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COURSE DESCRIPTIONS

UPDATED 09/2026 - DQ

Basic First Aid; Adult/Child/Infant CPR	
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American Red Cross or EMS Safety 2-year certification! Fee includes certificate and supplies. The course teaches participants how to recognize and care for victims of injury or sudden illness, plus how to deal with cuts, bruises, bone/muscle injuries, shock, bleeding and other first aid emergencies. Class prepares participants to respond to breathing and cardiac emergencies in adults, children and infants. *This is for lay persons only.*

Beginner ARF/RCFE Administrators' Workshop	<i>Instructor: Delia Quinley, LCSW, ARF Administrator</i>
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This workshop is designed to provide new and prospective Administrators with the foundational knowledge and practical skills necessary to effectively operate a licensed Adult Residential Facility (ARF) and Residential Care Facility for the Elderly (RCFE) in accordance with California Community Care Licensing (CCL) regulations, Title 22, Title 17, and regional center requirements. This is a HANDS-ON class. Instructor will help prepare all necessary DOCUMENTATION needed to ensure compliance with licensing agencies. You are encouraged to bring your laptops if needed. ALL forms needed will be provided. A 4 hour ARF/RCFE CE certificate in Documentation Guidelines shall be available at the end of the class.

Activities of Daily Living	
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This course will help students understand individual functional activities and self-maintenance tasks that are essential to residents' continued well-being, independence, and quality of life. The course will introduce commonly used tools and methods for assessing an individual's ability to perform daily living tasks. Key issues that may affect an individual's functional limitations will be discussed as well to develop more understanding of the needs of individuals needing care.

Analyzing Anemia	
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This course on anemia is designed to provide students with comprehensive understanding of anemia, including its causes, signs and symptoms, diagnostic processes, treatment options, and common types. Through lectures, case studies, and interactive discussions, students will explore the differences among various forms of anemia and the management approaches that may be used for each condition. The course will also address factors that may increase an individual's risk for anemia and the importance of timely recognition, medical evaluation, and appropriate follow-up. Emphasis will be placed on helping learners recognize potential signs of anemia, understand when concerns should be reported to appropriate healthcare professionals, and support individuals receiving care in residential, community-based, and other care settings.



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Adult Residential Facility (ARF) Administrator Initial Certification Training Program	<i>Instructor: Delia Quinley, LCSW, ARF Administrator</i>
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Certified ARF Administrators play a crucial role in overseeing the day-to-day operations of Adult Residential Facilities (ARF) or board and care homes catering to adults between the ages of 18 and 59 with physical, developmental, and/or mental health disabilities. This comprehensive course is specifically designed to equip participants with the knowledge and skills necessary to successfully challenge the State of California Certification Examination. This is for individuals aspiring to become Administrators of Adult Residential Facilities (ARFs) in the state of California. This program provides essential training and guidance to navigate the responsibilities and applicable regulations governing these care settings. Elevate your career prospects and make a meaningful impact in the lives of vulnerable adults by enrolling in this dynamic course today.

Assistance with Medication Administration	
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This course on assistance with medication administration is designed to provide residential care professionals with the necessary knowledge and skills needed to safely and effectively assist residents with their medication needs. Topics covered in this course will include medication administration techniques, medication storage and handling, medication safety and adverse reaction management. By the end of this course, participants will have a thorough understanding of how to assist residents with their medications in a safe and efficient manner. ***The 4 hours CE credit can be counted towards the RCFE new direct care staff medication training requirement of 10 hours initial training if taken within the 1st 4 weeks of employment.***

Asthma	
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This course is designed to equip participants with essential knowledge and practical skills to effectively understand, support, and care for residents with asthma in residential care setting. The instructor will provide an overview of asthma, including its causes, common signs and symptoms, risks factors, triggers, diagnosis, and treatment options. Participants will learn how to recognize changes in a resident's respiratory status, identify common asthma triggers, support prescribed treatment plans, and respond appropriately to asthma-related concerns and emergencies. The course will also review practical care guidelines, prevention strategies, medication-related considerations within the scope of residential care staff, documentation, and communication with residents, healthcare providers, and other members of the care team.

