

GENERAL GOVERNMENT CABINET
Kentucky Board of Veterinary Examiners
(New Administrative Regulation)

201 KAR 16:240. Application requirements for veterinarians and veterinary technicians.

RELATES TO: KRS 321.193, 321.221, 321.441

STATUTORY AUTHORITY: KRS 321.235, 321.240

NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.193 and 321.221 provides for application requirements for veterinarians. KRS 321.441 sets forth the requirements for licensure as a veterinary technician. This administrative regulation sets forth application requirements for veterinarians and veterinary technicians applying for licensure from the board.

Section 1. New application to the board for licensure as a veterinarian shall include the following components:

(1) A completed application on an Application for Licensure as a Veterinarian form as found in 201 KAR 16:400 or online equivalent form provided by the board, including all required attachments;

(2) A current color photograph of the applicant not smaller than two (2)-inches by two (2)-inches, or a color copy of the applicant's current valid driver's license or passport with photo;

(3) An official copy of final transcripts, or a copy of the applicant's diploma from the issuing school;

(4) A complete national background check from a board approved background check provider, which may include a copy of the applicant's fingerprints captured at a board approved office for the purpose of a national background check;

(5) A copy of any court documents, settlement agreements, or other documents requested by the board in support of the application; and

(6) An official copy of an applicant's score report showing results for either:

(a) The North American Veterinary Licensing Exam (NAVLE), or

(b) The National Board Examination (NBE) and the Clinical Competency Test (CCT), if completed prior to May 31, 2000.

The score report shall be sent directly to the board from the International Council for Veterinary Assessment (ICVA), the American Association of Veterinary State Boards (AAVSB), other board recognized testing body, or official records custodian.

(7) Payment for the application fee required by 201 KAR 16:210.

(8) In addition to the requirements listed in Section 1(1) – Section 1(7) of this administrative regulation, requirements for endorsement applications include,

(a) Licensure verifications from all jurisdictions in which an applicant once held or currently holds a license as a veterinarian; and

(b) A current credential report from the American Association of Veterinary State Boards (AAVSB).

(9) In addition to the requirements listed in Section 1(1) – Section 1(7) of this administrative regulation, requirements for foreign graduate applications include,

(a) Licensure verifications from all jurisdictions in which an applicant once held or currently holds a license as a veterinarian;

(b) A current credential report from the American Association of Veterinary State Boards (AAVSB), and

(c) An official score report showing results for either:

1. The Educational Commission for Foreign Veterinary Graduates (ECFVG) Program of the American Veterinary Medical Association (AVMA), or
2. The Program for the Assessment of Veterinary Education Equivalence (PAVE) of the AAVSB. The score report shall be sent directly to the board from the testing organization, its designee or current official records custodian.

Section 2. Reinstatement applications to the board for licensure as a veterinarian shall include the following components:

- (1) A completed application on a Reinstatement Application for Veterinarians form as found in 201 KAR 16:400 or online equivalent form provided by the board, including all required attachments;
- (2) A complete national background check from a board approved background check provider, which may include a copy of the applicant's fingerprints captured at a board approved office for the purpose of a national background check;
- (3) A copy of any court documents, settlement agreements, or other documents requested by the board in support of the application;
- (4) Licensure verifications from all jurisdictions in which an applicant once held or currently holds a license as a veterinarian;
- (5) A current credential report from the American Association of Veterinary State Boards (AAVSB);
- (6) Proof of a minimum of thirty (30) board approved continuing education credits during the twenty-four (24) months immediately prior to the date of application; and
- (7) Payment for the reinstatement application fee pursuant to 201 KAR 16:210.

Section 3. A veterinary license holder of the board shall be required to renew his or her license pursuant to 201 KAR 16:270.

Section 4. New applications to the board for licensure as a veterinary technician shall include the following components:

- (1) A completed application on an Application for Licensure as a Veterinary Technician form as found in 201 KAR 16:400 or online equivalent form provided by the board, including all required attachments;
- (2) A current color photograph of the applicant not smaller than two (2)-inches by two (2)-inches, or color copy of the applicant's current valid driver's license or passport with photo;
- (3) An official copy of final transcripts, or copy of the applicant's diploma from the issuing school;
- (4) A complete national background check from a board approved background check provider, which may include a copy of the applicant's fingerprints captured at a board approved office for the purpose of a national background check;
- (5) A copy of any court documents, settlement agreements, or other documents requested by the board in support of the application.
- (6) An official copy of an applicant's test scores from PSI Services, the American Association of Veterinary State Boards (AAVSB), or other official records custodian;
- (7) Payment for the application fee pursuant to 201 KAR 16:212; and
- (8) In addition to the requirements listed in Section 3(1) – Section 3(7) of this administrative regulation, requirements for endorsement applications include licensure verifications from all jurisdictions in which an applicant once held or currently holds a license as a veterinary technician.

