

Department of Health and Human Services (DHHS)



Division of Health Service Regulation (DHHSR)

Administrator Exam – Adult Care Home

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Role of DHSR

Administrators in Adult Care homes are regulated by the Adult Care Licensure Section within the Division of Health Service Regulation (DHSR).

Education Requirements

Click [here](#) to learn more about the requirements and guidelines for Administrators in Adult Care homes.

Examination Guidelines

DHSR manages and facilitates the North Carolina state-approved Administrator exam for Adult Care homes.

Click [here](#) to learn more about the Administrator exam, including the following information:

- How to register for an exam, including all required forms
- Exam dates and locations
- Exam fees
- What to expect on the day of the exam
- How to obtain exam results

Social Security Number

You will be asked to provide your Social Security number.

Your number is for registry identification purposes only.

Your number will remain confidential and will not be disclosed to the public.

Registry

Contact the DHSR Adult Care Licensure Section for the following information:

- Determine if an individual completed the North Carolina state-approved Administrator exam for Adult Care homes.
- Determine if an individual currently meets the Administrator requirements and guidelines for Adult Care homes in North Carolina.
- What to do if an individual has a finding on the [North Carolina Health Care Personnel Registry](#).
- Determine fees associated with being an Administrator in an Adult Care home in North Carolina.

Who to Contact for Assistance

DHSR Registry Office:

- Hours: 8am-5pm, Monday-Friday
- Telephone: 919-855-3969 (Monday-Friday; 8am-12pm; 1pm-3pm)
- Fax: 919-733-9764
- Email: dhsr.registry@dhhs.nc.gov
- Address: 815 Palmer Drive, Raleigh, NC 27603

DHSR Adult Care Licensure Section:

- Click [here](#) to obtain the contact information.