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Kentucky Board of Interpreters for the Deaf & Hard of Hearing  
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COMMISSIONER

November 6, 2024

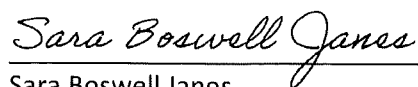
Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill, Regulation Compiler  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort, KY 40601

- Re: **201 KAR 39:001. Definitions for 201 KAR Chapter 39.**  
**201 KAR 39:030. Application; qualifications for full licensure; and certification levels. (Amended After Comments Version)**  
**201 KAR 39:040. Fees**  
**201 KAR 39:050. Renewal and reinstatement of full licenses.**  
**201 KAR 39:060. Reinstatement of full license subject to disciplinary action.**  
**201 KAR 39:070. Application and qualifications of temporary licensure and extensions. (Amended After Comments Version)**  
**201 KAR 39:075. Supervision.**  
**201 KAR 39:090. Continuing education unit requirements. (Amended After Comments Version)**  
**201 KAR 39:100. Complaint procedures.**  
**201 KAR 39:120. Code of ethics.**  
**201 KAR 39:130. Nonresident interpreter registry.**

Dear Co-Chairs:

After consideration of the issues raised by staff, the Board of Interpreters for the Deaf and Hard of Hearing proposes the attached suggested substitutes to these ordinary regulations.

Sincerely,



Sara Boswell Janes  
Board Counsel  
Board of Interpreters for the Deaf and Hard of Hearing

**SUGGESTED SUBSTITUTE**

**BOARDS AND COMMISSIONS**

**Board of Interpreters for the Deaf and Hard of Hearing**

**201 KAR 39:001. Definitions for 201 KAR Chapter 39.**

RELATES TO: KRS 309.300(4), 309.301(2)(a), 309.304

STATUTORY AUTHORITY: KRS 309.304(3)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.304(3) requires the Kentucky Board of Interpreters for the Deaf and Hard of Hearing to promulgate administrative regulations pertaining to the practice and licensure of a deaf or hearing[~~an~~] interpreter, a deaf or hearing[~~an~~] interpreter intern, or a deaf or hearing student in training. This administrative regulation establishes definitions for 201 KAR Chapter 39.

Section 1. Definitions.

(1) "American Sign Language Proficiency Interview (ASLPI) as administered by Gallaudet University" means the assessment that rates the ability to use American Sign Language grammar and vocabulary in most formal and informal conversations on social and work topics.

(2) "BEI" means the Board for Evaluation of Interpreters sponsored by the Department of Assistive and Rehabilitative Services in Texas, and the University of Arizona National Center for Interpretation Testing, Research, and Policy.

(3) "Board-approved supervisor[~~mentor~~]" means a licensed interpreter in this state or the resident of another state who meets the requirements established by 201 KAR 39:075.[~~;~~]

[(a)] [~~Meets the requirements for licensure in this state as set forth in KRS 309.300 to 390.319 and 201 KAR Chapter 39;~~]

[(b)] [~~Holds a valid certificate meeting the requirements for full licensure for a minimum of three (3) years prior to serving as a mentor; and~~]

[(c)] [~~Has completed forty-five (45) hours of continuing education since obtaining certification.~~]

(4) [~~"Case manager" means a member of the board appointed by the chair of the board to review complaints and investigative reports, and to participate in informal proceedings to resolve a formal complaint.~~]

~~(5)~~ "CASLI" means the Center for Assessment of Sign Language Interpretation.

~~(5)~~~~(6)~~ "CGKE" means the CASLI Generalist Knowledge Exam **and** is an exam administered by CASLI to both hearing and deaf candidates.

~~(6)~~~~(7)~~ "CGPE-NIC" means the CASLI Generalist Performance Exam-NIC administered to hearing candidates after passing the CGKE.

~~(7)~~~~(8)~~ "CGPE-CDI" means the CASLI Generalist Performance Exam-CDI administered to deaf candidates after passing the CGKE.

~~(8)~~~~(9)~~~~(5)~~ "Certificate of Interpretation (CI) granted by RID" means a certificate indicating that the holder has demonstrated the ability to interpret between American Sign Language and spoken English in both sign-to-voice and voice-to-sign, without consideration of the interpreter's ability to transliterate.

~~(9)~~~~(10)~~~~(6)~~ "Certificate of Transliteration (CT) granted by RID" means a certificate indicating that the holder has demonstrated the ability to transliterate between English-based sign language and spoken

English in both sign-to-voice and voice-to-sign, without consideration of the transliterator's ability to interpret.

**(10)[(11)]**[(7)] "Certified Deaf Interpreter (CDI) granted by RID" means a certificate indicating the holder of this certificate is an interpreter who is deaf or hard of hearing, has passed comprehensive written and performance tests, and is recommended for a broad range of assignments where an interpreter who is deaf or hard of hearing would be beneficial.

**(11)[(12)]**[(8)] "Chair" means the chair or vice-chair of the board.

**(12)[(13)]**[(9)] "Charge" means a specific allegation contained in a formal complaint issued by the board alleging a violation of a specified provision of KRS 309.300 to 309.319, 201 KAR Chapter 39, or any other state or federal statute or administrative regulation.

**(13)[(14)]**[(10)] "Complaint" means any written or **recorded[videotaped]** allegation of misconduct by a licensed individual that might constitute a violation of KRS 309.300 to 309.319, 201 KAR Chapter 39, or any state or federal statute regulating the practice of interpreting.

**(14)[(15)]**[(11)] "Complaint screening committee" means a committee consisting of three (3) persons on the board appointed by the chairman of the board to review complaints and investigative reports, and to participate in informal proceedings to resolve a formal complaint or recommend action to the board.

**(15)[(16)]**[(12)] "Comprehensive Skills Certificate (CSC) granted by RID" means a certificate indicating that the holder has demonstrated the ability to interpret between American Sign Language and Spoken English and to transliterate between spoken English and an English-based sign language.

**(16)[(17)]**[(13)] "Conditional Legal Interpreting Permit-Relay (CLIP-R) granted by RID" means that the holder of this conditional permit has completed a RID-recognized training program designed for interpreters and transliterators who work in legal settings, who are also deaf or hard of hearing, and who are recommended for a broad range of assignments in the legal setting.

**(17)[(18)]**[(14)] "Cued Language Transliterator National Certification Examination (CLTNCE)" means the examination **that[which]** measures skills that satisfy the TECUnit minimum standard of both knowledge and skills in cued language transliteration and passage of which is required to recommend the individual for limited settings that require cued speech.

**(18)[(19)]**[(15)] "Deaf Interpreter" means an individual who is deaf or hard of hearing and holds licensure or temporary licensure indicating the holder is an interpreter who is deaf or hard of hearing, has submitted proof of qualification to the board, and is recommended for a broad range of assignments where an interpreter who is deaf or hard of hearing would be beneficial.

**(19)[(20)]**[(16)] "Deaf or Hard of Hearing Individuals" means individuals who have hearing disorders and who cannot hear and understand speech clearly through the ear alone with or without amplification, as verified by a licensed medical professional specializing in the provision of services to the deaf and hard of hearing.

**(20)[(21)]**[(17)] "Education Interpreter Performance Assessment (EIPA) granted by Boys Town National Research Hospital" means a proficiency assessment for K-12 interpreting only, which indicates that the holder:

- (a) Has demonstrated the ability to expressively interpret classroom content and discourse;
- (b) Has demonstrated the ability to receptively interpret student sign language;
- (c) Is not limited to any one sign language or system; and
- (d) Is recommended to work with students who predominately use American Sign Language (ASL), Manually-Coded English (MCE), or Pidgin Sign English (PSE).

**(21)[(22)]**[(18)] "Educational Certificate: K-12 (Ed: K-12) granted by RID" means that the holder has demonstrated:

- (a) The ability to interpret classroom content, discourse, and student sign language; and
- (b) Proficient expressive and receptive interpreting skills in all elementary and secondary school classroom settings.

**(22)~~[(23)]~~[(19)]** "Formal complaint" means a formal administrative pleading authorized by the board ***that***~~[which]~~:

- (a) Sets forth charges against a licensed individual or other person; and
- (b)1. Commences a formal disciplinary proceeding pursuant to KRS Chapter 13B; or  
2. Requests the court to take criminal or civil action.

**(23)~~[(24)]~~[(20)]** "Informal proceedings" means the proceedings instituted at any stage of the disciplinary process with the intent of reaching a dispensation of any matter without further recourse to formal disciplinary procedures under KRS Chapter 13B.

**(24)~~[(25)]~~[(21)]** "Interpretation Certificate (IC) granted by RID" means that the holder has demonstrated the ability to interpret between American Sign Language and spoken English.

**(25)~~[(26)]~~[(22)]** "Interpreting Certificate/Transliteration Certificate (IC/TC) granted by RID" means that the holder has demonstrated the ability to transliterate between English and a signed code for English and the ability to interpret between American Sign Language and spoken English.

**(26)~~[(27)]~~[(23)]** "Investigator" means an individual designated by the board to assist the board in the investigation of a complaint.

**(27)~~[(28)]~~[(24)]** "Licensure year" means the period between July 1st of each year and June 30th of the following year or the time from which a license or temporary license was granted until the next June 30th.

**(28)~~[(29)]~~[(25)]** "Master Comprehensive Skills Certificate (MCSC) granted by RID" means that the holder has demonstrated a higher standard of performance than holders of the CSC and is recommended for a broad range of interpreting and transliterating assignments.

**(29)~~[(30)]~~[(26)]** "NAD" means the National Association of the Deaf.

**(30)~~[(31)]~~[(27)]** "NAD Level III (Generalist)" means that the holder has demonstrated average voice-to-sign skills, good sign-to-voice skills, and the minimum competence needed to meet generally accepted interpreter standards, except that this individual is not qualified for all situations.

**(31)~~[(32)]~~[(28)]** "NAD Level IV (Advanced)" means that the holder has demonstrated excellent voice-to-sign skills and above average sign-to-voice skills, and this individual is recommended for most situations.

**(32)~~[(33)]~~[(29)]** "NAD Level V (Master)" means that the holder has demonstrated superior voice-to-sign skills and excellent sign-to-voice skills, and this individual is recommended for a broad range of interpreting assignments.

**(33)~~[(34)]~~[(30)]** "National Interpreter Certification (NIC)" means a certification indicating that the holder has passed the NIC Knowledge exam ~~[as administered by RID]~~ and has scored within the standard range on the interview and performance portions of the test.

**(34)~~[(35)]~~[(31)]** "National Interpreter Certification (NIC Advanced)" means a certification indicating that the holder has passed the NIC Knowledge exam ~~[as administered by RID]~~, scored within the standard range on the interview portion, and scored within the high range on the performance portion of the test.

**(35)~~[(36)]~~[(32)]** "National Interpreter Certification Master (NIC Master)" means a certification indicating that the holder has passed the NIC Knowledge exam ~~[as administered by RID]~~ and has scored within the high range on both the interview and performance portions of the test.

~~(36)~~~~(37)~~~~(33)~~ "Nationally Recognized Organization" means an organization that owns or administers an interpreting skills assessment that has been adopted by law or **administrative** regulation by two (2) or more state agencies or state regulatory boards.

~~(37)~~~~(38)~~ "Nonresident interpreter" means a person who resides in another state and engages in the practice of interpreting for less than twenty (20) days **per year** without a Kentucky license.

~~(38)~~~~(39)~~ "Nonresident Interpreter Registry" means the registry required for tracking the number of days of service a nonresident interpreter provides in Kentucky **that/which** is authorized without a license.

~~(39)~~~~(40)~~~~(34)~~ "One (1) continuing education hour" means sixty (60) contact minutes of participating in continuing education experiences.

~~(40)~~~~(41)~~~~(35)~~ "Oral Interpreting Certificate. Comprehensive (OIC:C) granted by RID" means a certificate indicating that the holder has demonstrated the ability to transliterate a spoken message from a person who hears to a person who is deaf or hard-of-hearing and the ability to understand and repeat the message and intent of the speech and mouth movements of the person who is deaf or hard-of-hearing.

~~(41)~~~~(42)~~~~(36)~~ "Oral Interpreting Certificate. Spoken to Visible (OIC:S/V) granted by RID" means a certificate indicating that the holder has demonstrated the ability to transliterate a spoken message from a person who hears to a person who is deaf or hard-of-hearing.

~~(42)~~~~(43)~~~~(37)~~ "Oral Interpreting Certificate. Visible to Spoken (OIC:V/S) granted by RID" means a certificate indicating that the holder has demonstrated the ability to understand the speech and silent mouth movements of a person who is deaf or hard-of-hearing and to repeat the message for a hearing person.

~~(43)~~~~(44)~~~~(38)~~ "Oral Transliteration Certificate (OTC) granted by RID" means a certificate indicating that the holder has demonstrated ability to transliterate a spoken message from a person who hears to a person who is deaf or hard-of-hearing and the ability to understand and repeat the message and intent of the speech and mouth movements of the person who is deaf and hard-of-hearing.

~~(44)~~~~(45)~~~~(39)~~ "Reverse Skills Certificate (RSC) granted by RID". means a certificate indicating that the holder:

- (a) Is deaf or hard of hearing; and
- (b) Has demonstrated the ability to:
  1. Interpret between American Sign Language and English-based sign language; or
  2. Transliterate between spoken English and a signed code for English.

~~(45)~~~~(46)~~~~(40)~~ "Revoked" means the process by which the board terminates all rights and privileges associated with that license, in settlement of a disciplinary action initiated by the board.

~~(46)~~~~(47)~~~~(41)~~ "RID" means Registry of Interpreters for the Deaf, Inc.

~~(42)~~ ["Sign Communication Proficiency Interview (SCPI) as developed by National Technical Institute for the Deaf" means the assessment that rates the ability to communicate expressively and receptively in a video-taped one-on-one interview or conversation with a trained interviewer.]

~~(47)~~~~(48)~~~~(43)~~ "Sign Language Proficiency Interview (SLPI) as developed by National Technical Institute for the Deaf" means the assessment that rates the ability to communicate expressively and receptively in a **recorded/video-taped** one-on-one interview or conversation with a trained interviewer.

~~(48)~~~~(49)~~~~(44)~~ "Specialist Certificate: Legal (SC:L) granted by RID" means a certificate indicating that the holder has demonstrated specialized knowledge of legal settings and greater familiarity with language used in the legal system and is recommended for a broad range of assignments in the legal setting.

~~(49)~~~~(50)~~~~(45)~~ "Specialist Certificate: Performing Arts (SC:PA) granted by RID" means a certificate indicating that the holder has demonstrated specialized knowledge in performing arts interpretation and is recommended for a broad range of assignments in the performing arts setting.

~~(50)~~~~(51)~~~~(46)~~ "TECUnit" means the National Training, Evaluation, and Certification Unit.

~~(51)~~~~(52)~~~~(47)~~ "Transliteration Certificate (TC) granted by RID" means a certificate indicating that the holder has demonstrated the ability to transliterate between spoken English and a signed code for English.

~~(52)~~~~(53)~~~~(48)~~ "Voluntary surrender" means the process by which a person who holds a license issued by the board, knowingly and willingly, returns the license to the board, forfeiting all rights and privileges associated with that license, in settlement of a disciplinary action initiated by the board.

CONTACT PERSON: Sara Boswell Janes, Staff Attorney III, Department of Professional Licensing, Office of Legal Services, 500 Mero Street, 2 NC WK#2, phone (502) 782-2709, fax (502) 564-4818, email Sara.Janes@ky.gov, link to PPC public comment portal: [https://ppc.ky.gov/reg\\_comment.aspx](https://ppc.ky.gov/reg_comment.aspx).

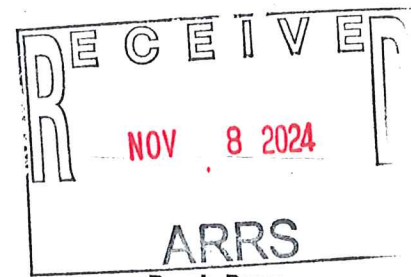


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Re: **201 KAR 39:001. Definitions for 201 KAR Chapter 39.**

**201 KAR 39:030. Application; qualifications for full licensure; and certification levels.  
(Amended After Comments Version)**

**201 KAR 39:040. Fees**

**201 KAR 39:050. Renewal and reinstatement of full licenses.**

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**201 KAR 39:130. Nonresident interpreter registry.**

Dear Co-Chairs:

After consideration of the issues raised by staff, the Board of Interpreters for the Deaf and Hard of Hearing proposes the attached suggested substitutes to these ordinary regulations.