Body Mechanics	
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This course is designed to equip students with essential knowledge and practical skills regarding the proper use of body mechanics when providing care and assistance to residents in residential care settings. Students will learn the principles and importance of body mechanics and how these techniques can promote the safety and well-being of both residents and care providers. The course will address proper resident positioning, safe lifting, and transferring techniques, and the appropriate use of body mechanics when assisting residents with activities of daily living.



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Breaking the Chain in Bacterial Infections: Awareness and Prevention	
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This course provides an overview of common contagious bacterial infections that may be encountered in residential care facilities and the essential practices used to prevent and control their spread. Participants will become familiar with key infection-control terminology and develop an understanding of the chain of infection, including the factors that contribute to the transmission of bacterial diseases. The course will identify common bacterial infections and examine their causes, risk factors, modes of transmission, signs and symptoms, diagnosis, treatment, and prevention. Participants will also learn practical infection-control measures designed to break the chain of infection, including proper hand hygiene, use of personal protective equipment (PPE), environmental cleaning and disinfection, appropriate handling of potentially contaminated materials, and other standard precautions.

Caring for Clients with Dementia	
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This course is designed to provide students with a comprehensive understanding of dementia and its impact on individuals receiving care in residential settings. Students will learn about memory impairment, cognitive disturbances, and changes in social and occupational functioning commonly associated with dementia. The course will examine the different types of dementia and their associated signs, symptoms, progression, and care considerations. Students will learn to identify and recognize cognitive, emotional, functional, and behavioral changes that may occur during the different stages of dementia. The course will also discuss medical conditions and other factors that may cause or contribute to dementia-like symptoms, as well as commonly prescribed medications used to manage cognitive and behavioral symptoms. Special emphasis will be placed on person-centered, non-pharmacological approaches for supporting residents who demonstrate challenging or distress-related behaviors. Students will learn practical strategies such as effective communication, environmental modifications, redirection, reassurance, structured routines, meaningful activities, and identification of potential triggers and unmet needs. ***This is a mandatory course for RCFE Administrators for each certificate renewal period.***

Caring for the Caregiver	
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Caregivers - this class is for YOU! Caregivers need care and support, too! While caregiving can be meaningful and rewarding, the physical, emotional, and mental demands of caring for others can contribute to stress, fatigue, and burnout when caregivers do not also attend to their own well-being. This course is designed to help caregivers understand the demands and responsibilities associated with their role while recognizing the importance of self-care. Participants will learn to identify common signs and symptoms of caregiver stress, compassion fatigue, and burnout, as well as personal and workplace factors that may contribute to these challenges. The course will explore practical strategies for preventing and managing caregiver stress, including establishing healthy boundaries, developing effective coping skills, practicing stress-management techniques, maintaining work-life balance, seeking appropriate support, and incorporating meaningful self-care practices into daily routines.



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Chronic Kidney Disease	
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This course is designed to provide students with a comprehensive understanding of Chronic Kidney Disease (CKD) and the important role caregivers and residential care staff play in supporting individuals living with this condition. The course will provide an overview of kidney anatomy and function and examine the causes, risk factors, signs and symptoms, diagnosis, and progression of chronic kidney disease. Students will learn about the different stages of CKD, common complications, and treatment approaches, including medications, dietary modifications, fluid management, dialysis, and other medical interventions. The course will also discuss health conditions that may increase the risk of kidney disease, as well as lifestyle modifications and preventive measures that may help reduce complications and slow disease progression.

Clients' Personal Rights	
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This course is designed to help students understand their responsibilities as caregivers in residential care facilities in protecting, maintaining, and upholding the personal rights of the individuals they serve. Students will learn the importance of dignity, privacy, confidentiality, choice, independence, respect, and freedom from abuse, neglect, exploitation, and discrimination within the residential care environment. The course will review the ethical and legal responsibilities of caregivers as mandated reporters of suspected dependent adult and elder abuse. Students will become familiar with the different types of reportable abuse, including physical abuse, neglect, financial abuse, abandonment, isolation, and other forms of mistreatment. Emphasis will be placed on recognizing possible indicators of abuse, understanding reporting responsibilities and timelines, and following appropriate procedures when abuse is observed, suspected, or disclosed. Students will receive instruction on how to properly report suspected abuse and accurately complete the California Report of Suspected Dependent Adult/Elder Abuse (SOC 341). The course will also introduce students to conservatorship, guardianship, and other legal arrangements that may affect individuals receiving residential care.

