

2012 LONG TERM HEALTH CARE ADMINISTRATORS RENEWAL NOTICES

COMING SOON!!!

The 2012 renewal notice will be mailed to you in late April. The South Carolina Department of Labor, Licensing and Regulation-Board of Long Term Health Care Administrators has enhanced its online renewal system to make it easier and more convenient for you to renew your license. You will receive a renewal notice that includes a **USERID** and a **PASSWORD** that will allow you to access the online renewal website. If you choose not to renew online, you can request a paper renewal form from the Board office or obtain the form online at www.lironline.com/pol/longtermhealthcare under Applications/Forms and mail the completed form and proper fees to the office. Applications for renewal must be filed on or before June 30, 2012, in order to avoid a penalty.

If you wish to change from **ACTIVE to INACTIVE** or **INACTIVE to ACTIVE**, you must download the renewal application and mail it to the office. Be advised that the envelope must be postmarked by June 30, 2012. If you do not renew your license by June 30, 2012, it will be considered **lapsed** and you can be disciplined for unlicensed practice if you continue to work in South Carolina after that date. Renewals filed or completed after the deadline of June 30, 2012 will incur late fees of \$50 per month for the months of July and August, and \$25 for every month thereafter through June 30, 2013.

Continuing Education for Long Term Health Care Administrators Renewals

To renew your license, you must have completed the required 20 CEUs for NHA, 18 CEUs for CRCF or 29 CEUs for Dual licenses. CE courses must have pre-approval of the Board or approval by NAB (National Association of Boards for Long Term Care Administrators). Only half of the CE hours may be obtained online and the remainder in a class setting or all may be obtained through home study courses approved by NAB. **These hours must have been obtained after July 1, 2010, and prior to the renewal of your license. You cannot renew until you have completed the CE requirement.** After renewals are processed, a random CE audit will be conducted. If you are selected for the audit, please respond promptly. Disciplinary action will be taken if you cannot show you completed the CE requirement or if the required CE is dated **AFTER** your renewal is received in our office.