

## **SECTION .1500 – ADMINISTRATOR APPROVAL AND RENEWAL**

### **10A NCAC 13G .1501 ADMINISTRATOR APPROVAL**

(a) Each family care home shall have an administrator that has been approved by the Department pursuant to this Rule.

(b) Applicant administrators shall meet the following qualifications:

- (1) be 21 years of age or older;
- (2) provide a satisfactory criminal background report by providing to the Department the submissions required by:
  - (A) the State Repository of Criminal Histories, if the applicant has been a resident of this State for five years or more; or
  - (B) both the State and National Repositories of Criminal Histories, if the applicant has been a resident of this State for less than five years;
- (3) complete an approved administrator-in-training program listed on the website at <https://info.ncdhhs.gov/dhsr/acls/adminguidelines.html> and consisting of a minimum of 20 hours of instruction in N.C. Assisted Living laws and statutes, human resources, and business management, and a minimum of 100 hours of on-the-job training in an assisted living facility;
- (4) complete with 75 percent accuracy a written examination administered by the Department within 12 months of completing the administrator-in-training program; and
- (5) be at least a high school graduate or certified under the GED Program.

(c) For the purpose of this Rule, a satisfactory criminal background report means:

- (1) no conviction by any jurisdiction of a felony for which prison time was served unless rights of citizenship have been restored and all of the following have been considered and determined by the Department to allow approval:
  - (A) the date of conviction;
  - (B) the circumstances surrounding the committing of the crime, if known;
  - (C) the nexus between the criminal conduct of the person and job duties; and
  - (D) the prison, jail, probation, parole, rehabilitation and employment records of the person since the date the crime was committed;
- (2) no conviction by any jurisdiction of a misdemeanor unless all terms of the judgment imposed for said misdemeanor have been met and the following have been considered and determined by the Department to allow approval:
  - (A) the date of conviction;
  - (B) the circumstances surrounding the committing of the crime, if known;
  - (C) the nexus between the criminal conduct of the person and job duties; and
  - (D) the prison, jail, probation, parole, rehabilitation and employment records of the person since the date the crime was committed.

*History Note: Authority G.S. 131D-2.16; 131D-4.3; 143B-165;  
Eff. April 1, 2017;  
Amended Eff. April 1, 2022.*