

ADMINISTRATOR CERTIFICATION PROGRAM

APPLICATION FOR ENROLLMENT

NCALA's Administrator Certification Program (Administrator-in-Training) uses the ALFA University training program. Completion meets the requirements for Administrator Certification established in NC G.S. 90-288.14(4). The Division of Health Service Regulation (DHSR) will process your North Carolina Adult Care Home (NCACH) certification.

Name: _____ E-mail: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____

AL Building: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Work Phone: (_____) _____ Fax: (_____) _____

Are you (or is your employer) a NCALA Member? * Yes _____ No _____

Have you been a resident of North Carolina for the past 5 years? Yes _____ No _____

I want to attend the classes offered on these dates: _____ (month/days/year)

Send to **Kathy Rodgers**, NCALA, 3392 Six Forks Road, Raleigh, NC 27609 (or fax to 919.467.5132):

- | | |
|---|---|
| ✓ NCALA Application (this page; only required when applying by fax or mail) | ✓ Current resume |
| ✓ DHSR Application (go to http://www.ncala.org/training/admncert.html) | ✓ Copy of driver's license |
| | ✓ Copy of college diploma or relevant course work |

Criminal History Fingerprint Check: Fingerprints are taken during class. The fee is included in the cost of your class.

State Rules Exam: Administrator Trainees must complete a State Rules Exam before the Division of Health Service Regulation will issue a NC Adult Care Home Administrator certification. Attached are the dates and testing sites for the exams, or you can check the schedule on the DHSR Web site (<http://www.ncdhhs.gov/dhsr/>).

Fee Schedule (fees include course materials, preceptor, testing, and fingerprint check; a **\$450 deposit** is required to reserve your seat in the class):

_____ \$895 NCALA Member

_____ \$1095 Non-Member

Please make checks payable to "NCALA."

* Cost of membership for companies depends on their number of **licensed beds**. Individual membership, available to students, is \$100.