



South Carolina Department of Labor, Licensing and Regulation

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

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The South Carolina Board of Long Term Health Care Administrators is now issuing electronic licenses.

As of today, individuals who are approved for initial licensure, or a permit, and individuals who renew their license should log back into their accounts to print a copy of the updated license or permit. This document will be available to print within forty-eight (48) hours after the approval or renewal and will replace mailing of a paper license or permit.

**These printed documents must be posted in a conspicuous place in the office, place of business, or employment.**

To print your license or permit you must log into the [e-Service Portal](#) with the User ID and Password you used to renew your license. Board staff cannot provide this information to you, but **you may recover or retrieve it by clicking “Forgot username” for your User ID or by clicking “Forgot password” for your Password.**

Once you have logged into your account, click on “Print License Card.” This will allow you to reprint your license when needed in lieu of ordering a replacement from the Board.

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