Communication Methods for Individuals w/ Unique Needs	
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This course is designed to provide caregivers with practical knowledge and effective strategies for communicating with individuals who have unique communication needs resulting from cognitive, developmental, sensory, emotional, behavioral, medical, or age-related conditions. Participants will learn how communication abilities and preferences vary from person to person and how individualized, person-centered approaches can promote understanding, dignity, choice, independence, and meaningful participation in daily life. This course will explore verbal and nonverbal communication, active and reflective listening, body language, tone of voice, visual supports, gestures, and other methods for improving communication. Participants will also become familiar with adaptive and alternative communication methods and tools that may assist individuals who are nonverbal, have limited verbal abilities, or experience difficulty expressing their needs, preferences, emotions, or concerns. Special emphasis will be placed on recognizing behavior as a possible form of communication and identifying environmental, emotional, sensory, or physical factors that may influence an individual's ability to communicate. Participants will learn strategies for reducing communication barriers, preventing misunderstandings, responding to frustration, and using supportive communication and de-escalation techniques during challenging situations.



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Constipation 101	
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This course is designed to provide participants with essential knowledge and practical information regarding the prevention, recognition, and management of constipation in individuals receiving residential care. Participants will learn about normal bowel function and the different types of constipation, including acute and chronic constipation. The course will discuss common causes and risk factors for constipation, as well as signs and symptoms that caregivers should recognize and report. Participants will become familiar with factors that may contribute to constipation, including diet, inadequate fluid intake, limited physical activity, certain medications, medical conditions, changes in routine, and individual toileting needs.

Crisis Approaches	
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This course is designed to increase caregivers' confidence and competence when responding to behavioral crises and other challenging situations in residential care settings. Participants will learn how to make sound, timely decisions while maintaining safety, respecting clients' personal rights, and using the least restrictive and most supportive interventions appropriate to the situation. This course will introduce participants to the assault cycle and help them recognize early warning signs, triggers, behavioral changes, and escalation patterns that may indicate an approaching crisis. Emphasis will be placed on proactive strategies designed to prevent escalation and support the replacement of aggressive or unsafe behaviors with safer, more appropriate alternatives. ***This is A MUST for all behavior programs!***

Demystifying Down Syndrome	
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This course is designed to provide residential caregivers with a comprehensive understanding of Down Syndrome and the unique care and support needs of individuals with this condition. Participants will explore the definition and genetic basis of Down Syndrome, common characteristics, associated health conditions, risk factors, potential complications, treatment and management approaches, and important considerations for residential care settings. Special emphasis will be placed on person-centered care, promoting independence, effective communication, health and safety monitoring, community inclusion, and respecting each individual's abilities, preferences, choices, and personal rights.

Diabetes Mellitus: Diagnosis and Management	
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Residential caregivers are likely to provide care and support to individuals living with diabetes. This course is designed to provide caregivers with a practical understanding of Diabetes Mellitus, including its causes, risk factors, disease processes, and the differences among the various types of diabetes. Participants will learn how diabetes affects the body and how appropriate monitoring, prevention, and supportive care can help reduce the risk of serious complications. Special emphasis will be placed on the caregiver's role in recognizing changes in a resident's condition, following the individual's care plan, promoting healthy lifestyle practices, and communicating concerns to appropriate healthcare professionals.



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DME Training	
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This course is designed to provide caregivers with essential knowledge about commonly used medical and assistive devices in residential care settings. This course will explore how these devices may be used for therapeutic purposes, disease management and prevention, health monitoring, mobility, safety, and assistance with activities of daily living. Participants will become familiar with various types of medical and assistive equipment that may be encountered in residential care facilities, including mobility aids, transfer and positioning equipment, adaptive devices, monitoring equipment, respiratory devices, and other technologies that support residents' health, safety, comfort, and independence.

Documentation Guidelines	
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This course is designed to provide Administrators and direct care staff with the knowledge and practical skills necessary to properly complete required documentation and reports in California residential care settings. Emphasis will be placed on understanding documentation responsibilities associated with applicable Title 22 and Title 17 requirements and the importance of maintaining accurate, timely, objective, and complete records.

