

# NCALA ADMINISTRATOR CERTIFICATION PROGRAM

## APPLICATION FOR ENROLLMENT

Completion of NCALA's Administrator Certification Program 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) or Family Care Home (NCFCH) 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 member of NCALA? \* 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)

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**Send this application to:** NCALA, 3392 Six Forks Rd., Raleigh, NC 27609, or fax it to: (919) 467-5132.

**State Rules Exam:** Administrator Trainees must complete a State Rules Exam before DHSR will issue a NC Adult Care Home Administrator certification. You can check the State Rules Exam schedule on the DHSR Web site: [ncdhhs.gov/dhsr](http://ncdhhs.gov/dhsr).

**Fee Schedule:** Full payment is due **on or before** the first day of class:

\_\_\_\_\_ \$795 NCALA Member

\_\_\_\_\_ \$1095 Non-Member

Please make checks payable to "NCALA."

**To pay by VISA/MasterCard,** please fax us this form. We will then generate an invoice, which will be emailed to you, from which you can pay by credit card online. **Please include the NCALA Invoice number with all corporate check requests!**

\* Cost of membership for AL communities is based on each community's number of **licensed beds**. Individual membership, available only to unemployed and students, is \$100.