



Pennsylvania

# Department of Human Services

Bureau of Human Services Licensing

## Prospective Licensee Guide

Determine which type of license you want to pursue.

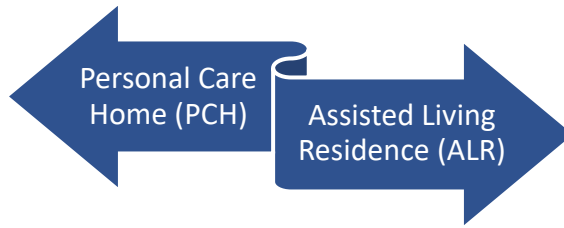
A facility in which 4 or more adults reside, who require assistance and/or supervision with Activities of Daily Living and Instrumental Activities of Daily Living.

Demographics skew heavily towards older adults who do not require the services of a skilled nursing facility but are unable to live independently. However, many Personal Care Homes also serve adults with mental health diagnoses, intellectual/developmental disabilities, or neurocognitive disorders like Alzheimer's Disease.

[PCH Regulations](#)

[Regulatory Compliance Guide](#)

[PCH Licensing Website](#)



Very similar to Personal Care Homes, Assisted Living Residences focus on enabling residents to exercise more self-determination, age in place, and receive supplemental healthcare services through the residence.

Assisted Living Residences have additional regulatory requirements that impact many areas of operation, including physical site requirements (larger construction, air conditioning, private bathrooms) and staffing (licensed nurse, dietician)

[ALR Regulations](#)

[Regulatory Compliance Guide](#)

[ALR Licensing Website](#)

### Obtain a Certificate of Occupancy

A Certificate of Occupancy is required before a PCH or ALR can be licensed. For assistance in obtaining the Appropriate Certificate of Occupancy for operating a PCH or ALR, contact your [local code enforcement](#) officials or the [Pennsylvania Department of Labor and Industry](#).

### Hire an Administrator

Refer to "Qualifications and responsibilities of administrators" and "Administrator Training and Orientation" in the appropriate Regulatory Compliance Guide noted above. See below for required training resources.

[Personal Care Home Administrator 100-hour course](#)

[Personal Care Home Administrator Orientation](#)

[Assisted Living Residence Administrator 15-hour course](#)

(The PCHA course is a prerequisite for the ALR course)

[Assisted Living Administrator Orientation](#)

### Submit your Application for a Human Services License

The Department of Human Services [Licensing](#) site contains many useful links, including:

[-Application for a Human Services License](#)

[-Clearances and Criminal Background Checks](#)

### Application processing:

The Bureau of Human Services Licensing will contact you to walk you through the remainder of the licensing process. You will be equipped with a checklist of additional documentation to submit.

Your Regional Licensing Office will contact you to schedule an initial inspection.

If any regulatory violations are cited, you will work with your Regional Licensing Office to submit an acceptable [Plan of Correction](#).

### Issuance of License

After the initial inspection has been completed and an acceptable plan of correction submitted, your application will enter the final stage of processing. If compliance has been demonstrated, a license will be issued.

You should expect your application process to take a minimum of 90 days from the date of application.

Additional questions can be addressed by contacting the Operator Support Hotline at:

(866)-503-3926

or

[ra-pwarheadquarters@pa.gov](mailto:ra-pwarheadquarters@pa.gov)

## Congratulations!

Welcome to a community of providers that are deeply dedicated to protecting the health, safety, and well-being of our most vulnerable citizens.

The licensing process can be intimidating to first-time applicants; if you require additional hands-on assistance with the process external resources, such as provider associations and private consultants may be helpful.

