

LongTermHealthCare

LLR An E-Newsletter for the Board of Long Term Health Care.

Spring 2010

Visit the Board's Web Site

The S.C. Board of Long Term Health Care Administrators' website is a useful tool that keeps you up to date on what is happening in your profession. The site contains a wealth of information regarding the practice of long term healthcare in South Carolina, and the "Site Map" makes it very user friendly.

Some of the site's links contain information regarding disciplinary actions taken by the Board, continuing education, online services, board information, licensure, related links and frequently asked questions. You can also notify the board of an address change, find out when Board meetings are scheduled and find out information about initial licensure for examination. At renewal time, you will find

FAQs

Nursing Home Administrator, Community Residential Care Administrator, and Dual Administrator

in South Carolina?

To apply for a license, you must complete an application. Go to the website: www.llronline.com/POL/LongTerm-HealthCare/ click on "licensure" in the left column and then select on "How to Apply for a License."

Q. How long does it take to process my application?

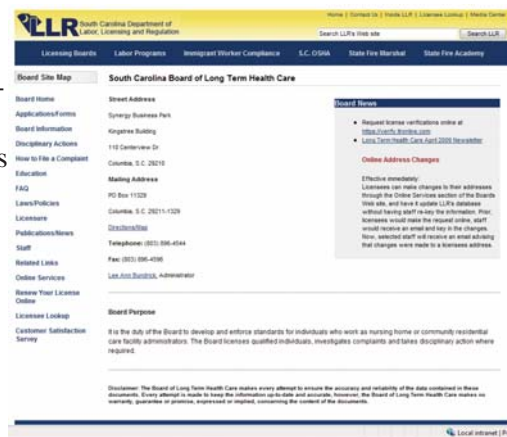
Your application is considered complete once staff has received your application packet, fee, and additional documents such as university transcripts, employment references, a job description form and three character references. Upon receipt of all required documents, your application will be reviewed, and a decision will be mailed to your home address. This process generally takes 5 to ten business days. If there are delays in receiving transcripts, verifications or test scores, or the information submitted is incomplete, the process may take longer.

Q. If I have been convicted of a felony or a misdemeanor, will this stop me from obtaining a South Carolina license?

This type of information will be reviewed on an individual basis. The Board asks that you submit your application, fee and information regarding the occurrence. The Board will review your file and make a decision at that time. Please keep in mind that the Board does take into consideration the type of conviction, the age that you were when

helpful information on how to renew, what fees are due, and what continuing education is required.

The site also has a "Board News" feature for the newest information. We hope you visit the site frequently at: www.llronline.com/POL/LongTermHealthCare/



the incident occurred and the time that has elapsed since the conviction.

Q. Why does the Board need to verify my license from other states?

We need verification from all states where you have held a license. This is to ensure there have not been any disciplinary actions or suspensions and to ensure that your current license is in good standing.

Q. How long will you keep my licensure application on file?

We keep your application and fee on file for one year from the date of the application. If the requirements for licensure are not met within that time span, the application is no longer valid and the file is destroyed.

Q. What methods are accepted for payment of licensure and application fees?

The Board accepts fee payment by personal check, cashiers check, business check or money order. All checks must be drawn from a U.S. financial institution and paid in U. S. funds.

Q. Does my application need to be reviewed by the Board before I am approved for licensure?

In most cases, applications for licensure are reviewed and approved by staff or the Credentials Committee. In rare instances, approval for an application file may need to be determined by the Board at the next scheduled Board meeting.

Q. Am I required to sit for an exam before I can be licensed?

continued on page 3

2010 Board Meetings
June 3-4, 2010
September 2-3, 2010
December 2-3, 2010

All Employers Must Comply with S.C. Immigration Act by July 1, 2010



The “South Carolina Illegal Immigration Reform Act” that was signed into law by Governor Mark Sanford on June 4, 2008 will soon be applicable to all businesses in South Carolina regardless of the number of employees.

Compliance with this law began July 1, 2009, for private employers who employ 100 or more employees. For private employers who employ less than 100 employees, the compliance date is July 1, 2010.

The law requires all employers to verify the legal status of new employees and prohibits employment of any worker who is not legally in this country and authorized to work. The South Carolina Department of Labor, Licensing and Regulation’s Office of Immigrant Worker Compliance is charged with investigating complaints and conducting

random audits of private employers to assure compliance. Failure to comply can result in severe monetary penalties and revocation of an employer’s right to operate their business.

During the first year, LLR investigators found that most large employers (more than 100 workers) were in compliance with the law. When violations were found they generally were because

employers who were using E-Verify to verify their employees, did not do so within the five-day timeframe required by the law.

employers who were using driver’s licenses to verify employees, did so using a driver’s license from a state not on the approved list.

For more information on the law, visit www.llronline.com/immigration/.

