



**North Carolina Department of Health and Human Services
Division of Health Service Regulation
Adult Care Licensure Section**

2708 Mail Service Center • Raleigh, North Carolina 27699-2708
<http://www.ncdhhs.gov/dhsr/>

Drexdal Pratt, Director

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Barbara Ryan, Chief
Phone: 919-855-3765
Fax: 919-733-9379

Memorandum

To: NC Adult Care Home Administrators
From: Barbara Ryan, ACLS Chief
Date: November 21, 2011
Re: Administrator Renewals Due

Renewal notifications for administrators whose certificates expire on December 31, 2011 have been mailed.

If your certificate expires on December 31, 2011 and you did not receive your renewal letter please contact the Adult Care Licensure Section at (919)855-3765 as soon as possible. You may also send a fax to our office at (919) 733- 9379. Please include your name, certificate # and your current mailing address on the fax.

Thank you.