Section 5. Reinstatement applications to the board for licensure as a veterinary technician shall include the following components:

(1) A completed application on a Reinstatement Application for Veterinary Technicians form as found in 201 KAR 16:400 or online equivalent form provided by the board, including all required attachments;

(2) A complete national background check from a board approved background check provider, which may include a copy of the applicant's fingerprints captured at a board approved office for the purpose of a national background check;

(3) A copy of any court documents, settlement agreements, or other documents requested by the board in support of the application;

(4) Proof of a minimum of six (6) board approved continuing education credits during the twelve (12) months immediately prior to the date of application.

(5) Licensure verifications from all jurisdictions in which the applicant once held or currently holds a license as a veterinary technician;

(6) A current credential report from the American Association of Veterinary State Boards (AAVSB); and

(7) Payment for the application fee pursuant to 201 KAR 16:212.

Section 6. A veterinary technician license holder of the board shall be required to renew his or her license pursuant to 201 KAR 16:270.

Section 7. Veterinarian and veterinary technician license holders may apply to the board for a change in licensure status. Such requests shall include the following components:

(1) A completed application on a Licensure Status Change Request form as found in 201 KAR 16:400 or online equivalent form provided by the board, including all required attachments;

(2) Payment for the application fee pursuant to 201 KAR 16:210 for veterinarians or 201 KAR 16:212 for veterinary technicians.

Section 8. The board is authorized to conduct a national background check on each applicant for licensure. The board has the power to impose additional requirements as a condition of licensure or deny licensure following the board's review of findings from a national background check.

STEVEN J. WILLS, DVM, Chair

APPROVED BY AGENCY: June 14, 2019

FILED WITH LRC: June 19, 2019 at 3 p.m.

PUBLIC HEARING AND PUBLIC COMMENT PERIOD: A public hearing on this administrative regulation shall be held on August 27, 2019 at 1:00 p.m., at the Kentucky Department of Agriculture, 111 Corporate Drive, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made prior to the end of the hearing. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through August 31, 2019. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Clint Quarles, Staff Attorney, Kentucky Department of Agriculture,

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

Contact Person: Clint Quarles

(1) Provide a brief summary of:

(a) What this administrative regulation does: This regulation establishes the application requirements for persons seeking a veterinary license or veterinary technician license.

(b) The necessity of this administrative regulation: This regulation is necessary to establish the application material that the KBVE board approves as a requirement for licensure.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 321.193, 321.221 and 321.441 each require the board to approve a degree or program for each applicant for veterinary and veterinary technician licenses.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This administrative regulation will assist in effective administration by clearly expressing what application requirements are created by the KBVE board.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: This is a new administrative regulation.

(b) The necessity of the amendment to this administrative regulation: This is a new administrative regulation.

(c) How the amendment conforms to the content of the authorizing statutes: This is a new administrative regulation.

(d) How the amendment will assist in the effective administration of the statutes: This is a new administrative regulation.

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: 2392 veterinary licenses, 421 veterinary technician licenses, and future applicants.

(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: Applicants will be required to submit application materials as outlined in this filing.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): No costs are associated with compliance, as this is a prerequisite for application.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): Administrative ease of clear communication of the approved requirements.

(5) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: No costs are anticipated.

(b) On a continuing basis: No costs are anticipated.

(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: This administrative regulation does not establish fees. Fees for the KBVE come from license and certification fees.

(7) Provide an assessment of whether an increase in fees or funding will be necessary to

implement this administrative regulation, if new, or by the change if it is an amendment: No fees are necessary at this time.

(8) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees: No fees are established.

(9) TIERING: Is tiering applied? No. All regulated entities have the same requirements.

FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

(1) What units, parts, or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation? The KBVE

(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 321.193, 321.221, 321.441

(3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect.

(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year? No revenue will be generated from this filing.

(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years? No revenue will be generated.

(c) How much will it cost to administer this program for the first year? Staff time for record keeping.

(d) How much will it cost to administer this program for subsequent years? Staff time will be required for record keeping. Costs will be very minimal.

Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.

Revenues (+/-): None

Expenditures (+/-): None or negligible.

Other Explanation: