



**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

**RECIPROCITY PROCEDURE**

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

If you plan to come to Louisiana by reciprocity, you need to send our reciprocity/endorsement licensure questionnaire form **to your current board(s)**. **Fill out the top portion only**, they will complete the form and send us a notarized copy.

**While waiting for your current boards to return the above, you may request and complete the following:**

- Request Application Packet - Include \$50.00 fee for packet  
Send to: LABENFA  
5647 Superior Drive  
Baton Rouge, LA 70816-6049  
Include Personal Information (name/address/phone/email) with request
- 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.
  - 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.
  - Reciprocity to Louisiana fee: \$125.00
  - Reciprocity Form from **All States Boards** where you have been licensed. (Downloadable form on website) [www.labenfa.com](http://www.labenfa.com)
  - Official Sealed Transcripts (attached with application or sent from the college or university)
  - **Criminal Background Checks**: 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 annual NFA License will not be issued until results are approved by the Board.
  - There is a \$25.00 fee for any NSF check received.
  - **Your application will not be reviewed by the Board until all items are received and approved by office staff.**

- The Board staff will review the completed notarized application and documentation. Applicant will be notified of Board staff approval or rejection.
- Provided you meet all requirements, we will issue a three month provisional license until the Board meets. You can schedule your state test through our office.
- After passing the state test, and receipt of positive Criminal Background Check, you will be presented to the Board for final approval.
- Upon approval, complete the initial registration form and include the registration fee of \$350.00 to receive your Louisiana NFA License.

If I may be of any further assistance, please do not hesitate to email or call.

*MaryAlice Durham*

Assistant Executive Director  
LA Board of Examiners of  
Nursing Facility Administrators  
225-295-8571 Opt. 1 Email: [mdurham@labenfa.com](mailto:mdurham@labenfa.com)