Health Care Personnel Education and Credentialing Section
Administrator Exam Schedule
JANUARY – DECEMBER 2025

To register for the Administrator Exam, you must submit the Registration for Written Exams along with the $50.00 exam fee to the Testing Unit**.** Payment must be in the form of a money order or certified check made payable to "DHSR". (**Personal or company checks are not accepted**). Fees are non-refundable and non-transferrable once submitted to DHSR. Payment will not be accepted at testing sites.

Regular Mail USPS: Testing Unit, 2709 Mail Service Center, Raleigh NC 27699-2709
Overnight Mail (FedEx or UPS): Testing Unit, 809 Ruggles Drive, Raleigh, NC 27603

Submitting your registration prior to the registration cutoff date does not guarantee a space at the chosen exam site. If the exam you have selected is full, you will be assigned the next available exam date closest to your city of residence.

Schedule is updated as confirmation of test locations is received by our agency. Please check schedule frequently for updates and any changes: https://info.ncdhhs.gov/dhsr/acls/adminreq.html

For the Administrator exam, you will need a rule book that you may download at the following website: https://info.ncdhhs.gov/dhsr/acls/rules.html**.** (Rules 10A NCAC 13F for Adult Care Homes - seven or more beds; Rules 10A NCAC 13G for Family Care Homes – six beds or less. For the Alternative exam, you may use a calculator.

You need to read the testing policies, which includes information on when to arrive at testing, valid photo identification needed, and testing fees. You may access the testing policies at the following website under Additional Information https://info.ncdhhs.gov/dhsr/acls/adminreq.html

After you have submitted a registration form and fee, you may confirm your registration by contacting the Testing Unit by e-mail at AdultCare.ctu@dhhs.nc.gov. If you have questions regarding the testing or scheduling, you are to contact the Testing Unit at (919) 855-3969 or by email at AdultCare.ctu@dhhs.nc.gov. DO NOT CONTACT THE LOCATION SITE WITH QUESTIONS ABOUT THE TESTING OR SCHEDULING.

Inclement Weather: Contact the Unit at (919) 855-3969 or log on to the following website: https://ncnar.ncdhhs.gov.

Exam Code	Exam Location	Exam Date	Time	Reg Cut Off Date
814	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	1/13/25	10:00 AM	1/6/25
815	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	1/13/25	2:00 PM	1/6/25
816	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	2/11/25	10:00 AM	1/28/25
817	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	2/11/25	2:00 PM	1/28/25
818	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	3/17/25	10:00 AM	3/3/25
819	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	3/17/25	2:00 PM	3/3/25
820	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	4/8/25	10:00 AM	3/25/25
821	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	4/8/25	2:00 PM	3/25/25
822	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	5/6/25	10:00 AM	4/22/25
823	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	5/6/25	2:00 PM	4/22/25
824	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	6/9/25	10:00 AM	5/26/25
825	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	6/9/25	2:00 PM	5/26/25
826	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	7/8/25	10:00 AM	6/24/25
827	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	7/8/25	2:00 PM	6/24/25

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Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
828	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	8/5/25	10:00 AM	7/22/25
829	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	8/5/25	2:00 PM	7/22/25
830	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	9/9/25	10:00 AM	8/26/25
831	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	9/9/25	2:00 PM	8/26/25
832	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	10/7/25	10:00 AM	9/23/25
833	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	10/7/25	2:00 PM	9/23/25
834	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	11/11/25	10:00 AM	10/28/25
835	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	11/11/25	2:00 PM	10/28/25
836	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	12/9/25	10:00 AM	11/25/25
837	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	12/9/25	2:00 PM	11/25/25
	GASTON COLLEGE – DALLAS CAMPUS			
838	Gaston College - Dallas Campus DBC South – Room 218 Dallas, NC	2/7/25	10:00 AM	1/24/25
839	Gaston College - Dallas Campus DBC South – Room 218 Dallas, NC	4/11/25	10:00 AM	3/28/25

840	Gaston College - Dallas Campus DBC South – Room 218 Dallas, NC	6/6/25	10:00 AM	5/23/25
841	Gaston College - Dallas Campus DBC South - Room 218 Dallas, NC	8/8/25	10:00 AM	7/25/25
842	Gaston College - Dallas Campus DBC South - Room 218 Dallas, NC	10/10/25	10:00 AM	9/26/25
843	Gaston College - Dallas Campus DBC South - Room 218 Dallas, NC	12/12/25	10:00 AM	11/26/25

DAVIDSON-DAVIE
COMMUNITY COLLEGE -
THOMASVILLE

844	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	2/6/25	10:00 AM	1/23/25
845	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	4/10/25	10:00 AM	3/27/25
846	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	6/5/25	10:00 AM	5/22/25
847	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	8/7/25	10:00 AM	7/24/25
848	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	10/9/25	10:00 AM	9/25/25
849	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	12/11/25	10:00 AM	11/26/25