



Pennsylvania Department of Human Services

Commonwealth of Pennsylvania Department of Human Services Bureau of Human Services Licensing Personal Care Home Administrator Training Scholarship **Purpose and Instructions**

Purpose

The Personal Care Home Administrator Training Scholarship allows eligible Personal Care Homes (PCH) to receive reimbursement after sending an individual to the 100-hour administrator training required in § 2600.64(a)(2) (relating to administrator training and orientation).

Instructions

In accordance with § 2600.64(a)(2), prior to initial employment as an administrator, a candidate shall successfully complete a 100-hour standardized Department-approved administrator training course. In order to be eligible for the scholarship, the following criteria must be met:

- The PCH applying for the scholarship must be licensed under 55 Pa.Code Chapter 2600. The PCH applying for the scholarship must service at least 1 (one) resident who receives Supplemental Security Income (SSI).
- The candidate must be hired as the primary administrator for a licensed PCH (not a back-up administrator).
- The candidate must meet the requirements in § 2600.53 (relating to qualifications and responsibilities of administrators).
- The candidate must be registered to attend the 100-hour training at one of the [approved training institutions](#) listed at the personal care home website.
- The candidate must have attended or be registered to attend the orientation program for Chapter 2600 approved and administered by the Department required in § 2600.64(a)(1).
- The attached application must be completed by the licensed PCH and returned with attachments within 15 days prior to the first date of the 100-hour training course to:

Email:

ra-pwarlheadquarters@pa.gov

Fax:

717-783-5662

US Mail:

Department of Human Services
Bureau of Human Services Licensing
Health & Welfare Building, Room 631
625 Forster Street
Harrisburg, PA 17120

If the application is approved, an approval letter and a scholarship invoice will be sent to the personal care home.

The personal care home will be expected to pay for the 100-hour course upfront. Once the 100-hour course has been successfully completed, the home must send the following items to the Department for reimbursement:

- Completed scholarship invoice
- 100-hour course certificate of completion
- Proof of payment to the training institution
- Copy of the scholarship approval letter

Upon receipt of the above items, the Department will send payment to the personal care home, reimbursing the home for the full cost of the training.

The scholarships are not an entitlement and are available on a limited basis. Funds are limited and applications will be reviewed on an individual basis.

If you have questions, you may contact the Operator Support Hotline by emailing ra-pwarlheadquarters@pa.gov or calling (866) 503-3926.

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Human Services Licensing
Personal Care Home Administrator Training Scholarship
Application Form

1. **Full Name of Applicant:**

2. **Qualifications of Applicant*** (check one):

***Written proof of eligibility must be attached to this application**

A license as a registered nurse from the Department of State. *(copy of valid PA RN license must be attached)*

An associate's degree or 60 credit hours from an accredited college or university. *(copy of valid transcript and written proof of accreditation must be attached)*

A license as a licensed practical nurse from the Department of State and 1 year of work experience in a related field. *(copy of valid PA LPN license and resume showing work history must be attached)*

A license as a nursing home administrator from the Department of State.
(copy of valid PA NHA license must be attached)

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. *(copy of high school diploma/GED and resume showing work history must be attached)*

3. **Legal Entity Name:**

4. **Legal Entity Address:**

5. **Legal Entity Phone Number:**

6. **PCH Name:**

7. **PCH Address:**

8. **PCH Phone Number:**

9. **PCH Email:**

10. **PCH License Number:**

11. **PCH Administrator:**

12. **100-Hour Training Institution (check one):** *Individual MUST be registered to attend the 100-hour course PRIOR to applying for a scholarship*

Butler County Community College

Harrisburg Area Community College

Northampton Community College

Penn State Abington

Penn State Beaver

Penn State DuBois

Penn State Greater Allegheny

Penn State York

PEPP Unlimited

Temple University Harrisburg

13. **Start Date of 100-Hour training course:**

14. **Cost of 100-Hour training as advertised by training institution:**

15. **Licensed capacity of personal care home:**

16. **Number of residents currently served by the personal care home:**

17. **Number of residents who currently receive Supplemental Security Income (SSI):**