

## **201 KAR 45:120. Renewal, reinstatement, and inactive status.**

RELATES TO: KRS 309.331, 309.334, 309.335

STATUTORY AUTHORITY: KRS 309.331(1), 309.335

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.331 requires the board to promulgate administrative regulations establishing procedures for annual renewal of licenses, and KRS 309.335(2)(c) requires the board to promulgate administrative regulations for reinstatement of licenses. This administrative regulation establishes procedures for annual renewal and reinstatement of licenses.

Section 1. Regular License Renewal. (1) A licensed diabetes educator or master licensed diabetes educator shall submit to the board by November 1 of each year:

- (a) A completed Renewal Application, Form DE-02;
- (b) Proof of the required continuing education as set forth in 201 KAR 45:130; and;
- (c) The renewal fee as established in 201 KAR 45:100.

(2) If a license is not renewed by December 31 of the new licensure year, the license shall automatically expire.

Section 2. Reinstatement. (1) An expired license or permit shall be reinstated upon the licensee or permit holder:

- (a) Submitting a completed Reinstatement Application, Form DE-08;
- (b) Paying the required fees established in 201 KAR 45:100; and
- (c) Submitting proof of completion of an amount of continuing education courses equivalent to the continuing education requirements as established in 201 KAR 45:130 for each year since the last date the license was active.

(2) An expired license or permit may be reinstated within five (5) years of the date of expiration.

Section 3. Inactive Status. (1) A licensee or permit holder may place his or her license or permit in inactive status. To request that a license or permit be placed in inactive status, the licensee or permit holder shall submit written notice to the board prior to November 1.

(2)(a) An individual with an inactive license or permit shall not practice diabetes education while the license or permit is inactive.

(b) A licensee or permit holder may remain in inactive status for a maximum of five (5) years.

(3)(a) During the period of inactive status, the licensee or permit holder shall not be required to meet the annual continuing education requirements as established in 201 KAR 45:130.

(b) Upon the licensee's or permit holder's request for licensure reactivation, the licensee or permit holder shall provide proof of completion of an amount of continuing education courses equivalent to the continuing education requirements as established in 201 KAR 45:130 for each year the license was inactive, and payment of the fee as established in 201 KAR 45:100.

(4)(a) An individual shall submit in writing a request to the board to be placed back in active status.

(b) The request shall be submitted at least one (1) week in advance of the board's regularly scheduled board meeting.

Section 4. Regular Permit Renewal. (1) An apprentice diabetes educator shall submit to the board by November 1 of each year:

- (a) A completed Apprentice Renewal Application, Form DE-04;
- (b) Proof of the required continuing education established in 201 KAR 45:130; and

- (c) The renewal fee established in 201 KAR 45:100.
- (2)(a) If a permit is not renewed by December 31, it shall automatically expire.
- (b) A permit may be reinstated. Reinstatement shall comply with the requirements of section 2 of this administrative regulation.

Section 5. Incorporation by Reference. (1) The following material is incorporated by reference:

- (a) "Renewal Application", Form DE-02, 09/2017;
- (b) "Apprentice Renewal Application", Form DE-04, 09/2017; and
- (c) "Reinstatement Application," Form DE-08, 03/2017.

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