



STATE OF LOUISIANA  
BOARD OF EXAMINERS OF  
NURSING FACILITY ADMINISTRATORS

www.labenfa.com

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

**APPLICATION PROCEDURE**

*Make checks payable to LABENFA or Louisiana Board of Examiners of NFA.  
Payments may be made by credit card. Call office for details.*

- 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
  - Include Personal Information (name/address/phone/email) with request
- Your Application Packet should include the following items:
  - Requirements for Licensing
  - Application for Licensing Form
  - Examination Information & Review Material
  - Application Procedure
  - Copy of State of Louisiana Minimum Standards
  - Copy of Louisiana State Rules & Regulations for Nursing Facility Administrators
  - Code of Ethics
- Complete and return **all** items listed below:
  - The completed **notarized** application
  - Two (2) Original Letters of Reference (signed and dated). References must not be from subjects that are related to you by blood or marriage.
  - Official Sealed Transcripts (attached with application or sent from the college or university)
  - Recent (within 90 days) Color Passport Sized Photo – may be obtained at most drug stores.
  - Application Fee \$500.00. This fee cannot be refunded after the Board reviews your application.
  - There is a \$25.00 fee for any NSF check received.
  - **Waiver Requests** – Requests for waivers are only accepted during application submittal. If you wish to request waivers, please contact the office for qualifications and additional information.
  - **Your application will not be reviewed by the Board until all items above are received and approved by office staff.**

- The Board staff will review the completed notarized application and documentation.
- **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.
- 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. \$100.00 Fee.
- **National Exams** are scheduled online at [www.nabweb.org](http://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)
  - Notarized Certificate of Completion of AIT Training
- After completion of All of the above  
Complete the **Initial Application Form** including initial registration fee \$350.00
- **Application Deadlines:** 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.

**AIT's must complete licensure process within 24 months from approved initial application.**

**Note: All Administrators must re-register by June 30<sup>th</sup>, annually.**