

**\*\*\* Please pay ATTENTION to the following reminders \*\*\***

- Re-registration form needs to be completed in its **entirety**, or re-registration and fee will be returned unprocessed.
- Send **original CEU certificates** that have been previously approved by NAB or the Louisiana Board of Nursing Facility Administrators or your re-registration and fee will be returned unprocessed.
- If you are licensed in another state and they require original CEU's, email or call [amay@labenfa.com](mailto:amay@labenfa.com) (225)295-8571 opt. 1.
- Maintain copies of your re-registration and CEU's for your records.

**\*\*\* Notice \*\*\***

**Late Fees:**

If re-registration is postmarked after June 30, 2011, you must include \$150.00 late fee (Total \$525.00) or re-registration and fee will be returned unprocessed.

**New This Year:**

**Payments may be made by credit card.** Call office for details.

**Conditional License:**

A Conditional License shall be made available for an individual who meets at least one of the following criteria:

1. Administrator not actively running a facility and age 65 or older.
2. Administrator not actively running a facility in Louisiana and possessing an active license in another state.

If you meet one of these criteria, email or call this office so that we may assist you further. [amay@labenfa.com](mailto:amay@labenfa.com) (225)295-8571 opt. 1

**\*\*\* Have You \*\*\***

- Filled out the re-registration completely?
- Enclosed original certificates for approved continuing education courses?
- Enclosed payment made out to "LABENFA" or Louisiana Board of NFA?