

Division of Health Service Regulation  
Mental Health Licensure and Certification Section  
**List of Needed Materials: Initial Licensure Survey**

**Staff Records**

- Job Description (signed by both parties)
- Director, QP & Staff Qualifications (Degree, Resumes, Application)
- Verification of Education (Degree, Diploma, Transcripts, Official Letter from School System)
- Orientation Training
- Criminal Background Check (Statewide or National)
- CPR/First Aid Certification (including Seizure Management)
- Blood-borne Pathogens Training
- Physical and TB Screen (Per Agency Policy)
- Medication Administration Training
- Training to meet the needs of the population served - based on licensure category (MH/DD/SAS needs)
- Client Rights Training
- Confidentiality Training
- Restrictive Intervention/Alternative Training
- Health Care Personnel Registry Verification (including applicant)

**Client Record (Mock Chart)**

- Identification Face Sheet
- Emergency Information Sheet
- Consent for Treatment
- Client Rights
- Assessment
- Treatment Plan
- Progress Notes
- Medication Orders (if applicable)
- Lab Tests (if applicable)

**General Materials**

- Policy and Procedures
- Rules for MH/DD/SAS (including client right rules); 10A NCAC 27 Subchapters C, D, E, F & G
- Disaster Plan (including documentation the plan was reviewed by the local authority\*)
  - \*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. Their web site is <https://www.ncdps.gov/Emergency-Management/EM-Community/Directories>
  - When providing more than one service in the same location include:
    - days & hours of operation for each service
    - location each service will be provided (i.e. offices/ conference rooms).

**Training Curriculum**

- Blood-borne Pathogens
- Client Rights
- Confidentiality
- Medication Administration
- General Orientation
- Seizure Management
- Training to meet the needs of the population served - based on licensure category (MH/DD/SAS needs)

**Training Instructor's Credentials**

- Registered Nurse (if applicable)
- Restrictive Interventions
- CPR/First Aid Instructor