

NC Department of Health and Human Services
 Division of Health Service Regulation
 Adult Care Licensure Section
 2708 Mail Service Center
 Raleigh, NC 27699-2708
 Phone: (919) 855-3765
 Fax: (919) 733-9379

ASSISTED LIVING ADMINISTRATOR APPLICATION

Name of Applicant: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Birthdate: _____

<p>Are you requesting:</p>	<input type="checkbox"/>	<p>Assisted Living Administrator Certification</p>
<p>Please check only one box. Also, please note that certification requires a minimum # of college hours as explained on p. 2.</p>	<p>NOTE:</p>	<p>Certification allows you to work in an administrator position in adult care homes (7+ beds) and family care homes (2-6 beds).</p>
	<input type="checkbox"/>	<p>Family Care Home Administrator Approval</p>
	<p>NOTE:</p>	<p>Family care home administrator approval allows you to work as an administrator only in a family care home (2-6 beds).</p>

Are you or your spouse an official or employee of the Department of Health and Human Services or of any county department of social services, or a member of the Medical Care Commission, of any county board of Social Services, or of any board of county commissioners? Yes No

Have you been a resident of the State of North Carolina for more than 5 years? Yes No

If you checked "No," please state the number of years you have been a resident of the State of North Carolina? _____.

LEVEL OF EDUCATIONHigh School Diploma/GED: Yes NoCollege: Yes No Credit Hours Earned: _____

Assisted Living Administrator Certification Requirement: A minimum of 60 semester hours from an accredited college/university are required for the assisted living administrator certification OR a minimum of 30 semester hours are required if you can provide documentation of at least one year of supervisory/management experience in a health care setting. Proof of experience should be included on your resume and in the form of a reference letter from your employer where the experience was gained. Continuing education hours are not accepted.

FCH Administrator Approval Requirement: A minimum of a high school diploma or GED is required for the family care home administrator approval process.

****PLEASE ATTACH A COPY OF YOUR RESUME TO THE APPLICATION****

I certify that I have given true, accurate and complete information on this form or any attachments to the best of my knowledge. I authorize investigation of statements made in this report and understand that false information may be grounds for disqualification.

SIGNATURE

DATE