



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 (CRCFA)
LICENSURE BY EXAM
ELECTRONIC APPLICATION INSTRUCTIONS**

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

LICENSURE REQUIREMENTS

- 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;
- 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

- 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 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 in supervisory and direct resident care responsibilities.
- Non-health related associates degree or currently as 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 in supervisory and direct resident care responsibilities.
- Currently licensed as a South Carolina nursing home administrator with two (2) or more years' experience.
- Hold an active Health Services Executive (HSE) credential from the National Association of Long Term Care Administrator Boards (NAB).

CREDIT REPORT [Section 40-35-40 \(5\)\(E\)](#)

An applicant is required to submit a copy of their credit report dated no more than 30 days before the application date. TransUnion, Equifax or Experian credit reports are accepted.

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 (RC/AL) and the SC-RC/AL exam. For the NAB CORE and NAB RC/AL exams, a passing scaled score of 113 is required, and for the SC-RC/AL 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. Upload to your application:
 - a. Pay fee of **\$250 (\$100 application and \$150 license fee)** via electronic check, debit or credit card at the end of the application. The electronic application will not transmit to the board office until payment is submitted. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. Application fees are non-refundable.
 - 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 (attached)
 - e. Copy of current credit report
 - f. Copy of the National Practitioner Data Bank (NPDB) Self-Query Report. This report can be obtained from <https://www.npdb.hrsa.gov/pract/selfQueryBasics.jsp>.
 - g. Copy of the Employment Training Verification Form, if applicable.
 - h. Legal documentation for name change (marriage certificate, divorce decree, etc.), if applicable.
 - i. Validation from NAB of Health Services Executive (HSE) credential, if applicable.
2. Have the below documentation sent directly to the Board's office from the issuing institution/agency. It may be mailed or emailed at the above listed address:
 - 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.

Once your application is submitted electronically, you will receive an email confirming receipt. This may take up to 24 hours.

Applications are processed in the order they are received. Visit <https://eservice.llr.sc.gov/NewAppsV3> to check your application status or to upload additional documentation after submitting.

Applications for licensure are valid for one year from the date of receipt.