



**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 30th. A licensee must submit a completed application, renewal fee and meeting the continuing education requirements for licensure. Annual renewals not postmarked by June 30, 2019 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 30th, 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:

	NHA	CRCFA	DUAL
Active License	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>		
	NHA	CRCFA	DUAL
Active License – Pro-rated (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
Inactive License	<i>None required for renewals</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.

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 reactive 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.