



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Health Service Regulation

**ROY COOPER** • Governor  
**MANDY COHEN, MD, MPH** • Secretary  
**MARK PAYNE** • Director

July 19, 2021

To: Medication Aides Listed On the Medication Aide Registry

From: Jana Busick, Chief  
Health Care Personnel Education and Credentialing Section

Subject: New Online Registry Renewal Process for Medication Aides

The Division of Health Service Regulation (DHSR) is pleased to announce that Medication Aides and their employers may complete the Medication Aide Registry renewal process online effective July 19, 2021.

Beginning August 31, 2021, DHSR will no longer accept the paper-based renewal form.

Medication Aides must renew their listing on the Medication Aide Registry every 24 consecutive months. The 24-month calculation is based on the last date of qualified work reported on the employment verification form. It is the responsibility of each Medication Aide to know when their listing on the Medication Aide Registry will expire. The online renewal forms can be submitted within 90 days of the registry listing expiration date.

The online renewal forms can be found on the Health Care Personnel Education and Credentialing Section [website](#).

- [Medication Aide – Online Renewal Form](#) (to be completed by the Medication Aide)
- [Medication Aide – Online Employment Verification Form for Renewal](#) (to be completed by the Employer)

To review responses to questions that you may have about this change, please review the [frequently asked questions](#) document.

If you have questions regarding this memo, please visit the Registry Office [website](#) or contact the Health Care Personnel Education and Credentialing Section at 919-855-3969.

cc: Mark Payne, DHSR Director  
Emery Milliken, DHSR Deputy Director  
Jammie Johnson, DHSR Branch Manager  
Becky Wertz, DHSR Section Chief

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF HEALTH SERVICE REGULATION**  
**HEALTH CARE PERSONNEL EDUCATION AND CREDENTIALING SECTION**

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Nate Humphrey, North Carolina Community College System  
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