

Mental Health Licensure & Certification Section

Required Materials for Licensure Review

Submit documents in the same order as listed below.

Policy and Procedures

- Facility's Policies and Procedures Manual
- MH Licensure Policies and Procedures Worksheet

MH Licensure Policies and Procedures Worksheet:

https://info.ncdhhs.gov/dhsr/mhlcs/pdf/MH_Policies_Procedures_Worksheet.pdf

Personnel Records (All Staff)

- Staff Name and Date of Hire
- Signed Job Description (employee and employer)
- Resume (QP's only)
- Verification of Education (non-licensed staff: transcripts, diplomas, or official web-based educational verification services)
- Licensed Professional License Verification (for LPs only — excludes LPNs)
- Health Care Personnel Registry Check (within 90 days)

Health Care Personnel Registry Verification: <https://hcp.ncdhhs.gov/hcpr/>

- Criminal Background Check (within 180 days)
- Physical and Tuberculosis Screening (if applicable)

Staff Training Requirements (ALL REQUIRED)

- General Orientation Training
- Client Rights Training
- Confidentiality Training
- Population-Specific Training (must match population served)
- De-escalation Training (ALL staff)
- Seclusion, Physical Restraint & Isolation Time-Out Training (if applicable — in-person)
- Medication Administration Training (if applicable — in-person)
- CPR (cannot be Online only)
- First Aid

Substance Abuse Waiver Training (SUD Services Only)

- Crisis Response Training
- Opioid Antagonist Training
- Harm Reduction Training

Training Curriculum

- Special Populations Training curriculum (must match population served)

Instructor Credentials

- Medication Administration Trainer Credentials
- CPR Trainer Certification
- First Aid Trainer Certification
- De-escalation Training Instructor Certification
- Restrictive Intervention Instructor Certification

Disaster Plan

- Written Disaster Plan
- Verification from Local Emergency Management (OEM)

Important Information for Applicants

Applicants must provide an NCID Username before Licensure or a change in a license is granted. Instructions for creating an NCID Username are available on the Enterprise website under the "Training Register and Log In Job Aid" section.

Contact your local Emergency Management office for disaster plan coordination:

NC Emergency Management County Contacts: <https://www.ncdps.gov/emergency-management/em-community/directories/counties>

Approved curricula for De-Escalation and Restrictive Interventions:

List Approved Curricula for De-Escalation and Restrictive Interventions:

<https://www.ncdhhs.gov/divisions/mental-health-developmental-disabilities-and-substance-use-services/involuntary-commitment/training-requirements-use-non-restrictive-and-restrictive-intervention-strategies>