

Mental Health Licensure and Certification Section



Below is a list of required materials that must be reviewed and accepted by the Mental Health Licensure Certification Section (MHLC) before licensure.

MHLC allows an applicant six months for licensure. The six months begin at the date of the applicant's 1st meeting with the Licensure & Training Consultant assigned to the application.

Policy and Procedures	
Mental Health Licensure requires the applicant/ licensee to submit the agency policies and procedures manual.	
MH Licensure Policies and Procedures Worksheet MUST be completed and attached to P&P. (The worksheet is not a substitution for the rules. The licensee is responsible for complying with all applicable rules and statutes.	

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 SIGNED Job Description (<i>must be signed by the employee and employer</i>)	
The Qualified Professional's (QP) and Staff resume or application must be submitted.	
Verification of Education (An education background check confirms a person's education claims. Examples are transcripts, diplomas or official web-based educational verification services). See below for LP's	
Licensed Professionals (LPs): Professional license verification	
Health Care Personnel Registry Verification checks <i>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>	
Physical and Tuberculosis Screening (per agency policy)	
General organization orientation (organization of agency) training	
Training in Client Rights	
Training in Confidentiality	
Training to meet the needs of the population served - based on licensure category (training must reflect the population served at the facility).	
First Aid Training	
CPR Heimlich Maneuver or equivalent. <i>Will not accept if a course training is online only.</i>	
Medication Administration Training (<i>RN, pharmacist or MD privileged to administer medications is allowed to teach. Medication training must be specific to the facility and in-person training.</i>)	
Training in infectious Diseases and Bloodborne Pathogens	
Training in Alternatives to Restrictive Interventions (<i>all staff must have De-Escalation Training</i>)	
Training in Seclusion, Physical Restraint & Isolation Time-Out IN PERSON TRAINING <i>All staff must be trained if the facility utilizes restrictive interventions.</i>	
List Approved Curricula for the use of De-Escalation and Restrictive Interventions	

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(Continued)

<i>Training Curriculum</i>	
Submit the curriculum used to train staff to meet the needs of the population served. (<i>Training must relate to the population that will be served.</i>)	

<i>Instructor Credentials for staff training</i>	
Medication Administration (<i>RNs, Physicians, licensed medical persons with a valid NC license</i>)	
CPR <i>trainer certification(s)</i>	
First Aid <i>trainer certification(s)</i>	
Alternatives to Restrictive Training (De-escalation training) <i>trainer certification(s)</i>	
Restrictive Intervention Training <i>trainer certification(s)</i>	

<i>Disaster Plan</i>	
Written Disaster Plan *	
Must include documentation that the local county emergency management services reviewed the plan	

<i>Additional Documentation</i>	
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)	
Days and hours of operation/staff shift patterns and staff ratios for each service category.	
Facility Pet(s) current vaccination records, if applicable	
Applicants must provide an NCID Username before Licensure or change in a license is granted. Instructions for creating an NCID Username can be found on the Enterprise website under the " Training Register and Log In Job Aid " section.	

*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 website: <https://www.ncdps.gov/emergency-management/em-community/directories/counties>

Camera/video recording are prohibited in private areas, such as bedrooms and bathrooms, except in 3600 Service Category UA restrooms. Cameras in common areas must not be positioned to capture private areas. If you have questions, please ask the Licensure & Training Consultant assigned to your application process.