



**STATE OF LOUISIANA  
BOARD OF EXAMINERS OF  
NURSING FACILITY ADMINISTRATORS**

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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:**

- 1 U.S. Citizenship
- 2 Physically & mentally healthy enough to direct a nursing facility
- 3 At Least 21 years of age
- 4 Good moral character-no conviction of a felony

❖ **Education: effective January 1, 2008**

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 or (b) has completed 60 hours of college education with an overall C average and three (3) years of experience in nursing or administration in a licensed nursing facility or (c) has a two (2) year nursing degree and at least two(2) years experience as a Director of Nursing in a licensed nursing facility within the last five (5) years prior to making application for licensure as a nursing facility administrator. (d) "Nursing" as used in subparagraph (b) of this paragraph shall mean an individual who is a Licensed Practical Nurse or a Registered Nurse or equivalent. "Administration" as used in subparagraph (b) of this paragraph shall mean an individual whose primary duties include billing, accounts receivable or accounts payable. (e) Fifteen (15) hours of such secondary education must be in the combination of the following courses: Accounting, Business Law, Economics, General Health Care, Gerontology, Management, Marketing, Nutrition, Physical Science, Psychology, and Sociology.

**Note: These qualifications will be in place until January 1, 2012. Thereafter, the minimum qualification will be a Bachelor's Degree.**

❖ **Financial:**

Must not be default on a loan guaranteed by the Governor's Commission on Educational Assistance.

❖ **Examination:**

- 1 Pass the National Examination with a scale score of at least 113 out of 150
- 2 Pass the State Standards Examination with a score of at least 23 out of 30
- 3 The Louisiana State Standards Examination is administered by The Board of Examiners of Nursing Facility Administrators
- 4 The National Nursing Facility Administrators Licensing Examination is administered by PES and accessed by NAB (nabweb.org)

❖ **Internship:**

If an applicant does not have a degree in the health care administration that includes an internship, he/she must complete a full-time six month administrator-in-training (AIT) either before or after examination; all or part of AIT may be waived on the basis of education or equivalent experience. Every person applying for a full AIT waiver must undergo an oral exam to determine if they are eligible. The Board may require an oral exam for individuals who apply for a partial waiver. Waiver applications must be received 30 days prior to the next Board Meeting. Call Board office for exact dates.

❖ **Fees:**

**A.** The application fee is \$500.00. This fee covers the cost of processing the application and the State Standards Examination. It is non-refundable after it has been processed and viewed by the Board. In order for the application to be brought before the Board it must be received one week prior to the next Board meeting. Call the Board office for exact dates. After approval notice from the Board, an additional fee of \$285.00 must be paid to NAB to cover the cost of the national examination. After completing all requirements for licensing, the applicant pays the initial registration fee of \$225.00. Note: If you are seeking reciprocity from another state, there is an additional fee of \$125.00. Prices subject to change.

**B.** In addition to the fees, set forth in paragraph A, all new applicants beginning 2010 shall be required to pay the cost of a criminal background check to be conducted by the Department of Public Safety and Corrections, Office of State Police, covering all information contained in the National Crime Information Center (NCIC).

**C.** The application for submission of the criminal background check shall be included in the application packet.

**III. Review Seminar:**

The Board conducts a review seminar to help prepare applicants for the national examinations. The cost of the two-day seminar is \$215.00. Attending this review is optional. Seminars are usually scheduled quarterly (January, April, July, and October). Call the Board office for exact dates.

**IV. Application Packet:**

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