



**HOME CARE**  
**S E M I N A R S**

**FREQUENTLY ASKED QUESTIONS**

**Home Care Licensure Application Training**

The licensure rules require the following: 10A NCAC 13J .0903- If the applicant cannot demonstrate to the Division of Health Service Regulation that he or she has ever owned or operated a home care agency prior to submission of the application, The Division shall not issue a license until the applicant has received training approved by the Division which shall include the requirements for licensure, the licensure process, and the rules pertaining to the operation of a home care agency.

If you are unsure if you meet the requirements for having owned or operated a home care agency, please *call the Division of Health Service Regulation (DHSR) at 919-855-4620 to discuss your status.*

**2. What is the cost of the class?**

The cost of the class is \$600 per agency. This allows you to bring a total of two attendees from your agency. Additional people may attend from your agency for an additional \$325 per person. We also offer Skype video training for \$700.

Each participant will receive a training manual and a certificate of completion.

**3. What information is covered in the class?**

The following topics will be addressed: the home care licensure application process; current law requiring training; home care licensure rule review; overview of pertinent laws; we will complete an application that you can take and submit to the state the same day!

**4. How do I find out information about when the class is offered?**

Information on our classes and when you can register for the classes will be on our website at [www.homecareseminar.com](http://www.homecareseminar.com); you can also call 919-632-8891.

**5. When I fill out the registration form found on the website, can I send that in anytime?**

Yes. You can e-mail your registration form to [gavin@homecareseminar.com](mailto:gavin@homecareseminar.com) , along with your payment or you can fax it to 833-244-0471. If you fax it in, payment is due one week prior to the date of training.

**6. How do I submit my registration?**

Your registration must be faxed or e-mailed in.

**7. Is it permissible to register individuals who will be representing multiple agencies on one registration?**

No. The registration is for one agency that is applying to DHSR to be home care licensed. It is not permissible to register individuals on one registration who will not all be working for the same agency that is applying to be licensed.

**8. If only one person will be attending, can I pay a lesser fee?**

No; the fee is per agency. To maximize learning, each agency is encouraged to send up to two individuals who will be working for that agency. Additional people may attend from your agency for an additional \$325 per person.

**9. If I don't receive a license from DHSR after I attend the class is my money refundable?**

No, the registration fee is for the class time and materials.

**10. Does my class registration fee also cover my home care licensure fee?**

No, they are separate fees. The fee for the class is \$600 payable to: Home Care Seminar, your license with the state is currently \$560 payable to NC DHSR; the license fee is subject to change without notice.

**11. How long is the class?**

The training is a one day and begins at 9:30 am and will conclude by 3 pm. You must arrive by 9:30am and stay for the whole class. You must be in the classroom the entire time.

**12. Is my registration fee refundable if I don't show up to class or if I want to cancel my registration for the date I selected?**

No. Registration fees are non- refundable.

**13. When am I required to pay for the class?**

To hold your registration for a specific class, payment is required one week prior. We accept Cash, Cashiers Checks, Money Orders, Wire Transfers, and Visa and MasterCard. If you use a credit card, there is an additional 4% processing fee.

**14. How will you notify DHSR that my agency attended the class?**

Home Care Seminar will email a list of attendee names and their corresponding agency names to DHSR after the class.

**15. Where do we go for the class?**

A week prior to class, you will be emailed the training location and address.