



South Carolina Department of Labor, Licensing and Regulation
**South Carolina Board of
Long Term Health Care Administrators**
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**COMMUNITY RESIDENTIAL CARE FACILITY ADMINISTRATOR
ADMINISTRATOR-IN-RESIDENCY (AIR) PROGRAM
REQUIREMENTS AND APPLICATION OVERVIEW**

***AIR Program is an alternative option to the work experience requirements
outlined in S.C. Code of Law §40-35-40(B).***

Administrator-In-Residency (AIR) Requirements

A person is qualified to participate in the Community Residential Care Facility Administrator AIR program if the following requirements are met:

- Submission of a completed application and payment of application fee.
- Graduate from an accredited college or university or be enrolled in a course of study that will award such a degree on completion, plus completion of AIR program:
 - For participants with a baccalaureate or higher degree, the duration of the program shall be for three (3) months;
 - For participants with a health-related associate's degree, the duration of the program shall be for six (6) months;
 - For participants with a non-health related associate's degree or who is a licensed practical nurse, the duration of the program shall be for nine (9) months;
- Secure a Board approved Preceptor.

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, the application fee, transcripts, agreement forms, 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 \$25 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. Legal documentation for name change (marriage certificate, divorce decree, etc.)
 - e. Notarized [Verification of Lawful Presence Form](#)
 - f. Signed [CRCFA AIR Participant/Preceptor Agreement Form](#)

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 office. Transcripts may be accepted via email at contact.lthca@llr.sc.gov. Unsealed transcripts submitted with applications will not be accepted.
 - b. License Verification: Contact the state board(s) where you are currently and/or have been previously licensed and have the license verification emailed or mailed directly to the Board's office. We will accept a state board issued form. Email directly to contact.lthca@llr.sc.gov.
3. Once a completed application has been approved, AIR applicants will be notified of the required program length and start date. Programs begin the first of the month. Completed applications must be received no later than the 15th of the month preceding the planned starting month. Applications received after the 15th will not be eligible to begin until the beginning of the following month. (Example: Agreement received on August 20th, if approved, will result in the AIR program starting on October 1). For information on Program Guidelines, click [here](#).

Following the successful completion of the AIR Program, applicants may apply for licensure as specified in S. C. Code of Law §40-35-40(B). Per statutes, the completion of an AIR Program allows for the exemption from work experience requirements in S.C. Code of Law §40-35-40(B).