



**STATE OF LOUISIANA
BOARD OF EXAMINERS OF
NURSING FACILITY ADMINISTRATORS**

www.labenfa.com

Phone: (225)295-8571 Fax: (225)295-8574

5647 Superior Drive, Baton Rouge, LA 70816-6049

Attention Administrators

Please find attached Re-Registration Form for the Year ending June 30, 2018. It must be completed in its **entirety** or it cannot be processed. **Please read carefully as form has changed.**

To maintain your **Active License**, please do the following:

- Review, complete, and sign the Re-Registration Form.
- Attach original certificates for your 18 CEU Hours (NAB/NCERS/LABENFA) approved with a maximum of 9 CEU Hours from online sources.
- Attach Check Payable to LABENFA for \$495 **or** Call 225-295-8571 for Credit Card Payment (**PRIOR to due date to avoid late fee or lapse of licensure**) Please include your daytime Phone Number for Credit Card Payment.
- Mail to: LABENFA, 5647 Superior Drive, Baton Rouge, LA 70816
- If you chose to purchase a Photo ID:
Include attached Form, Photo, and Additional Payment of \$17. NFA file photos expire after 4 years.

To maintain your **Inactive License**, please do the following:

- Review, complete, and sign the Re-Registration Form.
- Attach Check Payable to LABENFA for \$495 **or** Call 225-295-8571 for Credit Card Payment (**PRIOR to due date to avoid late fee or lapse of licensure**) Please include your daytime Phone Number for Credit Card Payment.
- Mail to: LABENFA, 5647 Superior Drive, Baton Rouge, LA 70816
- If you chose to purchase a Photo ID:
Include attached Form, Photo, and Additional Payment of \$17. NFA file photos expire after 4 years.

To maintain your **Conditional License**, or to request a **change your license status** please do the following:

- All Administrators holding a Current Conditional License will receive their Conditional Re-Registrations Forms in the mail.
- To qualify for a Conditional License, you must have an Active NFA License in another state (attach copy of license/proof of licensure) **or**, date of birth before June 30, 1952. Conditional Forms are not on our LABENFA website. You must call the office to request a Conditional Re-Registration Form.
- For questions, please call the office (225-295-8571)

If you would prefer a Re-Registration Form to be mailed to you, please contact this office.

Sincerely,

Mark A. Hebert

Executive Director

mhebert@labenfa.com