



Direct Care Training & Resource Center, Inc.

**Approved Continuing Education Self-Study
and Live Event Subjects**



Call Us Today at 877.54.CARE.5

Professional Education at your own convenience!

To assist in compliance with annual requirement for Administrators and Licensees for your continuing education units requirement.

Self-Study Training Center

Approved Continuing Education



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www.directcaretraining.com

** Indicates course approved or submitted for approval to:



Self Study Catalog

Michigan and USA

Please note:



1. You may also choose to attend day time and evening webinars, using your own computer and learning from home or your office.
2. Michigan adult foster care providers pay only \$11.50 per credit hour plus applicable sales tax, although completion of the Critical Skill Class is recommended for those newer to the business. Courses highlighted in blue reference those most applicable to pre-licensees. Residential care, assisted living and nursing home administrators outside of Michigan also pay \$11.50 per credit hour assigned plus a \$3.00 handling fee. 80% required on review exams.

Please note: While CPR and First Aid are not self-study items they are approved for continuing education credits in Michigan for adult foster care administrators and license designees. CPR, 3.5 hours and First Aid, 4.5 hours. These are normally taught as part of the monthly Critical Skill Class.

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Approved Continuing Education Self-Study

Number	Subject: (Approved CEU's To the right)	MI CEU
AFC - 1103	Succeeding in the Business End of Providing Community Based Care Services Why Marketing Has to be Properly Planned and Executed Tips on Grant Writing Managing Personnel for the Best Results The Power of Real Budgeting Diversifying Populations: How to Do So Profitable The Great Marriage Between Group Living and Adult Day Health Care 	5 10-16 Hrs. requested in MI 100+ page course
AFC - 1104	Recognizing and Preventing Dehydration & Malnutrition What are Some Physical Signs of Dehydration? What are Some Physical Signs of Malnutrition? How Can staff Work to Avoid These Occurrences? Why are the Elderly Especially Vulnerable? How a Team Approach can Help	4
AFC - 1105	Knowing Resident Rights and How To Teach Them to Employees Original Approved Title: "Resident Rights" Why Rights Matter How Resident Rights are Tied to a Resident's Civil Liberties	2
AFC - 1106	Effective Fire Safety Designing an Effective Fire Safety Plan The Moral Side of Advance Protection	2
AFC - 1107	Proper Infection Control What Causes Infection? Are Certain Environments More Vulnerable? Practical Approaches to Self and Facility Protection	2
AFC - 1108	How to Design and Conduct Effective Staff Training Sessions The Role of Temperature in Effective Training Why Visual Aids Matter and How to Make Use of Them? How the Dignity of Each Attendee Affects their Learning Potential 	3
AFC - 1109	Maintaining and Restoring Your Resident's Dignity What is Dignity? Dose Maintaining Dignity Contribute to a Resident's Self Worth? How Can a Resident's Dignity Be Given Special Attention?	2
AFC - 1110	Creating Better Health Through Proper Nutrition What Resources Can be Used to Educate About Nutrition How Does Good Nutrition Contribute to Better Health for a Person with a Sedentary Lifestyle? The Role of Fruit in Group Home Diets	4
AFC - 1111	Foreseeing and Managing Potentially Violent Behavior Controlling Without Restraining – What is That? How You Can Do a Better Job Getting to Know a Resident? Making Knowledge of Individuals Your Friend	4
AFC - 1112	Understanding Dementia and Its Affects on Sufferers What Really is Dementia? How Must Staff Respond to Memory Deficit Communicating with the Alzheimer's Sufferer Showing Respect and Patience and Why this Matters 	4

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Number	Subject: (Approved CEU's To the right)	MI CEU
AFC - 1113	Designing and Managing Recreational Therapy Programs for Those with Cognitive Limitations (Original Approved Title: "Recreational Therapy Programs for Residents") What is Recreational Therapy? How Can Such Therapy Contribute to Agility? What are the Mental Advantages of Such a Routine? How is a Recreational Therapist credentialed?	3
AFC - 1115	Documentation Integrity What Activities in Care Must Always be Well Documented? What Words and/or Phrases Must Never be Used in Care Oriented Documentation? Why Integrity Matters in How Something is Summarized in Writing	3
AFC - 1116	Effective Financial and General Management How to Make Budgeting Your Friend Recruiting, Training, Monitoring and Disciplining Personnel Correctly Understanding how Marketing and Sales Work and Why They are Different	4
AFC - 1117	Recognizing and Working With Clinical Depression What is Depression? What Treatments Matter Most How To Help a Depressed Person Reach their Maximum Potential The Role of Family and Caregivers when Working with the Depressed	2
AFC - 1118	Lift-Free Human Transfers Why Good Body Mechanics Matter in Injury Prevention Moving a Person Using Their Own Strength How is Your Back Made and Why Injuries can Happen so Quickly	8
AFC - 1119	Wound Care Management What Causes Pressure Wounds? How Severe Can Wounds Become What Treatments Have Proven Effective The Role of the Wound Care Certified Nurse Simple Routines Care staff Can Use to Minimize Effect of Wounds and Likelihood of Occurrence	8
AFC - 1120	Physical Rehabilitation Programs All Homes Can Use What Physical Therapists Can Teach You that Benefits Residents How Direct Care Workers Can Complement Rehabilitation	3
AFC - 1121	Appreciating the Differences in Others How Culture and Diversity Awareness Contributes to Better Relationships How Our View of Others Spurs More Self-Worth for Ourselves Why Relationship Management is Key to Business Success	3
AFC - 1122	Reducing Personal Job Stress How Our Attitude Contributes to Our Stress level How Our Approach to Work Mist be Creating Undue Stress How to Stop Worrying and Get Busy Living How Properly Managed Expectations Can Reduce Stress	3
AFC - 1123	How Best to Deal With Difficult People: Residents, Family Members and Employees How Our Approach to Complaints Could Dampen Hostility Why Taking Responsibility Can Diffuse Situations Why a Proactive Approach Could Prevent Unwarranted Hostility	4



