

Community Residential Care Facility Administrators Applicant Examination Information

Upon approval of the application for Community Residential Care Facility administrator, the applicant is required to take **the national and state examinations** to become licensed in South Carolina. Board staff will send qualified applicants, by mail or email, the Examination Approval Notice. This notice provides instructions on how to register for the examination(s).

The applicant will have thirty days as stated in the approval letter to register for the national and/or state exam with NAB. Upon registering for the exam, an ATT (Authorization to Test letter) will be e-mailed to the applicant with instructions on setting up the test dates for the examination(s). The applicant will be given a 60 day window with the expiration date to take the examination(s).

The Board will receive exam results electronically from NAB (National Association of Boards of Long Term Health Care Administrators) within two weeks after the applicant takes the examination(s). The exam report will be sent to the applicant electronically or by mail.

Community Residential Care Facility Administrator

- The **national examination** for Community Residential Care Facility Administrators consists of 150 multiple-choice questions. The national exam is based on the National Association of Boards of Long Term Health Care Administrators study guide material. **The RC/AL Study Guide** can be ordered from the NAB website at <http://www.nabweb.org/all-topics> Publication order form.
- The **state exam** for Community Residential Care Facility Administrators consists of 50 multiple-choice questions. The state exam is based on **S.C. Regulation 61-84, Standards for Licensing Community Residential Care Facilities** established by the Department of Health and Environmental Control-Division of Health Licensing. Please contact DHEC at (803)545-4370 for the regulation book or go to www.scdhec.gov.
- **Examination fees are set by the National Association of Boards for Long Term Care Administrators:** National and SC State \$500 National only \$325 SC State only \$190