

1 10A NCAC 13G .1501 is proposed for adoption as follows:  
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3 **SECTION .1500 – ADMINISTRATOR APPROVAL AND RENEWAL**  
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5 **10A NCAC 13G .1501 ADMINISTRATOR APPROVAL**

6 (a) Each family care home shall have an administrator that has been approved by the Department pursuant to this  
7 Rule.

8 (b) Applicant administrators shall meet the following qualifications:

9 (1) be 21 years of age or older;

10 (2) provide a satisfactory criminal background report from the State Repository of Criminal Histories,  
11 that shall be provided by the State Bureau of Investigation upon its receiving fingerprints of the  
12 applicant from the Division of Health Service Regulation, unless the applicant has been a resident  
13 of this State for less than five years, requiring the applicant to provide a satisfactory criminal  
14 background report from both the State and National Repositories of Criminal Histories;

15 (3) complete an approved administrator-in-training program listed on the website at  
16 <http://ncdhhs.gov/dhsr/acls/adminguidelines.html> and consisting of a minimum of 20 hours of  
17 instruction in N.C. Assisted Living laws and statutes, human resources and business management,  
18 and a minimum of 100 hours of on-the-job training in an assisted living facility;

19 (4) complete with 75 percent accuracy a written examination administered by the Department within  
20 12 months of completing the administrator-in-training program; and

21 (5) be at least a high school graduate or certified under the GED Program.

22 (c) For the purpose of this Rule, a satisfactory criminal background report means:

23 (1) no conviction by any jurisdiction of a felony for which prison time was served unless rights of  
24 citizenship have been restored and all of the following have been considered and determined by the  
25 Department to allow approval:

26 (A) date of conviction;

27 (B) circumstances surrounding the committing of the crime, if known;

28 (C) nexus between the criminal conduct of the person and job duties; and

29 (D) prison, jail, probation, parole, rehabilitation and employment records of  
30 the person since the date the crime was committed;

31 (2) no conviction by any jurisdiction of a misdemeanor unless all terms of the judgment imposed for  
32 said misdemeanor have been met and the following have been considered and determined by the  
33 Department to allow approval:

34 (A) date of conviction;

35 (B) circumstances surrounding the committing of the crime, if known;

36 (C) nexus between the criminal conduct of the person and job duties; and

1 (D) prison, jail, probation, parole, rehabilitation and employment records of the person since  
2 the date the crime was committed.

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4 *History Note: Authority G.S. 131D-2.16; G.S. 131D-4.3; 143B-165;*

5 *Eff. April 1, 2017.*