

**Information and Testing Policies for  
Medication/Administrator/Alternative Exams**

**Registration and Scheduling**

You may obtain a registration form by contacting the Adult Care Licensure Section (ACLS) via e-mail at [AdultCare.ctu@dhhs.nc.gov](mailto:AdultCare.ctu@dhhs.nc.gov) by phone at (919) 855-3793 Monday through Friday from 8:30 am until 4 pm.

All applicants MUST complete a registration form. Information on completing the registration form may be obtained at the following websites: <http://www.ncdhhs.gov/dhsr/acls/medtech.html> or contacting the ACLS.

The completed registration form and required fees must be received before you will be registered for a specific testing date and location. Mail your completed registration form and appropriate fees together in one envelope to:

**Adult Care Licensure Section  
2708 Mail Service Center  
Raleigh, NC 27699-2708**

**In order to receive confirmation by mail, this information must be received by ACLS 14 days before the exam date.**

**Exam Fees**

Type of Exam	Registration Fee	Pre-registration required
Medication Exam	\$ 25.00	Yes
Administrator Exam	\$ 50.00	Yes
Alternative Exam	No charge	Yes

**Payment must be in the form of a money order or certified check made payable to “DHSR”. Checks are not accepted. Fees are non-refundable and non-transferable once submitted to DHSR. Payment will NOT be accepted at testing locations.**

**Exam Scheduling**

Testing Schedules are available on the following websites:

Medication Testing Schedule – <http://ncdhhs.gov/dhsr/acls/medtech.html>

Administrator Testing Schedule – <http://www.ncdhhs.gov/dhsr/acls/adminreq.html>

Alternative Exam – <http://www.ncdhhs.gov/dhsr/acls/adminreq.html>

*In order to receive confirmation by mail, this information must be received by ACLS 14 days before the exam date. Submitting the information prior to this time does not guarantee registration for the chosen exam site and date. If the exam you have selected is full when the registration form is received, you will be registered for the next available exam date for the location you chose.*

*If you do not receive a confirmation letter within 10 business days from the day you mailed your registration, please contact the ACLS via e-mail at [AdultCare.ctu@dhhs.nc.gov](mailto:AdultCare.ctu@dhhs.nc.gov) or by phone at (919) 855-3793 Monday through Friday from 8:30 am until 4 pm. ACLS is not responsible for lost, misdirected or delayed mail.*

*Any questions regarding test locations or scheduling, contact the ACLS. Do **NOT** contact the test sites with questions about the testing or schedules.*

### **Cancellation and Re-scheduling**

**If you are unable to attend your scheduled exam, you MUST notify ACLS at least 5 business days before the examination date to re-schedule. Saturday and Sunday and national holidays are not considered business days.**

**If you provide at least 5 business days advance notice, you may re-schedule one time and your fee may be transferred to your new examination date.**

If you need to re-schedule an examination in less than 5 business days before the examination date, you must apply for an excused absence. (Refer to Absence Policy below.)

*If you do not call ACLS at least 5 business days before your examination date to re-schedule and do not show up for your scheduled examination, your fee will not be refunded and can not be transferred to a new examination date. Also, you may not give your examination date to another person.*

### **Absence Policy**

Since unexpected situations occasionally occur, ACLS will consider excusing an absence from the scheduled examination in certain situations.

Acceptable reasons for re-scheduling are as follows:

- Weather emergency
- Military Duty
- Court Appearance or jury duty
- Disabling traffic accident
- Death in the family
- Illness of yourself or a member of your immediate family

Requests for excused absences must be made in writing and received within 10 business days following the scheduled examination. This request must include verification of your absence from an appropriate source. For example, if you had jury duty, you must supply a copy of the court notice.

The decision of ACLS will be final regarding whether an absence is excused and whether you must pay the examination fee if you are absent.

## **Weather Emergencies/Inclement Weather**

Testing will be canceled if weather conditions are considered hazardous for local travel or for commuting. Information on cancellations may be obtained: 1) by calling the Voice Response System 919-733-7615 or; (2) by calling the Adult Care Licensure Section in Raleigh at 919-855-3793.

## **Check in**

In order to allow time for check in, you are to arrive at least 30 minutes before the examination starts. **If you are late for the written examination you will NOT be allowed to test and your fees will not be refunded. You will have to re-register and pay another registration fee.** You will be required to present proper photo identification.

## **What to bring**

You must have the following items with you to take the exam:

- One form of proper photo identification
- Two (2) No. 2 pencils
- Eraser

**Administrator Exam** – a current rule book is allowed for use during the exam.

**Alternative Exam** – Calculator is allowed for use and recommended.

## **Proper Identification**

Proper identification includes one of the following:

- Current, non-expired driver's license
- US government issued Military I.D.
- State-issued identification card
- Passport (Current and non-expired)

***If you do not bring proper photo identification, you will not be allowed to test and your examination fee will not be refunded. No copies and faxes of identification are accepted.***

The name on your identification must be the same as the name you used to register for the exam. If your name has changed you must contact ACLS and be prepared to provide official government documentation of the name change.

## **Lateness**

In order to allow time for check in, you are to arrive at least 30 minutes before the examination starts. ***If you are late for the written examination you will NOT be allowed to test and your fees will not be refunded. You will have to register again and pay another registration fee.***

## **Guests/Visitors**

No guests, visitors, pets, residents or children are allowed at the test center.

### **Electronic Devices**

Cellular phones, beepers or any other electronic devices are not permitted to be used and must be turned off during testing. Space at test sites is limited and there is no place for storage of personal belongings at the testing locations.

### **Eating/Drinking/Smoking**

You are not permitted to eat, drink or smoke during the examinations.

### **Misconduct**

Every effort is made to keep any disturbances at the testing site to a minimum. If an individual is involved with causing disturbance of any kind or engaging in any kind of misconduct, the individual will be asked to leave the premises of the test site.

### **Adult Care Licensure Section (ACLS)**

ACLS is located in the Broughton Building at 805 Biggs Drive, Raleigh, NC. You may contact the testing staff at (919) 855-3793 between the hours of 8:30 am – 4 pm, Monday through Friday or via e-mail [AdultCare.ctu@dhhs.nc.gov](mailto:AdultCare.ctu@dhhs.nc.gov) .

Information on test locations, schedules, NC Medication Aide website and obtaining results is available on our website <http://www.ncdhhs.gov/dhsr/acls/index.html>.