



Delaware Health Care Facilities Association

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LLAM Train-the-Instructor Seminar

Tuesday, May 26, 2026

Registration/Breakfast from 8:30 – 9 am Class from 9 am – 4 pm

LOCATION:

Kutz Senior Living/Lodge Lane Assisted Living, Wilmington, DE 19809

Trainer:

Ruth Ann Lander, MSN, RN, Approved Trainer for ALFs

DHCFA is sponsoring a Limited Lay Administration of Medicine (LLAM) Train the Instructor class for individuals who want to become an ALF Special Module LLAM Instructor and who meet the criteria of being a Registered Nurse with one (1) year experience in long-term care.

Current Instructors who have not taught the modules in a facility within a year of the last class they taught MUST take a refresher in order to be current.

This training will focus on **ALF Specific Module + LLAM CORE curriculum** and strategies to provide LLAM training in the facility, including policies, procedures, reporting process and forms including new materials which will be effective immediately concerning Testing.

LLAM Regulations require that in order for an individual to become a LLAM Instructor in Assisted Living, **they must be an RN with (1) year experience in long term care. Instructors must be currently working at a facility.**

We strongly urge Assisted Living administrators from facilities using the LLAM attend the this class to get an understanding this program for which they are ultimately responsible. Administrators are required to understand and sign off on the LLAM annual report. Administrators contact Tomi Morris tmorris@dhcfa.org for details

*Class size is restricted, so register as soon as possible.

Fee: \$355.00 for New Instructors and Renewing Instructors needing new manual binder - 5 DE Nursing CEUs

Fee: \$285.00 for Renewing Instructors bringing manual binder - 5 DE Nursing CEUs

Registration fee includes the following:

- Trainee & Trainer Manuals
- Guidelines for LLAM, and ALF Module
- Policies and Procedures
- Reporting LLAM worksheets
- Continental breakfast, beverages, and lunch



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Training Date: Tuesday, May 26, 2026

Training Site: Kutz Senior Living/Lodge Lane Assisted Living

Fee : \$355.00 Includes Breakfast & Lunch, Training Manuals and CEUs

Time: 8:30 a.m. - 4:00 p.m. 1 - Hour Lunch and two 15-minute breaks

This session is mandatory for anyone who wants to become an Instructor for the Assisted Living Provider Lay Limited Administration of Medication Program.

A minimum enrollment of 8 must be met or DHCFA reserves the right to cancel the class.

Criteria: You must be an RN with (1) year experience in long-term care.

Registrant Name: _____

Last four digits of Social Security: _____ RN License#: _____

Employer: _____

Address: _____

City, State, Zip: _____

Direct Phone #: _____ Email Address: _____

Please list current and past LTC Employer/s where RN received at least one year of experience:

Employer: _____ Dates of Service: _____

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Total length of service in Assisted Living: _____

If a renewing instructor, please provide the date of last training attended: _____

If renewing instructor, please provide the date of last class taught: _____

TOTAL FEE \$ _____

PLEASE NOTE: A COPY OF YOUR NURSING LICENSE AND PAYMENT MUST ACCOMPANY THIS FORM in order for your registration to be processed! If not, we will return the registration form and payment to the facility and you will not be registered.

Please e-mail your completed registration form and license copies to tmorris@dhcfa.org

Credit card payments: <https://link.clover.com/urlshortener/vGt3RT>

Invoice requests (invoices must be paid in advance or day of attendance): tmorris@dhcfa.org

Registrations at door are not permitted for this training

Cancellation/Refund Policy: Attendees may cancel and request a refund or a service credit up to 5 business prior the training via email to tmorris@dhcfa.org. Cancellation requests made in writing up to one day prior are eligible for a service credit. **No shows do not constitute a cancellation, and will forfeit any registration fees.**

There are no refunds or service credits unless the facility is in survey.