

Administrator and Alternative Exam Schedule
MAY – DECEMBER 2012

Effective 09/01/10, to take the Administrator Exam, you must submit a registration form and testing fee of \$50.00 to the Adult Care Licensure Section. **Payment must be in the form of a money order or certified check made payable to “DHSR”. (Personal or company checks are not accepted). Fees are non-refundable and non-transferrable once submitted to DHSR. Payment will not be accepted at testing sites.**

Effective 09/01/10, to take the Alternative Exam, you must submit a registration form to the Adult Care Licensure Section. There is no fee or study material for the Alternative Exam.

Submitting your registration prior to the registration cutoff date does not guarantee a space at the exam site. It only helps guarantee receipt of your confirmation letter in the mail. **If the exam you have selected is full, you will be assigned to the next available exam date for the location you chose.**

Schedule is updated as confirmation of test locations is received by our agency. Please check schedule frequently for updates and any changes. Directions to test locations may be located at <http://www.ncdhhs.gov/dhsr/acls/medtech.html> or on the NC Adult Care Medication Aide Website.

For the Administrator exam, you will need a rule book that you may download at the following website: <http://www.ncdhhs.gov/dhsr/acls/rules.html>. For the Alternative exam, you may use a calculator. You need to also read the testing policies. Information on when to arrive at the testing and photo identification needed and testing fees is available in the testing policies. You may access the testing policies at the following website: <http://www.ncdhhs.gov/dhsr/acls/adminreq.html>

After you have submitted a registration form and fee, you may confirm your registration by contacting the Adult Care Testing Unit by e-mail at AdultCare.ctu@dhhs.nc.gov. If you have questions regarding the testing or scheduling, you are to contact the Adult Care Testing Unit at (919) 855-3793 or by email at AdultCare.ctu@dhhs.nc.gov. **DO NOT CONTACT THE LOCATION SITE WITH QUESTIONS ABOUT THE TESTING OR SCHEDULING.**

Inclement Weather: Contact the Adult Care Testing Unit at (919) 855-3793 or log on to the <http://www.ncdhhs.gov/dhsr/acls/medtech.html> and click NC Adult Care Medication Testing website.

Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
246	MAHEC - Biltmore (Education Bldg., Pisgah A) Asheville NC	6/5/12	10:00 AM	5/22/12
322	MAHEC - Biltmore (Education Bldg., Balsam Rm) Asheville NC	7/11/12	10:00 AM	6/27/12
324	MAHEC - Biltmore (Education Bldg., Cherokee Rm) Asheville NC	8/7/12	10:00 AM	7/25/12
TBD	SEPT, OCT, NOV, DEC.	TBD	10:00 AM	TBD

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Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
187	Gaston County DSS (Auditorium) Gastonia NC	5/22/12	10:00 AM	5/8/12
189	Gaston County DSS (Auditorium) Gastonia NC	6/26/12	10:00 AM	6/12/12
248	Gaston County DSS (Auditorium) Gastonia, NC	7/24/12	10:00 AM	7/10/12
250	Gaston County DSS (Auditorium) Gastonia, NC	8/8/12	10:00 AM	7/25/12
252	Gaston County DSS (Auditorium) Gastonia, NC	9/5/12	10:00 AM	8/22/12
254	Gaston County DSS (Auditorium) Gastonia, NC	11/27/12	10:00 AM	11/13/12
256	Gaston County DSS (Auditorium) Gastonia, NC	12/11/12	10:00 AM	11/27/12
Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
206	Division of Health Service Regulation (Brown Bldg.,Entrance 1001,Rm 104) Raleigh NC	5/3/12	10:00 AM	4/19/12
210	Division of Health Service Regulation (Brown Bldg.,Entrance 1001,Rm 104) Raleigh NC	6/7/12	10:00 AM	5/24/12
271	Division of Health Service Regulation (Brown Bldg.,Entrance 1001,Rm 104) Raleigh NC	7/5/12	10:00 AM	6/21/12
274	Division of Health Service Regulation (Brown Bldg.,Entrance 1001,Rm 104) Raleigh NC	8/16/12	10:00 AM	8/2/12
299	Division of Health Service Regulation (Brown Bldg.,Entrance 1001,Rm 104) Raleigh NC	9/7/12	10:00 AM	8/24/12
279	Division of Health Service Regulation (Brown Bldg.,Entrance 1001,Rm 104) Raleigh NC	10/4/12	10:00 AM	9/20/12
282	Division of Health Service Regulation (Brown Bldg.,Entrance 1001,Rm 104) Raleigh NC	11/15/12	10:00 AM	11/1/12
285	Division of Health Service Regulation (Brown Bldg.,Entrance 1001,Rm 104) Raleigh NC	12/6/12	10:00 AM	11/22/12

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Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
164	Fayetteville Technical Comm. College (Bldg 8-Business & Industry, Rm 129) Fayetteville NC	5/15/12	10:00 AM	5/1/12
166	Fayetteville Technical Comm. College (Bldg 8-Business & Industry, Rm 129) Fayetteville NC	6/19/12	10:00 AM	6/5/12
288	Fayetteville Technical Comm. College (Bldg 8-Business & Industry, Rm 129) Fayetteville NC	7/12/12	10:00 AM	6/28/12
290	Fayetteville Technical Comm. College (Bldg 8-Business & Industry, Rm 129) Fayetteville NC	8/21/12	10:00 AM	8/7/12
292	Fayetteville Technical Comm. College (Bldg 8-Business & Industry, Rm 129) Fayetteville NC	9/11/12	10:00 AM	8/28/12
294	Fayetteville Technical Comm. College (Bldg 8-Business & Industry, Rm 129) Fayetteville NC	10/16/12	10:00 AM	10/2/12
296	Fayetteville Technical Comm. College (Bldg 8-Business & Industry, Rm 129) Fayetteville NC	11/13/12	10:00 AM	10/30/12
316	Fayetteville Technical Comm. College (Bldg 8-Business & Industry, Rm 129) Fayetteville NC	12/11/12	10:00 AM	11/27/12

Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
240	Davidson County Community College Public Safety Svcs. Bldg., Rm. 101 Thomasville NC	5/23/12	10:00 AM	5/9/12
318	Davidson County Community College Public Safety Svcs. Bldg., Rm. 106 Thomasville NC	6/27/12	10:00 AM	6/13/12
320	Davidson County Community College Public Safety Svcs. Bldg., Rm. 101 Thomasville NC	7/25/12	10:00 AM	7/11/12
TBD	AUG, SEPT, OCT, NOV, DEC.	TBD	10:00 AM	TBD

Exam Code	Location	Exam Date	Time	Reg. Cutoff Date
227	Martin Community College (Building 2, Auditorium) Williamston, NC	5/10/12	10:00 AM	4/26/12
229	Martin Community College (Building 2, Auditorium) Williamston, NC	6/13/12	10:00 AM	5/30/12

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265	Martin Community College (Building 2, Auditorium) Williamston, NC	7/17/12	10:00 AM	7/3/12
266	Martin Community College (Building 2, Auditorium) Williamston, NC	8/23/12	10:00 AM	8/9/12
267	Martin Community College (Building 2, Auditorium) Williamston, NC	9/18/12	10:00 AM	9/4/12
268	Martin Community College (Building 2, Auditorium) Williamston, NC	10/10/12	10:00 AM	9/26/12
269	Martin Community College (Building 2, Auditorium) Williamston, NC	11/14/12	10:00 AM	10/31/12
270	Martin Community College (Building 2, Auditorium) Williamston, NC	12/7/12	10:00 AM	11/23/12

