



LIST OF REQUIRED MATERIALS FOR *INITIAL AND CHANGE* LICENSURE

Below is a list of materials that are required and must be reviewed by the Mental Health Licensure Certification Section (MHLC) before a facility is licensed. **Fillable Check-sheet**

The amount of time it takes to process an application weighs heavily if the licensee is prepared and has all the necessary material completed for the application process. Therefore, MHLC allows an applicant six months for licensure. For day programs, six months from the date an application is received. For residential programs, six months from the date approved from the Construction Section.

Policy and Procedures	
Mental Health Licensure requires the licensee to submit their policies and procedures manual	
MH Licensure Policies and Procedures Worksheet must be completed and attached to with P&P. (The worksheet is not a substitution for the rules. The licensee is responsible for complying with all applicable rules and statutes. The information below is only a snapshot of the actual regulations and is not a substitute for obtaining a licensure rule book)	

Personnel Records	
<i>This includes All personnel working at the facility and with clients. Direct Care, Qualified Professionals, Licensed Professionals all staff)</i>	
Staff's Name and Date of Hire	
A <i>signed</i> Job Description	
The Qualified Professional's (QP) and Staff <i>resume or application must be submitted</i>	
Verification of Education (Must be official transcripts or diploma)	
Licensed Professionals credentials as applicable	
Health Care Personnel Registry Verification checks <i>(including the Licensee) Must be completed within 90 days of licensure review</i>	
*State/National criminal check documentation <i>Criminal Check(s) must be completed within 180 days of initial licensure review</i>	
CPR Heimlich Maneuver or equivalent. <i>Will not accept if a course if training is online only</i>	
First Aid Training	
Physical and Tuberculosis Screening <i>(per agency policy)</i>	
General organization orientation (organization of agency) training	
Training in client rights	
Training in confidentiality	
Training to meet the needs of the population served - <i>based on licensure category (MH/DD/SAS needs)</i>	
Training in seizure management	
Medication Administration Training <i>(RN, pharmacist or legally qualified person and privileged to administer medications)</i>	
Training in infectious Diseases and Bloodborne Pathogens	
Training in Alternatives to Restrictive interventions	
Training in Seclusion, Physical Restraint and isolation Time Out	



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor

MANDY COHEN, MD, MPH • Secretary

MARK PAYNE • Director, Division of Health Service Regulation

Training Curriculums	
Bloodborne Pathogens curriculum	
Client Rights curriculum	
Confidentiality curriculum	
Medication Administration curriculum (if applicable)	
General Orientation curriculum	
Seizure Management curriculum	
Training to meet the needs of the population served - based on licensure category curriculum	

Instructor Credentials for staff training	
Medication Administration (<i>RN, pharmacist or legally qualified person and privileged to prepare and administer medications</i>)	
CPR	
First Aid	
Restrictive Interventions	

Disaster Plan	
Written Disaster Plan *	
The applicant must include documentation verifying the local county emergency management services reviewed the plan	

Additional Documents	
Appropriate Building Code documentation for facility	
For 24-hour facilities: Facility Rules (house rules) about clients' rights (i.e., making & receiving phone calls; receiving visitors; being outdoors, exercise; personal clothing; religious worship; driver's license; individual storage space; vocational training; access to own money)	
For DUAL SERVICES ONLY	
Days & hours of operation for each service	
The location of each service will be provided (i.e., offices/ conference rooms)	

Flow sheet documenting the set up of a client record (see requirements below)	
Identification Face Sheet	
Emergency Information Sheet	
Consent for Treatment/Client Rights	
Assessment/Treatment Plan	
Progress Notes	
Medication Orders/Lab Test (if applicable)	

*For applicants trying to contact the "local authority," North Carolina's Division of Emergency Management has a list of phone numbers for each county's Emergency Management(EM) office on their web site: <https://www.ncdps.gov/emergency-management/em-community/directories/counties>