



**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 WITH 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  
(These may either be attached with application or sent directly to the Board)
  - Recent (within 90 days) Color Passport Sized Photo  
(This may be obtained at most chain drug stores at a nominal cost)
  - Any Requesting Waivers (Waivers are approved based on education and experience. If based on experience, must be signed by administrator under which experience occurred.)
  - Application Fee \$500.00
- The Board will review for approval the completed notarized application and requested information
- Applicant will be notified of Board Action
- **Requested Waivers:**  
*The Board of Examiners* will schedule the Oral Exam with a member of the Board and the applicant in the departments of their approved requested waivers.
- **AIT Training:** AIT is responsible for locating a facility for training and to verify with the Board that the facility meets requirements and preceptor is approved.  
If approved, applicant will be scheduled for orientation  
Preceptor must attend orientation if they have not attended orientation or precepted in the past three years.  
Applicant may begin training in departments not waived
- **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 on All of the above:
  - Complete the Initial Application Form
  - Send check or money order to the Board for Initial Registration Fee \$225

**NOTE: All Administrator Licenses expire on June 30<sup>th</sup>, annually.**