Reg Writer's Quick-reference Sheet

Capitalization

Course: upper when specific course title (World History 101), lower if not (...a world history course)

Degrees: lowercase (bachelor's degree, master's degree)

Form Names: uppercase the word "form" when part of the form name, lowercase if not

Job titles: general rule: lowercase unless identifying proper name or proper title

Examples:
- KRS 99.999 requires the executive director to....
  Exception: the Governor (re: the Governor of Kentucky)

Other Formatting Rules

- **Grades:** grade 12, not grade twelve (12)
  K-12, not K through twelve (12)
- **Measurements:** 10 in. x 11 in. x 2 ft.
- **Tables:**
  - Use only numbers (not five (5))
  - % sign may only be used in tables

One if used in the place of "a person"
...if one is given a chance
...in a one-on-one meeting

Regs Numbering Sequence

Section 1.
subsection (1)
paragraph (a)
subparagraph 2.
clause a.
subclause (iv)

Citations

405 KAR 5:020, Section 2(2)(b)1.a.(iv)
405 KAR Chapter 5
Code of Federal Regulations - C.F.R.
Executive Order - EO
KAR Title 16
Kentucky Acts Chapter - Ky Acts ch.
Public Law - Pub.L.
United States Code - U.S.C.

Prohibited Words and Phrases

Do Not Use:	Use:
And/or	"and" for a conjunctive "or" for a disjunctive
Any and all	either word
As provided in this administrative regulation	----
And the same hereby is	is
Either directly or indirectly	----
Except where otherwise provided	State specific exemption.
Final and conclusive	final
Full force and effect	force or effect
In the event that; In case	if
Including but not limited to	State the specific items to be included.
Is authorized; Is empowered	may
Is defined and shall be construed to mean	means
Is hereby required to	shall
It shall be lawful	may
Latin words	Do not use unless medical or scientific terminology. However, "et seq." may be used for citations.
Null and void and of no effect	void
Order and direct	either word
Provision of law	law
Until such time as	until
Whenever	if

Numbers

Zero: spelled only

1 – 99 (& decimals to tenths place)
spelled and in parentheses
"three (3) dollars" "fifty-five (55)" "eighty and five-tenths (80.5)"

100+ (& decimals to hundredths+ place)
number only (nothing in parentheses)
"101" "145.23" "3,798" "$10.65" "$4.8 million"

Material Incorporated by Reference Samples

Language for incorporating only ONE item:

Section {#}. Incorporation by Reference. (1) "{Title of Material}", {edition date}, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at {agency name}, {address}, Monday through Friday, {agency office hours}, or online at _____.

Language for incorporating MULTIPLE items:

Section {#}. Incorporation by Reference. (1) The following material is incorporated by reference:
(a) "{Title of Material}", {edition date};
(b) "{Title of Material}", {edition date}; and
(c) "{Title of Material}", {edition date}.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at {agency name}, {address}, Monday through Friday, {agency office hours}, or online at _____.

Including Web sites in MIR Section of a reg:

If the Web site is:

Agency-based, put the Web site at the end of subsection (2)

External to the state agency, create a subsection (3)
"(3) This material may also be obtained at {Web site}."

Types of Regulations

(New Administrative Regulation)	(New Emergency Administrative Regulation)
(Amendment)	(Emergency Amendment)
(Repealer)	(Emergency Repealer)
(Amended After Comments)	(Emergency Amended After Comments)

Reg Filer's Quick-reference Sheet

General Filing Deadlines

Regulations, SOCs, SOC extensions

Due by noon on the 15th of the month.

If the 15th falls on a Saturday, Sunday, or holiday, the deadline is moved to noon on the preceding workday.

Agency Amendments

Due by COB 3 workdays prior to the ARRS meeting.

Public Comment Period (PCP) Notices

Due by COB the 2nd workday of the month after the Public Comment Period ends.

Emergency PCP (1 month) **Ordinary PCP** (2 months) (+ext)

Before Filing

Make sure

- Signatures have been obtained
- The most recent RIA, Federal Mandate (if applicable), and Fiscal Impact Statement forms have been used
- To email the Compiler to check for filing compliance
- To apply Compiler's filing compliance changes
- Copies have been made
- To email finalized administrative regulation in MS Word format to RegsCompiler@LRC.ky.gov
- To take copies of material incorporated by reference (if applicable)

Number of Copies to File

Filing a regulation or an SOC

Original	Single sided	stapled
1 copy	Single sided	unstapled
4 copies*	Single OR double sided	stapled

*One of the 4 copies is for you to take back.

SOC Not Amended After Comments ONLY - If your SOC has multiple regs that are not amended after comments, instead of bringing the original and five copies for each regulation number, you may simply add two unstapled copies for each *additional* regulation listed on the SOC.

Filing a Suggested Amendment, Suggested Substitute, or Agency Amendment

Cover Lttr*	Single sided	unstapled
2 copies	Single sided	unstapled
18 copies	Single OR double sided	stapled

*To get a stamped copy for yourself, please bring an extra.

Regs Compiler Email

RegsCompiler@LRC.ky.gov

Use this email address to send

Administrative Regulations

- Each is its own MS Word document and the document includes all attachments (including RIA, Fiscal Impact Stmt, etc.)
- Signature page required, no actual signature needed in the electronic copy
- Multiple regulations can be sent in one email
- Please title email with reg numbers
- Sending MIR by email is not required

Letters - Must be on letterhead and contain a signature

- Notifications about Public Hearings
- Notifications about Public Comment Periods
- Deferral requests
- SOC extensions
- Recodification requests
- Technical Amendment requests
- Withdrawals

MIR

Paper material

4 pages or less (and single-sided, 8-1/2 x 11", and on white paper)

- Attach copies of the Summary and the MIR to the back of the original and each copy of the regulation

5 pages or more (or double sided, oddly-dimensioned, or colored paper)

- Place one copy of the MIR in a binder that can stand alone on a shelf
- Label the binder with the reg number and date filed
- Binder's first page is a copy of the Summary of Material Incorporated by Reference

On a disk

- PDF format only
- Label the disk and the case with the reg number and date filed

Content Pre-review Policy

Due to workload constraints, ARRS Staff will only do content pre-reviews on one regulation for new or infrequent filers.

Agency representatives are expected to apply similar changes to remaining regulations and to future regulations.

What can be done by Technical Amendment?

Examples include

- Typos that do not affect the substance of the regulation
- Mailing address, phone number, or email address of the administrative body
- Citations to statutes or other regulations if a format change within that statute or regulation has changed the numbering or lettering of parts
- As a response to a statute or executive order, changing the name of the administrative body or making any other technical changes necessary to carry out the provisions of the statute or executive order

NOT Included

A substantive change to a regulation or form. This has to go through the regulation promulgation process.