

Health Care Personnel Education and Credentialing Section
Administrator and Alternative Exam Schedule
JANUARY – DECEMBER 2023

In order to take the Administrator Exam, you must submit a registration form and testing fee of \$50.00 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. 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>.

Health Care Personnel Education and Credentialing Section
Administrator and Alternative Exam Schedule
JANUARY – DECEMBER 2023

Exam Code	Exam Location	Exam Date	Time	Reg Cut Off Date
742	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	1/11/23	10:00 AM	12/28/22
743	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	1/11/23	2:00 PM	12/28/23
744	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	2/7/23	10:00 AM	1/24/23
745	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	2/7/23	2:00 PM	1/24/23
746	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	3/7/23	10:00 AM	2/21/23
747	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	3/7/23	2:00 PM	2/21/23
748	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	4/5/23	10:00 AM	3/22/23
749	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	4/5/23	2:00 PM	3/22/23
750	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	5/9/23	10:00 AM	4/25/23
751	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	5/9/23	2:00 PM	4/25/23
752	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	6/7/23	10:00 AM	5/24/23
753	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	6/7/23	2:00 PM	5/24/23
754	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	7/11/23	10:00 AM	6/27/23
755	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	7/11/23	2:00 PM	6/27/23

Health Care Personnel Education and Credentialing Section
Administrator and Alternative Exam Schedule
JANUARY – DECEMBER 2023

Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
756	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	8/9/23	10:00 AM	7/26/23
757	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	8/9/23	2:00 PM	7/26/23
758	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	9/6/23	10:00 AM	8/23/23
759	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	9/6/23	2:00 PM	8/23/23
760	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	10/10/23	10:00 AM	9/26/23
761	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	10/10/23	2:00 PM	9/26/23
762	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	11/7/23	10:00 AM	10/24/23
763	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	11/7/23	2:00 PM	10/24/23
764	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	12/5/23	10:00 AM	11/21/23
765	Division of Health Service Regulation (Brown Bldg. Entrance 1001, Rm 104) Raleigh, NC	12/5/23	2:00 PM	11/21/23
GASTON COLLEGE – DALLAS CAMPUS				
766	Gaston College (Dallas Campus) DBC (David Belk Cannon) South, Rm 119 (Auditorium), Dallas, NC	2/10/23	10:00 AM	1/27/23
767	Gaston College (Dallas Campus) DBC (David Belk Cannon) South, Rm 119 (Auditorium), Dallas, NC	4/14/23	10:00 AM	3/31/23
768	Gaston College (Dallas Campus) DBC (David Belk Cannon) South, Rm 119	6/9/23	10:00 AM	5/26/23

Health Care Personnel Education and Credentialing Section
Administrator and Alternative Exam Schedule
JANUARY – DECEMBER 2023

(Auditorium), Dallas, NC

769	Gaston College (Dallas Campus) DBC (David Belk Cannon) South, Rm 119 (Auditorium), Dallas, NC	8/11/23	10:00 AM	7/28/23
770	Gaston College (Dallas Campus) DBC (David Belk Cannon) South, Rm 119 (Auditorium), Dallas, NC	10/12/23	10:00 AM	9/28/23
771	Gaston College (Dallas Campus) DBC (David Belk Cannon) South, Rm 119 (Auditorium), Dallas, NC	12/8/22	10:00 AM	11/24/23

**DAVIDSON – DAVIE
COMMUNITY COLLEGE -
THOMASVILLE**

772	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 221 Thomasville, NC	2/8/23	10:00 AM	1/25/23
773	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 221 Thomasville, NC	4/12/23	10:00 AM	3/29/23
774	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 221 Thomasville, NC	6/6/23	10:00 AM	5/23/23
775	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 214 Thomasville, NC	8/10/23	10:00 AM	7/27/23
776	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 214 Thomasville, NC	10/11/23	10:00 AM	9/27/23
777	Davidson-Davie Community College Doak & Agnes Finch Bldg., Rm 214 Thomasville, NC	12/7/23	10:00 AM	11/23/23