

Certified Assisted Living Administrator Course



Georgia Center for Assisted Living

June 22-24, 2021 | Virtual *Senior LivingU*

HB 987 was signed into law on June 30, 2020 and provided additional requirements for Georgia assisted living communities and personal care homes with 25 beds or more. HB 987 established a licensure requirement for assisted living community administrators and certain personal care home administrators effective July 1, 2021, within 60 days of the date of hire.

The GHCA/GCAL Certified Assisted Living Director's Course satisfies one of the requirements for licensure, pending the practical experience requirement is met:

Rules 393-3-.04 (e) (1.) At least one year of full-time practical experience in a healthcare facility or managerial/supervisory experience outside of a healthcare facility prior to the date of the application AND certification from a nationally recognized program (e.g. Senior Living University), program accredited by the National Association of Long Term Care Administrator Boards (NAB), or any other program approved by the Board, which teaches the responsibilities of Assisted Living Community Administration, is a minimum of 14 hours in length, and requires passage of a written exam.

About the Program

In this program you will:

- Focus on the changing Senior Living Culture with insight from The Culture Change Movement Network, Pioneer Network and Quality First.
- Cover the complete introduction to Assisted Living including full operational and regulatory requirements.
- Examine the role of the AL/PCH Administrator in conjunction with the importance of human resource issues, staff recruitment, retention, development, and the law.
- Identify valuable tools for resident care management and the nurse's expanding role in this environment.
- Explore clinical areas including palliative and end-of-life care, Alzheimer's and related dementia care, and the programs necessary to support the needs of the resident population.
- Cover all aspects of licensure and regulations including compliance, federal laws, and requirements in all operations including dining and food service, housekeeping and laundry and physical plant.
- Address important additional topics that include community and family relationships, sales and marketing and finance and accounting. The course is designed to provide a strong foundation for the existing executive director as well as those interested in pursuing this avenue as their career choice.
- Take a test to obtain national certification as an assisted living administrator.

Materials include Senior Living University Books, a written exam, and a virtual supplemental Georgia notebook. This is a Certification course. Your punctual attendance and active engagement are required all days. You will also be required to take a test at the end of the program, and it is your responsibility to mail/email your test to Senior Living University for scoring. You must score 85% or better in order to earn the certificate of completion. Your exam will be scored by Senior Living University on behalf of the Georgia Health Care Association & Georgia Center for Assisted Living.

Presenter:

Barbara Mitchell, RN, LNHA, VP of Clinical Services, Magnolia Manor, Inc.

Location:

This program is virtual, and all meetings will be held virtually.

Program Fee:

GHCA/GCAL Members \$625.00 per person

GSLA/LeadingAge GA Members \$625.00 per person

Non-Members \$1,250.00 per person

Registration must be received and paid in full by 9am on June 11, 2021 to ensure materials are received in the mail in time for the course. It is imperative to use the address you wish materials to be mailed to when registering for the course.

This course is a 14-hour course and will be a hybrid of recorded sessions and Live summary/Q&A sessions.

Credit for each recorded session is only given if the session time tracks FULL participation for the time allotted.

Date	Time	Description
Day 1 – Domain I: Customer Care, Supports, and Services	9:00 a.m. - 12:00 p.m.	Recorded Session
Day 1 – Domain II: Human Resources Domain III: Finance	1:00 p.m. - 3:00 p.m.	Recorded Session
Day 1 – Summary & Q&A	3:00 p.m. - 4:00 p.m.	Live
Day 2 – Domain IV: Environment Domain V: Management & Leadership	10:30 a.m. - 12:00 p.m.	Recorded Session
Day 2 – Summary & Q&A TAKE THE TEST	1:00 p.m. - 2:00 p.m.	Live
Day 3 – Georgia Rules & Regulations/Overview of HB 987	10:30 a.m. - 12:00 a.m.	Recorded Session
Day 3 – Summary & Q&A Email Test to SeniorLivingU	1:00 p.m. - 2:00 p.m.	Live

Registration & Cancellation Policy

All registrations must be completed online by visiting www.ghca.info/eventcalendar

Cancellations received before June 11, 2021 will receive a full refund. All no shows or cancellations made after June 11, 2021 are responsible for the full registration fee. To cancel, please send an email to bstewart@ghca.info.

Important Course Information

- **Tools Needed:** High-speed internet, computer station equipped with audio, pen & paper.
- **Course Material:** All material will be mailed to the address you registered with through GHCA at least 3 days prior to the start of the program. Contact GHCA if you wish for the materials to be mailed to a different address.
- **Accessing the Training:** This course is being offered virtually via Zoom. Log-in instructions to access the training will be emailed 3 days prior to the start of the program to the email you registered with through GHCA.
- **About the Test:** At the end of the course, it is your responsibility to mail your test to SeniorLivingU for scoring. **You must score 85% or better to receive the certificate of completion.**
 - Tests must be sent to SeniorLivingU
 - By Mail: SeniorLiving - 830 Cherry Drive, Hershey, PA 17033
 - By Email: info@seniorlivingu.com
(scan test in PDF, no JPEGs will be accepted)
 - It is recommended that you make a copy of your test and purchase tracking of your package. The **original test** must be mailed to SeniorLivingU.
 - Same day scoring of exams received Monday-Friday before 4pm ET. Same or next day mailing of certificate and letter of completion to candidate once received.
- **Once the course has been completed and you have passed of the test, you must still apply for licensure on the [Secretary of State's website](#) with additional required documents.**

Course Content Includes

- Overview of Georgia Rules and Regulations & Overview of HB 987
- SeniorLivingU Material
 - Senior Care Options
 - The Assisted Living Resident
 - Resident's Rights
 - The Resident Move-In Process
 - Tools for Managing Resident Care
 - Care Management
 - The Nurse's Role in Assisted Living
 - Resident Wellness
 - Medication Management
 - Meeting Other Resident Needs
 - Activities of Daily Living
 - Activities and Recreation Program
 - Disabilities & Mental Illness
 - Dementia
 - Resident Abuse & Neglect
 - Palliative and End of Life Care
 - Resident Transfer & Move-Out
 - Human Resources
 - Recruiting, Hiring & Training Staff
 - Facility Management & Maintenance
 - Dining, Housekeeping & Laundry
 - Food Safety, Sanitation & Inspection
 - Life Safety & Emergency Preparedness
 - Cyber Security Awareness
 - Other Environmental Issues