

# Personal Care Home (PCH) License Training

## Designed for the State of Georgia

### \*\*\*\*Training Registration Form\*\*\*\*

If you want to own and start a care home, a personal care home (PCH) in the State of Georgia, this one-day training will give you the steps, information, documents, and materials to get licensed. Training includes **policy and procedure manual, operations forms, marketing plan and strategy and so much more.**

Attendee #1 Full Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
Attendee #2 Full Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
Main Contact Email: \_\_\_\_\_ Date to open: \_\_\_\_\_  
What will be your business legal name?: \_\_\_\_\_ County/City: \_\_\_\_\_

**TRAINING DATES:** Trainings are scheduled on Fridays based on availability from the comforts of your home.

**LOCATION:** Virtual Google Meet (Remote) **TIME:** 10:00 a.m. to 2:00 p.m.

**CHOOSE A PREFERRED DATE:** #1 \_\_\_\_\_ or #2 \_\_\_\_\_

#### **PERSONAL CARE HOME LICENSE 4-HOUR TRAINING INCLUDES:**

- You will be shown how to complete the entire licensing application and how to submit the online application.
- We share details about how to set up the PCH, taxes, client's fees, and operations services.
- **We share details regarding licensing and the care home business that no one else will share with you.**
- We answer all your pressing questions, so you feel knowledgeable, confident, and educated regarding your business.
- **We email the training materials and training certificate straight to your email inbox.**

#### **MATERIALS INCLUDE:**

- PCH policy and procedure manual emailed in Microsoft Word (policies are based on Georgia's rules and regulations)
- Standard operations forms sent to you in Microsoft Word format
- Detailed marketing plan and strategy (to get new clients) that includes a 1.5-hour audio in MP3 format.
- List of national referral agencies to partner with to get clients in your personal care home.
- List of documents that need to go in each staff personnel file, the client's file, table of content to create the sample resident binder and procedure binder, and our 48+ point checklist to know exactly how to set up the home.
- 4-hours of consulting and a training certificate as proof of completion of training

#### **PROGRAM INVESTMENT FEE:**

- \$2,995/Single and \$3,495/Couple (Investment can be made in two installments)
- 50% of payment confirms your training date and holds your spot on our training calendar.
- Remaining documents emailed when second payment is made.
- If one full payment is made, all documents will be emailed to the client.
- **Final payment must be made 3-days before the scheduled training date.**
- Email your completed registration form to: **contact@carehomeindustrytraining.com**

#### **Payment Information:**

Email for Paypal Request: \_\_\_\_\_

Payment #1 \_\_\_\_\_ Payment #2 \_\_\_\_\_

50% of documents are emailed to Client with first payment, and 50% with second payment. By signing this agreement, you agree to the terms and conditions set forth in this form. I authorize Personal Care Consulting and Training, LLC to process all payment(s) with the above-listed credit card. **All payments are nonrefundable**, but can be used towards other training, consulting, coaching, products, and services. Background clearance, state, county, and city fees are not included in the training fee, if applicable.

**Empowering Providers. Enriching Lives.**

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**The Client's Responsibilities.** The client, as an entity is seeking to become a PCH, and Client agrees to the following specific responsibilities:

- a. Only use documentation provided by and approved by PCCT.
- b. Client will perform all work, task, and assignments that PCCT trained the Client on in order to pass the state licensing approval.

**Termination.**

- a. This Agreement will terminate after all documents and training has been provided, completed, and satisfies the terms and conditions of this agreement. No other work product or services will be provided after completion of the scope of work, terms, and conditions under this Agreement.

**Limitations on Liability.** PCCT's liability under this Agreement shall be limited to the amount of fees received by PCCT under this Agreement. In no event shall PCCT be liable for any special, consequential, or incidental damages, including without limitation, loss of profits, revenue, or data, even if apprised of the likelihood of such damages occurring.

**Counterparts.** This Agreement will be executed by signing, dating and emailing [contact@carehomeindustrytraining.com](mailto:contact@carehomeindustrytraining.com) the executed agreement.

IN WITNESS WHEREOF and acknowledging the terms and conditions of this agreement to the following, the Parties affix their signatures hereto.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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