

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/admincert.html or http://www.ncdhhs.gov/dhsr/acls/pdf/certapp.pdf) | ✓ 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."

* We ask that you voluntarily provide your social security number. It will be used only as an identification number for internal recordkeeping at NCALA and at the NC DHHS, Division of Health Service Regulation (formerly DFS).

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