



1 ~~contact with participants.~~ If a staff member is determined to be physically unable to complete this  
2 training, a signature by a licensed physician, physician's assistant or nurse practitioner attesting to  
3 such shall be provided indicating the time limit of such physical inability. The first aid and CPR  
4 training shall be:

5 (A) taught by an instructor certified through the American Heart Association, American Red  
6 Cross, National Safety Council, or American Safety and Health Institute; ~~or Emergency~~  
7 ~~Medical Services;~~

8 (B) current, as determined by the organization conducting the training and issuing the  
9 certification; and

10 (C) documented on an official attendance card issued by the organization certifying the  
11 training, or documented by the attendance course roster, in which case the roster shall be  
12 signed by the instructor, indicate pass or fail for each student, indicate the length of time  
13 the training is valid and be accompanied by a copy of the instructor's certification;

14 (14) evidence of the completion of a statewide criminal history records search for the past five years for  
15 the program owner and each proposed staff member having direct contact with participants,  
16 conducted by an agency approved by the North Carolina Administrative Offices of the Courts; and

17 (15) DAAS-1500 (Adult Day Care Certification Report). This form must be submitted by the county  
18 department of social services with a copy to the program.

19 (d) No more than 60 days prior to the end of the current period of certification, the county department of social  
20 services shall submit to the State Division of Aging and Adult Services the following forms and materials which make  
21 up a certification package for the renewal of a certification.

22 (1) Form DOA-1498 (Fire Inspection Report) or the equivalent completed and signed by the local fire  
23 inspector, indicating approval of the facility, dated no more than 12 months prior to submission with  
24 the certification package;

25 (2) Form DOA-1499 (Building Inspection Report for Adult Day Care Centers), DOA-1499a (Building  
26 Inspection Form for Adult Day Care Homes), or the equivalent when structural building  
27 modifications have been made during the previous 12 months, completed and signed by the local  
28 building inspector indicating approval of the facility, within 30 days following completion of the  
29 structural building modifications;

30 (3) Form DENR-4054 (Sanitation Evaluation Report) or the equivalent completed and signed by a local  
31 environmental health specialist, indicating approval of the facility, no more than 12 months prior to  
32 submission with the certification package;

33 (4) a written medical statement from a physician, nurse practitioner or physician's assistant for each  
34 staff member hired subsequent to the previous certification or recertification expiration date,  
35 certifying absence of a health condition that would pose a risk to others and that the employee can  
36 perform the duties normally assigned on the job;

- 1 (5) an updated copy of the program policies, organizational diagram, job descriptions, names and  
2 addresses of board members if applicable, and a floor plan showing measurements, restrooms, and  
3 planned use of space, if any changes have been made since the previous certification package was  
4 submitted;
- 5 (6) Form 732a-ADS (Daily Rate Sheet) or the equivalent showing planned expenditures and resources  
6 available to carry out the program of service for a 12 month period;
- 7 (7) verification of standard first aid and cardio-pulmonary resuscitation certification (CPR) for each  
8 proposed staff member who is physically able and who will ~~have~~ provide direct participant care  
9 ~~contact with participants~~. If a staff member is determined to be physically unable to complete this  
10 training, a signature by a licensed physician, physician's assistant or nurse practitioner attesting to  
11 such shall be provided indicating the time limit of such physical inability. The first aid and CPR  
12 training shall be:
- 13 (A) taught by an instructor certified through the American Heart Association, American Red  
14 Cross, National Safety Council, or American Safety and Health Institute; ~~or Emergency~~  
15 ~~Medical Services~~;
- 16 (B) current, as determined by the organization conducting the training and issuing the  
17 certification; and
- 18 (C) documented by an official attendance card issued by the organization certifying the  
19 training, or documented by the attendance course roster, in which case the roster shall be  
20 signed by the instructor, indicate pass or fail for each student, indicate the length of time  
21 the training is valid and be accompanied by the instructor's certification.
- 22 (8) Evidence of the completion of a statewide criminal history records search for the past five years for  
23 each staff member hired subsequent to the previous certification or recertification expiration date  
24 having direct contact with participants, conducted by an agency approved by the North Carolina  
25 Administrative Offices of the Courts; and
- 26 (9) DAAS-1500 (Adult Day Care Certification Report). This form must be submitted with the  
27 certification package by the county department of social services to the Division of Aging and Adult  
28 Services at least 30 days in advance of the expiration date of the certificate, with a copy to the  
29 program.

30 (e) Following review of the certification package, a pre-certification visit may be made by staff of the State Division  
31 of Aging and Adult Services.

32 (f) Within 14 business days, the State Division of Aging and Adult Services shall provide written notification to the  
33 applicant and the county department of social services of the action taken after a review of the certification package  
34 and visit, if made.

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36 *History Note: Authority G.S. 131D-6; 143B-153;*  
37 *Eff. January 1, 1986;*

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*Amended Eff. September 1, 2007; July 1, 2007; July 1, 2000; May 1, 1992; July 1, ~~1990-1990~~;*  
*Readopted Eff. July 1, 2019.*