Double Trouble: Dealing with Clients with Dual Diagnosis	
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The term dual diagnosis is often used interchangeably with the terms co-morbidity, co-occurring disorders, concurrent disorders, comorbid disorders, co-occurring disorders, dual disorder and double trouble. This course will help students identify behaviors/symptoms that might be expected from individuals with co-morbid mental health diagnosis, developmental disability and/or substance abuse problems. This course will discuss 'Stages of Change' and teach management techniques when dealing with challenging behaviors with this population. Students will learn to identify warning signs of relapse, and when and how to intervene.

Elder and Dependent Adult Abuse	
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This course is designed to provide students with a comprehensive understanding of elder and dependent adult abuse and the caregiver's responsibility to recognize, prevent, and report suspected abuse. Students will learn about the prevalence of abuse and the various forms of mistreatment that may affect elders and dependent adults, including physical abuse, neglect, financial abuse, abandonment, isolation, sexual abuse, and other forms of reportable abuse. This course will examine common signs and indicators associated with different types of abuse, potential physical and emotional health consequences, and individual, environmental, and caregiver-related risk factors that may increase the likelihood of abuse or neglect. Students will also explore caregiver stress, burnout, inadequate training, and other circumstances that may contribute to inappropriate or abusive caregiving practices.

Fall Prevention	
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This course is designed to provide students with essential knowledge and practical strategies for identifying fall risks, preventing falls, and reducing fall-related injuries among individuals receiving residential care. Participants will learn the guiding principles of fall prevention and the important role caregivers play in maintaining a safe environment while supporting each resident's mobility, independence, dignity, and quality of life.



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Food Safety & Special Diets	
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This course is designed to provide caregivers and residential care staff with essential knowledge and practical skills related to food safety, sanitation, nutrition, and the preparation of special diets. Participants will learn proper food handling, preparation, cooking, serving, and storage practices necessary to maintain the safety and quality of meals provided to residents. The course will address important food safety principles, including personal hygiene, handwashing, prevention of cross-contamination, appropriate food temperatures, safe storage practices, cleaning and sanitizing food preparation areas, and proper handling of potentially hazardous foods. Participants will also learn how foodborne illnesses occur, recognize common risk factors, and implement preventive measures to protect residents from food-related illness.

Harassment and Discrimination	
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This course is designed to provide participants with an understanding of workplace discrimination and harassment, including applicable laws, organizational policies, employee protections, and professional standards of conduct. Participants will learn to recognize different forms of discrimination, harassment, sexual harassment, retaliation, bullying, and other inappropriate workplace behaviors.

The course will examine behaviors that may constitute harassment or discrimination, including verbal, physical, visual, and electronic conduct. Participants will learn about protected characteristics, professional boundaries, respectful workplace communication, and the importance of maintaining a work environment that promotes dignity, respect, inclusion, and professionalism. ***This course meets California Civil Rights Department requirement for harassment and discrimination training for supervisory and nonsupervisory employees.***

Heart Failure	
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This course is designed to provide caregivers and residential care staff with essential knowledge about heart failure and the supportive care needs of individuals living with this condition. Participants will learn the basic anatomy and physiology of the heart, how heart failure affects the body, common causes and risk factors, signs and symptoms, potential complications, diagnostic methods, and available treatment options. This course will emphasize the caregiver's important role in observing residents and recognizing changes that may indicate a worsening condition. Participants will learn to identify and appropriately report concerns such as increased shortness of breath, swelling, unusual fatigue, changes in activity tolerance, rapid weight changes, confusion, and other symptoms that may require medical attention.



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HIV/AIDS	
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This course is designed to provide students with essential knowledge about Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS) and their implications for providing safe and compassionate care in residential settings. Students will learn to distinguish between HIV infection and AIDS and develop a basic understanding of how HIV affects the immune system and overall health. This course will provide an overview of HIV epidemiology, modes of transmission, risk factors, signs and symptoms, testing and diagnosis, treatment options, and current approaches to prevention. Participants will also learn how effective treatment can help individuals living with HIV maintain their health and reduce the risk of disease progression and transmission. ***This is a mandatory course for both ARF & RCFE Administrators for each certificate renewal period.***

Hospice Care	
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This course is designed to discuss the concept of care for terminally ill clients that include the idea of intensive caring which focuses on comfort and quality of life. This course will provide students with knowledge of what is palliative and hospice care directing on how this care is given in the present healthcare system. The course will also provide an overview on how hospice and palliative care is provided as it includes pain and symptom management, ethical issues, activities of daily care, communication at the end of life, family emotion/support system and spiritual care.

