



**120-HOUR LONG TERM CARE**  
 NURSING HOME ADMINISTRATION PROGRAM  
 ROOM C, SWARTZ CENTER, MARYWOOD UNIVERSITY

# REGISTRATION FORM

## REGISTRANT INFORMATION

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Employer Address \_\_\_\_\_  
 Phone \_\_\_\_\_

## INDICATE METHOD OF PAYMENT

**CHECK** (Made payable to Marywood University.)  
 Amount \$ \_\_\_\_\_

**CREDIT CARD**  
 Charge to:  Master Card  Visa  Discover  
 Author. # \_\_\_\_\_  
 3-Digit Security Code \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Signature \_\_\_\_\_

**Bill Agency Authorization letter must be attached. Agency registrations will not be processed without letter of authorization.**

I understand and agree that if, for any reason, my employer refuses payment, if I take leave of my present place of employment, or if I withdraw from the course after the 100 percent cancellation period, I will be responsible for the immediate and full payment of registration fees due.

Any cancellation one week or more prior to a program will receive a 100 percent refund. No credit for billed or paid registrations will be given after the one-week deadline.

## CONTINUING EDUCATION CONTACTS

**Jill Schroth, Director**  
 570.340.6061 | jschroth@marywood.edu

**Linda Wrazien, Secretary**  
 570.340.6060 | lawrazien@marywood.edu

## HOW TO REGISTER/INQUIRIES

- **Register in person** with cash or a check. Continuing Professional Education is located at the Swartz Center on University Avenue.
- **Register by mail** with a check or credit card. Mail to: Continuing Professional Education, Marywood University, 2300 Adams Ave., Scranton, PA 18509
- **Register by fax.** If your agency is paying for the registration, please include an authorization letter to bill the agency. Fax: 570.961.4798
- **Register by phone** with Visa, Master Card, or Discover. 570.340.6060

## CLASS ENROLLMENT

COURSE TITLE	COURSE #	PRICING
<i>Indicate number of participants next to course title.</i>		
_____ Entire Series	11423	_____ \$2,100
<b>With NHA Refresher (Must be taken within one year of completing the 120-hour Long Term Care Program.)</b>		

_____ Entire Series	11424	_____ \$1,800
_____ Social Services	11399	_____ \$125
_____ Gerontology	11400	_____ \$125
_____ Fiscal Management	11401	_____ \$125
_____ Risk Management	11402	_____ \$125
_____ Role of Government	11403	_____ \$125
_____ Nutrition	11404	_____ \$125
_____ Understanding Regs	11405	_____ \$125
_____ Health Support	11406	_____ \$125
_____ PPS	11407	_____ \$125
_____ Rehabilitation	11408	_____ \$125
_____ Preparing for Licensing	11409	_____ \$125
_____ Nursing	11410	_____ \$125
_____ Facility Support	11411	_____ \$125
_____ General Administration	11412	_____ \$125
_____ Strategic Planning	11413	_____ \$125
_____ Personnel	11414	_____ \$125

<b>NHA Refresher</b>		
_____ 8/9/2013 – 8/10/2013	11351	
_____ 10/4/2013 – 10/5/2013	11415	
_____ 12/13/2013 – 12/14/2013	11416	
_____ 2/7/2014 – 2/8/2014	11417	
_____ 4/4/2014 – 4/5/2014	11418	
_____ 6/6/2014 – 6/7/2014	11419	
_____ 8/8/2014 – 8/9/2014	11420	
		_____ <b>\$475</b>

Non-Profit  
 Organization  
 U.S. Postage  
 PAID  
 Scranton, PA  
 Permit No. 474

**Marywood**  
 UNIVERSITY

Marywood University Continuing Professional Education  
 2300 Adams Avenue, Scranton, PA 18509

**RETURN SERVICE REQUESTED**

**Marywood**  
 UNIVERSITY

**120-HOUR LONG TERM CARE**  
 OFFERING CEUs  
 in Nursing Home Administration and  
 Select Courses for Nursing & Social Work

**PROFESSIONAL CONTINUING EDUCATION**



**120-HOUR LONG TERM CARE**  
NURSING HOME ADMINISTRATION PROGRAM  
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**LONG TERM CARE ADMINISTRATION COURSE**

This course has been designed to meet the 120-hour program mandated by the Pennsylvania State Board of Examiners of Nursing and Home Administrators.

**Please note: in order to receive approved continuing education hours, the participant must stay for the entire program.**

**» CONTINUING EDUCATION CREDITS**

Each course is approved for 7.5 continuing education credits, many of which may be taken for social work and nursing credits.

^ This five-session nursing sub-series continuing nursing education activity was approved by the PA State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

\* Approved for 7.5 continuing education credits for social workers applicable towards NJ/PA/LSW licensure renewal.

**» 2013 SCHEDULE 120 CREDIT PROGRAM**

- \* Social Services, Family, and Community Relationships, and Patient Rights **10/17/2013 • #11399**  
*Plus Social Work CEUs*  
MARIA HASTIE • JOHN R. O'BRIEN
- \* Gerontology **10/18/2013 • #11400**  
*Plus Social Work CEUs*  
PEGGY STEINBERG
- Fiscal Management: Budgeting and Accounting **10/31/2013 • #11401**  
MICHAEL P. KELLY
- Risk Management: Safety and Insurance **11/1/2013 • #11402**  
MATT ALFIERO
- Role of Government **11/14/2013 • #11403**  
JIM WILLIAMS

^ Nutrition and Dietary Needs of the Long Term Care Resident

Understanding Regulations, Deficiencies, Plans of Correction, and Quality Assurance

