

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)

Send this application to: NCALA, 3392 Six Forks Road, 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.

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.