



**COMMUNITY RESIDENTIAL CARE FACILITY ADMINISTRATOR
LICENSURE BY EXAM
REQUIREMENTS AND APPLICATION OVERVIEW**

Exam applicants need to take and pass the National Association of Long Term Care Administrator Boards (NAB) CORE Exam, Line of Service Exam: Residential Care and Assisted Living Administrators (RCAL) and take and pass the South Carolina RCAL exam.

LICENSURE REQUIREMENTS

A person is qualified to receive a Community Residential Care Facility Administrator (CRCFA) license by examination when the following requirements are met:

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

EDUCATION/WORK EXPERIENCE

Applicants must meet one of the following combinations of education and on-site work experience under a licensed CRCFA:

- Baccalaureate degree or higher with at least six (6) 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;
- Health-related associates degree with at least nine (9) months 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;
- Non-health related associates degree, or you are currently a licensed practical nurse (LPN), with at least one year of on-site work experience under the supervision of a licensed CRCFA. At least three hundred eight-four (384) hours, within the one year, must be in supervisory and direct resident care responsibilities;
- Currently licensed as a South Carolina nursing home administrator with two (2) or more years' experience; or
- Hold an active Health Services Executive (HSE) credential from the National Association of Long Term Care Administrator Boards (NAB).

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 Exam: Residential Care and Assisted Living Administrators (RCAL), and the SC-RCAL exam. For the NAB CORE and NAB RCAL exams, a passing scaled score of 113 is required, and for the 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 **\$250 (\$100 application and \$150 license fee)** made payable to the SC Board of Long Term Health Care Administrators (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 Form](#)
 - e. National Practitioner Data Bank (NPDB) Self-Query Report. Visit the [National Practitioner Data Bank \(NPDB\)](#) to create a personal account and [complete a Self-Query](#).
 - f. [CRCFA- Employment Training Verification Form](#), if applicable.
 - g. Legal documentation for name change (marriage certificate, divorce decree, etc.), if applicable.
 - h. Validation from NAB of Health Services Executive (HSE) credential, if applicable. This validation can be obtained from the National Association of Long Term Care Administrator Boards (NAB) at <https://www.nabweb.org/home>.
 - i. [Personal History Questions](#): For each "Yes" answer in the Personal History section, a written explanation must be provided. Explanations are to be submitted on the [Explanation Form](#) along with a copy of the corresponding court documents. Additional information may be requested by the Board office or an appearance before the Board may be necessary.
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.
 - 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.