



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

RECIPROCITY PROCEDURE

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.

(Make checks payable to LABENFA or Louisiana Board of Examiners of NFA)

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

- Request for Application Packet including fee for packet: \$50.00
- Complete the application, notarize, attach a RECENT (within 90 days) color passport size photo, and return with application fee of \$500.00.
- Attach (2) letters of reference (signed).
- Reciprocity to Louisiana fee: \$125.00
- Reciprocity Form from **All States Boards** where you have been licensed.
(Downloadable form on website) www.labenfa.com
- Request sealed official transcripts of grades from the school you attended

Provided you meet all requirements, we will issue a three month provisional license until the Board meets. After Board approval, you can schedule your state test through our office. After passing the state test, complete the initial registration form and include the registration fee: \$225.00 and you will receive your Louisiana License.

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

Mary Alice May

Assistant Executive Director
LA Board of Examiners of
Nursing Facility Administrators
225-295-8571 Opt. 1 Email: amay@labenfa.com