

East Central University's Residential Care Administrator Policies and Procedures

Please read carefully

- A total of 50 hours must be completed for the initial Administrator's Certificate. A MAT (Medication Administration Technician) Certification is a requirement for the initial certificate and is included in the 50 hours. The MAT must be taken at an area Technology Center and counts for 15 hours. (Currently-licensed physicians, registered nurses and licensed practical nurses shall be deemed to meet the MAT certification requirement.)
- A total of 16 hours must be completed annually from the date of your initial certificate. The MAT update (8 hours) is not required by the Department of Health, however, ECU strongly recommends an annual MAT update, and the hours will count toward your 16 hours.
- You may transfer a **MAXIMUM** of 12 hours of approved class work from another facility for your initial 50-hour certification. For a 16-hour renewal, a **MAXIMUM** of 6 hours can be transferred. Proper verification is required for all transfers. Effective Spring 2006, a \$20.00 transfer fee will be charged for 1-6 hours, and \$30.00 fee for 7-12 hours.
- Students must attend every hour for which they receive training. Accurate records of attendance will be kept for all classes. If more than 30 minutes is missed for any one class, you will not receive credit for the class and your money will be forfeited.
- If notified within 48 hours advance of a cancellation, any course already paid for will be held on a credit basis and can be exchanged for another class (within 1 year) or can be refunded, less a \$20.00 processing fee. If notification of cancellation is received less than 48 hours prior to class, a partial refund of 1/2 class tuition will be refunded. Once a class is over and there has been no notification of cancellation, any money paid will be forfeited.
- ECU reserves the right to cancel classes that have an inadequate number of registrations and to set limits on maximum number of participants. Effective Fall 2006, no walk-ins will be allowed. You must be registered for a class 24-hours in advance. Due to limited class sizes, anyone who does not register for a class is subject to a \$50.00 late fee and class non-availability. Class registrations will not be guaranteed until full payment is received.
- Class Cancellation Policy: In case of inclement weather, the Residential Care Administrator Certification Program will cancel only if classes in the OKC area are closed.

50 Hour Certification/Hours Needed

6 hours Rules & Regulations
6 hours Mgt. & Supervision
15 hours MAT Training
23 hours Electives

50 hours Total

16 Hour Renewal/Hours Needed

8 hours Electives
8 hours MAT Update
(If you are an RN or LPN, you must take 16 hours of electives.)

16 hours Total