



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Board of  
Long Term Health Care Administrators**  
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## **Requirements for Provisional Licensure**

In the event an unexpected vacancy caused by the death or departure of an administrator, or similar event, the Board may issue a provisional license to an applicant who has met the requirements in [South Carolina Code Ann. Section 40-35-40](#) but who has not passed the required examination.

### **Application and Initial Processing for Provisional Licensure**

In addition to meeting initial licensure requirements, applicants must submit a letter from the owner of the facility or from the facility's board of directors, requesting the applicant be appointed the administrator and include:

1. The reason for the need for a provisional license;
2. The name of the desired appointed administrator;
3. The facility name, physical address and anticipated date of administrator appointment.

#### **\*\* PLEASE NOTE\*\*:**

\*\*If an applicant for provisional licensure has previously failed either the national or state examinations, the facility must engage the services of a consultant administrator for a minimum of sixteen (16) hours per month beginning the date of issuance of the provisional license, if applicable.

\*\*Once you have received the approval to test confirmation from this office, you must register for the examination timely before submitting a provisional application. Failure to do so, may result in the provisional application being denied.

The provisional license fee is non-refundable and must be submitted after receiving notice that the application has been approved. A fee of \$250 for CRCFA; \$500 for NHA, and \$600 for Dual. Upon receipt of the license fee, the provisional license will be issued. **Provisional licenses expire 90 days from the issuance date or upon the issuance of the initial license, whichever occurs first.**

### **Failure to Pass Examinations and Extension Requests**

If the provisional administrator fails to pass the same required examination twice, the provisional license will be terminated at the end of the license period.

Request for provisional licensure extension must be made in writing **prior to the 90-day expiration date** from the owner of the facility or the facility's board of directors stating the reason for the continued absence of a licensed administrator; the extenuating circumstances if the provisional licensee has not passed or taken the appropriate examination(s) and the name and license number of the facility's consultant administrator. If granted the extension, the facility's consultant administrator must provide services for a minimum of sixteen (16) hours per month. The consultant administrator must have a minimum of two years of experience operating a facility. No provisional license can be extended more than **180 days** from the date first issued. Requests received from the provisional license holder or submitted after the license expiration date will not be accepted.

### **Requests for Multiple Provisional Licenses**

A provisional license cannot be transferred to another individual. Once granted a provisional license, the licensee may not reapply for a provisional license for the same facility. Individual licensees are limited to two (2) provisional license requests per license type. If an applicant has attained two provisional licenses for either Nursing Home Administrator or Community Residential Care Facility Administrator, they are not eligible for a provisional Dual Administrator license.