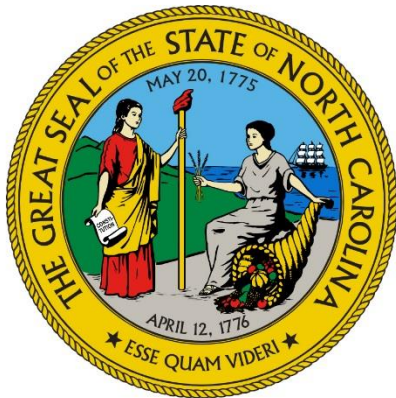


# Department of Health and Human Services (DHHS)



## Division of Health Service Regulation (DHSR)

### Home Care Aide

Last Updated July 2022

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# Unlicensed Assistive Personnel (UAP)

Per the North Carolina Board of Nursing:

"Unlicensed assistive personnel" is an umbrella term used to describe unlicensed health care assistants that have been trained to provide certain tasks of client care as directed by a licensed health care provider.

Unlicensed Assistive Personnel include but are not limited to the following specific job titles:

- Nurses Aides (NA)
- Certified Nursing Assistants (CNA)
- Patient Care Aides (PCA)
- Home Health Aides (HHA)
- Patient Care Technicians (PCT)
- Medical Office Assistants (MOA)
- Medical Assistants (MA)
- Medication Aides (Med Aide)
- Medication Technicians (Med Tech)

# Unlicensed Assistive Personnel (UAP)

Unlicensed Assistive Personnel may work in a variety of healthcare settings including, but not limited to:

- Hospitals
- Skill nursing facilities
- Home care
- MD practices
- Various community health environments (i.e., schools, correctional facilities, clinics)

Refer to the [Decision Tree for Delegation to UAP](#) for more information on appropriate delegation to Unlicensed Assistive Personnel.

# Education Requirements

The North Carolina state-approved Home Care Aide training program can only be offered by a community college that has a North Carolina state-approved Nurse Aide I training program.

Click [here](#) for a list of the North Carolina state-approved Home Care Aide training programs.

Please contact the training program regarding admission requirements and class availability.

# Employer Responsibilities

Employers can verify training program completion on the [North Carolina Home Care Aide Registry](#).

Keep a record of accessing the registry in your business files (e.g., the date and confirmation number).

# Registry

Home Care Aides are Nurse Aides who have also completed the North Carolina state-approved Home Care Aide training program.

The instructor should submit the Candidate's name to DHSR to be added to the North Carolina Home Care Aide Registry.

Click [here](#) to verify a listing on the North Carolina Home Care Aide Registry.

There is no expiration date or renewal requirement associated with the North Carolina Home Care Aide Registry.

Click [here](#) to obtain the Name and Address Change Form for the North Carolina Home Care Aide Registry. It is the responsibility of the Home Care Aide to update their name and address in the registry.

# Who to Contact for Assistance

## **DHSR Education Office:**

- Hours: 8am-5pm, Monday-Friday
- Click [here](#) to obtain the contact information for your Regional Education Consultant.
- Fax: 919-733-9764
- Email: [dhsr.educationconsultant@dhhs.nc.gov](mailto:dhsr.educationconsultant@dhhs.nc.gov)
- Address: 801 Biggs Drive, Raleigh, NC 27603

## **DHSR Registry Office:**

- Hours: 8am-5pm, Monday-Friday
- Telephone: 919-855-3969 (Monday-Friday; 8am-12pm; 1pm-3pm)
- Fax: 919-733-9764
- Email: [dhsr.registry@dhhs.nc.gov](mailto:dhsr.registry@dhhs.nc.gov)
- Address: 801 Biggs Drive, Raleigh, NC 27603



# Who to Contact for Assistance

## **DHSR Health Care Personnel Registry and Investigations:**

- Click [here](#) to learn more about substantiated findings for unlicensed healthcare workers.
- Phone: 919-855-3968

## **N.C. Community College System**

- Click [here](#) to learn more about main campuses and remote locations.

## **N.C. Board of Nursing:**

- Click [here](#) to obtain contact information.