



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

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**Qualifications for Renewals, Reinstatement, and Reactivation**

**Renewals**

Licenses are renewed annually by June 30<sup>th</sup>. A licensee must submit a completed application, renewal fee and meeting the continuing education requirements for licensure. Annual renewals not postmarked by June 30, 2020 will incur late penalty fee(s) in addition to the renewal fee.

An administrator whose license is lapsed due to failure to renew by June 30<sup>th</sup>, may not engage in the practice of administration during the period the license is lapsed. Engaging in administration duties with a lapsed license is deemed unlicensed practice and may be actionable by the Board.

**Continuing Education Requirements:**

	<b>NHA</b>	<b>CRCFA</b>	<b>DUAL</b>
<b>Active License</b>	20 CE Hours	18 CE Hours	29 CE Hours
	<i>No more than half of your CE hours may be obtained online (NHA 10, CRCF 9, Dual 15). Online courses must be approved by the National Association of Long Term Care Administrator Boards (NAB).  Unused CE courses maybe carried forward in their entirety from the previous license year.</i>		
	<b>NHA</b>	<b>CRCFA</b>	<b>DUAL</b>
<b>Active License – Pro-rated</b> (Based on initial licensure date beginning 4/1/18)	Apr. – Sept.: 20 CE Hrs Oct. – Dec.: 15 CE Hrs Jan. – Mar.: 10 CE Hrs	Apr. – Sept.: 18 CE Hrs Oct. – Dec.: 14 CE Hrs Jan. – Mar.: 10 CE Hrs	Apr. – Sept.: 29 CE Hrs Oct. – Dec.: 22 CE Hrs Jan. – Mar.: 15 CE Hrs
<b>Inactive License</b>	<i>Proof of CEs are required if licensee chooses to renew as active.</i>		

**Reinstatement**

Licenses that have lapsed for more than one year, must submit an initial application and satisfy the requirements for initial licensure as stated in SC Code of Law §40-35-40. In addition to the required documents for the initial application, proof of continuing education for each year the license was lapsed must be submitted.

**Reactivation of Inactive License**

A person seeking to reactive their inactive license may do so by completing the following:

- Submission of a completed reactivation application and payment of licensure fee(s).
- Affirm that he or she is not employed as the administrator in a nursing home or community residential care facility in South Carolina.
- Provide proof of Continuing Education for each year that the license was inactive.

## **Reactivation of Retired License**

To qualify for a retired status, an applicant must have attained the age of sixty five (65) years or at least twenty (20) years of licensure and must affirm that he or she is not employed as the administrator in a nursing home or community residential care facility in South Carolina.

A person seeking to reactivate their retired license may do so by completing the following:

- Submission of a completed reactivation application and payment of licensure fee(s).
- Provide proof of six (6) hours of Continuing Education during the previous twelve (12) months.
- Proof of additional fourteen (14) hours of continuing education within 90 days of the license being activated or the license will automatically be replaced in the retired status and the licensee must immediately cease and desist any work in a nursing home or community residential care facility in the State.

If the license has been retired for five (5) years or more, the board may require passing of the examination(s) in lieu of or in addition to the CE requirement.