Biennial renewal fees:

- NHA, \$280
- CRCF, \$230
- Dual, \$530

If your payment is received after June 30, 2011, there will be a late fee of \$50. You have until June 30, 2012 before your license is deemed expired. The administrator will then have to re-apply for the license by completing the application for licensure located on the website at: <http://www.llr.state.S.C..us/POL/LongTermHealthCare/PDF/LTHC%20Application.pdf>

Continuing Education:

A list of continuing education (CE) courses are updated monthly on the website located under “Education” at: <http://www.llr.state.S.C..us/POL/LongTermHealthCare/>

Administrators are required to have CE hours to renew their license for 2011. The required hours are as follows:

- NHA, \$40
- CRCF, \$36

- Dual, \$58

Half of the CE hours may be obtained online through the National Association of Boards of Examiners of Long Term Care Administrators (NAB) approved courses, or all of the hours may be obtained through NAB home study courses.

Administrators taking courses without the Board’s prior approval may apply for approval by completing the administrator continuing education application. Click on link for application: <http://www.llr.state.S.C..us/POL/LongTermHealthCare/PDF/ce2.pdf>

All CE hours must be obtained before you renew your license in 2011. Administrators may carry over hours from one year to the next. CE hours must be completed between July 1, 2008 until June 30, 2011.

The Board will audit 10% of the licensed administrators who will be instructed to submit copies of CE certificates to satisfy the CE audit.

Moving? Change Your Address Online



LLR’s professional and occupational licensees can now make changes to their addresses through the Online Services section of the Division of Professional and Occupational Licensing’s web page, which will immediately update LLR’s database. Staff will receive an email advising that changes were made to a licensee’s address.

It is very important that you notify the board if your address changes to ensure receipt of important mailings. If you do not have access to a computer, you may still fax or mail your new address to the appropriate board. Administrators may change their home address online through by clicking on this link: www.llronline.com/POL/LongTermHealthCare/.

Reminders

Renewal Information: The next Biennial Renewal Notice will be sent to all licensees on April 1, 2011. The Renewal Notice will assist licensees in renewing their license online and will answer questions regarding payment of fees and other issues about online renewals. Online license renewal for licensed nursing

home and community residential care administrators will be available April 1, 2011 by going to the website at: www.llronline.com/POL/LongTermHealthCare/. The biennial renewal deadline for renewing licenses is June 30, 2011. This renews your license for the 2-year period from July 1, 2011 to June 30, 2013.

FAQs continued from page 1

Yes, you are required to sit for a two-part examination for either NHA or CRCFA. Dual license applicants are required to take both exams for NHA and CRCFA. An applicant may be exempt from taking the national NHA exam if they have already taken and passed the exam in another state. You will need to have the original state of licensure complete the endorsement/questionnaire form located in the application for licensure packet on the website under “applications/forms.”

Two-part Examination-NHA

State Examination: You can obtain a copy of S.C. Regulation 61-17 from the Department of Health and Environmental Control, Division of Health Licensing (803) 545-4370 or <http://www.scdhec.gov/>.

National Examination: A study guide for the national examination is available through the National Association of Boards of Examiners of Long Term Care Administrators (NAB). The form is located in the application packet. You must order the NHA Study Guide and CD-ROM.

The national portion of the examination tests the candidate’s knowledge and skills in five subject areas: resident care management, human resources management, organizational management, physical environment management and business/fiS.C.al management.

Two-part Examination-CRCF

State Examination: Obtain a copy of S.C. Regulation 61-84 from the Department of Health and Environmental Control, Division of Health Licensing (803) 545-4370 or <http://www.scdhec.gov/>.

National Examination: A study guide for the national examination is available through the National Association of Boards of Examiners of Long Term Care Administrators (NAB). The form is located in the application packet. You must order the RCAL/CD Rom.

The national portion of the examination tests the candidate’s knowledge and skills in five subject areas: resident care management, human resources management, organizational management, physical environment management and business/fiscal management.

Your application and fee are kept on file for one year from the date of the application. If the requirements for licensure are not met within that time span, the application is no longer valid and the file is destroyed.

Q. How often are the license exams given?

The license exams are given year-round by computer based testing. The exams are given at Prometric (a.k.a. Sylvan) Testing centers throughout the United States.

Q. How do I obtain a duplicate permanent license?

A duplicate wall certificate can be obtained by submitting a written request along with a check for \$50.00 to the Board’s office. Mail the request to the S.C. Board of Long Term Health Care Administrators, 110 Centerview Drive, Columbia, S.C. 29204.

Q. How do I get a duplicate wall certificate and wallet card?

You may obtain a duplicate license if your license has been lost, stolen, or destroyed. You must request a duplicate license in writing to the Board’s office. Mail the request to the S.C. Board of Long Term Health Care Administrators, 110 Centerview Drive, Columbia, S.C. 29204.

For a duplicate wallet card, you have the capability through LLR’s website to download and print a wallet card. The cards can be printed from your printer at your convenience, and you will need Adobe Reader installed on your PC to view and print the card. For best results, use card stock instead of copy paper to print a more durable card.

Instructions to Print Your Wallet Card

1. Go to <https://verify.llronline.com>.
2. Click on the “Print License Card” link on the left of the screen.
3. Login with your username and password or last five digits of SSN and last name/company name.
4. Click Login.
5. A list of all active licenses will appear on screen.
6. Click the PDF icon to the right for the license you want to print.
7. The wallet card will open in a new Adobe Reader window.
8. Print the wallet card.
9. Logout.