

**Health Care Personnel Education and Credentialing Section**  
**Administrator and Alternative Exam Schedule**  
**JANUARY – DECEMBER 2024**

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

To take the Alternative Exam, you must submit a registration form to the Medication Testing Unit. There is no fee or study material for the Alternative Exam.

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](mailto: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](mailto: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>.

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<b>Exam Code</b>	<b>Exam Location</b>	<b>Exam Date</b>	<b>Time</b>	<b>Reg Cut Off Date</b>
778	Division of Health Service Regulation (Williams Bldg. Room 123-B) Raleigh, NC	1/10/24	10:00 AM	12/27/23
779	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	1/10/24	2:00 PM	12/27/23
780	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	2/6/24	10:00 AM	1/23/24
781	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	2/6/24	2:00 PM	1/23/24
782	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	3/11/24	10:00 AM	2/26/24
783	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	3/11/24	2:00 PM	2/26/24
784	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	4/8/24	10:00 AM	3/25/24
785	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	4/8/24	2:00 PM	3/25/24
786	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	5/13/24	10:00 AM	4/29/24
787	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	5/13/24	2:00 PM	4/29/24
788	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	6/10/24	10:00 AM	5/27/24
789	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	6/10/24	2:00 PM	5/27/24
790	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	7/8/24	10:00 AM	6/24/24
791	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	7/8/24	2:00 PM	6/24/24

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792	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	8/7/24	10:00 AM	7/24/24
793	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	8/7/24	2:00 PM	7/24/24
794	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	9/3/24	10:00 AM	8/20/24
795	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	9/3/24	2:00 PM	8/20/24
796	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	10/2/24	10:00 AM	9/18/24
797	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	10/2/24	2:00 PM	9/18/24
798	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	11/12/24	10:00 AM	10/29/24
799	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	11/12/24	2:00 PM	10/29/24
800	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	12/9/24	10:00 AM	11/25/24
801	Division of Health Service Regulation Dix Grill Conference Room Raleigh, NC	12/9/24	2:00 PM	11/25/24
<b>GASTON COLLEGE – DALLAS CAMPUS</b>				
802	Gaston College - Dallas Campus DBC South – Room 119 (Auditorium) Dallas, NC	2/9/24	10:00 AM	1/26/24
803	Gaston College - Dallas Campus DBC South – Room 119 (Auditorium) Dallas, NC	4/12/24	10:00 AM	3/29/24

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804	Gaston College - Dallas Campus DBC South – Room 119 (Auditorium) Dallas, NC	6/7/24	10:00 AM	5/24/24
805	Gaston College (Dallas Campus) DBC (David Belk Cannon) South, Rm 119 (Auditorium), Dallas, NC	8/9/24	10:00 AM	7/26/24
806	Gaston College (Dallas Campus) DBC (David Belk Cannon) South, Rm 119 (Auditorium), Dallas, NC	10/11/24	10:00 AM	9/27/24
807	Gaston College (Dallas Campus) DBC (David Belk Cannon) South, Rm 119 (Auditorium), Dallas, NC	12/6/24	10:00 AM	11/22/24

**DAVIDSON-DAVIE  
COMMUNITY COLLEGE -  
THOMASVILLE**

808	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	2/8/24	10:00 AM	1/25/24
809	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	4/4/24	10:00 AM	3/21/24
810	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	6/6/24	10:00 AM	5/23/24
811	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	8/8/24	10:00 AM	7/25/24
812	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	10/10/24	10:00 AM	9/26/24
813	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	12/5/24	10:00 AM	11/21/24