Sincerely,

Sara Boswell Janes

Board Counsel

Board of Interpreters for the Deaf and Hard of Hearing

**SUGGESTED SUBSTITUTE – Amended After Comments Version**

**BOARDS AND COMMISSIONS  
BOARD OF INTERPRETERS FOR THE DEAF AND HARD OF HEARING**

**201 KAR 39:030. Application; qualifications for full licensure; and certification levels.**

RELATES TO: KRS 309.304(1), 309.312(1)(b)

STATUTORY AUTHORITY: KRS 309.304(3), 309.312(1)(b)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.304(3) and 309.312(1)(b) require the Kentucky Board of Interpreters for the Deaf and Hard of Hearing to promulgate an administrative regulation establishing the requirements for an applicant for licensure as an interpreter for the deaf and hard of hearing. This administrative regulation establishes these requirements.

Section 1. Application. Each applicant for a full license shall:

- (1) Submit a completed Application for **Full** Licensure form to the board;
- (2) Pay the application and license fee as **established[set forth]** in 201 KAR 39:040; and
- (3) Submit proof of valid certification from one (1) of the following nationally recognized organizations:
  - (a) At a level recognized by RID, with the exception of NAD III;
  - (b) [At EIPA level 4.0 and passage of the EIPA written;]
  - [(c)] TECUnit;
  - [(c)][(d)] BEI Advanced or better achieved within three (3) years of application;[-or]
  - (d) Another current certification from a nationally recognized organization at the requisite level for sign language interpreters, oral interpreters, or cued speech transliterators as determined by the board; or**
  - (e) Other certifications *established[as described]* in 201 KAR 39:080, if applying for licensure via reciprocity.**

Section 2. Appeal of Denial of an Application for Licensure.

- (1) If an Application for Full Licensure is denied, the applicant shall have the right to appeal that preliminary determination.
- (2) An appeal shall be:
  - (a) Submitted to the board in writing by certified mail; and
  - (b) Received by the board within thirty (30) days after the date the applicant receives the notice of preliminary denial by certified mail or by email message delivered to the addresses stated on the Application for Licensure.
- (3) The appeal of a preliminary denial of an Application for Licensure shall be held in accordance with the provisions of KRS Chapter 13B.

Section 3. **Certification Level Requirements for EIPA. Individuals who are[These] fully licensed with an EIPA level 4.0 or 3.5 and passage of the EIPA written on or before January 1, 2025, shall remain entitled to full licensure if they continue to renew the license annually in compliance with all other licensure requirements. Failure to annually renew a license shall result in an applicant for reinstatement being required [to meet the requirement][shall have until July 1, 2030,] to achieve a**

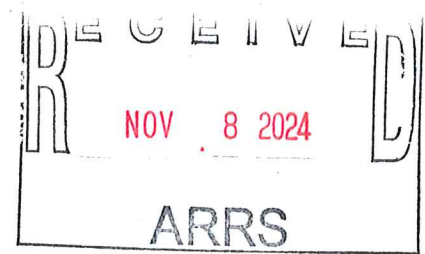


nationally recognized certification ***required by***~~*as identified in*~~ Section 1 of this administrative regulation.

Section 4. Incorporation by Reference. ***[The following material is incorporated by reference:]***

(1) "Application for Full Licensure", DPL-KBI-001, **October**~~[April]~~ **2024**~~[December 2016]~~, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Professional Licensing, 500 Mero Street,~~[911 Leawood Drive,]~~ Frankfort, Kentucky 40601, Monday through Friday, 8:00 a.m. to 4:30 p.m. and on the Board's website at [www.kbi.ky.gov](http://www.kbi.ky.gov).



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Sincerely,

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**SUGGESTED SUBSTITUTE**

**BOARDS AND COMMISSIONS**

**Board of Interpreters for the Deaf and Hard of Hearing**

**201 KAR 39:040. Fees.**

RELATES TO: KRS 309.312(1)(a), (4), 309.306, 309.314(1), (2), (4), (6)

STATUTORY AUTHORITY: KRS 309.304(3), 309.314(1), (2), (4)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.304(3) and 309.314 require the Kentucky Board of Interpreters for the Deaf and Hard of Hearing to promulgate administrative regulations to effectively carry out the provisions of KRS ~~309.300~~~~[304.300]~~ to 309.319 and to establish requirements concerning license fees. This administrative regulation establishes all fees charged by the board.

Section 1. Fees for Full Licensure.

- (1) The application fee for initial licensure shall consist of the following:
  - (a) A nonrefundable ~~seventy-five (75)~~~~[fifty (50)]~~ dollar fee for general application; and
  - (b) A ~~\$150~~~~[\$125]~~ fee for initial licensure, which shall be refunded if:
    1. The application is denied; and
    2. The applicant submits a written request for the refund.
- (2) The annual renewal fee shall be ~~\$150~~~~[\$125]~~. Renewal fees shall not be refundable.

Section 2. Fees for Temporary Licensure.

- (1) The application fee for initial temporary licensure shall be ~~seventy-five (75)~~~~[fifty (50)]~~ dollars. This fee shall be nonrefundable.
- (2) The initial licensure fee for a temporary license shall be ~~\$150~~~~[\$125]~~. ~~This fee shall be nonrefundable. [If the application for initial temporary licensure is denied, the initial licensure fee shall be refunded upon written request of the applicant.]~~
- ~~(3)~~ The extension application fee to maintain or extend a temporary license shall be ~~\$150~~~~[\$125]~~. This fee shall be nonrefundable.

Section 3. Late Renewal ~~[and Extension]~~ Fees.

- (1) All licenses renewed during the sixty (60) day grace period shall require payment of a late renewal fee of ~~\$100~~~~[sixty (60) dollars]~~ in addition to the current renewal fee ~~established~~~~[set forth]~~ in Section ~~1~~~~(2)~~~~[(3)]~~ of this administrative regulation.
- (2) ~~[All temporary licenses extended during the sixty (60) day grace period shall pay a late fee of thirty-five (35) dollars in addition to the current extension application fee set forth in Section 2(3) of this administrative regulation.]~~
- ~~[(3)]~~ Late renewal ~~[and extension]~~ fees shall be nonrefundable.

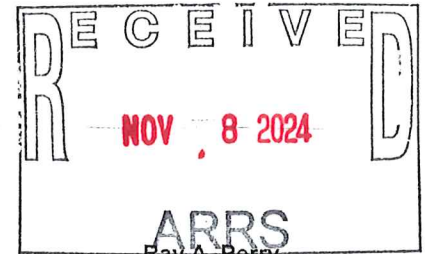
Section 4. Reinstatement Fee.

- (1) The reinstatement fee for a license terminated pursuant to KRS 309.314(3) shall be ~~\$150~~~~[\$125]~~, in addition to the current renewal or extension application fee as ~~established~~~~[set forth]~~ in Section ~~1~~~~(2)~~~~[(3)]~~ or 2(3) of this administrative regulation.
- (2) The reinstatement fee shall be nonrefundable.

Section 5. Fee for a Reciprocal License.

- (1) The fee for a reciprocal license shall be \$250.
- (2) The reciprocal license fee shall be nonrefundable.

Section 6. Duplicate License Fee. The fee for a duplicate license shall be ten (10) dollars.



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**SUGGESTED SUBSTITUTE**

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**Board of Interpreters for the Deaf and Hard of Hearing**

**201 KAR 39:050. Renewal and reinstatement of full licenses~~[, extension of temporary licenses and reinstatement]~~.**

RELATES TO: KRS 309.304(5), 309.312, 309.314.

STATUTORY AUTHORITY: KRS 309.304(3), 309.312, 309.314

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.304(3), 309.312, and 309.314 require the *Kentucky* Board of Interpreters for the Deaf and Hard of Hearing to promulgate administrative regulations to carry **out** the provisions of KRS 309.300 to 309.319; to establish certification requirements for licensure; and to establish renewal and reinstatement fees. This administrative regulation establishes requirements for renewal of **full** licenses, ~~[extension of temporary licenses,]~~ and reinstatement.

Section 1. Renewal of Full Licenses. A person licensed as an interpreter shall renew that license annually, as required by KRS 309.314(1), by submitting ~~[the following]~~ to the board:

- (1) A completed **Full** License Renewal Application form;
- (2) The renewal fee as established in 201 KAR 39:040;
- (3) Proof of current certification of the licensee as an interpreter for the deaf and hard of hearing by a nationally recognized organization, **as required by 201 KAR 39:030, Section 1(3)**; and
- (4) Documentation of completion of the continuing education requirement established in 201 KAR 39:090.

Section 2. Grace Period. If a full license is not renewed by July 1, it may be renewed during the following sixty (60) day period, in accordance with KRS 309.314, by:

- (1) Complying with the requirements established in Section 1 of this administrative regulation; and
- (2) Submitting the late renewal fee established in 201 KAR 39:040, **Section 3**.

Section 3. ~~[(1)]~~ Reinstatement of full license. A license not renewed prior to the close of the sixty (60) day grace period, in accordance with KRS 309.314(4), may be reinstated upon:

- ~~(1)~~~~[(a)]~~ Payment of the renewal fee plus a reinstatement fee as established by 201 KAR 39:040, Section 4(1);
- ~~(2)~~~~[(b)]~~ Submission of a completed Reinstatement Application for **Full License**~~[Licensed Interpreters]~~ form to the board;
- ~~(3)~~~~[(c)]~~ Submission of evidence of completion of continuing education as required by 201 KAR 39:090, Section ~~9~~~~[10]~~; and
- ~~(4)~~~~[(d)]~~ Proof of current certification of the licensee as an interpreter for the deaf and hard of hearing by a nationally recognized organization, **as required by 201 KAR 39:030, Section 1(3)**.

~~[(2)] [The board may reinstate a temporary license only if the licensee submits proof sufficient to the board of situations such as:]~~

- ~~[(a)] [Medical disability of the licensee;]~~
- ~~[(b)] [Illness of the licensee or an immediate family member; or]~~
- ~~[(c)] [Death or serious injury of an immediate family member.]~~
- ~~[(3)] [A request for reinstatement of a temporary license involving medical disability or illness shall be:]~~

- [(a)] [Submitted by the person holding a license; and]
- [(b)] [Accompanied by a verifying document signed by a licensed physician.]
- [(4)] [To request reinstatement of a temporary license a licensee shall submit:]
  - [(a)] [Sufficient proof in support of the reinstatement as required by subsections (2) and (3) of this section;]
  - [(b)] [A completed Temporary License Reinstatement Application form;]
  - [(c)] [The appropriate fee set forth in 201 KAR 39:040;]
  - [(d)] [Proof of completion of the continuing education requirements in 201 KAR 39:090;]
  - [(e)] [A letter recommending the reinstatement and extension written by the Mentor(s) of Record for the previous licensure term which describes the progress achieved by the mentee. The board may waive this requirement upon submission of proof by the licensee that the licensee has substantially met the goals stated in the plan of supervision; and]
  - [(f)] [A revised plan of supervision for the upcoming licensure year.]

Section 4. [Extensions of Temporary Licenses.]

- [(1)] [Temporary licenses shall expire on July 1 each year. To extend a temporary license, a request for extension shall be submitted by July 1 each year.]
- [(2)] [To request an extension of a temporary license:]
  - [(a)] [A temporary licensee shall submit:]
    - [1.] [A completed Temporary License Extension Application form;]
    - [2.] [The appropriate fee set forth in 201 KAR 39:040;]
    - [3.] [Proof of completion of the continuing education requirements set forth in 201 KAR 39:090;]
    - [4.] [A letter recommending extension written by the Mentor(s) of Record for the previous licensure term which describes the progress achieved by the mentee. The board may waive this requirement upon submission of proof by the licensee that the licensee has substantially met the goals stated in the plan of supervision; and]
    - [5.] [A revised plan of supervision for the upcoming licensure year.]
  - [(b)] [A deaf or hard of hearing temporary licensee shall submit:]
    - [1.] [Upon applying for a first, second, or third extension:]
      - [a.] [A completed Temporary License Extension Application form;]
      - [b.] [The appropriate fee set forth in 201 KAR 39:040;]
      - [c.] [Proof of completion of the continuing education requirements set forth in 201 KAR 39:090;]
      - [d.] [A letter recommending extension written by the Mentor(s) of Record which describes the progress achieved by the Mentee. The board may waive this requirement upon submission of proof by the licensee that the licensee has substantially met the goals stated in the plan of supervision; and]
      - [e.] [A revised plan of supervision for the upcoming licensure year.]
    - [2.] [Upon applying for a fourth and subsequent extensions, a temporary license holder shall submit to the board documentation proving:]
      - [a.] [All requirements listed in paragraph (a) of this subsection; and]
      - [b.] [Proof of passage of the RID CDI Knowledge Exam.]
- [(3)] [The extensions of temporary licenses under this section shall be subject to the term limitations imposed by 201 KAR 39:070, Section 2(2).]

[Section 5.] Incorporation by Reference.

- (1) The following material is incorporated by reference:
  - (a) "Full License Renewal Application", DPL-KBI-002[02], October[April] 2024[June 2017]; and

(b) "Reinstatement Application for Full License~~[Licensed—Interpreters]~~", DPL-KBI-003~~[03]~~, October~~[April]~~ 2024.~~[December 2016;]~~

~~[(c)] ["Temporary License Reinstatement Application", December 2016; and]~~

~~[(d)] ["Temporary License Extension Application", June 2017.]~~

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Professional Licensing, 500 Mero Street,~~[911 Leawood Drive,]~~ Frankfort, Kentucky 40601, Monday through Friday, 8:00 a.m. to 4:30 p.m. and on the board's Web site at kbi.ky.gov.

**Material Incorporated by Reference:**

DPL-KBI-002

Delete or replace statutory reference to KRS 309.060.

4. lists a renewal fee of \$125, but 201 KAR 39:040 has proposed to increase the fee to \$150.

The late fee is listed as \$60, but 201 KAR 39:040 has proposed to increase the fee to \$100.

DPL-KBI-003

The reinstatement fee and the renewal fee are each listed as \$125, but 201 KAR 39:040 has proposed to increase both of these fees to \$150.



SUMMARY OF MATERIALS INCORPORATED BY REFERENCE  
201 KAR 39:050

The following materials are incorporated by reference:

- (a) "License Renewal Application", June 2017, consisting of two (2) pages, is the form required to be used for licensure renewal.
- (b) "Reinstatement Application for Licensed Interpreters", December 2016, consisting of two (2) pages, is the form required to be used for reinstatement of a license.
- (c) "Temporary License Reinstatement Application", December 2016, consisting of three (3) pages, is the form required to be used for reinstatement of a temporary license.
- (d) "Temporary License Extension Application", June 2017, consisting of three (3) pages, is the form required to be used for a temporary license extension.

SUMMARY OF CHANGES TO MATERIALS INCORPORATED BY REFERENCE  
201 KAR 39:050

There are no substantive changes to the MIR with the exception of the Temporary License Reinstatement Application, which has been stricken and the Temporary License Extension Application being moved to 201 KAR 39:070 which relates only to temporary licensure. However, the forms have been numbered, statutory and regulatory citations have been added and the format has been updated.

- (a) "Full License Renewal Application", DPL-KBI-002, October 2024, consisting of four (4) pages, is the form required to be used for full licensure renewal.
- (b) "Reinstatement Application for Licensed Interpreters", DPL-KBI-003, October 2024, consisting of three (3) pages, is the form required to be used for reinstatement of a full license.

