



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

Requirements for Licensing

I. Legal Basis:

Louisiana Law requires that any person serving as a nursing facility administrator must be duly licensed by the Board of Examiners of Nursing Facility Administrators. It is a misdemeanor to represent oneself or to allow oneself to be represented as an Administrator unless that person has a current Louisiana license.

II. Eligibility: In order to be licensed, an applicant must meet specific requirements:

Personal:

- U.S. Citizenship, or has duly declared their intention of becoming a citizen of the U.S.
- Physically & mentally healthy enough to direct a nursing facility
- At Least 21 years of age
- Good moral character-no conviction of a felony
- Have not defaulted on a student loan held by the LA Student Financial Assistance Commission

Education: Effective January 1, 2012

No person shall be admitted to or be permitted to take an examination for licensing as a Nursing Facility Administrator unless he shall first submitted evidence satisfactory to the Board that he/she: has successfully completed a Bachelor's Degree from an accredited institute of higher learning.

Examinations:

- Pass the National Examination (NAB) with a scale score of at least 113 out of 150. The National Nursing Facility Administrators Licensing Examination is administered by PES and accessed by NAB (nabweb.org)
- Pass the State Standards Examination with a score of at least 23 out of 30. The Louisiana State Standards Examination is be administered by The Board of Examiners of Nursing Facility Administrators

Internship:

- Waivers are conducted only after the AIT has passed both the state and NAB tests.
- If an applicant has a degree in the health care administration that includes an internship, he/she may qualify for an AIT waiver.
- An Assistant Administrator or Director of Nurses may apply for a full or partial waiver. Provided such applicant has been employed, full time for three (3) years within last five (5) years in a Medicare/Medicaid nursing home.
- A previously licensed Louisiana administrator may request a full or partial AIT waiver provided his/her license has not lapsed for more than three (3) years.

Fees:

- The application fee is \$600.00. The Board staff may grant approval for applicant to sit for exams and begin the training process after the completed, notarized application is accepted. It is non-refundable after it has been presented to The Board.
- The LABENFA NAB Review Seminars are scheduled quarterly through the office. The cost of the LABENFA NAB 2 day Seminar is \$450.00.
- After receiving approval notice from the Board office to sit for exams, a fee of \$120.00 is paid to the Board (LABENFA) to cover the cost of the State Standards Examination and an additional fee of \$150.00 for any necessary re-take of the State Standards Examination. An additional fee of \$375.00 must be paid to NAB to cover the cost of the national examination.
- If you are seeking reciprocity from another state, there is an additional fee of \$125.00.
- After completing all requirements for licensing, the applicant pays the initial registration fee of \$495.00.
- Prices subject to change.

III. 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.

IV. Criminal Background Check:

Completed CBC package (R.S. 37:2505.1) to LABENFA office for fingerprint submission to the Louisiana 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.

V. NAB 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 a 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.

VI. Application Packet:

If you wish to apply for licensing, send \$100.00 to this office for an application packet that includes necessary materials for initial application.

VII. Application:

Completed applications received less than 10 days of a Board meeting will be presented at the next quarterly meeting. Call Board office for exact dates.

VIII. Waiver Requests:

Requests for waivers accepted during application submittal only. If you wish to request waivers, please contact the office for qualifications and additional information.

IX. Time Frame:

Applicants must complete licensure process within 24 months from approved initial application.