

# Personal Care Home Administrator 100-Hour Training Program

## Frequently Asked Questions

### **When is the PCHA training offered?**

The spring session of the PCHA program runs on Fridays from 5-9pm and all day Saturday from 9am-5pm. The dates are March 8-May 11, 2019.

### **When is the PCHA test given?**

The exam is proctored in the Continuing Education Office in the two weeks following the last class. Only those who have attended all of the 100 training hours are able to sit for the exam.

### **How is attendance monitored?**

Each student will sign in and sign out of each class. Late arrivals and early exits will be noted. Please note late arrivals/early exits will impact the number of hours in attendance. If a person does not sign in and/or sign out it will be assumed they did not attend the class.

### **What if I miss a class?**

You will need to make the class up with us the next time we offer it or you will need to pay another Provider and attend their class. A copy of the certificate of attendance must be given to Theresa Bloom for attendance purposes.

### **If I am already certified do I need to take the CPR & First Aid Certification class as part of the 100 hours?**

If you have an acceptable and current CPR/First Aid Certification card you do not need to take it when we offer this class. Bring a copy of your certification card or cards to Theresa Bloom. After you have taken the exam send an email to Theresa requesting a refund for the cost of that portion of the class and a \$50 refund will be issued in the same manner the tuition was paid (a check or credit card credit).

### **What is the PCHA exam like?**

This exam is computerized. There are approximately 100 multiple choice questions. You need a grade of 80% or better to pass the exam. Each page of the exam is topped with a header that corresponds with the title of the class the questions will refer to a specific class within the training. You will look through the "lens" of what you learned in that specific class to choose the best answer.

### **How long is the exam?**

We ensure that each tester has 2 full hours to finish the exam. Most people finish the exam within about 90 minutes.

**When do I find out if I passed the exam?**

You find out immediately after answering the last question.

**When do I get my certificate of passing the exam?**

We print the certificate out after the exam.

**What is the PCHA program cost?**

\$1450 includes all program materials.

**Is there a separate charge to sit for the PCHA exam?**

No, the exam is scheduled in Theresa Bloom's office the two weeks after class is finished.

**What documentation do I need to operate as a PCHA in Pennsylvania?**

You need the Certificate for passing the exam and the Certificate of Attendance for the PCHA Orientation.

**What is the Personal Care Home Administrator Orientation?****PCHA Mandatory Orientation Schedule:**

View the full [orientation program schedule and registration information](#) (select Administrator Orientation Program Schedule 2019). While DHS offers this training throughout the state, the Norristown location is closest for us.

**2019 Norristown dates:** 2/21, 4/18, 6/20, 8/22, 10/17, 12/19

**Location:** Norristown State Hospital

Building #33, Multi-Purpose Room

1001 Sterigere Street

Norristown, PA 19401

Register: 1-866-711-4115

**Time:** 9am-4:30pm (confirm time when you register for this program)

This is a free, mandatory, 6-hour program that must be completed before, during, or after the 100-Hour Training and exam in order to become a Personal Care Home Administrator. Registration is required and fills up quickly.

**Does Penn State offer a payment plan?**

The program tuition can be split, with one half, \$725, paid at time of registration and the remaining half paid on before March 1, 2019.

**How do I register?**

Online registration will be available in mid-January and will remain open until the class fills. The course number is NURS 5006. If you have difficulty with the online registration process you can call your registration into 814-867-4973. Be sure to have the course number to reference.

### **Who are the program instructors?**

Each of the 19 classes are taught by Subject Matter Experts (SMEs). We have some instructors who teach more than one class.

### **Why Penn State Abington?**

- Earn your professional education with the Penn State in your backyard!
- Penn State Abington is the only approved PCHA 100-Hour Training Provider that offers evening and weekend classes to fit your busy schedule.
- Our location has easy access to mass transit, major highways and the Pennsylvania Turnpike.
- Every one of our instructors are Subject Matter Experts. You will not find more qualified instructors anywhere.
- Our proven track record speaks for itself: well over 300 graduates and a pass rate of 98%.

### **Am I qualified to become an Personal Care Home Administrator? You need one of the following to be qualified to take the training and exam:**

- An associate degree or 60 credit hours from an accredited college or university
- A license as a registered nurse from the Pennsylvania Department of State
- A license as a licensed practical nurse from the Pennsylvania Department of State & 1 year experience in a related field
- A license as a nursing home administrator from the Pennsylvania 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

### **What happens in the event of an emergency closure?**

Emergency closures: <https://abington.psu.edu/psualert>

Please note you will not be assigned a PSU email account. To be notified of emergency closures, you may sign up for Twitter or Facebook notifications using the link above. Emergency closures will also be listed on the [Penn State Abington homepage](#).

**Information:** Theresa Bloom  
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