



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

APPLICATION PROCEDURE

Make checks payable to LABENFA or call the office for credit card processing (Visa, Mastercard, or Discover only).

- **Verify Minimum Requirements** (www.labenfa.com)
- **Request Application Packet**

Send to: LABENFA

5647 Superior Drive

Baton Rouge, LA 70816-6049

Include \$100.00 fee for packet

Include Personal Information (name/address/phone/email) with request

The Application Packet contains the following items:

- Requirements for Licensing
- Application for Licensing Form
- Waiver Request
- Examination Information & Review Material
- Application Procedure
- Copy of State of Louisiana Minimum Standards for Nursing Homes
- Copy of Louisiana Administrative Code, Title 46 Part XLIX
- Code of Ethics
- Test Attestation
- Verification of Student Loan Status form
- Criminal Background Check packet

The Board staff will review the Application for approval upon receipt of:

- Completed **notarized** application with recent (within 90 days) Color Passport Sized Photo.
- Two (2) Original Letters of Reference (signed and dated). References will not be accepted from immediate family members.
- Official Sealed Transcripts (attached with application or sent from the university)
- Application Fee \$600.00. **Note:** It is the sole responsibility of the applicant to secure placement for the Administrator in Training program. Therefore, it is advisable to locate a Preceptor/Facility prior to submission of your application fee. The \$600 fee cannot be refunded after review and approval of your Preceptor/Facility selection by the Board at the next scheduled meeting.
- **Waiver Requests** – Requests for waivers will only be accepted at the time of application submittal. If you wish to request waivers, please contact the office for qualifications and additional information.

Application Deadlines: Completed applications will not be presented to the Board if not received 10 days prior to the Board meeting. Call Board office for exact dates.

Additional documentation to be received:

- **Test Attestation**: Signed Test Attestation to be submitted with application.
- **Verification of Student Loan Status**: Applicant shall receive a Verification of Student Loan form (BE-5F) for submission to the Office of Student Financial Assistance (OSFA). Complete and sign the form and return to LABENFA with your application. LABENFA will submit the form to OSFA for verification. Your NFA License will not be issued without OSFA approval.
- **Criminal Background Checks**: Applicant shall receive a CBC package (R.S. 37:2505.1) for fingerprint submission to the State Police Bureau of Criminal Investigation and the FBI at applicant's expense. **IMPORTANT - DO NOT DELAY**. CBC reports may take 30-90 days after submission to LA State police. Your NFA License will not be issued until results are approved by the Board.

Please Note:

- Applicant will be notified of Board staff approval or rejection.
- If approved, applicant needs to schedule orientation for AIT training and tests when ready.
- **AIT Training**: AIT (Administrator in Training) is responsible for locating facility for training and to verify with Board that the facility and preceptor meets requirements. A minimum of 6 months training is required.
- **State Exams** are scheduled through and taken in our office. \$120.00 Fee, \$150.00 for any necessary re-takes.
- **Review Seminar**: The Board conducts a mandatory review seminar to help prepare applicants for the national examination. Seminars are scheduled quarterly. Call the Board office for exact dates. Each candidate shall be required to take the NAB Review Seminar provided/approved by LABENFA within 60 days prior to taking the NAB Nursing Home Administrators Licensing Exam. Any candidate that does not successfully pass the NAB Nursing Home Administrators Licensing Exam shall be required to retake a LABENFA approved seminar prior to re-taking the NAB Nursing Home Administrators Licensing Exam.
- **National Exams** are scheduled online at www.nabweb.org
(Click on "Examinations" "Apply Online" and follow instructions)
- **Exit Interviews** will be scheduled upon completion of:
 - State Test (with passing score)
 - NAB test scores (with passing score)
 - Completed Training Reports
 - Notarized Certificate of Completion of AIT Training
 - After completion of All of the above

Complete the **Initial Application Form** including initial registration fee \$495.00

AIT's must complete licensure process within 24 months from approval date of the completed application.

Note: All Administrators must re-register by June 30th, annually.