

NC Division of Health Service Regulation, Adult Care Licensure Section Military Training Equivalency Requirements for Administrator Certification

In accordance with N.C. Gen. Stat. 93B-15.1, The Adult Care Licensure Section (ACLS) may approve a military-trained applicant for Administrator Certification if the applicant:

- Has completed an occupational specialty or completed a military training program or testing that is at the level of or equivalent to the NC Administrator in Training (AIT) program requirements;
- Has engaged in active practice as an administrator in NC for at least two years no more than 5 years preceding the date of application;
- Has not committed any act in any state that would have resulted in a refusal, suspension, or revocation of an administrator license, certification, or registration; and
- Has no pending complaints.

In accordance with N.C. Gen. Stat. 93B-15-1, a military spouse applicant may be approved for Administrator Certification if the applicant:

- holds a current license, certificate, or registration as an Administrator from another state;
- has completed continuing education or has engaged in active practice as an administrator for at least two years no more than 5 years preceding the date of application in a state that has requirements equivalent to or exceeding the requirements of NC AIT program requirements;
- has not committed any act in any state that would have resulted in a refusal, suspension, or revocation of an administrator license, certification, or registration;
- has not been disciplined by the agency where active practice as an administrator has occurred; and
- has no pending complaints.

For consideration for Administrator Certification, the military-training applicant or military spouse must submit the following:

- Administrator application
- Copy of driver's license or other proof of age
- U.S. Department of Defense Form 214 (DD-214) or similar official notarized documentation attesting to applicant's military occupation specialty certification and experience
- Employer reference letter (if using occupational experience to request approval)
- Completed Administrator Licensure Verification Form (if applicant currently holds an administrator license/certification in another state)

Within 15 days from the date ACLS receives the military-trained or military spouse's application; a notice will be sent to confirm whether the documentation provided meets the requirements for Administrator Certification. If the requirements are met, ACLS will send the applicant a notice requesting additional items to complete the application packet and move forward with certification approval:

- Applicant Information Form and Electronic Fingerprint Submission Release of Information Form (to completed Live Scan digital fingerprinting for criminal history report)
Note: an applicant must request a national FBI criminal history report in addition to NC SBI criminal history report if the applicant has been a resident of NC for less than 5 years)
- Documentation of successful completion of DHSR Administrator Exam

Following receipt of all items, the applicant's application will be approved if there are no unsatisfactory finding on the applicant's criminal history report and no substantiated findings from the Health Care Personnel Registry

