

REGISTRATION FORM - Residential Care & Assisted Living Facilities Administrators Certification Program

RENEWAL CERTIFICATION: A student must take the **two-hour Rules and Regulations/New Regs** class listed below plus 6 hours of elective classes. The 8-hour MAT update must also be completed or the student must have continued good standing status as an RN, LPN, or CMA. Please check the classes in which enrollment is desired. The minimum fee for renewal certification is \$144.00 unless transferring in hours from an outside entity.

July 8	Rules and Regulations for Residential Care & Assisted Living Facilities/New Regs (2 hrs.) - \$36	_____	_____
July 8	Legal Documents (1 hr.) - \$18	_____	_____
July 8	Legal Issues (1 hrs.) - \$18	_____	_____
July 8	Hot Topics in Mental Health, Staff Development Life Enrichment, Management & Supervision) – (4 hrs.) - \$72	_____	_____
TOTAL		_____	\$ _____

INITIAL CERTIFICATION: A student must take 35 hours of the following classes. The minimum cost of initial certification is \$630.00. Students must also take the two-day (15-hour) MAT Certification class and provide a certificate of completion or provide proof that the student is an RN, LPN, or CMA in good standing prior to receiving the initial certificate.

July 12	Rules and Regulations for Residential Care & Assisted Living Facilities Part I (2 hrs.) - \$36	_____	_____
July 12	Legal Documents (1 hr.) - \$18	_____	_____
July 12	Legal Issues (1 hr.) - \$18	_____	_____
July 12	Rules and Regulations for Residential Care & Assisted Living Facilities Part II (4 hrs.) - \$72	_____	_____
July 13	Understanding Mental Illnesses (3 hrs.) - \$54	_____	_____
July 13	Leadership Skills & Staff Development (3 hrs) - \$54	_____	_____
July 14	Administrative Issues (3 hrs.) - \$54	_____	_____
July 14	Emergency Preparedness Plan: Are You Ready? (4 hrs.) - \$72	_____	_____
July 15	A Formula for Successful Operations (4 hrs.) - \$72	_____	_____
July 15	Life Enrichment Program (4 hrs.) - \$72	_____	_____
July 16	Strategies to Manage Challenging Behaviors (4 hrs.) - \$72	_____	_____
July 16	Nutrition Therapy (2 hrs.) - \$36	_____	_____
TOTAL		_____	\$ _____

Name: _____ SSN# _____

Mailing Address: _____ Phone: _____

City, State, Zip: _____

Facility: _____

Email Address: _____

Payment By:

Make check payable to the OKC Downtown College. Check # _____ for \$ _____ is enclosed.

Charge to Credit Card Type: _____ Visa _____ MasterCard _____ Discover _____ American Express

Amount: \$ _____ Cardholder's Name: _____

Billing Address: _____ Card Number: _____

Signature: _____ Expiration Date: ____/____ Security Code _____

Please return registration payment and application to: Jimmie Sue Baker, OKC Downtown College, Ronald J. Norick Library/Learning Center, 300 Park Avenue, Oklahoma City, OK 73102; phone: 405-232-3382; Fax 405-232-6324; email: jbaker@downtowncollege.com