Commonwealth of Kentucky Board of Interpreters for the Deaf and Hard of Hearing P.O. Box 1360 Frankfort, KY 40602 Ph: 502-892-4252 Fax: 502-564-4818 <a href="mailto:KBI@ky.gov">KBI@ky.gov</a>	 <b>FULL LICENSE RENEWAL                  APPLICATION</b>	DPL-KBI- 002 Rev. October 2024  KRS 309.314, 309.304(3) 201 KAR 39:050 and 39:040
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Return the completed form with the appropriate fee to the address above prior to the deadline date of July 1. Per KRS Chapter 309 and regulations governing this profession, you are required to renew your license every year by submitting:

1. Full License Renewal Application form;
2. Fifteen (15) hours of continuing education units, three (3) of which must be in ethics. Documentation of completion must be attached;
3. Proof of current certification; and
4. Renewal Fee of \$150 , made payable to the **Kentucky State Treasurer. DO NOT SEND CASH.**

**Note:**

- **Late fee** for renewals received during the 60-day grace period (postmarked between July 2 and August 31) is \$100. The licensee may continue to work during this grace period.
- **Licenses not renewed by August 31 will terminate** and you shall immediately **CEASE AND DESIST** the practice of interpreting for the deaf and hard of hearing in the Commonwealth of Kentucky.
- **No exceptions shall be made.**

<u>Last Name</u>		<u>First Name</u>		<u>Middle Name</u>	
<u>Social Security Number</u>			<u>License Number</u>		
<u>Mailing Address</u>					
<u>Street or P.O. Box:</u>					
<u>City:</u>		<u>State:</u>		<u>Zip:</u>	
<u>Telephone Numbers (including area code)</u>					
<u>Work:</u>		<u>Cell:</u>		<u>Home:</u>	
<u>E-mail Address</u>					
1.	Have you ever been convicted of a felony, or a misdemeanor where a jail sentence was imposed, or any crime involving moral turpitude since the last renewal of your license? If yes, send supporting documentation.				<input type="checkbox"/> YES <input type="checkbox"/> NO

	<p><b>If yes, what offense?</b></p>  <p><b>If yes, please explain when, where, etc.</b></p>	
2.	<p><b>Has your License as a licensed interpreter or any other professional credential in Kentucky or any other state been subject to disciplinary action since the last renewal of your license? If yes, give details &amp; send supporting documentation:</b></p>	<p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>
3.	<p><b>Have you ever been convicted of violating any federal or state law applicable to the practice of interpreting since the last renewal of your license? If yes, send supporting documentation.</b></p> <p><b>If yes, what offense?</b></p>  <p><b>If yes, please explain when, where, etc.</b></p>	<p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>

4.	<p><b>Have you ever been found to have violated the code of ethics of a national organization that issued you a certification you hold or ever held since the last renewal of your license? If yes, send supporting documentation.</b></p> <p><b>If yes, what offense?</b></p>  <p><b>If yes, please explain when, where, etc.</b></p>	<p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p>
5.	<p><b>Please list all your current nationally recognized certifications for sign language interpreters:</b></p> <p><b>(Attach a copy of at least one of the certifications)</b></p>	

Please complete the section below including the complete date and hours obtained. It is your responsibility to maintain all documentation of attendance. Requirements for continuing education units are outlined in 201 KAR 39:090 and should be carefully reviewed. **Do not attach documentation of attendance unless you are audited.**

Fifteen (15) continuing education unit hours are required, three (3) of which must be in ethics.

Course Name	Dates Attended mm/dd/yr	Hours Earned	Sponsoring Organization	Prior Board Approval Y/N

**APPLICANT'S AFFIDAVIT**

I, the licensee named in the above, do certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief.

I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Kentucky Board Interpreters for the Deaf and Hard of Hearing.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature) Do not type or print.

Commonwealth of Kentucky Board of Interpreters for the Deaf and Hard of Hearing P.O. Box 1360 Frankfort, KY 40602 Ph: 502-892-4252 Fax: 502-564-4818 KBI@ky.gov	 <b>FULL LICENSE RENEWAL APPLICATION</b>	DPL-KBI- 002 Rev. <u>October 2024</u> [April 2024]  KRS 309.314, <u>309.304(3)</u> [ <del>309.060</del> ] 201 KAR 39:050 and 39:040
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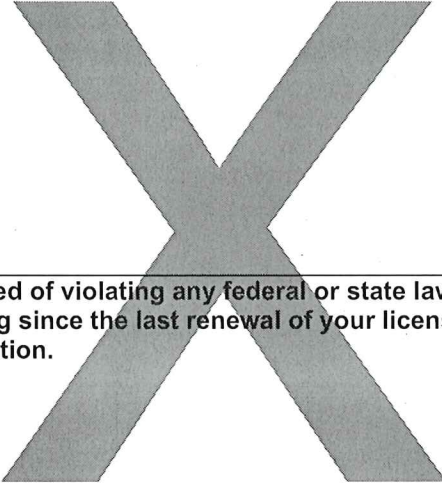
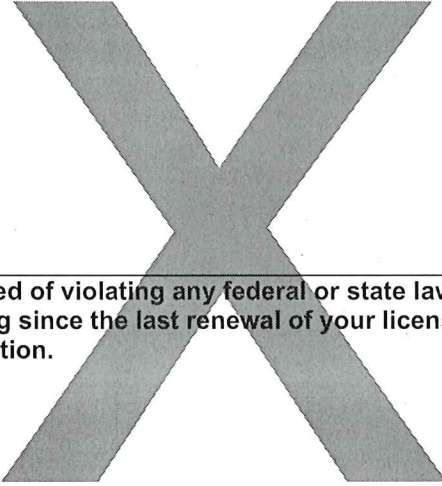
Return the completed form with the appropriate fee to the address above prior to the deadline date of July 1. Per KRS Chapter 309 and regulations governing this profession, you are required to renew your license every year by submitting:

1. Full License Renewal Application form;
2. Fifteen (15) hours of continuing education units, three (3) of which must be in ethics. Documentation of completion must be attached;
3. Proof of current certification; and
4. Renewal Fee of \$150 [~~\$425~~], made payable to the **Kentucky State Treasurer**. **DO NOT SEND CASH.**

**Note:**

- **Late fee** for renewals received during the 60-day grace period (postmarked between July 2 and August 31) is \$100 [~~\$60~~]. The licensee may continue to work during this grace period.
- **Licenses not renewed by August 31 will terminate** and you shall immediately **CEASE AND DESIST** the practice of interpreting for the deaf and hard of hearing in the Commonwealth of Kentucky.
- **No exceptions shall be made.**

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>
<u>Social Security Number</u>		<u>License Number</u>
<u>Mailing Address</u>		
<u>Street or P.O. Box:</u>		
<u>City:</u>	<u>State:</u>	<u>Zip:</u>
<u>Telephone Numbers (including area code)</u>		
<u>Work:</u>	<u>Cell:</u>	<u>Home:</u>
<u>E-mail Address</u>		
1.	Have you ever been convicted of a felony, or a misdemeanor where a jail sentence was imposed, or any crime involving moral turpitude since the last renewal of your license? If yes, send supporting documentation.	<input type="checkbox"/> YES <input type="checkbox"/> NO

	<p><b>If yes, what offense?</b></p> <p><b>If yes, please explain when, where, etc.</b></p>	
<p>2.</p>	<p><b>Has your License as a licensed interpreter or any other professional credential in Kentucky or any other state been subject to disciplinary action since the last renewal of your license? If yes, give details &amp; send supporting documentation:</b></p> 	<p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>
<p>3.</p>	<p><b>Have you ever been convicted of violating any federal or state law applicable to the practice of interpreting since the last renewal of your license? If yes, send supporting documentation.</b></p> <p><b>If yes, what offense?</b></p> <p><b>If yes, please explain when, where, etc.</b></p> 	<p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>



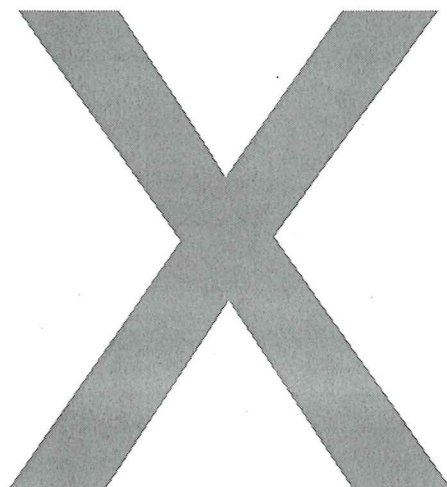


**APPLICANT'S AFFIDAVIT**

I, the licensee named in the above, do certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief.

I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Kentucky Board Interpreters for the Deaf and Hard of Hearing.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature) Do not type or print.



Commonwealth of Kentucky  
 Board of Interpreters for the  
 Deaf and Hard of Hearing  
 P.O. Box 1360  
 Frankfort, KY 40602  
 Ph: 502-892-4252  
 Fax: 502-564-4818  
[KBI@ky.gov](mailto:KBI@ky.gov)



**REINSTATEMENT APPLICATION  
 FOR FULL LICENSE**

DPL-KBI-003  
 Rev. October 2024

KRS 309.314, 309.301 & 309.306  
 201 KAR 39:040, 201 KAR 39:050,  
 201 KAR 39:060, and  
 201 KAR 39:090

**Note:** KRS 309.314 and 201 KAR 39:050 requires each licensed interpreter to reinstate their license upon expiration due to non-renewal. Further, 201 KAR 39:060 provides for reinstatement of a license subject to disciplinary action.

**All licenses not renewed prior to August 31 each year will expire** and the licensee shall **CEASE AND DESIST** the practice of interpreting for the deaf and hard of hearing in the Commonwealth of Kentucky pursuant to KRS 309.301. The licensee may request reinstatement of the license by completing this form in its entirety and submitting it with the reinstatement fee of \$150 in addition to the \$150 license renewal fee, check, or money order made payable to the **Kentucky State Treasurer. DO NOT SEND CASH.**

**SECTION 1**

(TYPE OR PRINT ALL INFORMATION)

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>License Number</u>
<u>Mailing Address</u>			
<u>Street or P.O. Box:</u>			
<u>City:</u>	<u>State:</u>	<u>Zip:</u>	<u>County:</u>
<u>Present Business Address:</u>			
<u>Street or P.O. Box:</u>			
<u>City:</u>	<u>State:</u>	<u>Zip:</u>	<u>County:</u>
<u>Telephone Numbers (including area code)</u>			
<u>Work:</u>	<u>Cell:</u>	<u>Home:</u>	
<u>E-mail Address</u>			

1.	Have you been convicted of a felony or misdemeanor where a jail sentence was imposed, or any crime involving moral turpitude since the last renewal of your license?  If yes, what offense and give details:	<input type="checkbox"/> YES <input type="checkbox"/> NO
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2.	<p>Have you ever been convicted of violating any federal or state law applicable to the practice of interpreting?</p> <p>If yes, what offense and give details:</p>	<p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>
3.	<p>Has your License to be a licensed interpreter or any other professional credential in Kentucky or any other state been subject to disciplinary action?</p> <p>If yes, give details:</p>	<p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>
4.	<p>Have you ever been found to have violated the code of ethics of a national organization that issued you a certification you hold or ever held?</p> <p>If yes, give details:</p>	<p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>

Please complete the form below **INCLUDING COMPLETE DATE AND HOURS OBTAINED**. You **must** attach documentation of continuing education units. It is your responsibility to maintain all documentation of attendance.

Requirements for continuing education units are outlined in **201 KAR 39:090- Continuing education units**. This should be carefully reviewed.

Course Name	Dates Attended mm/dd/yr	CEU Hours Earned	Sponsoring Organization	Prior Board Approval Y/N

**CERTIFICATION AFFIDAVIT**

I, the licensee named in the above, do certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should an investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Kentucky Board Interpreters for the Deaf and Hard of Hearing.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Commonwealth of Kentucky  
Board of Interpreters for the  
Deaf and Hard of Hearing  
P.O. Box 1360  
Frankfort, KY 40602  
Ph: 502-892-4252  
Fax: 502-564-4818  
[KBI@ky.gov](mailto:KBI@ky.gov)



**REINSTATEMENT APPLICATION  
FOR FULL LICENSE**

DPL-KBI-003  
Rev. October 2024 [April 2024]

KRS 309.314, 309.301 & 309.306  
201 KAR 39:040, 201 KAR 39:050,  
201 KAR 39:060, and  
201 KAR 39:090

**Note:** KRS 309.314 and 201 KAR 39:050 requires each licensed interpreter to reinstate their license upon expiration due to non-renewal. Further, 201 KAR 39:060 provides for reinstatement of a license subject to disciplinary action.

**All licenses not renewed prior to August 31 each year will expire** and the licensee shall **CEASE AND DESIST** the practice of interpreting for the deaf and hard of hearing in the Commonwealth of Kentucky pursuant to KRS 309.301. The licensee may request reinstatement of the license by completing this form in its entirety and submitting it with the reinstatement fee of \$150 [\$425] in addition to the \$150 [\$425] license renewal fee, check, or money order made payable to the **Kentucky State Treasurer. DO NOT SEND CASH.**

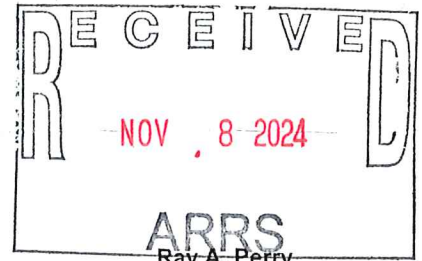
**SECTION 1**  
(TYPE OR PRINT ALL INFORMATION)

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>License Number</u>
<u>Mailing Address</u>			
<u>Street or P.O. Box:</u>			
<u>City:</u>	<u>State:</u>	<u>Zip:</u>	<u>County:</u>
<u>Present Business Address:</u>			
<u>Street or P.O. Box:</u>			
<u>City:</u>	<u>State:</u>	<u>Zip:</u>	<u>County:</u>
<u>Telephone Numbers</u> (including area code)			
<u>Work:</u>	<u>Cell:</u>	<u>Home:</u>	
<u>E-mail Address</u>			

1.	<p>Have you been convicted of a felony or misdemeanor where a jail sentence was imposed, or any crime involving moral turpitude since the last renewal of your license?</p> <p>If yes, what offense and give details:</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
----	---	--

2.	<p>Have you ever been convicted of violating any federal or state law applicable to the practice of interpreting?</p> <p>If yes, what offense and give details:</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	<p>Has your License to be a licensed interpreter or any other professional credential in Kentucky or any other state been subject to disciplinary action?</p> <p>If yes, give details:</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	<p>Have you ever been found to have violated the code of ethics of a national organization that issued you a certification you hold or ever held?</p> <p>If yes, give details:</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO





Andy Beshear  
GOVERNOR

Jacqueline Coleman  
LIEUTENANT GOVERNOR

**PUBLIC PROTECTION CABINET**

**Department of Professional Licensing**  
Kentucky Board of Interpreters for the Deaf & Hard of Hearing  
P.O. Box 1360  
Frankfort, KY 40602  
Phone: (502) 892-4252  
Fax: (502) 564-4818

**ARRS**  
Ray A. Perry  
SECRETARY

**DJ Wasson**  
DEPUTY SECRETARY

**Kristen Lawson**  
COMMISSIONER

November 6, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill, Regulation Compiler  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort, KY 40601

Re: **201 KAR 39:001. Definitions for 201 KAR Chapter 39.**  
**201 KAR 39:030. Application; qualifications for full licensure; and certification levels.**  
**(Amended After Comments Version)**  
**201 KAR 39:040. Fees**  
**201 KAR 39:050. Renewal and reinstatement of full licenses.**  
**201 KAR 39:060. Reinstatement of full license subject to disciplinary action.**  
**201 KAR 39:070. Application and qualifications of temporary licensure and extensions.**  
**(Amended After Comments Version)**  
**201 KAR 39:075. Supervision.**  
**201 KAR 39:090. Continuing education unit requirements. (Amended After Comments Version)**  
**201 KAR 39:100. Complaint procedures.**  
**201 KAR 39:120. Code of ethics.**  
**201 KAR 39:130. Nonresident interpreter registry.**

Dear Co-Chairs:

After consideration of the issues raised by staff, the Board of Interpreters for the Deaf and Hard of Hearing proposes the attached suggested substitutes to these ordinary regulations.

Sincerely,

*Sara Boswell Janes*

Sara Boswell Janes  
Board Counsel  
Board of Interpreters for the Deaf and Hard of Hearing



**SUGGESTED SUBSTITUTE**

**BOARDS AND COMMISSIONS**

**Board of Interpreters for the Deaf and Hard of Hearing**

**201 KAR 39:060. Reinstatement of full license subject to disciplinary action.**

RELATES TO: KRS Chapter 13B, 309.318

STATUTORY AUTHORITY: KRS 309.304(3), 309.314

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.304(3) requires the Kentucky Board of Interpreters for the Deaf and Hard of Hearing to promulgate administrative regulations to carry out the provisions of KRS 309.300 to ~~309.319~~~~[309.3189]~~. KRS 309.314 requires the board to promulgate administrative regulations concerning reinstatement and renewal fees, as well as evidence of completion of continuing education. This administrative regulation establishes the requirements for reinstatement of a license that has been the subject of disciplinary action by the board.

