

P.E.P.P UNLIMITED

Phone: (215) 348-3112

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 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)

Held Online Via Live Zoom!

2025

● OCTOBER 13-16, 2025 ● NOVEMBER 10-13, 2025 ● DECEMBER 8-11, 2025

2026

● JANUARY 12-15, 2026
● FEBRUARY 9-12, 2026
● MARCH 16-19, 2026
● APRIL 13-16, 2026
● MAY 11-14, 2026
● JUNE 15-18, 2026

● JULY 13-16, 2026
● AUGUST 17-20, 2026
● SEPTEMBER 21-24, 2026
● OCTOBER 12-15, 2026
● NOVEMBER 9-12, 2026
● DECEMBER 7-10, 2026

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 offered the Friday following each module and is required to be taken online via Zoom**

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 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. BLS cards must have both CPR & First Aid indicated, if First Aid is missing, an in-person First Aid course is needed.

Cost & Payment: Course is \$1,900.00. 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 . Ask about our payment plan!

§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 2025 / 2026

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

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	October 13, 2025 January 12, 2026 April 13, 2026 July 13, 2026 October 12, 2026
3 hrs	Residents Rights DHS Regulations - Healthcare Ethics - Home Rules Fostering a Home-Like Environment - Sensitivity Training Complaint Procedures	
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	October 14, 2025 January 13, 2026 April 14, 2026 July 14, 2026 October 13, 2026
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	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	October 15, 2025 January 14, 2026 April 15, 2026 July 15, 2026 October 14, 2026
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	October 16, 2025 January 15, 2026 April 16, 2026 July 16, 2026 October 15, 2026

YELLOW MODULE

4 hrs	Budgeting, Financial Record Keeping and Resident Records Developing Budgets - Federal Forms - Resident Information Employee Information - Complaints & Unusual Incident Reports	<i>November 10, 2025</i>
2 hrs	Resident Home Contracts Purpose of Contracts - Contract Content - SSI Contracts House Rules	February 9, 2026 May 11, 2026 August 17, 2026 November 9, 2026
8 hrs	Care for Residents Who Have Dementia, Cognitive Impairments and Other Special Needs Dementia - Alzheimer's Disease - Other Special Needs	<i>November 11, 2025</i> February 10, 2026 May 12, 2026 August 18, 2026 November 10, 2026
9 hrs (8 am start)	Care for Residents with Mental Illness Mental Illness - Mental Health & Aging Mental Illness & the Family - Crisis Intervention Techniques Resources	<i>November 12, 2025</i> February 11, 2026 May 13, 2026 August 19, 2026 November 11, 2026
6 hrs	Abuse and Neglect Prevention and Reporting Definition of Abuse and Neglect - Indications of Abuse Types of Abuse - Reporting Abuse - Abuse Prevention	<i>November 13, 2025</i> February 12, 2026 May 14, 2026
2 hrs	Care for Residents who have Developmental Disabilities The Developmentally Disabled Resident Dealing with Challenging Behaviors	August 20, 2026 November 12, 2026

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	<i>December 8, 2025</i> March 16, 2026 June 15, 2026 September 21, 2026
3 hrs	Cultural Competency Cultural Issues - Cultural Communication Diversity Training for Staff	December 7, 2026
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	<i>December 9, 2025</i> March 17, 2026 June 16, 2026 September 22, 2026 December 8, 2026
9 hrs (8 am start)	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	<i>December 10, 2025</i> March 18, 2026 June 17, 2026 September 23, 2026 December 9, 2026
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	<i>December 11, 2025</i> March 19, 2026 June 18, 2026 September 24, 2026 December 10, 2026