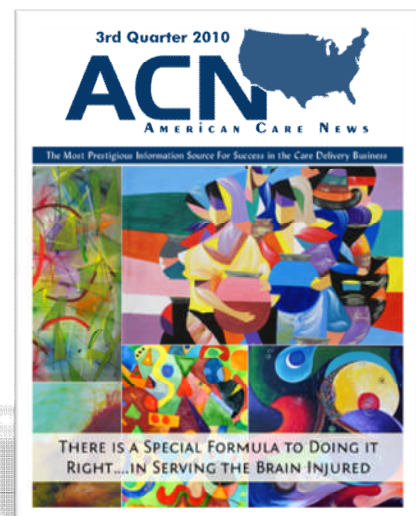
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Number	Subject: (Approved CEU's To the right)	MI CEU
AFC - 1124	Sanitary Kitchen Management that Prevents Disease Is Your Kitchen Really Clean? Simple Techniques to Assure Food Safety The Damaging Results of an Unsanitary Environment	3
AFC - 1125	Understanding the Dilemma of Pain What Causes Extreme Physical Pain? Why Regular Communication with Resident Physician is Crucial What are the Psychological Affects of Extreme Physical Pain? How You Can Help Residents to Cope	4
AFC - 1127	Avoiding Appearance of Sexual Impropriety When Rendering Care Simple Techniques to Keep Innocence in Play Why Caring about a Resident's Dignity Helps in avoiding the Appearance of Impropriety	3
AFC - 1128	Making the Adjustment When a Resident's Needs Change Why Knowledge of a Resident's Condition Helps You Render Better Care How You Must Adjust Just as a Resident does When Changes in Condition Occurs Preparing in Advance for Anticipated Changes in a Resident's Condition	3
AFC - 1129	Environmental Modifications that Promote Safety and Greater Function How to Make a Home More Physically Accommodating	3
AFC - 1130	How to Write an Emergency Handbook for Staff What Key Elements Must go Into a Handbook for Emergencies How to Identify Potential Emergencies	3
AFC - 1131	Rendering Personal Care Safely and With Dignity Tools that Promote safety in Bathing and Showering Techniques that Keep a Resident's Dignity in Tact During Personal Care	3
AFC - 1132	Recognizing and Responding to Abuse and Neglect Defining all Categories of Abuse: Financial, Sexual, Verbal, Psychological How to Get Help When Someone has Been Abused Proper Responses to Reports of Abuse and Neglect	3
AFC - 1133	Assisting the Resident With Congestive Heart Failure What is CHF? What Environmental Factors can Assist in Managing it? The Role of the Direct Care Worker in Creating Comfort Important Signs to Watch for	5
AFC - 1134	Prevention and Containment of Communicable Disease What does Communicable Mean? What Communicable Ailments are Society's Greatest Concern? The Best Methods for Protecting Ourselves	4

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Number	Subject: (Approved CEU's To the right)	MI CEU
AFC - 1136	Medication Administration Guidelines What Medication procedures must be followed in adult foster care What so-called "common sense" measures must always be avoided Appropriate Medication Storage	8
AFC - 1137	Person Centered Program Planning Why Individuality Matters in Group Living Programs How to Acknowledge and Show Respect for Individuality How Person Centeredness Separates Quality Programs from Mediocre Ones	4
AFC - 1138	Guardianships and Conservatorships: Types, Limitations and Authority Types of Guardianships used in Michigan Why Some Guardianships are Limited Why Guardianships are Needed The Trusting Role of a Conservator Answerability to Probate Courts/Role of a Public Administrator	4
AFC - 1139	Understanding and Working with Schizophrenia What is the ailment? How is it treated? Making Life Easier for Sufferers of it in Group Living (1140-1145 MI approval pending)	4
AFC—1140	Understanding How to Access Aid & Attendance Benefits for United States Disabled Veterans	4
AFC—1141	Care Benefits Payable under Michigan's Auto No-Fault Law	4
AFC—1142	Responding Appropriately to Self-Destructive Behaviors	8
AFC—1143	How to Develop and Manage Group Living Programs for a Medically Fragile Population	8
AFC—1144	How to Effectively use Social Media to Market Assisted Living	4
AFC— 1145	5 Marketing Tips for Good First Impressions when Marketing to Families	4

**Keep Watch on All That
Affects Care in America
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General Registration Form

1	Name of Person Ordering:	
2	Name of Licensed Facility:	
3	License Number:	
4	Street Mailing Address:	
5	City, State, and Zip Code:	
6	Telephone and Fax Number:	
7	Web Site:	
8	E-Mail Address:	

	Workshop Number	Subject	CEU's	Cost is each CEU X \$11.50	6% Sales Tax	Line Total
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2						
3						
4						
5						
6						
7						
8						
9						

Method of Payment: _____ Check (Payable to DCTC Mail to: 29200 Vassar Rd.. Suite 310 - W, Livonia MI 48152)
 Courses will be mailed upon receipt of order form and payment

Please Note:

- * You may also choose to attend day time and evening webinars using your own computer and learning from home or your office.
- * Michigan adult foster care providers pay only \$11.50 per credit hour earned for your administrator and license designee. Or you may make use of 16 hours of continuing education by attending live events of sharing in webinars and conference calls.
- * Ask about special discount programs

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Entity Name: _____

Contact Person: _____

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