

# Department of Health and Human Services (DHHS)



## Division of Health Service Regulation (DHSR)

### Forms and Applications *Guidance*

Last Updated:  
August 19, 2024

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# Guidance

## How to Submit Forms and Applications

- Fax the following forms and applications to the Division of Health Service Regulation:
  - *Name and Address Change Form*
  - *Reciprocity Application*
  - *RN and LPN Form*
- Use Credentia's CNA365 system to submit the following application to the Division of Health Service Application:
  - *Training Waiver Application*
- Complete the following forms at the Division of Health Service Regulation website:
  - *Online Renewal Form*
  - *Online Employment Verification Form*

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## How to Submit Forms and Applications

- Use the most current version of the forms and applications. Otherwise, your request will be denied.
- Do not email completed forms or applications to the Division of Health Service Regulation.
- Do not use a smart phone to complete the *Online Renewal Form* or the *Online Employment Verification Form*.
- Do not enter commas (,) in the text fields to separate information in the *Online Renewal Form* or the *Online Employment Verification Form*.

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## How to Submit Identifications

- Identifications (e.g., drivers license, social security card, etc.) should be faxed to the Division of Health Service Regulation.
- Do not email identification information to the Division of Health Service Regulation.

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## Notifications (Status Updates)

- The Division of Health Service Regulation will provide a status update, by email, regarding the following forms and applications. The email entered in the form or application will be used.
  - *Name and Address Change Form*
  - *Reciprocity Application*
  - *RN and LPN Form*
- The Division of Health Service Regulation will provide a status update, by Credentia's CNA365 system, regarding the following application.
  - *Training Waiver Application*
- Review your registry listing to determine if the following forms were approved:
  - *Online Renewal Form*
  - *Online Employment Verification Form*

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## Contacts

### **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: 815 Palmer Drive, Raleigh, NC 27603