



ASSISTED LIVING MANAGER 80-HOURS TRAINING

WHO SHOULD ATTEND ?

Assisted Living Managers: as required by COMAR 10.7.14.15. Some managers may be exempt. Please refer to ALM regulations in COMAR for exemption details:
COMAR 10.7.14.15-1A &
COMAR 10.7.14.15-1E

LOCATION

Handelman Conference Center
7090 Samuel Morse Drive
Suite 400
Columbia, Maryland

Dates and time varies. See schedule for dates and times.

FEES

- **\$1,450.00 per registrant**
Fee includes:
 - Text books
 - Assisted Living Manager Training Certificate (Beacon Institute)
 - National Administrator Certificate (Senior Living University)

PAYMENT PLANS:

- A. **Full Payment:** (\$1,450) due with registration
- B. **Partial Payments:**
- 1st Payment (\$700) due with registration. **Registration will not be process without payment.**
 - 2nd Payment (\$375) due **November 7, 2019**
 - 3rd Payment (\$375) due **November 19, 2019**
- C. **Cancellation Policy:** Please read cancellation policy at the back of brochure

FALL 2019 PROGRAM SCHEDULE

Registration & breakfast begin at 8:00 am
Doors open at 8:00 am

Class: 8:30 am—5:00 pm

20-hours of the course is self-study through required text book and handouts . Handouts will be emailed 5 business days before the start of class.

- A. **ADMISSION AND DISCHARGE CRITERIA
CLINICAL MANAGEMENT, ASSESSMENT & LEVEL of CARE**
DATE: November 1, 2019
DATE: November 5, 2019
- B. **DEMENTIA, MENTAL HEALTH AND BEHAVIOR
QUALITY ASSURANCE & SURVEY PROCESS**
DATE: November 7, 2019
November 12, 2019
- C. **SERVICE PLANNING
NUTRITION & FOOD SAFETY
END OF LIFE CARE**
DATE: November 14, 2019
- E. **MANAGEMENT & OPERATION
EMERGENCY PLANNING**
DATE: November 19, 2019

EXAM

November 26, 2019
10:00 am—12:00 pm

**PLEASE ARRIVE 15
MINUTES BEFORE
EXAM TIME. DOORS
OPEN AT 9:45 AM**

IN THE EVENT OF INCLEMENT WEATHER, PLEASE CALL 410-381-1176 FOR CLASS STATUS

Professional Development Recognition

Each participant will receive a certificate of completion upon successfully passing the exam.

Registration Policies

1. Please mail or fax your registration early. Space is filled on a first served basis. Policy and deadlines for registration are the same by fax as by mail.
2. Please enclose a check or complete the credit card registration below. Faxed registrations must include credit card or purchase order information.
3. Registrations and payment must be received no later than five days prior to the workshop.
4. We reserve the right to cancel this program due to insufficient registration.

Cancellation Policy

Refunds, minus a **\$700** processing fee per registrant, will be honored if requested in writing **SEVEN (7) business** days prior to the date of the seminar. In the event of emergency, attendees may send substitutions in their places without prior notification. Other fees such as text books will apply.

Inclement Weather Policy

If Howard County Public Schools are closed or opening late due to inclement weather, all seminars are **CANCELLED**. Registrants will be contacted regarding rescheduling arrangements.

DIRECTIONS

Handelman Conference Center 7090 Samuel Morse Drive, Suite 400, Columbia, MD (Located at rear of Building)

FROM INTERSTATE 95

Take the MD-175 W EXIT 41, toward Columbia. Merge onto MD-175 W/Rouse Pkwy. Turn slight right onto ramp to merge onto Columbia Gateway Dr. Follow approximately 1.5 miles to a left onto Samuel Morse Dr. *(If you reach Robert Fulton Dr. you've gone too far)*. 7090 is on the right and at the end of Samuel Morse Drive. Turn towards the office building. Follow the signs to go left around the building to the Handelman Conference Center. **The Conference Center is located at the rear of the building.**

FROM ROUTE 32

Take Exit 14 for Broken Land Pkwy. Merge onto Broken Land Pkwy. Turn right onto Snowden River Parkway. Immediately after the light at Oakland Mills Rd. use the right lane to take the ramp onto Robert Fulton Drive. Follow to the end and turn right onto Columbia Gateway Dr. Take the 1st right onto Samuel Morse Dr. *(If you reach Albert Einstein Dr you've gone too far)*. 7090 is on the right and at the end of Samuel Morse Drive. Turn towards the office building. Follow the signs to go left around the building to the Handelman Conference Center. **The Conference Center is located at the rear of the building.**

FROM FREDERICK and points West

Take I-70 E toward Baltimore. Continue on I-70 to merge onto US-29 S/Columbia Pike S via EXIT 87A toward Columbia/Washington. Keep left to take MD-100 E via EXIT 22 toward Glen Burnie. From MD-100 take Exit 3 for Snowden River Parkway. Immediately after the light at Oakland Mills Rd. use the right lane take the ramp to merge onto Robert Fulton Dr. Follow to the end and turn right onto Columbia Gateway Dr. Take the 1st right onto Samuel Morse Dr. *(If you reach Albert Einstein Dr. you've gone too far)*. 7090 is on the right and at the end of Samuel Morse Drive. Turn towards the office building. Follow the signs to go left around the building to the Handelman Conference Center. **The Conference Center is located at the rear of the building.**

Registration Form

Assisted Living Manager 80-Hours Training Fall 2019

PLEASE PRINT. Copy this form for multiple registrants. Please register and return by **October 25, 2019**.

Name _____ Title _____

Work Email _____

Organization Name _____

Organization Address _____

City _____ State _____ Zip _____

Work Phone _____ Fax _____

Fee: Full Payment \$1,450.00 Partial Payment Plan 1st Installment \$700

Please mail with check payable to: **THE BEACON INSTITUTE**, 7090 Samuel Morse Drive, Suite 400, Columbia, MD 21046
Or fax with credit card information to 410.381.6061



Name on Card _____ Account No. _____

CVV2 Security Code _____ Expiration Date _____ Signature _____

Credit Card Billing Address _____

Card Holder Email Address _____