\* Health Support Services: Pharmacy Medical Records and Diagnostic Services

Medicare PPS and Third Party Reimbursement

Rehabilitation Services in LTC

^ Preparing for Licensure and Certification Surveys; Meeting the Regulatory Requirements

^\* Nursing Department and Patient Care Management

Facility Support Services: Building, Grounds, Housekeeping, Laundry, and Central Supply

^ General Administration and Organization Management of Nursing Homes

Strategic Planning: Marketing and Public Relations

^\* Personnel Management and Labor Relations

Entire Series

Entire Series with NHA Refresher

**11/15/2013 • #11404**  
*Plus Nursing CEUs*  
MARTHA WRIGHT

**12/5/2013 • #11405**  
ANTOINETTE MANLEY • JACKIE BUTLER

**12/6/2013 • #11406**  
*Plus Social Work CEUs*  
TOM SNADER • STEPHANIE SAKSON

**1/23/2014 • #11407**  
LOUIS SHIBER

**1/24/2014 • #11408**  
GARY DUNCAN

**2/20/2014 • #11409**  
*Plus Nursing CEUs*  
LEE ANN EMERICK

**2/21/2014 • #11410**  
*Plus Nursing and Social Work CEUs*  
ANTOINETTE MANLEY • JANET NERBECKI

**3/20/2014 • #11411**  
ALBERT RAYMOND

**3/21/2014 • #11412**  
*Plus Nursing CEUs*  
LAURA NOVAKOWSKI

**4/10/2014 • #11413**  
WILLIAM BACHMAN

**4/11/2014 • #11414**  
*Plus Nursing and Social Work CEUs*  
LAURA NOVAKOWSKI • JANET NERBECKI

**#11423**

**#11424**

**REFRESHER COURSE FOR NURSING HOME ADMINISTRATION LICENSURE EXAMINATION**

This course, now being offered for the 29<sup>th</sup> year, has been proven to be of great value to persons who are preparing for the Licensure Examination. There is a high success rate following the completion of the course. The two-day agenda includes lecture, discussions, and practice tests. Mandatory areas of both theory and practice are discussed.

**» CONTINUING EDUCATION CREDITS**

This course is approved for 17 Continuing Education hours by the PA State Board of Examiners of Nursing Home Administrators.

**» 2013/2014 SCHEDULE**

8/9/2013 – 8/10/2013	#11351
10/4/2013 – 10/5/2013	#11415
12/13/2013 – 12/14/2013	#11416
2/7/2014 – 2/8/2014	#11417
4/4/2014 – 4/5/2014	#11418
6/6/2014 – 6/7/2014	#11419
8/8/2014 – 8/9/2014	#11420
10/3/2014 – 10/4/2014	#11421

**All courses run from 8 a.m. to 5:30 p.m. each day.**  
*NHA Refresher Classes will be held in the O'Neill Center for Healthy Families, Room 229.*

Marywood University, in accordance with applicable provisions of federal law, does not discriminate on grounds of race, color, national origin, sex, age, or disability in the administration of any of its educational programs or activities, including admission, or with respect to employment. Inquiries should be directed to Dr. Patricia Dunleavy, Associate Vice President for Human Resources, Coordinator for Act 504 and Title IX, Marywood University, Scranton, PA 18509-1598. Phone: (570) 348-6220 or e-mail: [dunleavy@marywood.edu](mailto:dunleavy@marywood.edu).

**» ABOUT THE PRESENTERS**

**Matthew J. Alferio, CPCU, CLU, AFSB, ARM** is President of AJ Lupas Insurance Agency.

**William Bachman** has served as Director of Communications for a variety of organizations, including the city of Wilkes-Barre and WNEP-TV. He is a long-time educator and communications consultant in the area of standard corporate and crisis communications.

**Jackie Butler** is Assistant Administrator at Lackawanna County Health Care Center with over 33 years of nursing experience. She is also a former long term care surveyor for the Department of Health.

**Gary Duncan, OTR/L**, has served as a Director of Rehabilitation in a Long Term Care Facility.

**Lee Ann Emerick, RN, DON, NHA**, has 20 years experience in long term care. She is currently a nursing home administrator at Little Flower Manor, Wilkes-Barre, PA.

**Maria Hastie, MPA, NHA**, serves as the Outreach Coordinator at Ceisinger Life Center.

**Michael P. Kelly, MPA, NHA**, is the President of Senior Health Solutions, Scranton, PA.

**Antoinette Manley, RSM, MSN, MS**, is the Assistant Administrator at the Mercy Center, Dallas, PA.

**Janet Nerbecki, MS, NHA**, is a former Program Specialist with the Office of Long Term Care Living, Department of Public Welfare.

**Laura Novakowski, BSN, MBA, NHA**, is President of Positive Power Strategies, Inc.

**John R. O'Brien, Esq.**, is partner in the law firm of Oliver, Price & Rhodes, Scranton, PA.

**Albert Raymond, BS**, is employed with Healthcare Services Group Inc.

**Stephanie Sakson, RHIA**, serves as a consultant in medical records services to long term care facilities.

**Louis J. Shiber, MBA**, is a Reimbursement Specialist at Larson Allen, LLP.

**Thomas C. Snader, PHARM. D., SASCP, R.PH.**, is Branch Manager at Community Health Care Services.

**Peggy Steinberg, ACSW, LSW**, is the Director of Social Work at Lourdes Hospital, Binghamton, NY.

**Jim Williams, RN, NHA**, is a registered nurse and licensed nursing home administrator, with 25 years of long-term care experience. He is currently the President of Carefirst Pharmacy Services, LLC.

**Martha Wright, RN, MSN, RD, LDN, RAC-CT**, is a Clinical Informaticist with United Methodist Homes, Pittston, PA.