



South Carolina Department of Labor, Licensing and Regulation

**South Carolina Board of
Long Term Health Care Administrators**

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11329 • Columbia • SC 29211-1329

Phone: 803-896-4544 • Contact.LTHCA@llr.sc.gov • Fax: 803-896-4515

llr.sc.gov/lthc

Requirement for Provisional Licensure

In the event an unexpected vacancy caused by the death or departure of an administrator, or similar event, the Board may issue a provisional license as provided in [South Carolina Code of Regulation 93-130](#) to an applicant meeting the requirements in [South Carolina Code Ann. Section 40-35-40](#) but who has not passed the required examination.

Application and Initial Processing for Provisional Licensure

In addition to meeting initial licensure requirements, applicants must submit a letter from the owner of the facility or from an officer of the facility's board of directors, requesting the applicant be appointed the administrator and including:

1. The need for a provisional license;
2. The name of the appointed administrator;
3. The date of appointment and;
4. A specific request that the board issue a provisional license to the named administrator.

Upon receipt of completed application and payment of application and provisional license fee, a provisional license will be issued. **Provisional licenses expire 90 days from issue or upon the issue of an initial license, whichever occurs first.**

Failure to Pass Examinations and Extension Requests

If the provisional administrator does not pass or take the required examination(s) within the original 90 day provisional license period, the facility must obtain the services of a consultant administrator for a minimum of sixteen (16) hours per month until the provisional license holder has passed the exam(s). The consultant administrator must have a minimum of two years of experience operating a facility.

Request for provisional licensure extension must be made in writing **prior to the 90 day expiration date** and must state extenuating circumstances if the provisional licensee has not passed or taken the appropriate examination. Extension requests must come from the owner of the facility or from an officer of the facility's board of directors. Requests received from the provisional license holder or submitted after the license expiration date will not be processed.

Per [S.C. Code of Regulation 93-130\(E\)](#), no provisional license can be renewed so as to extend more than **180 days** from the date first issued.

Requests for Multiple Provisional License

Per Regulation 93-130(F) and (G), if the provisional licensee fails the examination the second time, the provisional license will be terminated at the end of the provisional license period. Applicants who have failed the exam twice are therefore not eligible to hold a provisional license and must pass the required examinations for permanent licensure.

Applicants who have not failed the examination more than twice, are eligible to hold multiple, nonconcurrent provisional licenses within one (1) year of receipt of the initial application.

An applicant may not make an additional provisional license request for the same facility in which they have already been granted a provisional license.