Section 1. Reinstatement of a Full License Revoked by Disciplinary Action of the Board.

(1) If a license has been revoked, an individual may apply for reinstatement by:

- (a) Submitting a completed Reinstatement Application for Full License [~~Reinstatement Application~~] form, incorporated by reference in 201 KAR 39:050;
- (b) Paying the initial licensure fee as established~~[set forth]~~ in 201 KAR 39:040 and the reinstatement fee as established~~[set forth]~~ in 201 KAR 39:040;
- (c) Submitting proof of qualification for licensure as required by~~[set forth in]~~ 201 KAR 39:030; and
- (d) Show evidence of completion of fifteen (15) hours of continuing education for each year since the date of revocation in accordance with the requirements established in 201 KAR 39:090.

(2)

- (a) The board shall review the reinstatement request and determine whether to reinstate the license, based on the provisions of this subsection.
- (b) Based upon the information submitted, the board shall determine if the conditions for reinstatement established~~[listed]~~ in KRS 309.318(5) have been met.
- (c) If the board finds that the conditions for reinstatement have been met, the board~~[it]~~ shall reinstate the license.
- (d) If the board finds that the conditions for reinstatement have not been met, or the applicant failed to comply with the requirements of this administrative regulation, the board~~[it]~~ shall refuse to reinstate the license. The applicant may then request, and the board shall grant, a hearing on the denial conducted pursuant to KRS Chapter 13B.

Section 2. Reinstatement of a Full License that~~[which]~~ was Voluntarily Surrendered as if Revoked.

(1) If a license has been voluntarily surrendered as if revoked, an individual may apply for reinstatement by:

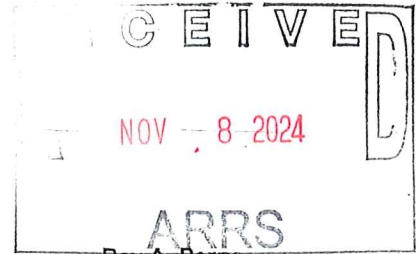
- (a) Meeting of all of the requirements of Section 1(1) of this administrative regulation; and
- (b) Providing documentation of the successful completion of all requirements established in the agreed order that resulted in the voluntary surrender of the license as if revoked.

(2) For a request for reinstatement of a full license voluntarily surrendered as if revoked, the board shall review the reinstatement request, make its determination, and provide for an appeal in accordance with Section 1(2)(a) through (d) of this administrative regulation.

***[Section 3. Incorporation by Reference.***

***(1) "Reinstatement Application for Full License", DPL-KBI-003[03], April 2024, ["License Reinstatement Application", 2011 form,] is incorporated by reference.***

***(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Professional Licensing, 500 Mero Street, [Kentucky Board of Interpreters for the Deaf and Hard of Hearing, 911 Leawood Drive,] Frankfort, Kentucky 40601, Monday through Friday 8 a.m. to 4:30 p.m. and on the board's Web site at [kbi.ky.gov](http://kbi.ky.gov).***



Andy Beshear  
GOVERNOR

Jacqueline Coleman  
LIEUTENANT GOVERNOR

**PUBLIC PROTECTION CABINET**

**Department of Professional Licensing**

Kentucky Board of Interpreters for the Deaf & Hard of Hearing

P.O. Box 1360

Frankfort, KY 40602

Phone: (502) 892-4252

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Ray A. Perry  
SECRETARY

DJ Wasson  
DEPUTY SECRETARY

Kristen Lawson  
COMMISSIONER

November 6, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill, Regulation Compiler  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort, KY 40601

- Re: **201 KAR 39:001. Definitions for 201 KAR Chapter 39.**  
**201 KAR 39:030. Application; qualifications for full licensure; and certification levels.**  
**(Amended After Comments Version)**  
**201 KAR 39:040. Fees**  
**201 KAR 39:050. Renewal and reinstatement of full licenses.**  
**201 KAR 39:060. Reinstatement of full license subject to disciplinary action.**  
**201 KAR 39:070. Application and qualifications of temporary licensure and extensions.**  
**(Amended After Comments Version)**  
**201 KAR 39:075. Supervision.**  
**201 KAR 39:090. Continuing education unit requirements. (Amended After Comments Version)**  
**201 KAR 39:100. Complaint procedures.**  
**201 KAR 39:120. Code of ethics.**  
**201 KAR 39:130. Nonresident interpreter registry.**

Dear Co-Chairs:

After consideration of the issues raised by staff, the Board of Interpreters for the Deaf and Hard of Hearing proposes the attached suggested substitutes to these ordinary regulations.

Sincerely,

Sara Boswell Janes

Board Counsel

Board of Interpreters for the Deaf and Hard of Hearing

**SUGGESTED SUBSTITUTE – Amended After Comments Version**

**GENERAL GOVERNMENT CABINET  
BOARD OF INTERPRETERS FOR THE DEAF AND HARD OF HEARING**

**201 KAR 39:070. Application and qualifications for temporary licensure and extensions.**

RELATES TO: KRS **Chapter 13B**, 309.312(1)(b), (3)

STATUTORY AUTHORITY: KRS 309.304(3), 309.312

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.304(3) and 309.312(1)(b) and (3) require the board to promulgate an administrative regulation establishing the requirements for an applicant for temporary licensure as an interpreter for the deaf and hard of hearing. This administrative regulation establishes the requirements regarding temporary licensure, including extensions.

Section 1. Application for Temporary Licensure. Each applicant shall submit:

- (1) A completed Application for Temporary Licensure [~~Form, as incorporated by reference in 201 KAR 39:030~~];
- (2) The appropriate application and licensure fees as required by 201 KAR 39:040;
- (3) A Plan of Supervision for Temporary License from a board-approved supervisor, pursuant to 201 KAR 39:075 [~~mentor~~];
- (4) Proof documenting passage of the CGKE fundamentals of interpreting, the NIC, or EIPA Skills and Knowledge Assessment [~~Exam~~] for anyone working in the K-12 school setting, within the last five (5) years of application **or another current certification from a nationally recognized organization at the requisite level for sign language interpreters, oral interpreters, or cued speech transliterators as determined by the board.** If the interpreter is deaf or hard of hearing, forty (40) [~~eighteen (18)~~] hours of continuing education focused on general interpretation and ethics [~~CDI preparation~~] may be obtained in lieu of this requirement; and
- (5) Proof of achieving or holding one (1) of the following:
  - (a) Valid NAD Level III as a currently certified member;
  - (b) [~~SCPI Advanced or better, within three (3) years of application;~~]  
[~~e~~] SLPI Advanced or better, within three (3) years of application;
  - (c) [~~e~~] ASLPI of three and one-half (3.5) or better, within three (3) years of application;
  - (d) [~~e~~] EIPA of three and one-half (3.5) or better, within three (3) years of application [~~three (3.0) or better~~]; or
  - (e) [~~f~~] BEI Basic or better, within three (3) years of application.

Section 2. Temporary Licensure Duration.

- (1) An individual may hold temporary licensure for a maximum of five (5) consecutive licensure years from the date of initial issuance.
- (2) An individual who is deaf or hard of hearing may hold temporary licensure for a maximum of ten (10) consecutive licensure years from the date of initial licensure.
- (3) Any [~~reinstatement or~~] extension of a temporary license shall occur during the period established in subsection (1) or (2) of this section and pursuant to Section 4 of this administrative regulation [~~201 KAR 36:050. Section 3 and Section 4~~].

(4) The board may, in individual cases involving medical disability, illness, undue hardship, ~~or~~ active military service, or other extenuating circumstances that preclude the individual from completing the requirements within the timeframe set forth in subsections (1) and (2) of this section ~~above~~, grant an extension of temporary licensure for one (1) additional one (1) year period for applicants who submit to the board:

(a) A written request for a one (1) time, one (1) year extension of the temporary licensure term established~~identified~~ in subsection (1) and (2) of this section~~above~~, delivered to the board~~;~~ by certified mail~~;~~ no less than thirty (30) days before the expiration of the temporary license; and

(b)1. Verifying documentation signed by a licensed physician or proper military personnel, if applicable; or

2. Documentation that provides evidence to support the extension.

~~[(4)] [The board shall, in individual cases involving medical disability, illness, undue hardship, or active military service, or other extenuating circumstances that preclude the individual from completing the requirements, grant an extension of temporary licensure for an additional one (1) year for applicants who submit to the board:]~~

~~[(a)] [A written request for an extension of the temporary licensure term delivered to the board, by certified mail, no less than thirty (30) days before the expiration of the temporary license; and]~~

~~[(b)]~~

~~[1.] [Verifying documentation signed by a licensed physician or proper military personnel, if applicable; or]~~

~~[2.] [Documentation that provides evidence to support the extension.]~~

### Section 3. Supervision Requirements.

~~[(1)] Each applicant for a temporary license shall be trained and supervised by a board-approved supervisor and shall meet the **applicable** requirements of 201 KAR 39:075.~~[mentor.]~~~~

~~[(2)] [During the period of training and supervision the mentor shall meet with the licensee on a quarterly basis. One (1) of these meetings shall be face to face basis with each person being mentored. The remaining meetings may be through the use of video or video teleconferencing or any other method outlined in the approved plan of supervision.]~~

~~[(3)] [A mentor shall contract with no more than twenty (20) temporary licensees during a calendar year.]~~

### Section 4. Extensions of Temporary Licenses.

(1) Temporary licenses shall expire on July 1 each year. To extend a temporary license, a request for extension shall be submitted by July 1 each year. An applicant whose temporary license has expired may apply for an extension during the initial five (5) year period for a hearing interpreter, or the initial ten (10) year period for a deaf interpreter, from the date the temporary license was issued. The board may issue the extension for good cause shown as determined by board, and the duration of the extended temporary license shall not exceed the duration of the initial temporary license.

(2) To request an extension of a temporary license a temporary licensee shall submit:

(a) A completed Temporary License Extension Application form;

(b) The appropriate fee **established~~set forth~~** in 201 KAR 39:040;

(c) Proof of completion of the continuing education requirements set forth in 201 KAR 39:090;

(d) A letter recommending extension written by the board-approved supervisor for the previous licensure term **that~~which~~** describes the progress achieved by the supervisee; and

(e) A revised plan of supervision for the upcoming licensure year.

(3) The extensions of temporary licenses under this section shall be subject to the term limitations imposed by Section 2(1) and (2) of this administrative regulation.

(4) The board may extend the use of the temporary license to an applicant who has submitted a **Temporary License Extension Application**~~[an Application for Extension]~~ on or before the July 1 deadline for a period not to exceed sixty (60) days. The board shall review the application for extension prior to the expiration of the sixty (60) day period.

Section 5. Appeal of Denial of an Application for Temporary Licensure.

(1) If an Application for Temporary Licensure is denied, the applicant shall have the right to appeal that preliminary determination.

(2) An appeal shall be:

(a) Submitted to the board in writing by certified mail; and

(b) Received by the board within thirty (30) days after the date the applicant receives the notice of preliminary denial by certified mail or by email message delivered to the addresses stated on the Application for Licensure.

(3) The appeal of a preliminary denial of an Application for **Temporary** Licensure shall be held in accordance with the provisions of KRS Chapter 13B.

Section 6. Incorporation by Reference.

(1) **The following material is incorporated by reference:**

(a) "Application for Temporary Licensure", DPL-KBI-~~004~~**04**, April 2024;

~~(b)~~, **is incorporated by reference.**

~~(2)~~. "Plan of Supervision for Temporary License", DPL-KBI-~~005~~**05**, April 2024~~[10/2011]~~; **and**

~~(c)~~, **is incorporated by reference.**

~~(3)~~ "Temporary License Extension Application", DPL-KBI-~~006~~**06**, ~~October~~**April** 2024.

~~(2)~~~~(4)~~~~(2)~~ This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Professional Licensing, 500 Mero Street,~~[911 Leawood Drive,]~~ Frankfort, Kentucky 40601, Monday through Friday, 8:00 a.m. to 4:30 p.m. and can be found on the board website at [kbi.ky.gov](http://kbi.ky.gov).

**Material Incorporated by Reference:**

DPL-KBI-006

Delete "201 KAR 39:050. Section 4".

5. After "renewal fee of", insert "\$150". Delete "\$125".

## SUMMARY OF MATERIALS INCORPORATED BY REFERENCE

201 KAR 39:070

The "Plan of Supervision for Temporary License", 10/2011, consisting of three (3) pages, is the form required to be used by for the supervision plan for temporary licensure applicants. This form is incorporated by reference.

## SUMMARY OF CHANGES TO MATERIALS INCORPORATED BY REFERENCE

201 KAR 39:070

A new form, the "Application for Temporary Licensure" , DPL-KBI-04, April 2024, consisting of six (6) pages, is incorporated by reference, and is being adopted for ease in administration between the different licensing types rather than using the same for both full license and temporary license.

Additionally, the "Plan of Supervision for Temporary License", DPL-KBI-05, April 2024, consisting of four (4) pages, is incorporated by reference. The form has been updated for format and the statutory and regulatory citation has been added, as well as an assigned form number.

Finally, the "Temporary License Extension Application", DPL-KBI-006, October 2024, consisting of four (4) pages, has been moved from 201 KAR 39:050 to this administrative regulation since it is the form required to be used for a temporary license extension and this administrative regulation will now house all items relating to temporary licensure application and extension.

Commonwealth of Kentucky  
 Board of Interpreters for the  
 Deaf and Hard of Hearing  
 P.O. Box 1360  
 Frankfort, KY 40602  
 Ph: 502-892-4252  
 Fax: 502-564-4818  
[KBI@ky.gov](mailto:KBI@ky.gov)



**TEMPORARY LICENSE  
 EXTENSION APPLICATION**

DPL-KBI- 006  
 Rev. October 2024  
 KRS 309.312  
 201 KAR 39:070

A temporary license may be issued for a maximum of FIVE (5) consecutive licensure years from the date of issuance. Individuals who initially applied as Deaf or Hard of Hearing, working towards becoming a CDI, may hold temporary licensure for a maximum of TEN (10) consecutive licensure years from the date of initial issuance. **At the end of that timeframe, there are no additional extensions.**

**Note:** "Licensure year" means the period between July 1st of each year and June 30th of the following year or the time from which a license or temporary license was granted until the next June 30<sup>th</sup>.

Temporary licenses expire on July 1 each year. There is no grace period for an extension. Per KRS Chapter 309 and regulations governing this profession, you are required to request an extension of your temporary license every year by submitting:

1. Temporary License Extension Application form;
2. 18 hours of continuing education units (Proof of completion required. See Page 3;
3. A letter from your supervisor recommending your extension;
4. A new Plan of Supervision form; and
5. The renewal fee of \$150 (non-refundable), made payable to the **Kentucky State Treasurer. DO NOT SEND CASH.**
6. Return completed forms with the appropriate fee to the address above by the **deadline date of July 1.** **THERE IS NO GRACE PERIOD FOR AN EXTENSION.**

**SECTION 1**

(TYPE OR PRINT ALL INFORMATION)

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>
<u>Social Security Number</u>	<u>Temporary License Number:</u>	<u>Date of initial issuance of temporary license</u>
<u>Mailing Address</u>		
<u>Street or P.O. Box:</u>		
<u>City:</u>	<u>State:</u>	<u>Zip:</u>
<u>Telephone Numbers (including area code)</u>		
<u>Work:</u>	<u>Cell:</u>	<u>Home:</u>



E-mail Address

1.	Are you or your spouse an active military member? If yes, provide DD214.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Did you initially apply as a deaf or hard-of-hearing individual?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Have you ever been convicted of a felony, or a misdemeanor where a jail sentence was imposed, or any crime involving moral turpitude Since your last extension? If yes, send supporting documentation.  If yes, what offense?  If yes, please explain when, where, etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Have you ever been convicted of violating any federal or state law applicable to the practice of interpreting? If yes, send supporting documentation.  If yes, what offense?  If yes, please explain when, where, etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Have you ever been found to have violated the code of ethics of a national organization that issued you a certification you hold or ever held? If yes, send supporting documentation.  If yes, what offense?  If yes, please explain when, where, etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO

6.	<p><b>Has your License to be a licensed interpreter or any other professional credential in Kentucky or any other state been subject to disciplinary review or disciplinary action?</b></p> <p>If yes, please explain when, where, etc.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
----	---	--

**SECTION 2- Education**

1.	<p><b>Did you graduate from an Interpreter Training Program?</b></p> <p>If yes, did you receive a B.A. or A.A degree?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO																
2.	<p><b>List all degrees obtained, whether an ITP or non-ITP degree:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Post Secondary Institution</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Degree</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Completion Date</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Major</u></th> </tr> </thead> <tbody> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	<u>Post Secondary Institution</u>	<u>Degree</u>	<u>Completion Date</u>	<u>Major</u>													
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**SECTION 3- CONTINUING EDUCATION UNITS**

**Include the following:**

- a) Complete date(s) (mm/dd/yyyy)
- b) Clock Hours obtained.
- c) Attach documentation of attendance. It is your responsibility to maintain all documentation of attendance.
- d) If the continuing education unit activity required Board approval, attach a copy.

