

**POLICY FOR ADDITIONAL DOCUMENTATION
FOR
RECIPROCITY/ENDORSEMENT APPLICATION**

Effective **July 1, 2016** all initial applications for licensure by Reciprocity/Endorsement will require a current report from the US Department of Health and Human Services National Practitioner Data Bank (NPDB). This requirement applies to all applications received on or after **July 1, 2016** for licensure as a nursing home administrator in North Carolina.

Instructions on how to obtain a self-report from the National Practitioner Data Bank (NPDB):

You request the Self Query Report through their website at www.npdb.hrsa.gov

There is a nominal processing fee (currently \$5.00) that must be paid by credit card to NPDB. They do not accept cash or checks.

Once you receive the report, please forward a copy to the Board office to complete your application package.