

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 it is a separate process.

_____ Processing Fee: **\$300.00**

_____ 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.

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