

# P.E.P.P UNLIMITED

Phone: (215) 348-3112

Email: [info@peppunlimited.com](mailto: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 addition to an in-person CPR and First Aid course in order to have the entire 100-hr course completed.

Each day begins at 9:00 am (some exceptions apply for 8:00am start)

## Presently Held Online Via Live Zoom!

● JANUARY 9-12, 2023

● FEBRUARY 6-9, 2023

● MARCH 6-9, 2023

● APRIL 10-13, 2023

● MAY 8-11, 2023

● JUNE 12-15, 2023

● JULY 10-13, 2023

● AUGUST 14-17, 2023

● SEPTEMBER 11-14, 2023

● OCTOBER 16-19, 2023

● NOVEMBER 6-9, 2023

● DECEMBER 4-7, 2023

**Please note: in addition to these sessions, an in-person CPR & First Aid course is required in order to receive a certificate of completion & sit for the competency test.**

### 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:**

\$1,900.00 due the Monday prior to first module

**Payment Plan Offered at no additional cost:**

Installment Payment Plan: 3 payments of \$633.34 due the Monday prior to each module attendance

**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**

**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. BLS cards must indicate both CPR & First Aid, if missing First Aid, an in-person First Aid course would be required.

**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](mailto:info@peppunlimited.com) 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.



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## 100 HOURS TRAINING SCHEDULE 2023

**Each Day Begins at 9:00 am & Ends by 5:00pm** *(9hr sessions have 8am start)*

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

**\*Dates and Times for Sessions are subject to change\***

### RED MODULE

|              |  |   |
|--------------|--|---|
| <b>6 hrs</b> | <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>January 9, 2023</b><br/><b>April 10, 2023</b><br/><b>July 10, 2023</b><br/><b>October 16, 2023</b></p>  |
| <b>3 hrs</b> | <p><b>Residents Rights</b><br/>DHS Regulations - Healthcare Ethics - Home Rules<br/>Fostering a Home-Like Environment - Sensitivity Training<br/>Complaint Procedures</p>  |   |
| <b>4 hrs</b> | <p><b>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>January 10, 2023</b><br/><b>April 11, 2023</b><br/><b>July 11, 2023</b><br/><b>October 17, 2023</b></p> |
| <b>4 hrs</b> | <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 Professional Organizations</p>  |   |
| <b>7 hrs</b> | <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>January 11, 2023</b><br/><b>April 12, 2023</b><br/><b>July 12, 2023</b><br/><b>October 18, 2023</b></p> |
| <b>2hrs</b>  | <p><b>Local, State and Federal Laws and Regulations Pertaining to the Operation of a Home</b><br/>Local/State/Federal Laws</p>   |   |
| <b>8 hrs</b> | <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 Death of a Resident</p> | <p><b>January 12, 2023</b><br/><b>April 13, 2023</b><br/><b>July 13, 2023</b><br/><b>October 19, 2023</b></p> |

## YELLOW MODULE

|                       |  |   |
|-----------------------|--|---|
| 4 hrs                 | <b>Budgeting, Financial Record Keeping and Resident Records</b><br>Developing Budgets - Federal Forms - Resident Information<br>Employee Information - Complaints & Unusual Incident Reports | February 6, 2023<br>May 8, 2023<br>August 14, 2023<br>November 6, 2023  |
| 2 hrs                 | <b>Resident Home Contracts</b><br>Purpose of Contracts - Contract Content - SSI Contracts<br>House Rules   |   |
| 8 hrs                 | <b>Care for Residents Who Have Dementia, Cognitive Impairments and Other Special Needs</b><br>Dementia - Alzheimer's Disease - Other Special Needs Abuse and Neglect                         | February 7, 2023<br>May 9, 2023<br>August 15, 2023<br>November 7, 2023  |
| 9 hrs<br>(8 am start) | <b>Care for Residents with Mental Illness</b><br>Mental Illness - Mental Health & Aging<br>Mental Illness & the Family - Crisis Intervention Techniques Resources                            | February 8, 2023<br>May 10, 2023<br>August 16, 2023<br>November 8, 2023 |
| 6 hrs                 | <b>Prevention and Reporting</b> Definition of Abuse and Neglect - Indications of Abuse Types of Abuse - Reporting Abuse - Abuse Prevention   | February 9, 2023<br>May 11, 2023<br>August 17, 2023<br>November 9, 2023 |
| 2 hrs                 | <b>Care for Residents who have Developmental Disabilities</b><br>The Developmentally Disabled Resident Dealing with Challenging Behaviors  |   |

## BLUE MODULE

|                       |  |  |
|-----------------------|--|--|
| 5 hrs                 | <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   | March 6, 2023<br>June 12, 2023<br>September 11, 2023<br>December 4, 2023 |
| 3 hrs                 | <b>Cultural Competency</b><br>Cultural Issues - Cultural Communication<br>Diversity Training for Staff   |  |
| 8 hrs                 | <b>Staff Supervision and Staff Person Training Including Developing Orientation and Training Guidelines for Staff:</b><br>Supervisory Techniques - Hiring Techniques -<br>Staffing Job Descriptions - Staff Related Issues -<br>Staff Training Unemployment Compensation –<br>COBRA – FMLA                             | March 7, 2023<br>June 13, 2023<br>September 12, 2023<br>December 5, 2023 |
| 9 hrs<br>(8 am start) | <b>Personal Care Services and Personal Hygiene</b><br>Definition & Understanding Personal Hygiene<br>Assistance with Activities of Daily Living<br>Assistance with Instrumental Activities of Daily Living<br>Management and Communication Related to Personal Hygiene<br>Universal Precautions - Physical Site Safety | March 8, 2023<br>June 14, 2023<br>September 13, 2023<br>December 6, 2023 |
| 4 hrs                 | <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  | March 9, 2023<br>June 15, 2023<br>September 14, 2023<br>December 7, 2023 |

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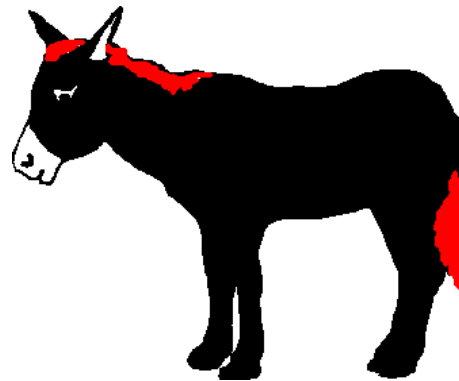
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## **WARNING!** **WHEN USING A GPS DEVICE, YOU MUST INCLUDE** **“WEST” IN THE ADDRESS.**

**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><br/> <i>*Mention PEPP Unlimited and receive a discount!</i><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/> <i>*Mention PEPP Unlimited and receive a discount!</i><br/>                     2650 Kelly Rd, Warrington, PA, 18976<br/>                     Phone Number: (215) 343-1300<br/>                     website: doylestownhomewoodsuites.com</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>   |   |