



Care Enterprise, LLC

Solutions to Complex Problems

## Personal Care Home (PCH) License Consulting and Training Program Registration Form

(Licensing for the State of Georgia)

If you want to own and start a personal care home (PCH) in the State of Georgia, this one-day comprehensive consulting and training program gives you the exact steps, information, documents, and materials to get licensed. The program includes the **policy and procedure manual, operations forms, detailed marketing plan, list of referral agencies 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:** Is usually conducted the *First* and *Fourth* Saturday of each month. Once the registration form and initial payment has been received a consultant will contact you to schedule the best Saturday that fits your schedule.

**LOCATION:** Virtual Google Meet (Remote) **TIME:** 10:00 a.m. to 4:00 p.m.

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

### **PERSONAL CARE HOME LICENSE 6-HOUR TRAINING PROGRAM INCLUDES:**

- You will receive written instructions to complete the criminal background clearance.
- You will be shown how to complete the entire licensing application and how to submit the online application.
- You will receive details about how to set up the PCH, taxes, staff wages, client's fees, services and daily, weekly, monthly, and yearly business operations.
- We share details regarding licensing and the care home business that no one else will share with you.
- **We email the training materials, a sample completed application; 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 and local 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.
- 6-hours of consulting and a training certificate as proof of completion of training.

### **PROGRAM INVESTMENT FEE:**

- \$3,995/Single and \$4,495/Couple (Investment can be made in two installments)
- First 50% paid confirms training date and initial materials, and second 50% paid remaining documents will be emailed.
- If one payment is made, all documents will be emailed to the client.
- **Final payment must be made 3-days before the training date.** Send completed form to: [contact@careenterprisellc.com](mailto:contact@careenterprisellc.com)

**PAY VIA ZELLE:** Name: \_\_\_\_\_ Email: \_\_\_\_\_ or Phone #: \_\_\_\_\_

**PAY VIA CREDIT CARD:** We will email a secure link and you make the credit card payment yourself for privacy reasons.

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_

**TOTAL CHARGED:** \$ \_\_\_\_\_ **Payment:** #1: \_\_\_\_\_ #2: \_\_\_\_\_

50% of documents are emailed to Client with first payment, and 50% with second payment. By signing this agreement, I agree to the terms and conditions set forth in this form. I understand all payments are nonrefundable, but can be used towards other training, consulting, products, and services. Background clearance, state, county, and city fees are not included in the training fee, if applicable. I also understand this agreement only includes consulting, products, and materials listed on this agreement.

Client Signature

Print Name

Title

Date

**Caring Solutions to Complex Problems!**

Care Enterprise, LLC • [contact@careenterprisellc.com](mailto:contact@careenterprisellc.com)

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