



STATE OF LOUISIANA
BOARD OF EXAMINERS OF
NURSING FACILITY ADMINISTRATORS

www.labenfa.com

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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

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 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 \$500.00. 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.
- After receiving approval notice from the Board office to sit for exams, a fee of \$100.00 is paid to the Board (LABENFA) to cover the cost of the State Standards Examination and an additional fee of \$285.00 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 \$350.00.
- Prices subject to change.

III. 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.

IV. Review Seminar:

The Board conducts a review seminar to help prepare applicants for the national examination. The cost of the two-day seminar is \$250.00. Attending this review is optional. Seminars are scheduled quarterly. Call the Board office for exact dates.

V. Application Packet:

If you wish to apply for licensing, send \$50.00 to this office for an application packet that includes necessary materials for initial application.

VI. 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.

VII. 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.

VIII. Time Frame:

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