**Requirements for continuing education units are outlined in 201 KAR 39:090, including those requiring prior Board approval. Eighteen (18) clock hours, three (3) in ethics, are required.**

Course Name	Dates Attended mm/dd/yr	Hours Earned	Sponsoring Organization	Prior Board Approval Y/N

**CERTIFICATION AFFIDAVIT**

I, the licensee named in the above, do certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief.

I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Sign your name - Do not print or type) mm/dd/yyyy

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Sign your name - Do not print or type) mm/dd/yyyy

Commonwealth of Kentucky  
 Board of Interpreters for the  
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**TEMPORARY LICENSE  
 EXTENSION APPLICATION**

DPL-KBI- 006  
 Rev. October 2024 [April 2024]  
 KRS 309.312  
 [201 KAR 39:050, Section 4, and]  
 201 KAR 39:070

A temporary license may be issued for a maximum of FIVE (5) consecutive licensure years from the date of issuance. Individuals who initially applied as Deaf or Hard of Hearing, working towards becoming a CDI, may hold temporary licensure for a maximum of TEN (10) consecutive licensure years from the date of initial issuance. **At the end of that timeframe, there are no additional extensions.**

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<u>Mailing Address</u>		
<u>Street or P.O. Box:</u>		
<u>City:</u>	<u>State:</u>	<u>Zip:</u>
<u>Telephone Numbers (including area code)</u>		
<u>Work:</u>	<u>Cell:</u>	<u>Home:</u>

E-mail Address

1.	Are you or your spouse an active military member? If yes, provide DD214.	<input type="checkbox"/> YES <input type="checkbox"/> NO
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**SECTION 3- CONTINUING EDUCATION UNITS**

**Include the following:**

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**Requirements for continuing education units are outlined in 201 KAR 39:090, including those requiring prior Board approval. Eighteen (18) clock hours, three (3) in ethics, are required.**

Course Name	Dates Attended mm/dd/yr	Hours Earned	Sponsoring Organization	Prior Board Approval Y/N

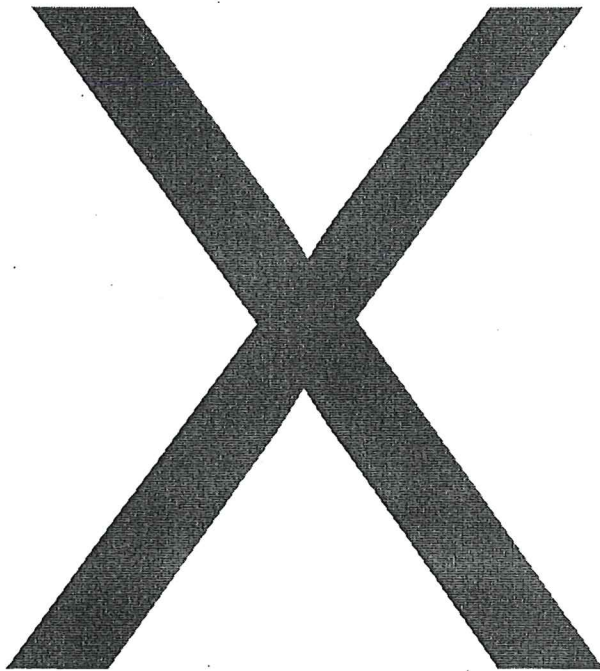
**CERTIFICATION AFFIDAVIT**

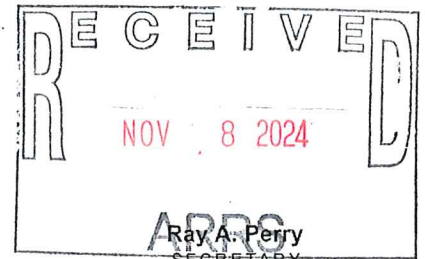
I, the licensee named in the above, do certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief.

I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my license could be subject to disciplinary action by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Sign your name - Do not print or type) mm/dd/yyyy

Supervisor's [Mentor's] Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Sign your name - Do not print or type) mm/dd/yyyy





Andy Beshear  
GOVERNOR

Jacqueline Coleman  
LIEUTENANT GOVERNOR

**PUBLIC PROTECTION CABINET**

Department of Professional Licensing  
Kentucky Board of Interpreters for the Deaf & Hard of Hearing  
P.O. Box 1360  
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Ray A. Perry  
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DEPUTY SECRETARY

Kristen Lawson  
COMMISSIONER

November 6, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill, Regulation Compiler  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort, KY 40601

Re: **201 KAR 39:001. Definitions for 201 KAR Chapter 39.**

**201 KAR 39:030. Application; qualifications for full licensure; and certification levels.  
(Amended After Comments Version)**

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**201 KAR 39:090. Continuing education unit requirements. (Amended After Comments Version)**

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**201 KAR 39:120. Code of ethics.**

**201 KAR 39:130. Nonresident interpreter registry.**

Dear Co-Chairs:

After consideration of the issues raised by staff, the Board of Interpreters for the Deaf and Hard of Hearing proposes the attached suggested substitutes to these ordinary regulations.

Sincerely,

*Sara Boswell Janes*

Sara Boswell Janes

Board Counsel

Board of Interpreters for the Deaf and Hard of Hearing



**SUGGESTED SUBSTITUTE**

**BOARDS AND COMMISSIONS**

**Board of Interpreters for the Deaf and Hard of Hearing**

**201 KAR 39:075. Supervision.**

RELATES TO: KRS 309.304(3), 309.312(3), **309.316(3)**

STATUTORY AUTHORITY: KRS 309.304(3)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.304(3) requires the Kentucky Board of Interpreters for the Deaf and Hard of Hearing to promulgate necessary and reasonable administrative regulations to effectively carry out and enforce the provisions of KRS 309.300 to 309.319, pertaining to the practice and licensure of a deaf or hearing interpreter. This administrative regulation establishes **provisions[regulations]** relating to the supervision of temporary licensees, or a licensee under discipline with supervisory conditions, as referenced in KRS 309.312(3) and 309.316(3).

Section 1. Qualification for Supervision Status. To qualify as a board-approved supervisor of record for a temporary licensee or a licensee under discipline, a licensed interpreter shall:

- (1) Complete ***the Application for Board-Approved Supervisor***~~[an application to become a board-approved supervisor]~~;
- (2) Meet the requirements for licensure in Kentucky as ***established***~~[set forth]~~ in KRS 309.300 to 309.319 and 201 KAR Chapter 39;
- (3) Hold a valid certificate meeting the requirements for full licensure for a minimum of three (3) years prior to application to serve as a supervisor, with the exception of those who are fully licensed who do not have a nationally recognized certification and who shall not be eligible to serve as a supervisor;
- (4) Have completed forty-five (45) hours of continuing education since obtaining certification; and
- (5) Be approved by the board ~~[as a board-approved supervisor]~~ pursuant to the requirements of this section.

Section 2. Supervision Requirements.

- (1) General obligations.
  - (a) An interpreter who has applied and been approved as a supervisor by the board as required in Section 1 of this administrative regulation, ***may***~~[shall]~~ supervise a temporary ***licensee***~~[license]~~ or a licensee under discipline.
  - (b) During the period of supervision, the board-approved supervisor shall meet with the temporary licensee or licensee under discipline on a quarterly basis.
    - 1.** One (1) of the meetings shall be face-to-face between the supervisor and temporary licensee or the licensee under discipline.
    - 2.** The remaining meetings may be through the use of video or video conferencing or any other method outlined in the approved plan of supervision.
  - (c) The board-approved supervisor shall direct and oversee each supervisee who holds a temporary licensee or who is a licensee under discipline with supervisory conditions imposed as the result of an investigation of a complaint, taking responsibility for the professional interpreting practice of the supervisee.

(d) The supervisor shall have access to ~~[, and shall review,]~~ the supervisee's documentation, and when needed:

1. Review the supervisee's documentation and records;
2. View the supervisee's services in face-to-face format, recorded format, or both, if available; and
3. Communicate with the supervisee's clients, if applicable, regarding the supervisee's performance.

(e) The supervisor shall use observations from the supervisee's documentation, client sessions, and communications with any third parties, including the administrative supervisor, if applicable, to inform supervision and shall document these observations in his or her supervisory notes.

(2) Extension of Temporary License. The board-approved supervisor shall provide the board with the following information upon the request by a supervisee applying for extension of a temporary license:

- (a) A letter recommending extension **that[which]** describes the progress achieved by the supervisee; and
- (b) For supervision of a temporary licensee, a revised plan of supervision for the upcoming licensure year.

### Section 3. Plan of Supervision.

(1) A temporary licensee shall enter into a written plan of supervision with an approved supervisor **that[which]** shall be submitted with the application for temporary licensure as provided in 201 KAR 39:070. The plan of supervision shall contain:

- (a) The name and address of the supervisee;
- (b) The name, address, license or certification number, and number of years of practice of the supervisor of record;
- (c) The name, address, license or certification number, and number of years of practice of other supervisors;
- (d) The nature, duration, and frequency of the supervision, including the:
  1. Number of hours of supervision per quarter;
  2. Number of hours of individual supervision;
  3. Methodology for transmission of information; and
  4. Number of hours of face-to-face supervision;
- (e) The conditions or procedures for termination of the supervision;
- (f) A statement that:
  1. The supervisor of record understands that the supervisor shall be held accountable to the board for the interpreting services given to the supervisee's clients; and
  2. The supervisor of record meets the criteria established in Section 1 of this administrative regulation;

**and**

(g) The signatures of both the supervisor and the supervisee.

(2) If a supervisee changes his or her supervisor of record, the supervisee shall submit a new plan of supervision, which **shall include[sets forth]** the information required by this section.

(3) The supervisee may begin the practice of interpreting services upon the board's approval of the plan.

(4) A supervisee shall not continue to practice interpreting services if:

- (a) The conditions for supervision **established[set forth]** in the plan of supervision are not followed; or
- (b) The plan of supervision is terminated for any reason other than the extenuating circumstances as authorized by the board.

(5) If the terms of the plan of supervision are not being met by the supervisee, the supervisor shall immediately notify this board in writing.

Section 4. A supervisor of record shall assume responsibility for the practice of the supervisee. A supervisor shall not serve as a supervisor of record for more than six (6) persons obtaining experience for licensure at the same time. Any supervisor with more than six (6) supervisees on or before January 1, 2025, shall reduce the number of supervisees to six (6) or less through attrition and shall not accept new supervisees until the supervisor has fewer than six (6) supervisees of record.

Section 5. A supervisor who is placed under discipline shall be ineligible to act as a supervisor and shall not become eligible to apply for reinstatement as a supervisor earlier than two (2) years following the completion of any disciplinary action, including completion of any suspension or probationary period. Further, a board-approved supervision training shall be required prior to reinstatement.

Section 6. Incorporation by Reference.

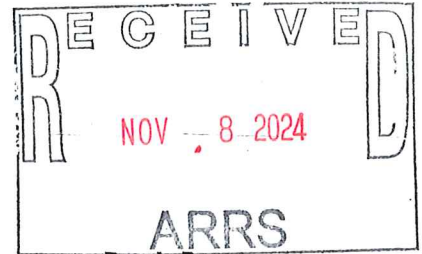
- (1) "Application for Board-Approved Supervisor", DPL-KBI-007, April 2024, is incorporated by reference.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Board of Interpreters for the Deaf and Hard of Hearing, 500 Mero St, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:00 p.m. This material is also available on the board's Web site at [www.kbi.ky.gov](http://www.kbi.ky.gov).



Andy Beshear  
GOVERNOR

Jacqueline Coleman  
LIEUTENANT GOVERNOR

**PUBLIC PROTECTION CABINET**  
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Kentucky Board of Interpreters for the Deaf & Hard of Hearing  
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Ray A. Perry  
SECRETARY

DJ Wasson  
DEPUTY SECRETARY

Kristen Lawson  
COMMISSIONER

November 6, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill, Regulation Compiler  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort, KY 40601

Re: **201 KAR 39:001. Definitions for 201 KAR Chapter 39.**

**201 KAR 39:030. Application; qualifications for full licensure; and certification levels.  
(Amended After Comments Version)**

**201 KAR 39:040. Fees**

**201 KAR 39:050. Renewal and reinstatement of full licenses.**

**201 KAR 39:060. Reinstatement of full license subject to disciplinary action.**

**201 KAR 39:070. Application and qualifications of temporary licensure and extensions.  
(Amended After Comments Version)**

**201 KAR 39:075. Supervision.**

**201 KAR 39:090. Continuing education unit requirements. (Amended After Comments Version)**

**201 KAR 39:100. Complaint procedures.**

**201 KAR 39:120. Code of ethics.**

**201 KAR 39:130. Nonresident interpreter registry.**

Dear Co-Chairs:

After consideration of the issues raised by staff, the Board of Interpreters for the Deaf and Hard of Hearing proposes the attached suggested substitutes to these ordinary regulations.

Sincerely,

*Sara Boswell Janes*

Sara Boswell Janes

Board Counsel

Board of Interpreters for the Deaf and Hard of Hearing

**SUGGESTED SUBSTITUTE - Amended After Comments Version**

**GENERAL GOVERNMENT CABINET  
BOARD OF INTERPRETERS FOR THE DEAF AND HARD OF HEARING**

**201 KAR 39:090. Continuing education unit requirements.**

RELATES TO: KRS 309.304(5), **309.318**

STATUTORY AUTHORITY: KRS 309.304(3), 309.314(7)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.314(7) authorizes the board to promulgate an administrative regulation that requires interpreters who apply for renewal or reinstatement to show evidence of completion of continuing education. This administrative regulation ***establishes***~~*delineates*~~ the requirements for continuing education units and prescribes methods and standards for the accreditation of continuing education courses.

Section 1. Accrual of Continuing Education Hours Mandatory for Full Licensure; Computation of Accrual.

(1) A person who is licensed as an interpreter shall have earned a minimum of fifteen (15) continuing education unit hours during each licensure period.~~[total of fifteen (15) hours of approved continuing education during the compliance period, prior to renewal of his or her license for the next licensure period.]~~

(2) A minimum of half of the fifteen (15) hours shall be from any of the following sources, alone or in combination:

- (a) Alexander Graham Bell Association of the Deaf;
- (b) American Sign Language Teacher Association;
- (c) National Association of the Deaf;
- (d) National Educational Interpreters Conference;
- (e) Registry of Interpreters for the Deaf - Certificate Maintenance Program; or
- (f) Registry of Interpreters for the Deaf - Associate Continuing Education Training.

(3) ~~[A minimum of fifteen (15) continuing education hours shall be accrued by each licensee during the licensure period for renewal for the following year.]~~

~~[(4)]~~ A minimum of three (3) of the fifteen (15)~~[total]~~ continuing education unit hours shall be related to ethics. **To be approved:**

**(a) The program title shall contain the word "ethics"; or**~~[r]~~

**(b) The licensee shall submit the course description for the board to review to determine if**~~*whether*~~ **the program relates to the code of ethics for interpreters.**

Section 2. Accrual of Continuing Education Unit Hours Mandatory for Temporary Licensure; Computation of Accrual.

(1) A person who holds a temporary license as an interpreter shall have earned a minimum~~[total]~~ of eighteen (18) hours of approved continuing education units during each~~[the compliance period, prior to renewal or extension of his or her license for the next]~~ licensure period.

