

Health Care Personnel Education and Credentialing Section
Administrator Exam Schedule
JULY - DECEMBER 2026

To register for the Administrator Exam, you must submit the Registration for Written Exams documentation 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

NC Department of Health and Human Services
Attn: Health Care Personnel Education and Credentialing Section
Division of Health Service Regulation – 2nd Floor
2709 Mail Service Center
Raleigh NC 27699-2709

Overnight Mail (FedEx or UPS)

NC Department of Health and Human Services
Attn: Health Care Personnel Education and Credentialing Section
Division of Health Service Regulation – 2nd Floor
1915 Health Services Way, Raleigh, NC 27607

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

It is recommended that you read the testing policies, which includes information on when to arrive for testing, valid photo identification requirements, 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 via e-mail at AdultCare.ctu@dhhs.nc.gov.

If you have questions regarding the test or scheduling to take the test, then contact the Testing Unit at (919) 855-3969 or by email at AdultCare.ctu@dhhs.nc.gov. **DO NOT CONTACT THE TEST SITE LOCATION WITH QUESTIONS.**

For inclement weather concerns, please contact the Testing Unit at (919) 855-3969 or review their website to see if an announcement as been posted at <https://ncnar.ncdhhs.gov>. In some situations, the Testing Unit will contact you directly if the exam has been cancelled to ensure your personal safety.

WAKE COUNTY

Exam Code	Exam Location	Exam Date	Exam Time	Registration Deadline
874	DHHS - HQ 1915 Health Services Way Raleigh, NC 27607	7/8/26	10:00 AM	6/24/26
875	DHHS - HQ 1915 Health Services Way Raleigh, NC 27607	7/8/26	2:00 PM	6/24/25
876	DHHS - HQ 1915 Health Services Way Raleigh, NC 27607	8/13/26	10:00 AM	7/23/26
877	DHHS - HQ 1915 Health Services Way Raleigh, NC 27607	8/13/26	2:00 PM	7/23/26
878	DHHS - HQ 1915 Health Services Way Raleigh, NC 27607	9/3/26	10:00 AM	8/20/26
879	DHHS - HQ 1915 Health Services Way Raleigh, NC 27607	9/3/26	2:00 PM	8/20/26
880	DHHS - HQ 1915 Health Services Way Raleigh, NC 27607	10/13/26	10:00 AM	9/29/26
881	DHHS - HQ 1915 Health Services Way Raleigh, NC 27607	10/13/26	2:00 PM	9/29/26
882	DHHS - HQ 1915 Health Services Way Raleigh, NC 27607	11/18/26	10:00 AM	11/4/26
883	DHHS - HQ 1915 Health Services Way Raleigh, NC 27607	11/18/26	2:00 PM	11/4/26
884	DHHS - HQ 1915 Health Services Way Raleigh, NC 27607	12/17/26	10:00 AM	12/3/26
885	DHHS - HQ 1915 Health Services Way Raleigh, NC 27607	12/17/26	2:00 PM	12/3/26

GASTON COUNTY

Exam Code	Exam Location	Exam Date	Exam Time	Registration Deadline
859	Gaston College - Dallas Campus DBC South – Room 218 Dallas, NC	8/7/26	10:00 AM	7/24/26
860	Gaston College - Dallas Campus DBC South – Room 218 Dallas, NC	10/16/26	10:00 AM	10/2/26
861	Gaston College - Dallas Campus DBC South – Room 218 Dallas, NC	12/4/26	10:00 AM	11/20/26

DAVIDSON COUNTY

Exam Code	Exam Location	Exam Date	Exam Time	Registration Deadline
853	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	8/6/26	10:00 AM	7/23/26
854	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	10/15/26	10:00 AM	10/1/26
855	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 224 Thomasville, NC	12/3/26	10:00 AM	11/19/26