

**North Carolina Department of Health and Human Services
Division of Health Service Regulation
Health Care Personnel Education and Credentialing Section
September 2025 Newsletter**

Upcoming Holiday's & Fall Graduation Season:

We are rapidly approaching the end of year holiday season and fall graduation season. To meet the testing needs of current and former students, please consider adding test dates for the months of November and December.

If you close your test site or offer limited testing availability, please be aware that this could increase the amount of time your students wait to complete testing activities. This could also directly impact other students within the county or region. It is recommended that you partner with another test site (INF or Regional) to ensure your students can complete testing activities.

Test dates must be submitted at least 30 calendar days prior to the desired test date. Once test dates are submitted, please allow up to 72 hours for your request to be processed.

Newsletter From Credentia:

Credentia has developed and emailed a newsletter to all training programs and test sites. If you've not received the newsletter by the end of this month, then notify the DHSR Education Consultant for your region.

Reapprovals & Monitoring/Maintenance Of Student Records:

Instructor information should be included in the attendance records as referenced in the reapproval application.

Candidate Handbooks:

Utilize the current candidate handbook available online and not older copies from previous years.

Policies & Identification Requirements:

Ensure your training program policies reflect the identification process outlined in the candidate handbook.