(2) A minimum of seven and one-half (7.5) of the eighteen (18) hours shall be from any of the following sources, alone or in combination;

- (a) Alexander Graham Bell Association for the Deaf;
- (b) American Sign Language Teacher Association;

- (c) National Association of the Deaf;
  - (d) National Educational Interpreters Conference;
  - (e) Registry of Interpreters for the Deaf - Certificated Maintenance Program; or
  - (f) Registry of Interpreters for the Deaf - Associate Continuing Education Training.
- (3) A minimum of three (3) of the eighteen (18)[total] continuing education unit hours shall be related to ethics. **To be approved:**

**(a) The program title shall contain the word "ethics"; or [;]**

**(b) The licensee shall submit the course description for the board to review to determine if [whether] the program relates to the code of ethics for interpreters.**

Section 3. Methods of Acquiring Continuing Education Unit Hours. Continuing education unit hours applicable to the renewal of the license shall be directly related to the professional growth and development of an interpreter. The hours shall be earned by completing any of the following educational activities:

(1) Programs not requiring board review and approval. An educational program from any of the following providers shall be deemed to be relevant to the practice of interpreting and shall be approved without further review by the board:

(a) A program sponsored or approved by the:

1. Alexander Graham Bell Association of the Deaf;
2. American Sign Language Teacher Association;
3. National Association of the Deaf; **[or]**
4. Registry of Interpreters for the Deaf; or
5. National Association of Interpreters in Education; or [;]

(b) An academic course offered by an accredited postsecondary institution that is directly related to interpreting. Credit shall only be granted for grades of "C" or above.

(2) Programs requiring board review and approval. A program from any of the following sources shall be reviewed and determined if the program is relevant and therefore subsequently approved by the board:

(a) Relevant programs, including asynchronous and synchronous learning either in-person or virtual,~~[home study courses and in-service]~~ training provided by other organizations, educational institutions, or other service providers approved by the board;

(b) Relevant programs or academic courses presented by the licensee. Presenters of relevant programs or academic courses may earn full continuing education credit for each contact hour of instruction, not to exceed three (3) hours of continuing education credits. Credit shall not be issued for repeated presentation of the same course.

(c) Authoring an article in a relevant, professionally-recognized, or juried publication. Credit shall not be granted for an article unless the article was published within the one (1) year period immediately preceding the renewal date. A licensee shall earn three (3) hours of continuing education credit toward the hours required for renewal. No more than one (1) publication shall be counted during a renewal period.

(d) A general education course, elective course, or a course designed to meet degree requirements offered by an accredited postsecondary institution. Academic credit equivalency for continuing education hours shall be based on one (1) credit hour equals 10 continuing education hours. Credit shall only be granted for grades of "C" or above.

Section 4. Procedures for Preapproval of Continuing Education Unit Sponsors and Programs.

(1) Any entity seeking to obtain approval of a continuing education program prior to its offering shall complete and submit the Application for Continuing Education Program **Unit** Approval form to the board at least sixty (60) days in advance of the commencement of the program, stating the following:

- (a) A published course or similar description containing educational objectives;
- (b) Names and qualifications of the instructors;
- (c) A copy of the program agenda indicating hours of instruction, coffee and lunch breaks; ~~and~~
- (d) Number of continuing education unit hours being requested~~[offered]~~; and
- (e) A copy of the evaluation.

(2) A continuing education activity shall be approved~~[qualified for approval]~~ if the board determines the activity being offered:

- (a) Is an organized program of learning;
- (b) Pertains to subject matters, which integrally relate to the practice of interpreting;
- (c) Contributes to the professional competency of the licensee; and
- (d) Is conducted by individuals who have educational training or experience acceptable to the board.

(3) A sponsor of continuing education requiring board approval shall be responsible for submitting a course offering to the board for review and approval before listing or advertising that offering as approved by the board.

Section 5. Responsibilities and Reporting Requirements of Licensees. A licensee shall be responsible for obtaining the required continuing education unit hours. ***A licensee shall:*** ~~[He shall identify his own continuing education needs, take the initiative in seeking continuing education activities to meet these needs, and seek ways to integrate new knowledge, skills and attitudes. Each person holding a license shall:]~~

~~[(1)] [Select approved activities by which to earn continuing education hours;]~~

~~[(2)] [Submit to the board when applicable a request for approval for continuing education activities not approved by the board as set forth in Section 7 of this administrative regulation;]~~

~~(1)[(3)] Maintain records of continuing education unit hours.~~

***(a)*** Each licensee shall maintain all documentation verifying successful completion of continuing education unit hours for a period of two (2) years from the date of renewal.

***(b)*** During each licensure renewal period, up to fifteen (15) percent of all licensees, chosen at random, shall be required by the board to furnish documentation of the completion of the appropriate number of continuing education unit hours for the current renewal period.

***(c)*** Verification of continuing education unit hours shall not be otherwise reported to the board; ***and***

~~[(4)] [Document attendance and participation in a continuing education activity in the form of official documents including transcripts, certificates, affidavits signed by instructors, receipts for fees paid to the sponsor, or less formal evidence including written summaries of experience that are not otherwise formally or officially documented in any way. The type of documentation required shall vary depending on the specific activity submitted to the board for approval; and]~~

~~(2)[(5)] Fully comply with the provisions of this administrative regulation. Failure to comply shall constitute a violation of KRS 309.318(1)(e) and may result in the refusal to renew, suspension, or revocation of the licensure.~~

Section 6. Procedures for Approval of Continuing Education Programs. A program~~[course]~~ ***that***~~[which]~~ has not been preapproved by the board~~[,]~~ may be used for continuing education units if the licensee submits the program for board approval~~[is secured from the board for the course]~~. In order for the board to adequately review a program for approval, the following information shall be submitted:

- (1) A published course or similar description containing educational objectives; ***and***

- (2) Names and qualifications of the instructors; ~~and~~
- (3) A copy of the program agenda indicating hours of instruction, coffee and lunch breaks;
- (4) Number of continuing education hours being requested; and
- (5) A copy of the course evaluation.

Section 7. Carry Over of Continuing Education Unit Hours. A licensee with a full license may carry over six (6) continuing education unit hours earned in excess of those required under Section 1 of this administrative regulation for one (1) renewal period, after which time they **shall** expire. All carry-over hours shall comply with the requirements of Sections 1 through 3 of this administrative regulation.

Section 8. Board to Approve Continuing Education Unit Hours; Appeal when Approval Denied.

(1) In the event of a denial, in whole or in part, of any application for approval of continuing education hours, the licensee shall have the right to request reconsideration by the board of its decision.

(2) The request shall be in writing, specifically stating the reasons for reconsideration, and shall be received by the board within thirty (30) days of the board's decision denying approval of continuing education hours.

~~Section 9. [Waiver or Extensions of Continuing Education. All requests for waiver or extension shall accompany the License Renewal Application Form.]~~

~~[(1)] [Upon written request, the board shall consider whether to grant a waiver of continuing education requirements or an extension of time within which to fulfill the requirements, in the following cases:]~~

~~[(a)] [Medical disability of the licensee;]~~

~~[(b)] [Illness of the licensee or an immediate family member;]~~

~~[(c)] [Death or serious injury of an immediate family member; or]~~

~~[(d)] [For good cause shown.]~~

~~[(2)] [A written request for a waiver or extension of time involving medical disability or illness shall be:]~~

~~[(a)] [Submitted by the person holding a license; and]~~

~~[(b)] [Accompanied by a verifying document signed by a licensed physician.]~~

~~[(3)] [A request for a waiver or extension of the continuing education requirements applies only to the current licensure year.]~~

~~[(a)] [Subsequent requests for waiver or extension of the continuing education requirements shall be made at the time of licensure renewal.]~~

~~[(b)] [There shall be no limit to the number of waivers or extensions that the board may grant, as long as the applicant meets the requirements set forth in subsections (1) and (2) of this section.]~~

~~[Section 10.] Continuing Education Requirements for Reinstatement of License.~~

~~(1) A person requesting reinstatement of licensure shall submit evidence of completion of required hours of continuing education units within the twelve (12) month period immediately preceding the date on which the request for reinstatement is submitted to the board.~~

~~(2) If the person seeking reinstatement does not meet the requirements established in subsection (1) of this section, the board may conditionally reinstate licensure, requiring the applicant to obtain required hours of continuing education units within six (6) months of the date on which licensure is reinstated.~~

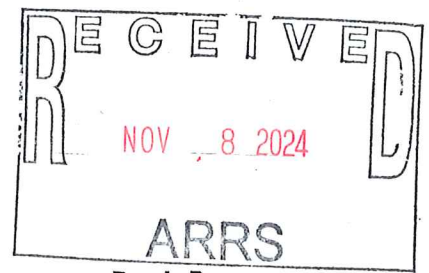
~~(3) The continuing education unit hours received in compliance with this section for reinstatement shall be in addition to the regular continuing education unit requirements established in Section 1 of this administrative regulation and shall not be used to comply with the requirements of that section.~~

~~Section 10.[Section 11.] Incorporation by Reference.~~



(1) "Application for Continuing Education Unit Program Approval", DPL-KBI-008[08], April 2024[10/2011], form is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Professional Licensing, 500 Mero Street, ~~Division of Occupations and Professions, 911 Leawood Drive,~~ Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. or found on the board's website at [www.kbi.ky.gov](http://www.kbi.ky.gov).



Andy Beshear  
GOVERNOR

Jacqueline Coleman  
LIEUTENANT GOVERNOR

**PUBLIC PROTECTION CABINET**

**Department of Professional Licensing**

Kentucky Board of Interpreters for the Deaf & Hard of Hearing

P.O. Box 1360

Frankfort, KY 40602

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Ray A. Perry  
SECRETARY

DJ Wasson  
DEPUTY SECRETARY

Kristen Lawson  
COMMISSIONER

November 6, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill, Regulation Compiler  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort, KY 40601

Re: **201 KAR 39:001. Definitions for 201 KAR Chapter 39.**

**201 KAR 39:030. Application; qualifications for full licensure; and certification levels.  
(Amended After Comments Version)**

**201 KAR 39:040. Fees**

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**201 KAR 39:070. Application and qualifications of temporary licensure and extensions.  
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**201 KAR 39:075. Supervision.**

**201 KAR 39:090. Continuing education unit requirements. (Amended After Comments Version)**

**201 KAR 39:100. Complaint procedures.**

**201 KAR 39:120. Code of ethics.**

**201 KAR 39:130. Nonresident interpreter registry.**

Dear Co-Chairs:

After consideration of the issues raised by staff, the Board of Interpreters for the Deaf and Hard of Hearing proposes the attached suggested substitutes to these ordinary regulations.

Sincerely,

*Sara Boswell Janes*

Sara Boswell Janes

Board Counsel

Board of Interpreters for the Deaf and Hard of Hearing

**SUGGESTED SUBSTITUTE**

**BOARDS AND COMMISSIONS**

**Board of Interpreters for the Deaf and Hard of Hearing**

**201 KAR 39:100. Complaint procedure.**

RELATES TO: KRS ~~Chapter 13B, 309.301(1)~~, 309.304(7), 309.316, 309.318, **309.319**

STATUTORY AUTHORITY: KRS 309.304(3), 309.316(2), **309.318**

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.316(2) ~~requires~~**[authorizes]** the board to establish procedures for receiving and investigating complaints. KRS 309.318 ~~authorizes the board to take~~**[delineates the causes for which]** disciplinary action ~~[may be taken]~~ against a licensee. This administrative regulation establishes procedures for the filing, evaluation, and disposition of administrative complaints.

Section 1. Receipt of Complaints.

(1) A complaint:

(a) May be submitted by an:

1. Individual;
2. Organization; or
3. Entity:~~[-]~~

(b) Shall:

1. Be in writing or contained on a videotape or digital media; and
2. Include the signature or stated name, address, and telephone or videophone number of the person submitting the complaint; and

(c) May be filed by the board or board member based upon information in its possession.

(2) Upon receipt of the complaint, a copy of the complaint shall be sent to the licensee named in the complaint along with a request for the licensee's response to the complaint. The individual shall be allowed a period of twenty (20) days from the date of receipt to submit a written, videotaped, or other digital media response.

Section 2. Initial Review.

(1) After the receipt of a complaint and the expiration of the period for the licensee's response, ~~[the case manager or]~~the complaint screening committee shall consider the complaint, the licensee's response, and any other relevant material available and make a recommendation to the board. The board shall determine whether there is enough evidence to warrant a formal investigation of the complaint.

(2) If the board determines before formal investigation that a complaint is without merit, **the board[it]** shall:

- (a) Dismiss the complaint; and
- (b) Notify the complainant and licensee of the board's decision.

(3) If the board determines that a complaint warrants a formal investigation, **the board[it]** shall:

- (a) Authorize an investigation into the matter; and
- (b) Order a report to be made to the ~~[case manager or the]~~complaint screening committee at the earliest opportunity.

Section 3. Results of Formal Investigation; Board Decision on Hearing.

(1) Upon completion of the formal investigation, the investigator shall submit a written report to ~~the case manager or~~ the complaint screening committee of the facts regarding the complaint. The ~~case manager or the~~ complaint screening committee shall review the investigative report and make a recommendation to the board. The board shall determine **if[whether]** there has been a prima facie violation of KRS 309.300 **through[to]** 309.319 or **201 KAR Chapter 39[the administrative regulations promulgated thereunder]** and if a formal complaint **shall[should]** be filed.

(2) If the board determines that a complaint does not warrant issuance of a formal complaint, **the board[it]** shall:

- (a) Dismiss the complaint; and
- (b) Notify the complainant and respondent of the board's decision.

(3) If the board determines that a violation has occurred but is not serious, the board may issue a written admonishment to the licensee in accordance with KRS 309.316(4).

(4) If the board determines that a complaint warrants the issuance of a formal complaint against a respondent, the board attorney in conjunction with ~~the case manager or~~ the complaint screening committee shall prepare a formal complaint **that[which]** states clearly the charge or charges to be considered at the hearing. The formal complaint shall be reviewed by the board and, if approved, signed by the **chair[chairman]** and served upon the individual as required by KRS Chapter 13B.

(5) If the board determines that a person may be in violation of KRS 309.301(1), **the board[it]** shall:

- (a) Order the individual to cease and desist from further violations of KRS 309.301(1);
- (b) Forward information to the county attorney of the county of residence of the person allegedly violating KRS 309.301(1) with a request that appropriate action be taken under KRS 309.319; or
- (c) Initiate action in Franklin Circuit Court for injunctive relief to stop the violation of KRS 309.301(1) pursuant to KRS 309.304(7).

Section 4. Settlement by Informal Proceedings.

(1) The board through counsel and ~~the case manager or~~ the complaint screening committee may, at any time during this process, enter into informal proceedings with the individual who is the subject of the complaint for the purpose of appropriately dispensing with the matter.

(2) An agreed order or settlement reached through this process **may[shall]** be approved by the board and signed by the individual who is the subject of the complaint and the chair~~[man]~~.

(3) The board may employ mediation as a method of resolving the matter informally.

Section 5. Notice and Service of Process. A notice required by KRS 309.300 **through[to]** 309.319 or this administrative regulation shall be issued pursuant to KRS Chapter 13B.

Section 6. Notification. The board shall make public:

- (1) Its final order in a disciplinary action **pursuant to[under]** KRS 309.316(3); and
- (2) An action to restrain or enjoin a violation of KRS 309.301(1).

Section 7. Incorporation by Reference.

(1) "Complaint Form", DPL-KBI-009, **October[April]** 2024,~~[2014,]~~ is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Professional Licensing, 500 Mero Street,~~[Division of Occupations and Professions, 911 Leawood Drive,]~~ Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. and found on the board's Web site at [www.kbi.ky.gov](http://www.kbi.ky.gov).

## SUMMARY OF MATERIALS INCORPORATED BY REFERENCE

201 KAR 39:100

"Complaint Form", 2011, consisting of four (4) pages, is the form required to be used by for making a complaint against a licensee. This form is incorporated by reference.

## SUMMARY OF CHANGES TO MATERIALS INCORPORATED BY REFERENCE

201 KAR 39:100

The "Complaint Form", DPL-KBI-009, October 2024, consisting of four (4) pages, has been revised to update the language in the instructions and release to be consistent with current law, and the format has been updated to include a form number and citations.

