

Long Term Health Care

We are Renovating and Reorganizing

The South Carolina Department of Labor, Licensing and Regulation's office building at 110 Centerview Drive in Columbia is undergoing renovations. During this time, many employees and their telephones are being relocated to other areas of the building. Should you not be able to reach an LLR employee on the employee's direct number, call the program's main number, and leave a message for the employee. The Board of Long Term Health Care Administrator's main number is (803) 896-4544. You can also contact the employee by e-mail, and he or she will be in touch.



The Board of Long Term Health Care Administrators is now part of the Office of Building and Business Services. The newly created Office of Licensure and Compliance will be handling all initial routine licensure/registration/certification, all renewals, and random continuing education audits. The Office of Licensure and Compliance will have a compliance component that will monitor Board orders.

Refresher on Continuing Education Requirements

NHA	CRCF	DUAL
20 CE credits	18 CE credits	29 CE credits

Board Policy

Administrators may obtain half of the continuing education hours online so long as the online courses are NAB approved.

- NHA 10 online
- CRCF 9 online
- Dual 15 online

Sponsored Courses

When you attend a sponsored course, be sure to sign in a required by the sponsoring organization. Please include your correct license number. After the course, the sponsor will submit an attendance list to the board. Keep your certificate of attendance in your continuing education file for license renewal.

Before you register for a course, check with the sponsor to see if the course has been approved by the Board or the National Association of Long Term Care Administrators Boards (NAB). If the course has not been approved for continuing education credits, then you may apply for individual approval immediately after you have successfully completed the course.

Home Study Courses

An administrator may take home study courses to obtain the required continuing education hours to renew his or her license. These courses must be approved by the National Association of Long Term Care Administrators Boards (NAB). Any home study courses taken outside of NAB approval will not be accepted.

Individual Courses

You may apply for individual approval of a course attended that was not pre-approved by the Board. You will need to demonstrate the course was worthwhile in regards to your position as administrator of a long term care facility. Individual applications for continuing education approval must be submitted to the board office within 30 days of completion of the course.

Board Members

Daniel R. McLeod, Jr. Chair
David Buckshorn, Vice Chair
Brown McCallum, Jr.
Pamela Dukes
Melvin K. Hiatt
Julius B. Kinney, Jr.

Board Staff

Lee Ann F. Bundrick, Board Administrator
Stephanie Calhoun, Administrative Assistant

Contact for more information and questions:

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S.C. Department of Labor,
Licensing and Regulation

College courses relevant to long term care administration may be accepted for continuing education credit by way of individual as well. A 1-hour course = 10 hours of CEUs.

Credit may be given for teaching a course the first time an individual teaches the course.

You may obtain the administrator continuing education application from the Web site:
www.llr.state.sc.us/pol/longtermhealthcare under applications and forms.

Course Attendance

In order to receive credit for a course, you must be in attendance for its entirety.

Education Opportunities

You may obtain a current list of approved continuing education courses from the Web site.:
www.llr.state.sc.us/pol/longtermhealthcare under education.

Continuing Education: Your Personal and Professional Responsibility

Failure to submit the required number of continuing education hours will impede the renewal of your license. The submission of fraudulent records at the time of renewal will be defined as misconduct under S.C. Regulation 230 and will constitute grounds of suspension, revocation, reprimand, or other restriction of your license to practice as an administrator.

- The Board is not responsible for keeping up with an administrator's hours. Please keep copies of all your course certificates.

CRCF AIT Program

In June of 2005, the state legislature approved regulations for the South Carolina Board of Long Term Health Care Administrators to implement an Administrator-in-Training program. This program provides training by Preceptors, licensed community residential care facility administrators, to those individuals who meet the educational requirements but not the experience that is required to operate a community residential care facility.

A person may be permitted to participate in the AIT program who submits sound evidence satisfactory to the Board that he or she meets the following criteria:

Community residential care facility administrator AIT candidates must have earned a health-related associate degree or baccalaureate degree from an accredited college or university or must be enrolled in a course of study that will award such a degree upon completion.

For community residential care facility administrator AIT candidates with a health-related associate's degree or baccalaureate degree, the duration of the AIT internship will be 3 months.

For community residential care facility administrator AIT candidates with a non health-related associate degree or baccalaureate degree, the duration of the AIT internship will be 6 months.

The preceptor must meet the following criteria:

- Currently licensed in this state;

The Community Residential Care Facility administrator must have been licensed for the previous two years;

- Have no disciplinary sanctions against the license;

The Community Residential Care Facility Administrator preceptor must be employed as the administrator of record in a facility licensed for at least 25 beds under the regulations promulgated by the Department of Health and Environmental Control and demonstrate knowledge of third party funding programs.

If you are interested in becoming a preceptor or an AIT, for this program, please print the paper work from the Web site www.llr.state.sc.us/pol/longtermhealthcareadministrators. These forms are located under applications and forms.