Hypertension	
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This course is designed to give details about the classification of hypertension. It will discuss the signs and symptoms and different risk factors that is associated with hypertension that will assist you to choose the best treatment option for the client. This course will raise awareness to our participants by knowing their role in the management of clients with hypertension, and to prompt action to reduce disparities.

Infection Control Guidelines	
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The "Infection Control Guidelines" continuing education class for residential care homes is designed to provide practical guidance on the prevention and control of infections in a residential setting. The class emphasizes on the importance of hand hygiene, the identification of potentially infectious residents, and various preventive measures that can be taken to reduce the spread of infections. Participants will learn how to develop effective infection control policies and procedures, educate staff and residents, and implement appropriate prevention and control measures. The course is suitable for care professionals, staff, and caregivers who work in residential care facilities and want to improve infection control practices.



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Laws and Regulations Update

Instructor: Delia Quinley, LCSW, ARF Administrator

This course will help students have a clear understanding of their roles, responsibilities, and legal obligations as direct care providers in California Adult Residential Facilities (ARFs) and Residential Care Facilities for the Elderly (RCFEs). This is a co-located course addressing regulatory requirements applicable to both residential care settings. Students will gain an understanding of California laws and regulations related to confidentiality and the protection of resident information, residents' personal rights, elder and dependent abuse and mandated reporting requirements, conservatorship, and involuntary psychiatric admissions (Welfare and Institutions Code 5150, 5250, etc.). This course will also review relevant requirements and regulatory updates from California Health & Safety Codes, Welfare & Institutions Codes, Title 17, and Title 22 of the California Code of Regulations. Emphasis will be placed on helping direct care providers understand how these requirements apply to their day-to-day responsibilities and the protection, safety, dignity, and rights of individuals receiving residential care services. The instructor will facilitate interactive discussions and case-based scenarios to demonstrate real-life applications of applicable laws and regulations. ***This is a mandatory course for both ARF & RCFE Administrators for each certificate renewal period.***

LGBT+

This engaging course aims to provide students with a comprehensive understanding of the LGBTQIA+ community. Through interactive lessons and discussions, participants will delve into the significance of the acronym, explore the historical context, and address prevalent misconceptions surrounding this diverse and vibrant community. By the end of this course, students will have developed a solid foundation of knowledge regarding the LGBTQIA+ community, enabling them to better comprehend its unique challenges and experiences. Join us as we foster a more inclusive and accepting society. ***This is a one-time mandatory course for both ARF & RCFE Administrators whose initial ARF/RCFE initial certification class did not include this topic.***

Managing Challenging Behaviors

Students will learn to identify specific challenging client behaviors encountered in the residential care setting: self-harm, property destruction, defiance, threats, etc. Students will learn to identify functions/causes of these challenging behaviors and develop understanding and competence in managing these behaviors.

Medication Basics

This course is designed to provide residential direct-care staff with essential knowledge and practical skills for safely assisting residents with the self-administration of medications. Participants will review applicable California Community Care Licensing (CCL) regulatory requirements, facility medication policies and procedures, and the responsibilities and limitations of direct-care staff when providing medication assistance. Participants will learn how to accurately read and interpret prescription labels and medication orders, properly store and document medications, and follow established procedures when assisting residents with prescription and nonprescription medications. The course will also address common challenges associated with medication assistance, including medication refusals, missed doses, medication changes, PRN medications, discontinued medications, and medication errors. ***The 4 hours CE credit can be counted towards the RCFE new direct care staff medication training requirement of 10 hours initial training if taken within the 1st 4 weeks of employment.***



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MRSA	
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This course provides participants with a comprehensive understanding of Methicillin-resistant *Staphylococcus aureus* (MRSA), an antibiotic-resistant bacterium that can cause infections ranging from mild skin conditions to serious infections. Participants will learn about the causes and risk factors associated with MRSA, common signs and symptoms, modes of transmission, potential complications, treatment approaches, and infection prevention and control practices. Special emphasis will be placed on the caregiver's role in preventing the transmission of MRSA in residential and other healthcare settings. Participants will explore proper hand hygiene, use of personal protective equipment (PPE), standard and transmission-based precautions, environmental cleaning, appropriate handling of contaminated materials, and procedures for reporting suspected or confirmed infections. The course will also reinforce the importance of following healthcare provider instructions, facility infection-control policies, and established care plans.

