

REGISTRATION FORM

First Name: _____ MI: _____ Last Name: _____

Company or Organization: _____

Work Address: _____

Work City: _____ Work State: _____ Work Zip: _____

Work Phone: _____ Check here if new address

Work Fax Number: _____

Home Address: _____

Home City _____ Home State: _____ Home Zip: _____

Home Phone: _____ Check here if new address

Email Address _____

Dates	Title

PAYMENT INFORMATION

Credit card: VISA MasterCard Credit Card Number: _____

Expiration Date: _____ Card Holder's Name _____

Card CIN (3 digits on back of card) _____ Card Billing Zip Code: _____

Check Enclosed: Check Number: _____ Amount: \$ _____

Please note: Payment must be received in full to be registered for a course. BHSI reserves the right to CANCEL courses due to insufficient enrollment. Classes may also be canceled due to inclement weather conditions. If courses are canceled, registered participants will be notified as soon as possible.

FEES

\$250.00 per 2-day Module

\$125 per 1-day elective

(\$1,500 to complete full program)
includes morning & afternoon snacks
does not include lunch

TIME



All classes
run from
8:30 a.m. to
4:00 p.m.

IMPORTANT INFORMATION

**You must be registered in advance to attend
this training program.**

Communication requests and special needs: Please indicate any special requests at the time of your registration so that we may plan accordingly.

MAILING INFORMATION

Mail completed Registration form to:
BHSI—Attn: RFA Fall 2010
125 Presumpscot Street, #7
Portland, ME 04103



Or Fax Attention to Faith H. 1-888-748-4018

GENERAL RFA QUESTIONS?

Please contact:



Behavioral Health Sciences Institute
Faith Hauger, Program Coordinator
207-321-6081 x102
Fhauger@bhsi.net



RFA Training is Required for all Level IV Administrators

Regulations Governing the Licensing and Functioning of Assisted Living Facilities

10.4 Administrator training. *The administrator must have successfully completed a Department-approved training program for administrators unless they have a license from the Nursing Home Administrators Licensing Board as an residential Care Administrator or Multi-Level Facility Administrator. Ongoing training of at least twelve (12) classroom hours annually is required for all administrators in areas related to care of the population served by the facility. Classroom hours from the Department-approved training may count toward meeting these twelve (12) hours.*

RFA Training provides exposure to current approaches to staff management, resident support and rehabilitation, and higher standards of general care. This training provides an awareness of approved residential environments, progressive business practice and the importance of psychosocial approaches to residential living. This training is useful for residential facility management staff and administrators.

You are encouraged to take the RFA Training because:

- It meets DHHS & NHALB (pending approval) Regulations
- The tuition is reimbursable for PNMI Facilities

The required course program consists of approximately seventy-two hours of in class instruction and a number of assignments or projects (thirty hours minimum) which are undertaken in the home facility between class dates.

Participants are urged to register for and attend the required courses in sequence and must complete the five required courses (core modules) and two electives.

Fall 2010 RFA Modules

Title	Date	Location
Psychosocial Rehabilitation	October 14 & 15	CCCR at UMA
Community Resources	October 28 & 29	CCCR at UMA
Care Planning Administrator Supervision	November 4 & 5	CCCR at UMA
Understanding & Responding to Behavior of Residents	November 10 & 11	CCCR at UMA
ELECTIVE—Falls Prevention, Updates on Medications & Interactions	November 16 & 17	CCCR at UMA
ELECTIVE—Managing Conflict in Your Facility	November 22	CCCR at UMA
	November 23	CCCR at UMA

BEHAVIORAL HEALTH SCIENCES INSTITUTE

*A Collaboration of Spurnink Services
and University of Maine at Augusta*

www.bhsi.net

RFA Training

Residential Facility Administrator Training

Fall 2010

Full Program Schedule



Approved by:
The Department of Health
& Human Services

Pending Approval by:
State of Maine- Nursing Home
Administrator's Licensing Board