A license as a Registered Nurse from the Department of State
- A license as a Practical Nurse from the Department of State and 1 year of work experience in a related field
- An Associates Degree or 60 credit hours from an accredited college or university
- A license as a Nursing Home Administrator from the Department of State
- 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.

Requirements:

- **Applications must be submitted the Monday prior to course attendance**
- **Payment is to be made by the Monday prior to course attendance (see “fee schedule” section below for payment information)**
- **Photo id must be submitted to PEPP Unlimited before beginning of course attendance**
- **All sessions will be attended “live”; PEPP Unlimited will not be recording sessions**
- **A device that has both a microphone and camera are required to attend the live Zoom meeting sessions**
- **With the exception of breaktimes, attendees are required to be visible at all times during every session. Non-compliance to this requirement may result in non-credit for the session**
- **The proctored competency test is required to be taken at PEPP Unlimited’s location in Doylestown, PA (see page 7 for directions)**

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

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.

Payment: 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 .



Materials: Provided payment is made, a thumb drive containing PowerPoint Presentations and supplemental materials for each session will be mailed the week prior to course start date

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

Submitting an Application: Email completed course application to 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).

Make Up Sessions for Other Institutions and Continuing Education:

For individuals who need make up sessions or wish to attend sessions for continuing education credits, please call 215-348-3112 to receive a special, customized application. Fees for these sessions are calculated at \$30.00 per credit hour up to \$179.00 per day.

COURSE APPLICATION
100-HR PCH ADMINISTRATOR COURSE

FIRST NAME _____ MIDDLE _____ LAST NAME _____

PERSONAL ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

CELL PHONE# _____ HOME 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&1st Aid included [] \$1,930.00 course w/ only 1st Aid included
[] \$1,900.00 Course with no CPR or 1st 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.

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

2) I have read and agree to abide by the requirements set forth by PEPP Unlimited for every live, online session of the PCH Administrator course.

Signature of Applicant: _____

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

CONFIRMATION LTR (DATE E-MAILED)

Date of Payment	CC	Check #	Amount Paid	Paid in Full	Payment 1	Payment 2	Payment 3

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100 HOURS TRAINING SCHEDULE 2021/2022

Each Day Begins at 9:00 am & Ends by 5:00pm

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

RED MODULE

6 hrs	Gerontology The Aging Process, Aging in Place, Sensitivity Training, Age Discrimination Act of 1975, Elder Care Payment Restitution Act, Act 171 of 2002, Elder Abuse	January 10, 2022 April 11, 2022 July 18, 2022 October 10, 2022
3 hrs	Residents Rights DHS Regulations - Healthcare Ethics - Home Rules Fostering a Home-Like Environment - Sensitivity Training Complaint Procedures	
7 hrs	Nutrition, Food Handling and Sanitation Nutrition and the Elderly - Creating & Maintaining PPD Guidelines for Cooking - Menu Planning Personal Hygiene Guidelines for Food Handlers Food Safety & Sanitation Techniques	January 11, 2022 April 12, 2022 July 19, 2022 October 11, 2022
2 hrs	Local, State and Federal Laws and Regulations Pertaining to the Operation of a Home Local/State/Federal Laws	
7 hrs	Medication Procedures, Medication Effects and Side Effects and Universal Precautions 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	January 12, 2022 April 13, 2022 July 20, 2022 October 12, 2022
4 hrs	Community Resources, Social Services and Activities in the Community Available Options to Senior Citizens - Resources Caregiver Resources - Community Health & Social Services Emergency Resources - Associations/Organizations Vendor Resources	January 13, 2022 April 14, 2022 July 21, 2022 October 13, 2022
4 hrs	Recreation 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	CPR and First Aid 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	January 14, 2022 April 15, 2022 July 22, 2022 October 14, 2022
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YELLOW MODULE

4 hrs	Budgeting, Financial Record Keeping and Resident Records Developing Budgets - Federal Forms - Resident Information Employee Information - Complaints & Unusual Incident Reports	February 14, 2022 May 16, 2022 August 22, 2022 November 14, 2022
2 hrs	Resident Home Contracts Purpose of Contracts - Contract Content - SSI Contracts House Rules	
8 hrs	Staff Supervision and Staff Person Training Including Developing Orientation and Training Guidelines for Staff: Supervisory Techniques - Hiring Techniques - Staffing Job Descriptions - Staff Related Issues - Staff Training Unemployment Compensation – COBRA – FMLA	February 15, 2022 May 17, 2022 August 23, 2022 November 15, 2022
9 hrs	Care for Residents with Mental Illness Mental Illness - Mental Health & Aging Mental Illness & the Family - Crisis Intervention Techniques Resources	February 16, 2022 May 18, 2022 August 24, 2022 November 16, 2022
2 hrs	Care for Residents who have Developmental Disabilities The Developmentally Disabled Resident Dealing with Challenging Behaviors	
8 hrs	Care for Residents Who Have Dementia, Cognitive Impairments and Other Special Needs Dementia - Alzheimer's Disease - Other Special Needs	February 17, 2022 May 19, 2022 August 25, 2022 November 17, 2022
6 hrs	Abuse and Neglect Prevention and Reporting Definition of Abuse and Neglect - Indications of Abuse Types of Abuse - Reporting Abuse - Abuse Prevention	February 18, 2022 May 20, 2022 August 26, 2022 November 18, 2022

BLUE MODULE

5 hrs	Writing, Completing and Implementing Initial Assessments, Annual Assessments and Support Plans Preadmission Assessment - 15 Day Assessment Support Plan - Frequency of Change	March 14, 2022 June 13, 2022 September 19, 2022 December 5, 2022
9 hrs	Personal Care Services and Personal Hygiene Definition & Understanding Personal Hygiene Assistance with Activities of Daily Living Assistance with Instrumental Activities of Daily Living Management and Communication Related to Personal Hygiene Universal Precautions - Physical Site Safety	March 15, 2022 June 14, 2022 September 20, 2022 December 6, 2022

4 hrs	Fire Prevention and Emergency Preparedness 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 16, 2022 June 15, 2022 September 21, 2022 December 7, 2022
3 hrs	Cultural Competency Cultural Issues - Cultural Communication Diversity Training for Staff	

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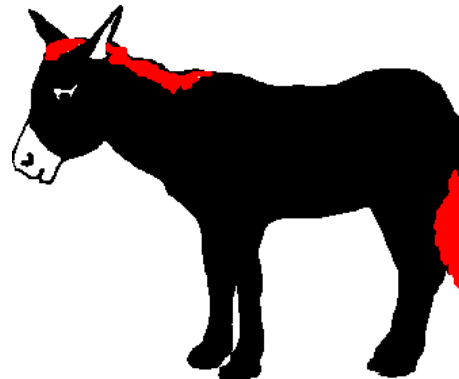
WARNING!

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