DATE RECEIVED: \_\_\_\_\_ COMPLAINT NO.: \_\_\_\_\_

201 KAR 39:100

CLEAN

FILED: NOVEMBER \_\_\_\_, 2024

Commonwealth of Kentucky Board of Interpreters for the Deaf and Hard of Hearing P.O. Box 1360 Frankfort, KY 40602 Ph: 502-892-4252 Fax: 502-564-4818 <a href="mailto:KBI@ky.gov">KBI@ky.gov</a>	 <b>COMPLAINT FORM</b>	DPL-KBI-009 Rev. October 2024 Page 1 of 4  KRS 309.304(6) & 309.316 201 KAR 39:100
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**NOTE:** This form should be completed and mailed to the address above. Please read the instructions (located on Page 3) carefully before describing your complaint.

Are you deaf or hard of hearing and would like to request a reasonable accommodation for the submission of a complaint? If yes, please complete Section 1 and Section 2 as well as sign the affidavit at the end. Once we receive the complaint, the Board Administrator will contact you to set this up.	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--

**SECTION 1- Information About You**  
 (TYPE OR PRINT ALL INFORMATION)

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>
<u>Mailing Address</u>		
<u>Street or P.O. Box:</u>		
<u>City:</u>	<u>State:</u>	<u>Zip:</u>
		<u>County:</u>
<u>Email</u>	<u>Phone Number (including Area Code)</u>	

**SECTION 2-**  
**Information on The Person(s) You Are Complaining About**

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Profession/License Number</u>
<u>Mailing Address</u>			
<u>Street or P.O. Box:</u>			
<u>City:</u>	<u>State:</u>	<u>Zip:</u>	<u>County:</u>
<u>Telephone Numbers (including area code)</u>		<u>Place Incident(s) Occurred</u>	
<u>Cell:</u>	<u>Home:</u>		

**SECTION 3- Complaint Details**

DATE RECEIVED: \_\_\_\_\_ COMPLAINT NO.: \_\_\_\_\_

FILED: NOVEMBER \_\_\_\_, 2024

Describe your complaint here. Be specific. (What happened? When? Where?) Use additional sheets if necessary. Please read the instructions carefully before describing your complaint.

To the best of my knowledge, the information in this complaint is true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ COMPLAINT NO.: \_\_\_\_\_

FILED: NOVEMBER \_\_\_\_\_, 2024

## INSTRUCTIONS FOR COMPLETING THE COMPLAINT FORM

To make a complaint about misconduct or other interpreting services provided by an individual licensed by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing (the "Board"), or about interpreting services provided illegally by an unlicensed person, complete the COMPLAINT Form above and send it to the Board at the address listed at the top of the form. Please note that we do not have authority to investigate costs for services that you believe are too high or to intervene in fee disputes. However, we are authorized to investigate complaints involving fraudulent billing.

**Type or print clearly in black ink.** Describe your complaint as completely as you can. If you do not have an email address and/or a daytime telephone number, please provide a number where a message can be left for you during the day. If you have any papers or other evidence that may support your complaint, such as billing invoices or correspondence, please attach copies. **Do not send originals.** If you have physical evidence, you need to retain that evidence in its original condition.

**Be sure to sign and date your complaint.** When your complaint is received, a copy, along with a letter from the Board requesting a response to the complaint, will be sent to the interpreter. When the response is received, the matter will be taken to the Board at its next regular meeting.

**Also, you must complete the AUTHORIZATION form below** by entering your name and the name of the interpreter and/or organization in the appropriate spaces. The Authorization directs the professional, organization, or facility, if any, to release information about the services rendered to you. **Sign and date the Authorization, and have it signed and dated by a witness.** A witness can be any person 18 years or older. The Authorization does not have to be notarized. A completed Authorization assists with the investigation of your complaint in a timely fashion. If you do not wish to provide the Authorization, you may leave it blank. However, failure to provide the Authorization may result in a delay of the investigation.



DATE RECEIVED: \_\_\_\_\_

COMPLAINT NO.: \_\_\_\_\_

FILED: NOVEMBER \_\_\_\_, 2024

## Authorization for Release of Medical and Business Records to the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

I, \_\_\_\_\_, the undersigned, do hereby authorize the full  
*(print name here)*

release of any and all medical and psychological records, billing information, and medical

and business reports from \_\_\_\_\_, Licensed/Certified Interpreter for the Deaf and Hard of Hearing, and/or any other licensed professional or practitioner, and the named interpreter, organization or facility and/or any organization of facility, to disclose fully to the Kentucky Board of Interpreters for the Deaf and Hard of Hearing (the "Board") and its authorized representatives all information and records. I understand that the above records may be used by the Board in the investigation and possible disciplinary prosecution against a licensed interpreter. I further understand that the Board will make reasonable efforts to protect the confidentiality of my records under KRS Chapter 61 and KRS Chapter 13B, or other applicable law.

A photocopy of this authorization shall be deemed effective as an original.

This authorization shall be effective for one year from the date of signing.

\_\_\_\_\_  
Signature of client, or parent/legal guardian if client is under 18 years of age.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (must be 18 years of age or older)

\_\_\_\_\_  
Date

DATE RECEIVED: \_\_\_\_\_ COMPLAINT NO.: \_\_\_\_\_

201 KAR 39:100

DIRTY

FILED: NOVEMBER \_\_, 2024

Commonwealth of Kentucky Board of Interpreters for the Deaf and Hard of Hearing P.O. Box 1360 Frankfort, KY 40602 Ph: 502-892-4252 Fax: 502-564-4818 KBI@ky.gov	 <b>COMPLAINT FORM</b>	DPL-KBI-009 [DPL-KBI-09] Rev. <u>October 2024</u> [April 2024] Page 1 of 4  KRS 309.304(6) & 309.316 201 KAR 39:100
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**NOTE:** This form should be completed and mailed to the address above. Please read the instructions (located on Page 3) carefully before describing your complaint.

Are you deaf or hard of hearing and would like to request a reasonable accommodation for the submission of a complaint? If yes, please complete Section 1 and Section 2 as well as sign the affidavit at the end. Once we receive the complaint, the Board Administrator will contact you to set this up.	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--

**SECTION 1- Information About You**  
 (TYPE OR PRINT ALL INFORMATION)

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>
<u>Mailing Address</u>		
<u>Street or P.O. Box:</u>  <u>City:</u> <u>State:</u> <u>Zip:</u> <u>County:</u>		
<u>Email</u>	<u>Phone Number (including Area Code)</u>	

**SECTION 2-**  
**Information on The Person(s) You Are Complaining About**

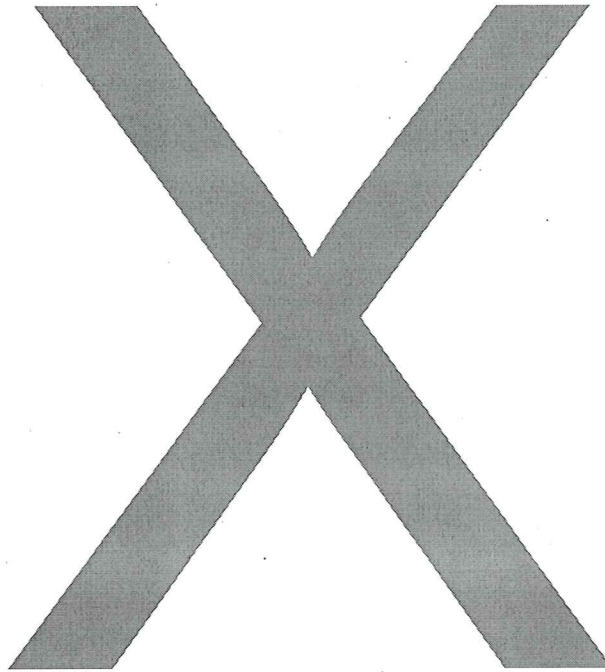
<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Profession/License Number</u>
<u>Mailing Address</u>			
<u>Street or P.O. Box:</u>  <u>City:</u> <u>State:</u> <u>Zip:</u> <u>County:</u>			
<u>Telephone Numbers (including area code)</u>		<u>Place Incident(s) Occurred</u>	
<u>Cell:</u> <u>Home:</u>			

**SECTION 3- Complaint Details**

DATE RECEIVED: \_\_\_\_\_ COMPLAINT NO.: \_\_\_\_\_

FILED: NOVEMBER \_\_\_\_, 2024

Describe your complaint here. Be specific. (What happened? When? Where?) Use additional sheets if necessary. Please read the instructions carefully before describing your complaint.



To the best of my knowledge, the information in this complaint is true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ COMPLAINT NO.: \_\_\_\_\_

FILED: NOVEMBER \_\_\_\_\_, 2024

## INSTRUCTIONS FOR COMPLETING THE COMPLAINT FORM

To make a complaint about misconduct or other interpreting services provided by an individual licensed by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing (the "Board"), or about interpreting services provided illegally by an unlicensed person, complete the COMPLAINT Form above and send it to the Board at the address listed at the top of the form. Please note that we do not have authority to investigate costs for services that you believe are too high or to intervene in fee disputes. However, we are authorized to investigate complaints involving fraudulent billing.

**Type or print clearly in black ink.** Describe your complaint as completely as you can. If you do not have an email address and/or a daytime telephone number, please provide a number where a message can be left for you during the day. If you have any papers or other evidence that may support your complaint, such as billing invoices or correspondence, please attach copies. **Do not send originals.** If you have physical evidence, you need to retain that evidence in its original condition.

**Be sure to sign and date your complaint.** When your complaint is received, a copy, along with a letter from the Board requesting a response to the complaint, will be sent to the interpreter. When the response is received, the matter will be taken to the Board at its next regular meeting.

**Also, you must complete the AUTHORIZATION form below** by entering your name and the name of the interpreter and/or organization in the appropriate spaces. The Authorization directs the professional, organization, or facility, if any, to release information about the services rendered to you. **Sign and date the Authorization, and have it signed and dated by a witness.** A witness can be any person 18 years or older. The Authorization does not have to be notarized. A completed Authorization assists with the investigation of your complaint in a timely fashion. If you do not wish to provide the Authorization, you may leave it blank. However, failure to provide the Authorization may result in a delay of the investigation.

DATE RECEIVED: \_\_\_\_\_ COMPLAINT NO.: \_\_\_\_\_

FILED: NOVEMBER \_\_\_\_, 2024

### Authorization for Release of Medical and Business Records to the Kentucky Board of Interpreters for the Deaf and Hard of Hearing

I, \_\_\_\_\_, the undersigned, do hereby authorize the full  
*(print name here)*

release of any and all medical and psychological records, billing information, and medical

and business reports from \_\_\_\_\_, Licensed/Certified Interpreter for the Deaf and Hard of Hearing, and/or any other licensed professional or practitioner, and the named interpreter, organization or facility and/or any organization of facility, to disclose fully to the Kentucky Board of Interpreters for the Deaf and Hard of Hearing (the "Board") and its authorized representatives all information and records. I understand that the above records may be used by the Board in the investigation and possible disciplinary prosecution against a licensed interpreter. I further understand that the Board will make reasonable efforts to protect the confidentiality of my records under KRS Chapter 61 and KRS Chapter 13B, or other applicable law.

A photocopy of this authorization shall be deemed effective as an original.

This authorization shall be effective for one year from the date of signing.

\_\_\_\_\_  
Signature of client, or parent/legal guardian if client is under 18 years of age.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (must be 18 years of age or older)

\_\_\_\_\_  
Date

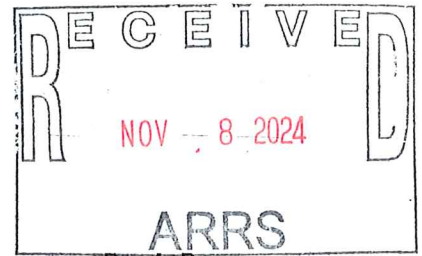


Andy Beshear  
GOVERNOR

Jacqueline Coleman  
LIEUTENANT GOVERNOR

**PUBLIC PROTECTION CABINET**

Department of Professional Licensing  
Kentucky Board of Interpreters for the Deaf & Hard of Hearing  
P.O. Box 1360  
Frankfort, KY 40602  
Phone: (502) 892-4252  
Fax: (502) 564-4818



Ray A. Perry  
SECRETARY

DJ Wasson  
DEPUTY SECRETARY

Kristen Lawson  
COMMISSIONER

November 6, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill, Regulation Compiler  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort, KY 40601

Re: **201 KAR 39:001. Definitions for 201 KAR Chapter 39.**

**201 KAR 39:030. Application; qualifications for full licensure; and certification levels.  
(Amended After Comments Version)**

**201 KAR 39:040. Fees**

**201 KAR 39:050. Renewal and reinstatement of full licenses.**

**201 KAR 39:060. Reinstatement of full license subject to disciplinary action.**

**201 KAR 39:070. Application and qualifications of temporary licensure and extensions.  
(Amended After Comments Version)**

**201 KAR 39:075. Supervision.**

**201 KAR 39:090. Continuing education unit requirements. (Amended After Comments Version)**

**201 KAR 39:100. Complaint procedures.**

**201 KAR 39:120. Code of ethics.**

**201 KAR 39:130. Nonresident interpreter registry.**

Dear Co-Chairs:

After consideration of the issues raised by staff, the Board of Interpreters for the Deaf and Hard of Hearing proposes the attached suggested substitutes to these ordinary regulations.

Sincerely,

Sara Boswell Janes

Board Counsel

Board of Interpreters for the Deaf and Hard of Hearing

**SUGGESTED SUBSTITUTE**

**BOARDS AND COMMISSIONS**

**Board of Interpreters for the Deaf and Hard of Hearing**

**201 KAR 39:120. Code of ethics.**

RELATES TO: KRS 309.304(3), 309.318(1)(e), (f), **620.030**

STATUTORY AUTHORITY: KRS 309.304(3), 309.318(1)(~~e~~), (f)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.318(1)(e) and (f) **authorize[authorizes]** the board to take disciplinary action against a licensee who violates any state statute or **requirement of 201 KAR Chapter 39[administrative regulation governing the practice of interpreting]** or **who** violates the code of ethics, known as the Professional Code of Conduct of the licensee's national certifying organization or organizations. This administrative regulation establishes the code of ethics in accordance with KRS 309.318(1)(f).

Section 1. A licensee[license] shall abide by the following standards of professional and ethical conduct:

(1) A licensee shall keep all ~~service-related[assignment-related]~~ information strictly confidential. From the moment of accepting the ~~service[assignment]~~, the licensee[interpreter] holds a trustworthy relationship with the consumer, in which the licensee **shall be**[interpreter] **[is]** bound to confidentiality.

(a) All information [~~obtained from the interpreter service-~~] shall be considered confidential. This **shall apply[applies]** whether the licensee[interpreter] accepts or declines the ~~request for services[assignment]~~.

(b) All information about a consumer that is received from other licensees[interpreters] shall be considered confidential and shall be exchanged in a manner **that[which]** protects both the consumer and the ~~service[assignment]~~.

(c) The licensee[interpreter] shall comply with the requirements of KRS 620.030 by reporting to the proper authorities the dependency, neglect, or abuse of a child if the licensee[interpreter] reasonably believes that the dependency, neglect, or abuse of a child is ongoing or has occurred.

(2) A licensee shall faithfully convey the content and spirit of the speaker using language most readily understood by the persons whom they serve. Every interpretation shall be faithful to the message of the source text. A faithful interpretation should not be confused with a literal interpretation. The fidelity of an interpretation includes an adaptation to make the form, the tone, and the deeper meaning of the source text felt in the target language and culture.

(3) A licensee shall possess the knowledge and skills to support accurate and appropriate interpretation. A licensee works in a variety of settings and with a wide range of consumers and therefore shall be adept at meeting the linguistic needs of consumers, the cultural dynamics of each situation, and the spirit and content of the discourse.

(4) A licensee shall not counsel, advise, or interject personal opinions.

(a) ~~A licensee[An interpreter]~~ shall remain neutral, impartial, and objective. If the licensee ~~is~~[interpreter] ~~finds himself or herself]~~ unable to put aside personal biases or reactions **that[which]** threaten impartiality, the licensee **shall be**[interpreter] **[is]** under an obligation to examine options and take actions to remedy the situation.

