



South Carolina Department of Labor, Licensing and Regulation

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

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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 be exempt from the on-site work experience requirement at a community residential care facility under the supervision of a licensed CRCFA.

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 meeting the pre-examination licensure requirements. In addition to meeting initial licensure requirements, applicants must submit a letter from the owner of the facility requesting the applicant be appointed the administrator and including:

1. The need for a provisional license;
2. The name of the appointed administrator;

3. The date of appointment and;
4. A specific request that the board issue a provisional license to the named administrator.

Upon receipt of completed application and payment of application and provisional license fee, a provisional license will be issued. Provisional licenses expire 90 days from issue or upon the issue of an initial license, whichever occurs first.

If the provisional administrator does not pass both the national and South Carolina state examinations, the facility must obtain the services of a consultant administrator for a minimum of sixteen (16) hours per month until the applicant passes the exam(s). The consultant administrator must have a minimum of two years of experience operating a facility. If the applicant fails the examination(s) the second time, the provisional license will be terminated thirty days after the applicant is notified of the examination score(s). If any applicant fails to present themselves for the examination(s), the provisional license will terminate at the close of business on the day of the examination(s).