Nutrition and Feeding Techniques	
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This four (4) hour course is designed to provide residential caregivers with the knowledge and practical skills necessary to support the nutritional and hydration needs of individuals living in residential care settings. Participants will develop an understanding of basic nutrition, essential nutrients, food groups, meal planning, hydration, and the important role that proper nutrition plays in maintaining health, independence, and overall quality of life. The course will address common therapeutic and modified diets that caregivers may encounter in residential care settings, including diets prescribed for diabetes, cardiovascular conditions, hypertension, swallowing difficulties, food allergies and intolerances, and other health-related needs. Participants will learn the importance of following physician orders, individualized care plans, and recommendations from qualified healthcare professionals when providing meals for residents with special dietary requirements.

Pain Assessment and Management	
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Pain can significantly impact an individual's comfort, well-being, and quality of life, making proper assessment and management an essential component of quality care. This course provides caregivers and healthcare professionals with the knowledge and skills needed to recognize signs and symptoms of pain, utilize appropriate assessment techniques, and support effective pain management strategies. Participants will learn about common causes of pain, non-pharmacological approaches to pain relief, medication considerations, documentation requirements, and the importance of communication with the care team. By the end of the course, attendees will be better equipped to promote comfort, dignity, and improved outcomes for those in their care.

Prevention and Treatment of Suicide	
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This course provides participants with essential knowledge and practical skills to recognize, prevent, and respond appropriately to suicide risk of individuals in the residential care setting. The training focuses on understanding suicide risk and protective factors, identifying warning signs, communicating effectively with individuals experiencing suicidal thoughts or emotional distress, and implementing appropriate prevention and intervention strategies.



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Providing Care for Individuals w/ Incontinence	
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Providing care for individuals with incontinence requires compassion, dignity, and practical knowledge to support comfort and overall well-being. This course equips caregivers and healthcare professionals with essential skills for assisting individuals experiencing urinary and bowel incontinence, including hygiene practices, skin integrity protection, infection prevention, toileting assistance, and promoting resident dignity and independence. Participants will also learn strategies for effective communication, recognizing changes in condition, and creating a supportive care environment that enhances quality of life.

Psychotropic Medications	
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The main focus of the course is to increased knowledge regarding commonly used psychotropic medications. Not only will students be able to identify the potential benefits and risks, but they will identify certain categories of psychotropic medications. Additionally, this course will help students increase knowledge and awareness of the use, side effects, and mechanisms of action for these medications.

Psychosocial Needs of Elderly	
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This course is designed to enhance the knowledge and skills of caregivers who provide direct care and support to older adults. The course provides practical guidance for professionals working in residential care facilities, assisted living settings, hospices, skilled nursing environments, and home care services. Participants will explore the physical, emotional, cognitive, and social changes associated with aging and examine how these changes may affect an older adult's health, independence, safety, and overall quality of life. Emphasis will be placed on person-centered care, dignity and respect, effective communication, recognizing changes in condition, promoting independence, and responding appropriately to the individual needs and preferences of each person.

Range of Motion	
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This course is designed to provide caregivers with an understanding of the important role that exercise and physical activity play in maintaining the health, functional abilities, cognitive well-being, and independence of older adults. Participants will learn how individualized physical activity can be incorporated into a resident's daily routine to promote mobility, strength, balance, endurance, social engagement, and overall quality of life. Because every older adult has different health conditions, abilities, limitations, interests, and personal goals, physical activity should be individualized and consistent with the resident's care plan and recommendations from appropriate healthcare professionals. The course will emphasize safe, person-centered approaches that encourage participation while respecting each individual's choices, abilities, and limitations.



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Seizure and Epilepsy	
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This course is designed to provide caregivers and direct care professionals with essential knowledge about seizures and seizure disorders. Participants will learn about the different classifications and types of seizures, common causes and risk factors, signs and symptoms, treatment and management approaches, and important safety considerations when supporting an individual who experiences seizures. Special emphasis will be placed on recognizing seizure activity, maintaining the individual's safety during and after a seizure, following the individual's prescribed seizure action or care plan, accurately observing and documenting seizure activity, and recognizing when emergency medical assistance is necessary. Understanding how to respond appropriately to a seizure is an important caregiver responsibility and, in some circumstances, may be lifesaving.