(b) ~~A licensee[An interpreter]~~ shall refrain from altering a message for political, religious, moral, or philosophical reasons, or for any other biased or subjective considerations.

(c) The licensee~~[interpreter]~~ shall advise the consumer that the licensee~~[he or she]~~ assumes a position of neutrality in the relationship between all parties during an interpreting service~~[assignment]~~. The licensee~~[interpreter]~~ shall not become personally involved in ~~[regards to]~~ the issues or persons present at the interpreting service~~[assignment]~~.

(5) ~~In accepting~~**A licensee shall accept** a request for services, **a licensee shall use**~~[assignments]~~ **[using]** discretion with regard to skill, setting, and the consumers involved.

(a) Licensees shall approach requests for services with respect and cultural sensitivity towards all participants.

(b) **If**~~[When]~~ a request for services demands an additional deaf or hearing licensee, a licensee shall not accept the request, or continue with the services if it has been initially accepted, until the additional deaf or hearing licensee is included in the professional interpreting team.

~~[(a)] [An interpreter shall recognize the need for a deaf interpreter and advocate his or her participation as part of the interpreting team. A deaf interpreter may be necessary if working with individuals who use regional sign dialects, nonstandard signs, foreign sign languages, and those with emerging language use.]~~

~~(c)~~~~[(b)]~~ A licensee~~[An interpreter]~~ shall ~~[generally]~~ refrain from accepting a request for services in which~~[providing services in situations]~~~~[where]~~ family members or~~;~~ personal or business associations may affect impartiality.

**1.** In an emergency situation, a licensee~~[an interpreter]~~ may provide services for family members, friends, or business associates, and the licensee~~[In those situations, the interpreter]~~ shall guard against allowing ~~[his or her]~~ personal involvement to affect the licensee's~~[his or her]~~ ability to interpret impartially.

**2.** If the licensee~~[interpreter]~~ ~~[finds that he or she can no longer]~~ is unable to be impartial, the licensee~~[interpreter]~~ shall inform the parties involved and may assist in finding another licensee~~[interpreter]~~.

(6) Prior to accepting an engagement for services, a licensee shall advise the party responsible for payment of the services to be provided of the amount of compensation to be charged for the services.

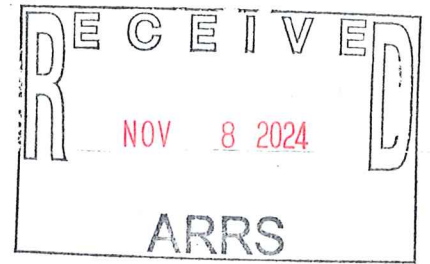
(7) A licensee shall not advertise the licensee's~~[his or her]~~ services in a false, deceptive, or misleading manner.

(8) A licensee shall function in a manner appropriate to the situation. A licensee~~[An interpreter]~~ shall ~~[attempt to]~~ become familiar with the anticipated discussion topic, type of activity, level of formality, expected behaviors, and possible presentational materials prior to commencement of the service~~[assignment]~~.

~~[(9)] [Each licensee shall strictly adhere to the parameters set forth by RID specific to the certification or certifications awarded which address appropriate conduct for a particular situation and setting.]~~

~~[Section 2.] [In addition to the standards delineated in Section 1 of this administrative regulation, a licensee shall abide by the code of ethics or code of professional conduct for his or her respective certification or certifications.]~~





Andy Beshear  
GOVERNOR

Jacqueline Coleman  
LIEUTENANT GOVERNOR

**PUBLIC PROTECTION CABINET**

Department of Professional Licensing  
Kentucky Board of Interpreters for the Deaf & Hard of Hearing  
P.O. Box 1360  
Frankfort, KY 40602  
Phone: (502) 892-4252  
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Ray A. Perry  
SECRETARY

DJ Wasson  
DEPUTY SECRETARY

Kristen Lawson  
COMMISSIONER

November 6, 2024

Senator Stephen West, Co-Chair  
Representative Derek Lewis, Co-Chair  
c/o Emily Caudill, Regulation Compiler  
Administrative Regulation Review Subcommittee  
Legislative Research Commission  
083, Capitol Annex  
Frankfort, KY 40601

Re: **201 KAR 39:001. Definitions for 201 KAR Chapter 39.**

**201 KAR 39:030. Application; qualifications for full licensure; and certification levels.  
(Amended After Comments Version)**

**201 KAR 39:040. Fees**

**201 KAR 39:050. Renewal and reinstatement of full licenses.**

**201 KAR 39:060. Reinstatement of full license subject to disciplinary action.**

**201 KAR 39:070. Application and qualifications of temporary licensure and extensions.  
(Amended After Comments Version)**

**201 KAR 39:075. Supervision.**

**201 KAR 39:090. Continuing education unit requirements. (Amended After Comments Version)**

**201 KAR 39:100. Complaint procedures.**

**201 KAR 39:120. Code of ethics.**

**201 KAR 39:130. Nonresident interpreter registry.**

Dear Co-Chairs:

After consideration of the issues raised by staff, the Board of Interpreters for the Deaf and Hard of Hearing proposes the attached suggested substitutes to these ordinary regulations.

Sincerely,

Sara Boswell Janes

Board Counsel

Board of Interpreters for the Deaf and Hard of Hearing

**SUGGESTED SUBSTITUTE**

**BOARDS AND COMMISSIONS**

**Board of Interpreters for the Deaf and Hard of Hearing**

**201 KAR 39:130. Registration for nonresident interpreters.**

RELATES TO: KRS 309.301(2)(a)

STATUTORY AUTHORITY: KRS 309.301(2)(a), 309.304(3)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.301(2)(a) authorizes the board to exempt from licensure~~[provides the provisions of KRS 309.300 to 309.319 shall not apply to]~~ nonresident interpreters working in the Commonwealth less than twenty (20) days per year. ~~[Nonresident interpreters are exempt from licensure so long as they provide interpreting services in this state for less than twenty (20) days per year.]~~ This administrative regulation establishes requirements applicable to~~[is necessary to ensure]~~ nonresident interpreting services~~[do not exceed the number of days authorized by statute]~~.

Section 1. Registration and Reporting.

(1) A nonresident interpreter providing interpreting services in Kentucky~~[the state]~~ shall:

(a) Register with the Board of Interpreters for the Deaf and Hard of Hearing for entry into the Nonresident Interpreter Registry before providing nonresident interpreting services using the Registration of Nonresident Interpreter form~~[provided in Section 2(1) of this administrative regulation]~~; and

(b) Report each date of nonresident interpreting service ~~[being]~~ provided in the state to the Board of Interpreters for the Deaf and Hard of Hearing using the Report of Service by Nonresident Interpreter form within ten (10) business days~~[provided in Section 2(2) of this administrative regulation]~~.

(2) For the purpose~~[purposes]~~ of meeting the registration and reporting requirements established in subsection (1) of this section~~[the duty to register and report]~~, each partial day of interpreting by a nonresident interpreter shall be counted as a full day.

(3) License-exempt nonresident interpreting services shall be provided less than twenty (20) days per calendar year.

(4) A registration number shall be provided by the board and the nonresident interpreter shall include the registration number on the required~~[any]~~ report of services for purposes of record keeping.

Section 2. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) Form "Registration of Nonresident Interpreter", DPL-KBI-010, October~~[April]~~ 2024; and

(b) Form "Report of Service by Nonresident Interpreter", DPL-KBI-011, October~~[April]~~ 2024.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Board of Interpreters for the Deaf and Hard of Hearing, 500 Mero St., Frankfort, Kentucky 40601, Monday through Friday, 8:00 a.m. to 4:30 p.m. and on the board's Web site at [www.kbi.ky.gov](http://www.kbi.ky.gov).

**Material Incorporated by Reference:**

"Registration of Nonresident Interpreters" Form (see above note regarding title)

Title

After "Nonresident", insert "Interpreter".

Delete "Interpreters".

First paragraph, third line

After "Board of", insert "Interpreters". Delete "Interprets".

First paragraph, fourth line

After "KRS", insert "309.301(2)(a)". Delete "302.301(2)(a)".

"Report of Service by Nonresident Interpreter" Form

First paragraph, fourth line

After "KRS", insert "309.304". Delete "301.304".

Include the deadline to report providing interpreting services.

## SUMMARY OF MATERIALS INCORPORATED BY REFERENCE

201 KAR 39:130

This is a new administrative regulation. The new materials incorporated by reference will establish a list of nonresident interpreters who must register the days of service provided in Kentucky in an effort to ensure compliance with Kentucky's licensing requirements and to protect the public at large.

The following forms have been incorporated by reference:

- (1) The "Registration of Nonresident Interpreter", DPL-KBI-010, October 2024, of one (1) page; and  
consisting
- (2) The "Report of Service by Nonresident Interpreter", DPL-KBI-011, October 2024, consisting of one (1) page.

Commonwealth of Kentucky  
 Board of Interpreters for the  
 Deaf and Hard of Hearing  
 P.O. Box 1360  
 Frankfort, KY 40602  
 Ph: 502-892-4252  
 Fax: 502-564-4818  
[KBI@ky.gov](mailto:KBI@ky.gov)



## Registration of Nonresident Interpreter

DPL-KBI- 010  
 Rev. October 2024  
 Page 1 of 1

KRS 309.304  
 201 KAR 39:130

This form allows you to work as an interpreter in Kentucky without holding a Kentucky interpreting license. You must register to provide this service in Kentucky by submitting this form to the Kentucky Board of Interpreters for the Deaf and Hard of Hearing (KBI). This exemption is authorized by KRS 309.301(2)(a) and required by 201 KAR 39:130 as follows:

Nonresident interpreters are exempt from licensure so long as they provide interpreting service in the state **for less than 20 days per year**. A nonresident interpreter shall submit this Registration form to the KBI before providing nonresident interpreting services.

Nonresident interpreters shall report each date of nonresident interpreting service **within ten (10) days**, utilizing the "Report of Service by Nonresident Interpreter", DPL-KBI-011, for each day a service is provided after this registration is filed.

Each partial day of interpreting shall be counted as a full day.

Date of registration:			
Full Name			
Address			
City, State, Zip	City	State	Zip
Phone 1			
Phone 2			
Email			

This form may be returned by email to [kbi@ky.gov](mailto:kbi@ky.gov) or mail to the Kentucky Board of Interpreters for the Deaf and Hard of Hearing, P. O. Box 1360, Frankfort, Kentucky 40602. You must submit this form prior to providing your first service in the state or upon any change to the information provided in this registration.

Commonwealth of Kentucky  
Board of Interpreters for the  
Deaf and Hard of Hearing  
P.O. Box 1360  
Frankfort, KY 40602  
Ph: 502-892-4252  
Fax: 502-564-4818  
[KBI@ky.gov](mailto:KBI@ky.gov)



**Registration of  
Nonresident Interpreter  
[Registration of  
Nonresident Interpreters]**

DPL-KBI- 010  
Rev. October 2024 [April 2024]  
Page 1 of 1

KRS 309.304  
201 KAR 39:130

This form allows you to work as an interpreter in Kentucky without holding a Kentucky interpreting license. You must register to provide this service in Kentucky by submitting this form to the Kentucky Board of Interpreters [Interprets] for the Deaf and Hard of Hearing (KBI). This exemption is authorized by KRS 309.301(2)(a) [302.301(2)(a)] and required by 201 KAR 39:130 as follows:

Nonresident interpreters are exempt from licensure so long as they provide interpreting service in the state **for less than 20 days per year**. A nonresident interpreter shall submit this Registration form to the KBI before providing nonresident interpreting services.

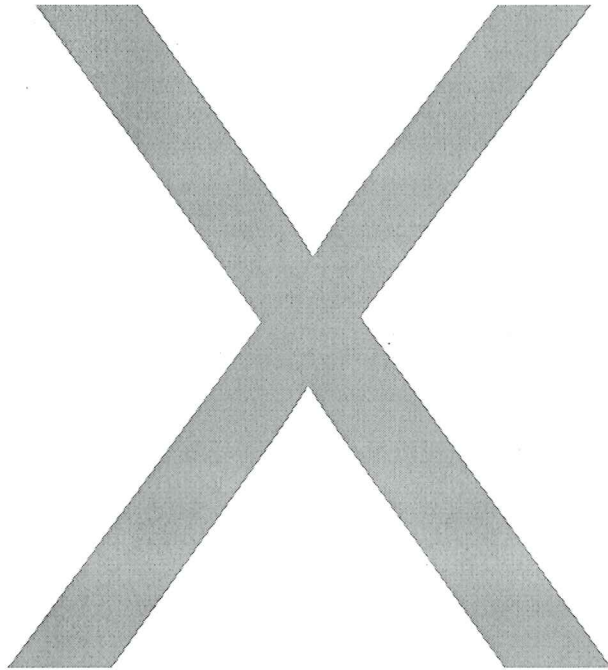
Nonresident interpreters shall report each date of nonresident interpreting service **within ten (10) days**, utilizing the "Report of Service by Nonresident Interpreter", DPL-KBI-011, for each day a service is provided after this registration is filed.

Each partial day of interpreting shall be counted as a full day.

Date of registration:			
Full Name			
Address			
City, State, Zip	City	State	Zip
Phone 1			
Phone 2			
Email			

This form may be returned by email to [kbi@ky.gov](mailto:kbi@ky.gov) or mail to the Kentucky Board of Interpreters for the Deaf and Hard of Hearing, P. O. Box 1360, Frankfort, Kentucky 40602. You must submit this form prior to providing your first service in the state or upon any change

to the information provided in this registration.



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**REPORT OF SERVICE BY  
NONRESIDENT  
INTERPRETER**

DPL-KBI-011  
Rev. October 2024  
Page 1 of 1

KRS 309.304  
201 KAR 39:130

You are required to report each service provided by you as a nonresident interpreter in Kentucky if you do not hold a Kentucky interpreting license. You must report each interpreting service you provide in Kentucky by submitting this form to the Kentucky Board of Interpreters for the Deaf and Hard of Hearing (KBI) **within ten (10) business days of the service**. The reporting requirement is authorized by KRS 309.304 and 201 KAR 39:130.

Nonresident interpreters are exempt from licensure so long as they provide interpreting service in the state **for less than 20 days per year**. A nonresident interpreter **shall report each date of nonresident interpreting service** for each day a service is provided after registration.

Note: A nonresident interpreter using this form shall already be registered as a nonresident utilizing the form DPL-KBI-010, Registration of Nonresident Interpreter.

Each partial day of interpreting shall be counted as a full day.

Full Name	
Registration Number	
Date of service	
Service location	

This form may be returned by email to [kbi@ky.gov](mailto:kbi@ky.gov) or mail to Kentucky Board of Interpreters for the Deaf and Hard of Hearing, P. O. Box 1360, Frankfort, Kentucky 40602. **You must submit this report for each date of service in the state.**



Commonwealth of Kentucky  
Board of Interpreters for the  
Deaf and Hard of Hearing  
P.O. Box 1360  
Frankfort, KY 40602  
Ph: 502-892-4252  
Fax: 502-564-4818  
[KBI@ky.gov](mailto:KBI@ky.gov)



**REPORT OF SERVICE BY  
NONRESIDENT  
INTERPRETER**

DPL-KBI-011  
Rev. October 2024 [April 2024]  
Page 1 of 1

KRS 309.304  
201 KAR 39:130

You are required to report each service provided by you as a nonresident interpreter in Kentucky if you do not hold a Kentucky interpreting license. You must report each interpreting service you provide in Kentucky by submitting this form to the Kentucky Board of Interpreters for the Deaf and Hard of Hearing (KBI) within ten (10) business days of the service. The reporting requirement is authorized by KRS 309.304 [~~304.304~~] and 201 KAR 39:130.

Nonresident interpreters are exempt from licensure so long as they provide interpreting service in the state **for less than 20 days per year**. A nonresident interpreter **shall report each date of nonresident interpreting service** for each day a service is provided after registration.

Note: A nonresident interpreter using this form shall already be registered as a nonresident utilizing the form DPL-KBI-010, Registration of Nonresident Interpreter.

Each partial day of interpreting shall be counted as a full day.

Full Name	
Registration Number	
Date of service	
Service location	

This form may be returned by email to [kbi@ky.gov](mailto:kbi@ky.gov) or mail to Kentucky Board of Interpreters for the Deaf and Hard of Hearing, P. O. Box 1360, Frankfort, Kentucky 40602. You must submit this report for each date of service in the state.