

Health Care Personnel Education and Credentialing Section
Administrator and Alternative Exam Schedule
OCTOBER 2016 – JUNE 2017

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: Medication Testing Unit, 2709 Mail Service Center, Raleigh NC 27699-2709

Express Mail (FedEx or UPS): Medication Testing Unit, 801 Biggs Drive, Brown Building, 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 exam site. It only helps guarantee receipt of your confirmation letter in the mail. **If the exam you have selected is full, you will be assigned to the next available exam date for the location you chose.**

Schedule is updated as confirmation of test locations is received by our agency. Please check schedule frequently for updates and any changes:

<http://www2.ncdhhs.gov/dhsr/acls/adminreq.html>

Directions to test locations may be located at <http://www2.ncdhhs.gov/dhsr/acls/medtech.html>

For the Administrator exam, you will need a rule book that you may download at the following website: <http://www2.ncdhhs.gov/dhsr/acls/rules.html>. **(Rules 10A NCAC 13F for Adult Care Homes [assisted living] of seven or more beds; Rules 10A NCAC 13G for Family Care Homes.** For the Alternative exam, you may use a calculator.

You need to also read the testing policies. Information on when to arrive at the testing and photo identification needed and testing fees is available in the testing policies. You may access the testing policies at the following website under ‘Additional Information’:

<http://www2.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: <http://www2.ncdhhs.gov/dhsr/acls/medtech.html>

Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
260	McDowell Technical Comm. College (Harold Smith Bldg., Classroom 111) Marion NC	12/6/16	10:00 AM	11/22/16
349	McDowell Technical Comm. College (Harold Smith Bldg., Classroom 111) Marion NC	2/1/17	10:00 AM	1/18/17

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351 McDowell Technical Comm. College 4/11/17 10:00 AM 3/28/17
(Harold Smith Bldg., Classroom 111)
Marion NC

Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
174	Gaston College (Dallas Campus) DBC (David Belk Cannon) South Room 119 (Auditorium), Dallas, NC	10/25/16	10:00 AM	10/11/16
176	Gaston College (Dallas Campus) DBC (David Belk Cannon) South Room 119 (Auditorium), Dallas, NC	11/22/16	10:00 AM	11/8/16
178	Gaston College (Dallas Campus) DBC (David Belk Cannon) South Room 119 (Auditorium), Dallas, NC	12/13/16	10:00 AM	11/29/16
364	Gaston College (Dallas Campus) DBC (David Belk Cannon) South Room 119 (Auditorium), Dallas, NC	1/24/17	10:00 AM	1/10/17
366	Gaston College (Dallas Campus) DBC (David Belk Cannon) South Room 119 (Auditorium), Dallas, NC	2/21/17	10:00 AM	2/7/17
368	Gaston College (Dallas Campus) DBC (David Belk Cannon) South Room 119 (Auditorium), Dallas, NC	3/28/17	10:0 AM	3/14/17

Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
266	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	10/21/16	10:00 AM	10/7/16
267	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	10/21/16	2:00 PM	10/7/16
272	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	11/9/16	10:00 AM	10/26/16
273	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	11/9/16	2:00 PM	10/26/16
289	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	1/6/17	10:00 AM	12/23/16
290	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	1/6/17	2:00 PM	12/23/16
299	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104)	2/16/17	10:00 AM	2/2/17

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Raleigh NC

300	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	2/16/17	2:00 PM	2/2/17
305	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	3/2/17	10:00 AM	2/16/17
306	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	3/2/17	2:00 PM	2/16/17
317	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	4/17/17	10:00 AM	4/3/17
318	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	4/17/17	2:00 PM	4/3/17
329	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	5/17/17	10:00 AM	5/3/17
330	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	5/17/17	2:00 PM	5/17/17
339	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	6/20/17	10:00 AM	6/6/17
340	Division of Health Service Regulation (Brown Bldg., Entrance 1001, Rm 104) Raleigh NC	6/20/17	2:00 PM	6/6/17



Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
198	Davidson County Community College Public Safety Serv. Bldg., Room 105 Thomasville NC	9/29/16	10:00 AM	9/15/16
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204	Davidson County Community College Public Safety Serv. Bldg., Room 105 Thomasville NC	11/3/16	10:00 AM	10/20/16
345	Davidson County Community College Public Safety Serv. Bldg., Room 105 Thomasville NC	12/8/16	10:00 AM	11/24/16
347	Davidson County Community College Public Safety Serv. Bldg., Room 105 Thomasville NC	1/12/17	10:00 AM	12/29/16
TBD	Davidson County Community College	FEB	10:00 AM	TBD

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Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
206	Martin Community College (Room 14, Building 1) Williamston NC	11/8/16	10:00 AM	10/25/16
208	Martin Community College (Room 14, Building 1) Williamston NC	12/1/16	10:00 AM	11/17/16

Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
166	Black Mtn Neuro-Medical Trtmnt Ctr (Bldg. #17, Room 320) Black Mountain, NC	11/2/16	10:00 AM	10/20/16