

# ASSISTED LIVING ADMINISTRATOR CERTIFICATION COURSE

*An intensive 56-hour course of preparation  
for the Assisted Living Certification Test  
to be given by the State of New Jersey.*

*Course approval by New Jersey State Department of Health and Senior Services.  
20 CEU's approved for licensed nursing home administrators by the New Jersey  
State LNHA Licensing Board.*

*Presented BY:*

*Excellence In Caring  
Professional Administrative Services, LLC  
20 Beaver Drive  
Egg Harbor Township, NJ 08234  
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Email: [E.I.C@comcast.net](mailto:E.I.C@comcast.net)  
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# *NEW*

*Introducing our newest course  
and manuals based on the  
New Jersey Assisted Living Regulations  
2/5/07 – 2/5/12*

## COURSE DESCRIPTION

This course will provide the basic 56-hours of preparation for the Assisted Living Certification test to be given by the State of New Jersey. Following the 40-hour class hours, the student will be provided with 16-hours of supervised field training necessary to qualify for the State certification exam. This practicum is usually conducted during the week following the end of the class.

## WHO SHOULD ATTEND

The Certification course is intended for health care administrators, directors of nursing, nurses, social workers and others who are seeking to qualify for State certification as an Assisted Living Administrator. Minimum Requirements for certification through this course: 21 years of age; high school diploma or equivalent; and a desire to serve the elderly.

## COURSE CONTENT

Introduction	1 Hour
Concept of Assisted Living	4 Hours
Age-Related Changes; Aging in Place	4 Hours
Assessments	4 Hours
Scope of Services; Service Planning	8 Hours
Shared Responsibility; Managed Risk	5 Hours
Documentation	3 Hours
Staffing Patterns	4 Hours
Nursing Activities; Medication Administration	3 Hours
Promoting Home-Like Environment	4 Hours
Practicum	16 Hours

## COURSE FEATURES

- ➔ **Custom Designed Course Manuals** – All course materials were custom developed by Excellence In Caring specifically for the learning format used for this course.
- ➔ **Hands-On** – At the conclusion of each course module, participants complete a set of exercises/tests designed to ensure that they understand the concepts and know how to apply them to the assisted living situations.
- ➔ **Live Instruction** – All classes are taught by an experienced, live instructor. No computer based instruction.
- ➔ **Small Class Size** – The number of course participants is limited in order to retain a low participant-instructor ratio. This also allows us to provide individual instruction, as needed, when course participants find a topic to be particularly challenging.
- ➔ **Participant Driven** – All participants are asked to complete an evaluation at the conclusion of each day. We carefully review the evaluations for each day and regularly enhance the program based on the evaluations.

## ABOUT OUR COMPANY

Excellence In Caring is dedicated to the improvement of care for the elderly. The company offers consulting services for long term care, adult medical day care and assisted living development, management, training, auditing and regulatory compliance. Our up-to date educational programs cover a wide variety of topics that affect the quality of life and quality of care of the elderly.

## INSTRUCTORS

**Karen Stratoti, RN, BSN, CNHA, NJCALA**, is the CEO of Excellence In Caring, Professional Administrative Services, LLC, established in New Jersey since 1995. She is a long-term educator, consultant, and publisher with more than 35 years of operational experience in health care. Mrs. Stratoti is the author of the book entitled “Excellence in Caring, an assisted living guide to community development and hope”. A sought-after speaker, Mrs. Stratoti lectures on assisted living topics as well as MDS, PPS, documentation, reimbursement, Medicare and other healthcare issues. She has functioned as a Temporary Manager for facilities deemed to be “in trouble”. Mrs. Stratoti is nationally certified in Long Term Care Administration through *ACHCA* and has served on the NJ State Department of Health advisory committees for the development of assisted living certification requirements.

**David C. Smith, LNHA**, is an original Member of the New Jersey Assisted Living Workgroup for the New Jersey Department of Health and Senior Services. Mr. Smith was also the academic coordinator and course monitor for the 100 hour LNHA prep course presented by the Health Care Association of New Jersey. In addition to being an LNHA, Mr. Smith is also a consulting Assisted Living Administrator and has been a CALA instructor in the past.

