



**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 • Contact.LTHCA@llr.sc.gov • Fax: 803-896-4719

llr.sc.gov/lthc

**REINSTATEMENT OF LICENSURE
REQUIREMENTS AND APPLICATION PROCESS OVERVIEW**

Licensure Requirements

If the license has been lapsed for less than one (1) year, a person is qualified to reinstate a license if the following requirements are met:

- Submission of a completed reinstatement application
- Payment of license renewal fee and pro-rated penalty fee:

Renewal Fees	Active	Inactive
Community Residential Care Facility Administrators	\$150	\$115
Nursing Home Administrators	\$175	\$135
Dual Nursing Home and Community Residential Care Facility Administrators	\$325	\$250

Pro-rated Fees determined by Postmarked date of Application			
July 1-31	\$50 penalty fee	January 1-31	\$225 penalty fee
August 1-31	\$100 penalty fee	February 1-28	\$250 penalty fee
September 1-30	\$125 penalty fee	March 1-31	\$275 penalty fee
October 1-31	\$150 penalty fee	April 1-30	\$300 penalty fee
November 1-30	\$175 penalty fee	May 1-31	\$325 penalty fee
December 1-31	\$200 penalty fee	June 1-30	\$350 penalty fee

- Submission of a completed Statement of Practice Affidavit.
- Submission of Continuing Education documentation for the last licensed renewal period. See Continuing Education Guidelines for license specific requirements, <https://www.llr.sc.gov/lthc/ce.aspx>. If continuing education cannot be attained, a written statement attesting to this must be submitted and an appearance before the Board or re-examination may be required. Reinstatement of an inactive license does not require continuing education documentation.

If the license has been lapsed for more than one (1) year, a person is qualified to reinstate a license if the following requirements are met:

- Submission of a completed reinstatement application and payment of application fee.
- Must meet licensure requirements per SC Code of Law 40-34-40 and SC Regulations 93-120. This includes resubmission of:
 - Work Experience Verifications
 - License Verifications if applicable
 - Credit Report
 - Criminal Background Check
 - Character Reference Forms
 - Driver’s License and Social Security Card

- Legal documentation of name change (marriage certificate, divorce decree, etc.)
- Notarized Verification of Lawful Presence
- Submission of a completed Statement of Practice Affidavit.
- Submission of Continuing Education documentation for the last licensed renewal period and each year of lapsed licensure. See Continuing Education Guidelines for license specific requirements, <https://www.llr.sc.gov/lthc/ce.aspx>. If continuing education cannot be attained, a written statement attesting to this must be submitted and an appearance before the Board or re-examination may be required. Reinstatement of an inactive license does not require continuing education documentation.

Application Process

Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period; you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.

1. Application – In addition to the completed application, the following must also be sent:
 - a. Check or money order only, made payable to Long Term Health Care Administrators Board (Fees are non-refundable). A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. **NO CASH IS ACCEPTED.**
 - b. Statement of Practice Affidavit
 - c. Continuing Education Documentation.
 - d. Legal documentation for name change (marriage certificate, divorce decree, etc.), if applicable

If reinstating a license lapsed more than one (1) year, the following is required:

- e. Copy of your valid Driver's License, State Issued ID, or Passport
 - f. Copy of your Social Security Card
 - g. Three (3) Character Reference Forms
 - h. Employment Reference Forms for each employer
 - i. Notarized Verification of Lawful Presence
2. Documents to be sent directly to the Board from issuing agency/institution
 - a. License Verification: Contact the state board(s) where you are currently or have been previously licensed with and have the verification mailed directly to the Board office. We will accept a state board issued form. Verifications may be accepted via email or mail.
 3. Criminal Background Check: All applicants must undergo a state fingerprint review. Upon receipt of application, you will be issued instructions regarding the fingerprint process.
 4. Board Appearance: An application hearing may be required.
 5. Initial Licensure Fee: After submission of a completed application and approval, an initial licensure fee is required before permanent licensure can be issued. Applicant will be sent an invoice that can be paid via the online payment system or mailed into the Board.