



**STATE OF LOUISIANA  
BOARD OF EXAMINERS OF  
NURSING FACILITY ADMINISTRATORS**  
[www.labenfa.com](http://www.labenfa.com)

(225)295-8571 Opt. #1 Fax: (225)295-8574 5647 Superior Drive Baton Rouge, LA 70816-6049

**APPLICATION PROCEDURE WITHOUT WAIVERS**

*(Make checks payable to LABENFA or Louisiana Board of Examiners of NFA)*

- Check out our website's minimum requirements to insure that you meet the requirements.
- Request Application Packet
  - Send to: LABENFA  
5647 Superior Drive  
Baton Rouge, LA 70816-6049
  - Include \$50.00 fee for packet (Packet will include material for State Exam)  
Include Personal Information (name/address/phone/email) with request
- Complete and return the **notarized** Application including:
  - Two (2) Original Letters of Reference (signed).
  - Official Sealed Transcripts (Either attach with application or send directly to the Board)
  - Recent (within 90 days) Color Passport Sized Photo  
(May be obtained at most chain drug stores at a nominal cost)
  - Application Fee \$500.00
- The Board will review for approval the completed notarized application and requested information
- Applicant will be notified of Board action
- If approved, applicant will be scheduled for an orientation  
(and preceptor, if training has not been done within the past 3 years)
- **AIT Training**; AIT is responsible for locating facility for training and to verify with Board that the facility meets requirements and preceptor is approved. A minimum of 6 months training.
- **State Exams** are scheduled through and taken in our office.
- **National Exams** are scheduled online at [www.nabweb.org](http://www.nabweb.org)  
(Click on "Examinations" "Apply Online" and follow instructions)
- **Oral Exams** will be scheduled upon receipt of:
  - State Test (with passing score)
  - NAB test scores (with passing score)
  - Notarized Certificate of Completion of AIT Training
- After completion of All of the above
  - Complete the Initial Application Form including initial registration fee \$225.00
- **Note**: All Administrator Licenses expire on June 30<sup>th</sup>, annually.