

North Carolina State Board of Examiners For Nursing Home Administrators

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MEMORANDUM

To: TEMPORARY LICENSE CANDIDATES

To issue a Temporary License we need the following:

1. Application Completed
2. Resume
3. Three (3) Reference Forms Completed (2 Character and 1 Employer)
4. Letter From The Governing Board or Owner Requesting The Temporary License Stating Where The Temporary License Is Needed
5. **Temporary License Fee Of \$500.00**
6. In the process of getting your Criminal Background Check. If you are in North Carolina you can complete the Live Scan fingerprints, but if you are out of state you will need to request the fingerprint cards and forms from our office.

Once all these items are in our office except the Criminal Background Check, we will be able to issue the Temporary License. Please refer to Subchapter 37F in the Rules and Statutes for the Licensing of Nursing Home Administrators. **You will also be required to sit and pass the next scheduled State Exam to maintain the Temporary License. The fee for the exam is \$150.00.**

Should you have any questions please do not hesitate to contact the Board Office.