



North Carolina Department of Health and Human Services
Division of Health Service Regulation
Adult Care Licensure Section

2708 Mail Service Center • Raleigh, North Carolina 27699-2708
<http://www.ncdhhs.gov/dhsr/>

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary
Jeff Horton, Acting Director

Barbara Ryan, Chief
Phone: 919-855-3765
Fax: 919-733-9379

MEMORANDUM

TO: Adult Care Home Providers
Medication and Administrator Applicants

FROM: Jan Brickley, RPh.
Adult Care Licensure Section

RE: New Registration Procedures for Medication and Administrator Exams

DATE: July 28, 2010

As a result of legislation by the General Assembly passed this summer, a registration fee is required for individuals registering for the medication and administrator exams. **This is effective for any testing on or after September 1, 2010. In order to be registered to take the medication or administrator exam on or after September 1, 2010, the required registration fee must be submitted with the registration form.**

The registration fee is non-refundable and non-transferable once submitted to our agency. Payment must be made in the form of a money order or certified check. Please refer to the attached for additional information on scheduling, confirmation, cancellation and re-scheduling, registration fees and testing policies. It is important that each applicant understands the information and policies.

Medication Exam

Due to the high volume of registrations for the medication exam, testing in August 2010 is full. For individuals who have already submitted a registration form and waiting confirmation **OR** have received confirmation for a testing after September 1, 2010, a new registration form and the required fee of \$25.00 will need to be submitted to our agency. Our agency will automatically mail new registration forms with information on the required fee to any individuals who have already submitted a registration to our agency.

Administrator Exam

Pre-registration is required for any testing on or after September 1, 2010. Individuals must contact our agency and request a registration form. In order to be registered for a testing location, our agency must receive a completed registration form and the required registration fee of \$50.00.

Alternative Exam

This exam is only for individuals applying for positions of Supervisor-in-Charge, Administrator-in-Charge, Supervisor and Activity Director who do **NOT** have a GED or high school diploma. At the current time, there is no registration fee for this exam. However, pre-registration is required for any testing on or after September 1, 2010. Individuals must contact our agency and request a registration form.

Contact Information

Our agency recognizes this change may create inconveniences and our staff is available to assist with questions. You may contact the testing office staff at AdultCare.ctu@dhs.nc.gov or by phone at (919) 855-3793 Monday through Friday from 8:30 am to 4 pm.

