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**Subject:** IMPORTANT-Changes to PCHA and ALRA Orientation  
**Date:** Wednesday, March 27, 2024 3:53:00 PM  
**Attachments:** [Legacy Certificate Example-PCHA Competency Test.pdf](#)  
[Current PCHA Competency Test Example.pdf](#)  
[Assisted Living Residence Administrator Competency Test Example.pdf](#)

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Dear Providers,

This communication contains important information about upcoming changes to Personal Care Home Administrator (PCHA) Orientation and Assisted Living Residence Administrator (ALRA) Orientation. Please review the entire communication in detail.

PCHA Orientation—administered by the Bureau of Human Services Licensing (BHSL) in accordance with § 2600.64(a)(1)—and ALRA Orientation--administered by BHSL in accordance with § 2800.64(a)(1)—are one-day virtual training sessions that are administered through BHSL and are required to be completed prior to initial employment as an administrator.

**Effective July 1, 2024, administrator orientation will no longer be available to the general public on an unrestricted basis.** In order to better control class sizes and the effectiveness of the training, the following prerequisites will apply:

- PCHA Orientation
  - In order to attend PCHA Orientation, administrator candidates will be required to have passed the Personal Care Home Administrator Competency Test.
- ALRA Orientation
  - In order to attend ALRA orientation, administrator candidates will be required to have passed the Assisted Living Residence Administrator Competency Test.

Schedules and registration links for PCHA and ALRA orientation will remain in the same location on [PCH-ALR-Training \(pa.gov\)](https://www.dhs.pa.gov/Licensing/BHSL-Licensing/Pages/PCH-ALR-Training.aspx).  
(<https://www.dhs.pa.gov/Licensing/BHSL-Licensing/Pages/PCH-ALR-Training.aspx>)

Updating orientation registration links and BHSL website will take additional time. When the updates are completed, **anyone registering for an orientation session taking place after 7/1/2024 will be required to upload a copy of their certificate of completion for the appropriate Administrator Competency Test.** Example certificates are attached to this message. Anyone who has already registered for an orientation session taking place after 7/1/2024 will be contacted via email with instructions.

While the Department of Human Services remains sympathetic to staffing challenges, please remember that all elements of initial administrator training required by § 2600.64(a)(1), (2), and (3) and § 2800.64(a)(1), (2), and (3) must be completed **prior**

**to initial employment** as an administrator. While BHSL will consider regulatory waivers due to extenuating circumstances, the waiver process is not intended to circumvent the minimum standards required by the regulations that govern the operation of a licensed facility.

Questions about this communication may be directed to [rapwarlheadquarters@pa.gov](mailto:rapwarlheadquarters@pa.gov).

Thank you,

**Joshua Hoover | Human Services Program Representative 1**

Bureau of Human Services Licensing

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**PENNSYLVANIA  
DEPARTMENT OF PUBLIC WELFARE  
ADULT RESIDENTIAL LICENSING**

**Certificate of Completion  
Personal Care Home Administrators' Test**

**Name**

**Date of Completion**

**30+ Character Alphanumeric Reference Code**

This certificate certifies that the above named individual has successfully completed the Department-approved personal care home administrator competency-based training test in accordance with 55 Pa.Code § 2600.64(a)(3).



**pennsylvania**

DEPARTMENT OF HUMAN SERVICES

**BUREAU OF ADULT RESIDENTIAL LICENSING**

**Certificate of Completion  
Personal Care Home Administrator Competency Test**

**Name**

**Date of Completion**

**30+ Character Alphanumeric Reference Code**

This certificate certifies that the above-named individual has successfully completed the Department-approved personal care home administrator competency-based training test in accordance with 55 Pa. Code § 2600.64(a)(3).



# pennsylvania

## DEPARTMENT OF HUMAN SERVICES

### **BUREAU OF HUMAN SERVICES LICENSING**

#### **Certificate of Completion Assisted Living Residence Administrator Competency Test**

**Name**

This certificate certifies that the above-named individual has successfully completed the Department-approved assisted living residence administrator competency-based training test in accordance with 55 Pa. Code § 2800.64(a)(3).

xx/xx/xxxx  
**Date**

*Signature*

*Bureau of Human Services Licensing  
Room 631 Health and Welfare Building  
625 Forster Street  
Harrisburg, Pennsylvania 17120*