

Biennial Renewal for Nursing Home and Community Residential Administrators

In an effort to streamline licensing procedures, the South Carolina Department of Labor, Licensing, and Regulation and the Board of Long Term Health Care Administrators are moving toward biennial renewal of administrator licenses. The licenses issued for this renewal period will have an expiration date of June 30, 2011. Because the license will now be a two-year license, the renewal fees have increased. Please refer to the fee schedule listed below.

Biennial Renewal Fee Schedule

- NHA Administrators renewed before July 1, 2009, fee is \$280.
- CRCF Administrators renewed before July 1, 2009, fee is \$230.
- Dual Administrators renewed before July 1, 2009, fee is \$530.
- Failure to renew your license within one year from the date of expiration will require you to reapply for licensure.
- A nursing home administrator must have 20 hours of continuing education for relicensure with five hours in patient care. A Community Residential Care Facility Administrator must have 18 hours of continuing education. A Dual Licensed Administrator must have 29 hours of continuing education. Five hours of the 29 must be devoted to community residential care. Courses must have pre-approval of the Board or approval by NAB (National Association of Boards of Examiners of Long Term Care Administrators). Only half of your renewal hours may be obtained online (NHA 10, CRCF 9, Dual 15) and the remainder in a class setting.
- Carry-over: Continuing education hours for any board-approved program may be carried forward, in their entirety, if they are in excess of that required for any licensure period. Such carry-over hours must represent the total earned during the continuing education program and must be used during the following licensure period.
- As of June 30, 2011, a nursing home administrator must have 40 hours of continuing education for re-licensure with 10 hours in patient care. A Community Residential Care Facility Administrator must have 36 hours of continuing education. A Dual Licensed Administrator must have 58 hours of continuing education. Ten hours of the 58 must be devoted to community residential care. Courses must have pre-approval of the Board or approval by NAB (National Association of Boards of Examiners of Long Term Care Administrators). Only half of your renewal hours may be obtained online (NHA 20, CRCF 18, Dual 29) and the remainder in a class setting. **Administrators are required to continue obtaining their continuing education hours per year, although the license is being renewed every other year.** If you are chosen in the audit, then you are required to show proof of the CEU hours.
- If you do not renew before June 30, 2009, the license will be lapsed. Renewal must be accompanied by a late fee of \$50 and an affidavit certifying that the applicant has not practiced after June 30. Practice on a lapsed license may result in disciplinary action.

Administrators who obtain their license after September 30, 2008, are required to have pro-rated continuing education hours. See below.

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S.C. Department of Labor,
Licensing and Regulation

NHA

October, November, December - 15

January, February, March - 10

April, May , June - 5

CRCF

October, November, December - 14

January, February, March - 10

April, May , June - 6

Dual

October, November, December - 22

January, February, March - 15

April May, June - 8

Do not submit any CEU documentation to the Board's office. The Board will not maintain copies of your CEU documentation. A random audit will be conducted at the end of the renewal period requiring proof of CEUs completed.

Continuing 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**. The CEU list is updated monthly on the Web site.



Online renewal is available 24 hours a day. You can print a receipt for your records, confirming that you have completed the renewal process and that your VISA, MasterCard or electronic check has been accepted. You may also use a debit card, but it must have the VISA or MasterCard logo on the front of the card. Your new wall certificate and pocket card will be processed and mailed within 48 hours after renewing your license. If you do not wish to renew online, you must contact the Office of Licensure and Compliance for a renewal application at (803) 896-4501.

Administrators who wish to put their licenses in inactive status will no longer have to pay an inactive fee and have the required CEU hours. You will need to send a letter to the Office of Licensure and Compliance, P O Box 12517, Columbia, SC 29211-2517 requesting to be put on inactive status. However, your inactive status is good for only one year. You must contact OLC to renew the license. At that time, you will pay the biennial fee and show proof of the Board-approved required CEU hours.