Skin Care & Pressure Ulcers	
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This course is designed to provide caregivers and direct-care professionals with an understanding of skin health and the prevention and recognition of pressure ulcers (pressure injuries) in residential care settings. Participants will learn the basic structure and functions of the skin, how the aging process affects skin integrity, and the factors that increase an individual's risk of developing pressure injuries. This course will examine the causes and pathophysiology of pressure injuries, common locations where they develop, and the recognized stages of pressure injuries. Participants will learn how to identify individuals who may be at increased risk due to limited mobility, prolonged pressure, poor nutrition or hydration, incontinence, decreased sensation, certain medical conditions, or other contributing factors.

Swallowing Difficulty	
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This course is designed to provide caregivers and direct care professionals with an understanding of age-related changes in the swallowing process and the challenges associated with dysphagia among older adults. Swallowing difficulties can significantly affect an individual's nutrition, hydration, safety, health, and overall quality of life and may increase the risk of choking and aspiration. Participants will learn the basic anatomy and physiology of normal swallowing, common changes associated with aging, and the differences between normal and abnormal swallowing. The course will address common causes and signs of dysphagia, risk factors, potential complications, assessment and treatment approaches, and the role of healthcare professionals such as physicians, speech-language pathologists, dietitians, and nurses.

Tuberculosis	
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This course is designed to provide caregivers and direct-care professionals with a comprehensive understanding of Tuberculosis (TB), including its cause, transmission, risk factors, diagnosis, prevention, and treatment. Participants will learn about *Mycobacterium tuberculosis*, the bacterium that causes TB, as well as current concepts related to the occurrence and impact of tuberculosis in communities and healthcare settings. This course will examine how TB is transmitted from person to person and explain the differences between TB infection (inactive or latent TB) and active TB disease. Participants will learn how infection may progress to active disease, identify individuals who may be at increased risk, and recognize common signs and symptoms associated with active pulmonary TB. ***This is a mandatory course for both ARF & RCFE Administrators for each certificate renewal period.***



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Understanding Chronic Psychiatric Diagnoses	
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Students will understand the nature and diagnosis of chronic mental health diagnoses: Schizophrenia, Schizoaffective Disorder, Bipolar Disorder, Depression, Panic Disorder, etc. Students will become knowledgeable with associated medical and/or personality disorders and co-morbidities. Students will learn and apply effective approaches in managing challenging symptoms and behaviors associated with these diagnoses in different settings: residential, outpatient, and acute care settings. Students will become familiar with current treatment modalities available in the community. Students will learn about existing community resources to help them become effective caregivers.

Understanding Depression	
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Students will explore the multifaceted nature of depression through an interdisciplinary lens. This class covers the fundamental aspects of depression, including its psychological, biological, and social dimensions, and examines how these factors interplay to affect individuals' well-being. Students will gain insight into the symptoms, diagnosis, and treatment options for depression. The course aims to cultivate a compassionate understanding of those affected, while also providing practical tools for supporting mental health in various contexts. By the end of the course, students will be better prepared to recognize, respond to, and address the challenges associated with depression.

Urinary Tract Infection (UTI)	
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This course is designed to provide caregivers and direct care professionals with essential knowledge about urinary tract infections (UTIs), including their causes, risk factors, signs and symptoms, prevention, treatment, and potential complications. Participants will review the basic anatomy and physiology of a healthy urinary system and develop an understanding of how urinary tract infections occur. The course will address factors that may increase the risk of UTIs, particularly among older adults and individuals requiring assistance with personal care. Participants will learn the importance of early recognition and prompt medical evaluation and treatment to reduce the risk of more serious complications, including kidney infections and systemic infection.

Work-related Stress Among Caregivers and Staff	
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This course is designed to help caregivers and residential care Administrators recognize, understand, and effectively manage the unique sources of workplace stress associated with providing residential care. Participants will explore common challenges, including demanding workloads, competing responsibilities, emotional fatigue, difficult interactions, staffing concerns, resident and family dynamics, and the ongoing responsibility of maintaining quality care and regulatory compliance. The course will examine the signs and effects of chronic workplace stress and burnout and how they may influence communication, decision-making, teamwork, job satisfaction, staff retention, and the quality of resident care. Participants will learn practical strategies for managing stress, establishing healthy professional boundaries, strengthening resilience, improving communication, managing time and priorities, and developing effective coping and problem-solving skills.