

Health Care Personnel Education and Credentialing Section
Administrator and Alternative Exam Schedule
MARCH - DECEMBER 2021

In order to take the Administrator Exam, you must submit a registration form and testing fee of \$50.00 to the Medication 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>
Directions to test locations may be located at <https://info.ncdhhs.gov/dhsr/acls/medtech.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 Medication 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 Medication Testing Unit at (919) 855-3793 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 Medication Testing Unit at (919) 855-3793 or log on to the following website: <https://info.ncdhhs.gov/dhsr/acls/medtech.html>

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Exam Code	Location	Exam Date	Time	Cut Off Date
696	Gaston College (Dallas Campus) DBC (David Belk Cannon) South Room 119 (Auditorium), Dallas, NC	4/9/21	10:00 AM	3/26/21
697	Gaston College (Dallas Campus) DBC (David Belk Cannon) South Room 119 (Auditorium), Dallas, NC	6/11/21	10:00 AM	5/28/21
698	Gaston College (Dallas Campus) DBC (David Belk Cannon) South Room 119 (Auditorium), Dallas, NC	8/13/21	10:00 AM	7/30/21
699	Gaston College (Dallas Campus) DBC (David Belk Cannon) South Room 119 (Auditorium), Dallas, NC	10/8/21	10:00 AM	9/24/21
700	Gaston College (Dallas Campus) DBC (David Belk Cannon) South Room 119 (Auditorium), Dallas, NC	12/10/21	10:00 AM	11/26/21

**DIVISION OF HEALTH SERVICE
REGULATION**

674	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	3/2/21	10:00 AM	2/16/21
675	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	3/2/21	2:00 PM	2/16/21
676	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	4/5/21	10:00 AM	3/22/21

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677	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	4/5/21	2:00 PM	3/22/21
678	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	5/4/21	10:00 AM	4/20/21
679	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	5/4/21	2:00 PM	4/20/21
680	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	6/3/21	10:00 AM	5/20/21
681	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	6/3/21	2:00 PM	5/20/21
682	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	7/6/21	10:00 AM	6/22/21
683	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	7/6/21	2:00 PM	6/22/21
684	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	8/3/21	10:00 AM	7/20/21
685	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	8/3/21	2:00 PM	7/20/21
686	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	9/2/21	10:00 AM	8/19/21
687	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	9/2/21	2:00 PM	8/19/21
688	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	10/5/21	10:00 AM	9/21/21
689	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	10/5/21	2:00 PM	9/21/21
690	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	11/3/21	10:00 AM	10/20/21
691	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104)	11/3/21	2:00 PM	10/20/21

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Raleigh NC

692	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	12/2/21	10:00 AM	11/18/21
693	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh NC	12/2/21	2:00 PM	11/18/21

**DAVIDSON COUNTY
COMMUNITY COLLEGE**

701	Davidson County Community College Finch Building, Room 224 Thomasville, NC	4/13/21	10:00 AM	3/30/21
702	Davidson County Community College Finch Building, Room 224 Thomasville, NC	6/8/21	10:00 AM	5/25/21
703	Davidson County Community College Finch Building, Room 224 Thomasville, NC	8/10/21	10:00 AM	7/27/21
704	Davidson County Community College Finch Building, Room 224 Thomasville, NC	10/12/21	10:00 AM	9/28/21
705	Davidson County Community College Finch Building, Room 224 Thomasville, NC	12/7/21	10:00 AM	11/23/21