



South Carolina Department of Labor, Licensing and Regulation

**South Carolina Board of
Long Term Health Care Administrators**

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11329 • Columbia • SC 29211-1329

Phone: 803-896-4544 • Contact.LTHCA@llr.sc.gov • Fax: 803-704-6775

llr.sc.gov/lthc

**DUAL NURSING HOME ADMINISTRATOR (NHA) AND COMMUNITY RESIDENTIAL
CARE FACILITY ADMINISTRATOR (CRCFA) REQUIREMENTS AND INSTRUCTIONS
FOR LICENSURE BY EXAM**

Exam applicants need to take and pass the National Association of Long Term Care Administrator Boards (NAB) CORE Exam and Line of Service Exams: Nursing Home Administrators (NAB-NHA) and Residential Care and Assisted Living Administrators (NAB-RCAL) and take and pass the South Carolina NHA and RCAL exams.

LICENSURE REQUIREMENTS

- Must be 21 years of age;
- Has not been convicted of any criminal act that is relevant to the practice of nursing home administration or community residential care facility administration, including financial misconduct or physical violence;
- Is of reputable and responsible character and is of sound physical and mental health sufficient to perform the duties of a nursing home administrator;

EDUCATION/WORK EXPERIENCE

Practical experience in nursing home administration means full-time employment (36 hours per week) under the on-site supervision by a licensed NHA in a state licensed nursing home. During the on-site supervision by a licensed NHA, the applicant is responsible and accountable for at least a six-month period, in at least two of the following areas:

1. Business and fiscal management.
2. Direct patient care: nursing, physical, occupational or speech therapy, chaplaincy, social work (including admissions and marketing), or activities.
3. Supporting services: dietary, maintenance, engineering, laundry, environmental services, or pharmacy.

Related health care administration means the administration of a facility that provides direct nursing care on a twenty-four-hour basis to people who require health services because of illness, age, or chronic disability. Administration of a community residential care facility or independent living community is not considered related health care administration.

Applicants must meet one of the following combinations of education and practical experience in nursing home administration.

- Baccalaureate degree or higher degree in health care administration or health care degree from an accredited college/university and one year of practical experience in nursing home administration or related health care administration

PLUS

At least six months on-site work experience under the supervision of a licensed CRCFA. At least one hundred ninety-two (192) hours, within the six months, must be in supervisory and direct resident care responsibilities; or

- Baccalaureate degree other than in health care administration from an accredited college/university and two years of practical experience in nursing home administration or related health care administration.

PLUS

At least six months of on-site work experience under the supervision of a licensed CRCFA. At least one hundred ninety-two (192) hours, within the six months, must be in supervisory and direct resident care responsibilities; or

- Health-related associates degree from an accredited college/university and three years of practical experience in nursing home administration or related health care administration.

PLUS

At least nine months of on-site work experience under the supervision of a licensed CRCFA. At least two hundred eighty-eight (288) hours, within the nine months, must be in supervisory and direct resident care responsibilities.

CREDIT REPORT Section 40-35-40 (5)(E):

An applicant is required to submit a copy of their credit report dated no more than 30 days before the application date. TransUnion, Equifax or Experian credit reports are accepted.

CRIMINAL BACKGROUND CHECK Section 40-35-40(D):

An applicant for a license to practice as a Nursing Home and/or Community Residential Care Administrator in South Carolina shall be subject to a criminal history background check as defined in the SC Code of Laws. The board will send instructions on how to have your fingerprints processed. Do not have the criminal background checks run until you receive the specific process instructions.

EXAMINATIONS

Exam applicants are required to pass the National Association of Long Term Care Administrator Boards (NAB) CORE Exam, Line of Service Exams: Nursing Home Administrators (NAB-NHA) and the Residential Care and Assisted Living (NAB-RCAL) exam. For the NAB CORE, NAB NHA and NAB RCAL exam, a passing scaled score of 113 is required, and for the SC-NHA and SC-RCAL exam, a passing scaled score of 38 is required.

Once your application has been approved, you will be emailed with instructions on how to register for the exam and where to find study material. The Board will be automatically notified of your scores and will send confirmation and further instructions based on the results of the examinations.

- Applicants who fail to pass any portion of the exam may apply to re-take the examination.
- An applicant who has failed the examination three times must petition the Board if the applicant desires to continue pursuing licensure.

Application Process

Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period, you must begin the application process from the beginning. This includes, but is not limited to, resubmission of the application fee, transcripts, license verifications, etc.

1. Application – In addition to the completed application, the following must also be sent:
 - a. Check or money order only, in the amount of **\$455** made payable to Long Term Health Care Administrators Board (Fees are non-refundable). A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. **NO CASH IS ACCEPTED.**
 - b. Copy of your valid Driver’s License, State Issued ID, or Passport
 - c. Copy of your Social Security Card
 - d. Notarized Verification of Lawful Presence
 - e. Current credit report from Trans Union, Experian or Equifax.
 - f. National Practitioner Data Bank (NPDB) Self-Query Report. This report can be obtained from <https://www.npdb.hrsa.gov/pract/selfQueryBasics.jsp>.
 - g. Employment Training Verification Form, if applicable.
 - h. Legal documentation for name change (marriage certificate, divorce decree, etc.), if applicable.

2. Documents to be sent directly to the Board from issuing agency/institution:
 - a. Education Verification: Contact your college/university to request an official copy of your transcript be sent directly to the Board's office. Transcripts will be accepted via email at Contact.LTHCA@llr.sc.gov if sent directly from the school.