

Division of Health Service Regulation
Mental Health Licensure and Certification Section

List of Needed Materials: Initial Licensure Survey

Staff Records

- Job Description (signed by both parties)
- Director, QP & Staff Qualifications (Degree, Resumes, Application)
- Verification of Education (Degree, Diploma, Transcripts, Official Letter from School System)
- Orientation Training
- Criminal Background Check (Statewide or National)
- CPR/First Aid Certification (including Seizure Management)
- Blood-borne Pathogens Training
- Physical and TB Screen (Per Agency Policy)
- Medication Administration Training
- Special Population Training (MH/DD/SAS)
- Client Rights Training
- Confidentiality Training
- Restrictive Intervention/Alternative Training
- Health Care Personnel Registry Verification (including applicant)

Client Record (Mock Chart)

- Identification Face Sheet
- Emergency Information Sheet
- Consent for Treatment
- Client Rights
- Assessment
- Treatment Plan
- Progress Notes
- Medication Orders (if applicable)
- Lab Tests (if applicable)

General Materials

- Policy and Procedures
- Rules for MH/DD/SAS (including client right rules); 10A NCAC 27 Subchapters C, D, E, F & G
- Disaster Plan (including documentation the plan was reviewed by the local authority*)
- Schedule of Services (if applicable)
 - o Days and hours of operation when providing more than one service at the same location

Training Curriculum

- Blood-borne Pathogens
- Client Rights
- Confidentiality
- Medication Administration
- General Orientation
- Seizure Management
- Special Population (MH/DD/SAS)

Training Instructor's Credentials

- Registered Nurse (if applicable)
- Restrictive Interventions
- CPR/First Aid Instructor

*For applicants trying to contact the "local authority," North Carolina's Division of Emergency Management has a list of phone numbers for each county's Emergency Management (EM) office on their web site. Their web site is www.ncem.org. Click the "counties" link on the left hand side of the page.