

September 2025 Newsletter
Division of Health Service Regulation (DHSR)
Health Care Personnel Education and Credentialing Section (HCPEC)

Click [here](#) to review previous newsletters, FAQs, and QRGs.

UPCOMING HOLIDAYS & 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 during 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.

Reminders

- 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 CREDENTIALIA

Credentialia has developed an electronic newsletter aptly titled, “Training Program & Test Site Chronicles.”

If you’ve not received the newsletter by the end of this month, please contact Credentialia at support@credentialia.com or notify the [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.

Click [here](#) to review the DHSR forms and applications for new and existing state-approved training programs.

CANDIDATE HANDBOOKS

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

Click [here](#) to find the candidate handbooks on Credentialia’s website. In your search, find the State of North Carolina and the candidate handbook for the appropriate exam.

POLICIES & IDENTIFICATION REQUIREMENTS

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