



# WINTER SALE

**NEW Classes Available Today!**  
LIMITED TIME OFFER Register by 2017

## RCFE & ARF – Recertification

**Topic A:** Get Ready for Inspection

**Topic B:** Leadership Steps to Success

**Topic C:** Hot Topics for Managers

**Topic D:** Caring for People with Dementia

See Backside for Details

**Single Day Registration - ~~\$149~~ **\$125****

## 20 & 20 Program

**RCFE and ARF Administrators are required to complete 40 hours of approved continuing education every two years.**

California Health and Safety Code Sections 1569.16 (RCFE) and 1522.41 (ARF) state that up to half of the required 40 hours of continuing education can be completed online.



20 Online Hours



20 Class Hours

**~~\$399~~ **\$299****

All 40 Hours for ~~\$399~~

## Registering for classes is easy!

**Step 1:** Visit [CCGTraining.com](http://CCGTraining.com)

**Step 2:** Locate a Class

**Step 3:** Register

**Step 4:** Confirm & Pay

1 (800) 321-1727

[www.CCGTraining.com](http://www.CCGTraining.com)

## TOPIC A – Get Ready for Inspection

### Understanding Regulations

**Understanding laws and regulations is not only required for Administrator recertification, it's also key to successful and deficiency free operations.** In addition to meeting the Law and Regulations Core of Knowledge, this class helps students understand the most common citations, and how/when to appeal these citations.

### Inspection Preparedness

**Are you inspection ready today?** How would you do in a compliance investigation that has turned into a full-blown review? Understanding the inspection process is key to the successful management of a community. This class helps students better understand the process and how to respond to LPAs and their inspection findings.

## TOPIC B – Leadership Steps to Success

### Creating an Employee Dream Team

If you're ready to build your winning team be sure to put this class at the top of your "to-do" list! Attracting good employees is getting more difficult in the current job market. **This workshop provides the learner with information and strategies to respond to the challenge of recruiting, engaging, and retaining great talent.**

### Leadership Skills

Great leaders are not born; they are developed! Personal reflection as well as understanding leadership skills are important steps to unlocking your leadership potential. **Join us as we explore leadership through the lens of leaders, and learn how to foster a culture of passion for your employees.**

## TOPIC C – Hot Topics for Managers

### Sexual Harassment in the Workplace

**California law requires that all supervisory employees must have training on this important topic at least every 2 years.** This class, covering the required topics for mandatory training, prepares the manager to understand, prevent and appropriately respond to workplace issues of this nature.

### Understanding Marijuana (Cannabis)

**Do you know your rights and responsibilities regarding marijuana use in your community?** Join us for a workshop that will increase your knowledge and understanding of cannabis, the legal requirements surrounding it, and the RCFE and ARF's management of medical marijuana in the care setting and work place.

### Death with Dignity: California's End-of-Life Option Act

In June 2016, the End-of-Life Option Act was signed into California law. **This class provides participants an in-depth exploration of end-of-life options and medical-aid-in-dying.** Understanding the history behind the law, why a person chooses medical-aid-in-dying, and the process required is critical for care professionals.

## TOPIC D – Caring for People with Dementia

### Caring for People with Dementia

Understanding dementia as a disease and considering the needs of those living with dementia is critical for today's care professional. **This course offers an in-depth exploration of dementia** – the impact on people with dementia and their families, understanding behavior, approaches to care, and regulation and training requirements.