

South Carolina Department of Labor, Licensing and Regulation **South Carolina Board of Long Term Health Care Administrators** 110 Centerview Dr. • Columbia • SC • 29210 P.O. Box 11329 • Columbia • SC 29211-1329 Phone: 803-896-4544 • <u>Contact.LTHCA@llr.sc.gov</u> • Fax: 803-896-4515 <u>llr.sc.gov/lthc</u>

Requirement for Licensure

Nursing Home Administrator (NHA)

A person is qualified to receive a certificate of licensure if the following requirements are met:

- Must be 21 years of age
- Submission of a completed application and payment of licensure fee(s).
- Graduate from an accredited college or university plus relative practical experience*:
 - Baccalaureate or higher degree in health care administration or health care degree and one year of practical experience in nursing home administration or related health care administration**;
 - Baccalaureate degree other than in health care administration and two years of practical experience in nursing home administration or related health care administration**;
 - Health related associate degree and three years of practical experience in nursing home administration or related health care administration**.
- Pass the National Association of Boards of Long Term Health Care Administrators (NAB) CORE Exam and Line of Service Exam: Nursing Home Administrators
- Pass the NHA State Exam
- Submission of a Criminal Background Check.
- Submission of a current Credit Report

Licensure by Endorsement: Verification of current license(s) in another state/territory is required.

*Relative practical experience: minimum fulltime employment (36 hours per week) under the on-site supervision by a licensed NHA in a state licensed nursing home. Applicants must be responsible and accountable, of at least a period of six months, in at least two of the following areas:

- 1. Business and fiscal management
- 2. Direct patient care: nursing, physical, occupational or speech therapy, chaplaincy, social work (includes admissions and marketing), or activities
- 3. Supporting services: dietary, maintenance, engineering, laundry, environmental services, or pharmacy

**Related health care administration: administration of a facility that provides direct nursing care on a twenty-four hour basis to person who require health services because of illness, age, or chronic disability. Administration of a community residential care facility or independent living community is not accepted.

Community Residential Care Facility Administrator (CRCFA)

A person is qualified to receive a certificate of licensure if the following requirements are met:

- Must be 21 years of age
- Submission of a completed application and payment of licensure fee(s).
- Graduate from an accredited college or university plus relative experience under the supervision of a licensed CRCFA:
 - Baccalaureate or higher degree with at least six months of on-site work experience. At least one hundred ninety-two (192) hours, within the six months, must be in supervisory and direct resident care responsibilities;
 - Health related associate degree with at least nine months of on-site work experience. At least two hundred eighty-eight (288) hours, within the nine months, must be in supervisory and direct resident care responsibilities;
 - Non-health related associate degree or currently licensed practical nurse with at least one year of on-site work experience. At least three hundred eighty-four (384) hours, within the year, must be in supervisory and direct resident care responsibilities;
 - A currently licensed South Carolina nursing home administrator with two or more years' experience in a nursing home facility.
- Pass the National Association of Boards of Long Term Health Care Administrators (NAB) CORE Exam and Line of Service Exam: Residential Care and Assisted Living Administrators (RC/AL)
- Pass the CRCFA State Exam
- Submission of a Criminal Background Check.
- Submission of a current Credit Report

Licensure by Endorsement: Verification of current license(s) in another state/territory is required.

Dual Licensure: NHA and CRCFA

A person is qualified to receive a dual certificate of licensure if they have met both the NHA and CRCFA requirements.

A South Carolina licensed Nursing Home Administrator, having practiced for two or more years, will the exempt from the on-site work experience requirement at a community residential care facility under the supervision of a licensed CRCFA.