



# **100-Hour Administrator Preparation Course**



The foundation for candidates to prepare to take the NJ State Nursing Home Administrator Licensing (LNHA) Exam or for any individual seeking a refresher course in a particular subject offered.

**January 30 through March 7, 2019**

HCANJ Executive Headquarters  
4 AAA Drive, Suite 203, Hamilton, NJ

# 100-Hour Administrator Prep Course

**ABOUT THE COURSE** This course will satisfy the requirements necessary to sit for the NJ Licensed Nursing Home Administrator (LNHA) licensing exam by encompassing the essentials of nursing facility administration. The course consists of 13 classes, each accompanied by corresponding outlines, assignments and related reading materials. Our tenured instructors ensure all participants have the most up-to-date information in our profession.

Upon successful completion of all classes, qualified students will receive a certificate of completion from the Health Care Association of New Jersey (HCANJ). Prior to finishing the course, students will be instructed how to proceed in registering for the examination.

**COURSE TIMES** All classes will begin promptly at 9 a.m. and conclude at 5 p.m. unless otherwise indicated. For inclement weather information, please contact Michelle Palko at michelle@hcanj.org.

**COURSE DATES for 2019** (*subject to change*):

January 30, 31 / February 5, 7, 12, 14, 19, 21, 26, 27, 28 / March 5, 6  
Make-up classes will be held the week of March 4th

**COURSE PREREQUISITES** Candidates must have a minimum of a baccalaureate degree.

**FULL COURSE TUITION INCLUDES:**

- ◇ 13 sessions of classroom instruction
- ◇ Handouts and copies of PowerPoint presentations
- ◇ *The Principles of Health Care Administration* by Davis, Haacker and Townsend
- ◇ Breakfast & lunch (Kosher available if requested in advance)

**PAYMENT** All registrations must be accompanied by payment in full either by check or money order made out to HCANJ, or by credit card. HCANJ accepts Visa, MasterCard and American Express. Registrations received without payment cannot be processed. Please make certain to print your information clearly on your registration form to avoid attendance certificate errors. Fillable forms are available so that you can type your registration.

**CANCELLATIONS** HCANJ regrets that we are unable to offer refunds for cancelled registrations. We encourage individuals who cannot attend send a substitute.

**DRESS CODE** Business casual (Bring a jacket or sweater to ensure your comfort in the event of temperature changes in the meeting room.)

**HCANJ has the most successful  
LNHA training course in the state  
with a pass rate of 95%!**

**ABOUT THE COURSE MONITOR** David Smith has been an LNHA for over 30 years. Dave was employed for over 20 years with Hovnanian Housing Services, most recently as Senior Vice President until his retirement. He served as a provider member on the original NJ Assisted Living Workgroup which wrote the original New Jersey assisted living regulations. Dave has taught the 100-hour prep course for over 25 years, the past ten years with HCANJ.

**COURSE OBJECTIVES** This course fulfills the NJ State 100-hour education requirements for initial LNHA licensure. It also provides CEUs to LNHAs seeking a refresher course in subjects being offered. The course has been developed by NJ licensed nursing home administrators who are leaders in long term care and is designed for professionals in the field of long term care, especially those planning to take the LNHA licensing exam. Instruction reviews the following domains:

- ◇ DOMAIN 1: Resident care and quality of life
- ◇ DOMAIN 2: Human resources
- ◇ DOMAIN 3: Finance management
- ◇ DOMAIN 4: Physical environment
- ◇ DOMAIN 5: Leadership & management

**REFRESHER COURSE** We offer individual module registration to those who would like to take a refresher in a particular subject area. LNHA license holders are welcome to take any module and receive CEUs for that day. Only daily materials will be provided. The refresher course does not include either of the text books or the online study guide.

**MAKE UP CLASSES** If a single session is missed, the course moderator will give an assignment which must be handed in and reviewed prior to the conclusion of the course. If approved, all hours will be awarded. If not turned in, only hours attended will be awarded at the final session. For those who miss several days or are not able to complete the entire course, the hours may be made up the next time the course is offered as long as space is available. It is the responsibility of the student to make registration arrangements. There will be a \$100.00 charge per student, per make-up class.

**Course location and directions:**



HCANJ Executive Headquarters

4 AAA Drive, Suite 203, Hamilton, NJ

Directions can be found at

<http://www.hcanj.org/files/2013/09/directions.pdf>

# 100-Hour Administrator Prep Course Registration

## REGISTRATION METHODS

**BY FAX:** Fax your completed registration form along with your credit card information to: **609.584.1047**.

**BY MAIL:** Mail your completed registration form along with your check or credit card information to:

**Health Care Association of New Jersey, 4 AAA Drive, Suite 203, Hamilton, NJ 08691**

**ONLINE:** Visit our website at [www.hcanj.org](http://www.hcanj.org) and click on the **Events and Education** tab to find the event

- If you have questions regarding the program, please contact Michelle at 609.890.8700 or e-mail [michelle@hcanj.org](mailto:michelle@hcanj.org).
- **Cancellation Policy:** HCANJ regrets that we are unable to offer refunds for cancelled registrations or no-shows.

**Full Course Tuition: \$2,195 per student**

Course tuition must be paid in full prior to the start date. Full course tuition includes *The Principles of Health Care Administration* textbook by Davis, Haacker and Townsend, all 13 sessions of classroom instruction, course materials, breakfast & lunch. Kosher meals are available if requested in advance. Missed days may be made up the next time the course is offered as long as space is available. It is the responsibility of the student to make registration arrangements. There will be a \$100.00 charge per student, per make-up class not completed during the current class, and taken during the following year's course.

**2019 Course Dates** *(subject to change)*

January 30, 31 / February 5, 7, 12, 14, 19, 21, 26, 27,28 / March 5, 6,

Classes cancelled due to inclement weather will be made up prior to the final week of the course.

**Looking to take a refresher class? Contact Michelle at 609-890-8700 or [michelle@hcanj.org](mailto:michelle@hcanj.org) for details.**

PLEASE PRINT LEGIBLY OR TYPE

Registrant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ Email: \_\_\_\_\_  
Street address City State/Zip

Current Facility: \_\_\_\_\_ Title \_\_\_\_\_

**Registration and Payment Information:** (payment due in full at time of registration)

**Full 100-Hour Course @ \$2,195.00**

Payment Method:  Check enclosed **OR**  Charge my card for \$ \_\_\_\_\_  MasterCard  Visa  AMEX

Cardholder Name: \_\_\_\_\_ Cardholder Phone: \_\_\_\_\_

Credit Card No. \_\_\_\_\_ CV2 # \_\_\_\_\_ Card Exp. Date \_\_\_\_\_

Cardholder Address \_\_\_\_\_ Cardholder fax: \_\_\_\_\_  
Street address City State/Zip

Cardholder Signature \_\_\_\_\_ Primary Contact Email: \_\_\_\_\_