**Tepper and Rabin Consultants (Certified Consultant Pharmacists) Seventeen years’** experience as consultant pharmacists involving nursing homes, assisted living residences and related institutions encompassing the New Jersey and Pennsylvania area. Active participant in services for JCAHO recognized facilities and preparation for initial Accreditation Inspection for Joint Commission facilities.

Instructor team may vary with date and location.

## NEW PUBLICATION

We would like to take this opportunity to introduce “**Excellence In Caring - An Assisted Living Guide to Community Development and Hope**”. This book is an important step towards a more community based approach to Assisted Living. Insightful, comprehensive, educational and passionate, this book has been written with thoughtfulness and compassion for both the caregiver and those they serve.

We recommend you purchase this book prior to attendance through the following:  
To order call (888) 280-7715 or visit [www.authorhouse.com](http://www.authorhouse.com) and/or [www.amazon.com](http://www.amazon.com).  
\$22.95 Quality Trade Paperback      \$33.95 Quality Dust Jacket Hardcover

## DATES AND LOCATIONS

April 28, 29, 2017	Middlesex County
May 1, 5, 6, 8, 2017	Middlesex County
Practicum May 15, 2017	Middlesex County
Practicum May 16, 2017	Middlesex County

**Last Day to Register is 4/14/17**

July 14, 15, 17, 2017	Atlantic County
July 21, 22, 24 2017	Atlantic County
Practicum July 31, 2017	Atlantic County
Practicum August 1, 2017	Atlantic County

**Last Day to Register 6/30/17**

Special discount rates negotiated for groups of 3 or more attendees from the same facility.

## CLASS TIMES

All class hours are from 8:30 AM to 5:00 PM each day.

Continental breakfast and light lunch will be served by the hosting facility.

## COURSE INFORMATION

### REGISTRATION FEES

The total course fee is \$1500.00 which includes all course materials.

**Registration Deadline:** Three (3) weeks prior to class. After the deadline, call for availability.

**Registration Deposit:** \$300.00 due at the time of Registration. Balance of course fee due by the start of the class.

**Late Fee** of \$100.00 will be charged and collected on the first-class day if full payment is not received by the start of the class.

**A Certificate will not be presented until full payment, including late fees, is received.**

## CANCELLATION POLICY

All cancellations must be made in writing. Cancellations received within 3 days of the date EIC receives the registration are eligible for a full refund. Written cancellations received between 4 days after the date EIC receives the registration and 15 days prior to the first day of class are eligible for a refund, less a \$200.00 cancellation fee.

Written cancellations received 14 days prior to the first day of class or later are not eligible for a refund, but are eligible for a payment transfer (i.e. credit) to another CALA course (less a \$200.00 transfer fee). The credit is valid for up to 12 months from the date of the cancelled

class. Participants who do not cancel in writing will be considered “no shows” and are not eligible for refunds/credits.

## **REGISTRATION INFORMATION**

Payment **must** accompany the registration form (attached). All course materials are included in the registration fee. The registration fee does not include the cost of fingerprint supported criminal history checks or the cost of taking the New Jersey examination.

Upon receipt of the Registration Form and your deposit, we will send confirmation of your registration, including hotel information and directions. Registrations are accepted in the order they are received. Classes sometimes fill up before the registration deadline.

Please print and mail/fax or email the completed Registration Form to:

*Excellence In Caring  
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Egg Harbor Township, NJ 08234  
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Email: [E.I.C@comcast.net](mailto:E.I.C@comcast.net)  
website: [www.excellenceincaring.com](http://www.excellenceincaring.com)*

## REGISTRATION FORM

Name: \_\_\_\_\_ Title: \_\_\_\_\_

(As you would like it to appear on Certificate)

Organization: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

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Please register me for the following **Assisted Living Administrator Certification Course:**

- April 28 through May 16, 2017
- July 14 through August 1, 2017

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### Payment Type

- A check for my course fee is enclosed (make payable to EIC) or
- Charge my course fee to (circle one) VISA MasterCard  
Amount to be charged to credit card as of Registration: \_\_\_\_\_  
Balance of \_\_\_\_\_ to be charged on \_\_\_\_\_.

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CVV2 No.: \_\_\_\_\_ (See reverse side of card for 3-digit number)

Card Holder Street Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Upon receipt of this form and your deposit, we will send confirmation of your registration.**

**A Certificate will not be presented until full payment, including late fees, is received.**