

## Take YOUR Career to the Next Level with HACC's Nursing Home Administrator Program!

Gain skills and knowledge to become a successful nursing home administrator (NHA) in less than four months! Our HyFlex (Zoom or in person), classroom setting allows for group discussions and networking opportunities.

	Module	Spring 2025
1	General Administration	F, Feb. 7 (CRN 50843)
2	Gerontology, Disease of Aging	F, Feb. 14 (CRN 50844)
3	Role of Government in Health	F, Mar. 7 (CRN 50845)
4	Fiscal Mgmt, Budgeting	F, Feb. 28 (CRN 50846)
5	Personnel Management	F, Feb. 21 (CRN 50847)
6	Third Party Reimbursement	F, Mar. 14 (CRN 50848)
7	Preparing for Surveys	F, Mar. 28 (CRN 50849)
8	Understanding Regulations	F, Mar. 21 (CRN 50850)
9	Nursing & Resident Care	F, Apr. 4 (CRN 50851)
10	Rehab, Specialty Care Svcs	F, Apr. 11 (CRN 50852)
11	Health Support Services	F, Apr. 25 (CRN 50853)
12	Facility Support Services	F, May 2 (CRN 50854)
13	Dietary & Nutrition	F, May 9 (CRN 50855)
14	Social Services	F, May 16 (CRN 50856)
15	Risk Mgmt, Safety, Insurance	F, May 23 (CRN 50857)
16	Strategic Planning & Mktg	F, May 30 (CRN 50858)
	Review Course	FS, Jun. 20-21 (CRN 50861)

**Continuing Education Units for Nurses and NHAs:** Modules may be applied to the continuing education requirements for both professions.

**Objective:** To provide the 120-hour program for the nursing home administrator required by the Pennsylvania State Board of Nursing Home Administrators.

**Approval:** Each module is approved by the Pennsylvania State Board of Nursing Home Administrators. HACC will provide all 16 modules, a certificate of completion for each module and a certificate of completion for all 16 modules.

**Format:** Each module meets via zoom or in person, on Fridays from 8 a.m. to 4:30 p.m. with a one-hour lunch break.

**Tuition:** \$175 per module (if you are unable to attend all 16 days of class). See how to save on tuition below!

**Review Course:** A two-day review course is offered following each 16-module course – June 20 and 21 (spring) (CRN 50861). Tuition for the review course is \$395.

### **\*\* Tuition Savings \*\***

There are two ways to save when registering:

- Register and pay for all 16 modules one week prior to the first day of class and pay only \$2,579 – save \$221! (16-Module Bundle: Spring CRN 50860)
- Register and pay for all 16 modules and the Review Course one week prior to the start of the first day of class and pay only \$2,954 – a savings of over \$240! (16 Module and Review Course Bundle: Spring CRN 50859)

**Location of program:** HACC Lancaster Campus, East Building, Room 202, 1641 Old Philadelphia Pike, Lancaster, PA 17602

### **Make-up Days (due to inclement weather, instructor illness, etc.): June 6 and 7**

*Payment is required at the time of registration. Deadline to register is one week before each class. Refunds will be issued for cancelations made at least one day before the start of class. Refund requests must be in writing.*

**Module 1**  
**General Administration, Organization and Management in Nursing Homes**  
Approved for Continuing Education No. NHCE102171

**Module 2**  
**Gerontology, Diseases of the Aging, Death, and Dying**  
Approved for Continuing Education No. NHCE102172

**Module 3**  
**The Role of Government in Health Policy, Regulation and Reimbursement**  
Approved for Continuing Education No. NHCE102173

**Module 4**  
**Fiscal Management, Budgeting and Accounting**  
Approved for Continuing Education No. NHCE102174

**Module 5**  
**Personnel Management and Labor Relations**  
Approved for Continuing Education No. NHCE102175

**Module 6**  
**Third Party Reimbursement**  
Approved for Continuing Education No. NHCE102176

**Module 7**  
**Preparing for Licensure/Certification Surveys and Meeting Other Regulatory Requirements**  
Approved for Continuing Education No. NHCE102177

**Module 8**  
**Understanding Regulations, Deficiencies, Plans of Corrections and Quality Assurance**  
Approved for Continuing Education No. NHCE102178

**Module 9**  
**Nursing Department and Resident Care Management**  
Approved for Continuing Education No. NHCE102179

**Module 10**  
**Rehabilitation Services and Special Care Services**  
Approved for Continuing Education No. NHCE102180

**Module 11**  
**Health Support Services: Pharmacy, Medical Records and Diagnostic Services**  
Approved for Continuing Education No. NHCE102181

**Module 12**  
**Facility Support Services: Building/Grounds, Housekeeping, Laundry and Central Supply**  
Approved for Continuing Education No. NHCE102182

**Module 13**  
**Dietary Department and Patient Nutrition**  
Approved for Continuing Education No. NHCE102183

**Module 14**  
**Social Services, Family and Community Relationships and Resident Rights**  
Approved for Continuing Education No. NHCE102184

**Module 15**  
**Risk Management, Safety, and Insurance**  
Approved for Continuing Education No. NHCE102185

**Module 16**  
**Strategic Planning, Marketing, and Public Relations**  
Approved for Continuing Education No. NHCE102186

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Prior to registering for the program, please call HACC's Healthcare Education office to ensure that you are registering for the module(s) you wish to take as there are cost-saving options available.

**1. CALL HACC'S HEALTHCARE EDUCATION OFFICE**

- Please call 717-221-1377 or 717-221-1348

**2. REGISTER ONLINE**

- Please visit [onlinewfd.hacc.edu](http://onlinewfd.hacc.edu)
- Click on "Healthcare Training and Medical Education"
- Click on "Nursing Home Administrator"
- Click on the NHA bundle or individual module you wish to take, briefly reviewing description and dates to ensure you are registering for the appropriate course or bundle.
- Click on "Enroll Now"

- Click on "Continue Shopping" until you have registered for all the individual modules you wish to take (or after selecting the desired bundle), and after the last module or bundle selected, click on "Checkout".
- Follow prompts to pay the tuition. (Acceptable payment for online registration: VISA, MasterCard or Discover.)

Payment may be made by check or money order made out to HACC and mailed to: HACC, One HACC Drive, TL203, Harrisburg, PA 17110. PLEASE be sure to include "NHA 2025 Tuition" on the memo line of the check or money order or place a note inside the envelope.

*Please note: If your employer is paying your tuition prior to completing the program, please contact [elreiner@hacc.edu](mailto:elreiner@hacc.edu) or [sebiggs@hacc.edu](mailto:sebiggs@hacc.edu) to request a permission to bill form.*