

TEMPORARY LICENSE APPLICATION PACKAGE CHECKLIST

ITEMS NEEDED FOR COMPLETE APPLICATION

****Make sure that you have each of these items in our office prior to the issuance of a Temporary License.****

Please Note a Temporary License is issued in an emergency situation and in no way grants you a Full North Carolina Nursing Home Administrator License. Full Licensure is a separate process.

_____ Processing Fee: **\$500.00**

_____ Typed application **Signed, Notarized, Picture**

_____ Resume

_____ Reference Forms **MUST BE ON OUR FORMS**

(1) _____ Character

(2) _____ Character

(3) _____ Employer

_____ Official Letter requesting the Temporary License from Owner/Governing Board with a start date. Letter must include the reason a Temporary License is needed as well as the name of the Facility and the address of the Facility.

_____ Criminal Background Checks – If you are out of state, please request the **Fingerprint card and forms from the Board Office. Once received please complete and submit with the \$38 Criminal Background Check Fee (Live Scan Criminal Background Check & \$38 CBC Fee and Forms can be completed if you are in North Carolina only).**

COMPLETED APPLICATION MUST BE RECEIVED
PRIOR TO THE ISSUANCE OF THE TEMPORARY
LICENSE