

Amended After Comments CHECK reg # _____
Staff _____ Date recv'd _____

Finalized Doc email
Date _____ Time _____

(Amended After Comments) or (AAC) - (Emergency Amended After Comments) or (EAAC)

<input type="checkbox"/>	Typed, white paper, 8-1/2 in x 11 in	
<input type="checkbox"/>	2-inch top margin	- Required on 1st page - Recommended remaining margin settings are 1 inch
<input type="checkbox"/>	12 pt font, double spaced through body of regulation	RIA, Fiscal Note, Federal Mandate, and Summary of MIR may be single spaced
<input type="checkbox"/>	CABINET Department Division	- As applicable - Each on subsequent lines
<input type="checkbox"/>	(Amended After Comments) - OR - (Emergency Amended After Comments)	Reg Type in parentheses
<input type="checkbox"/>	Reg # and title of regulation	Reg number and title should each be followed by a period
<input type="checkbox"/>	RELATES TO, STATUTORY AUTHORITY, NFC Paragraphs	If a change is made, use underline/bracket-strikethrough method
<input type="checkbox"/>	Line numbers on reg starting with the Cabinet information, each page starts with Line 1	No line # on Signature Page, RIA, or other forms
<input type="checkbox"/>	Page numbers on regulation and required forms	- Sequential numbers at bottom center of each page
<input type="checkbox"/>	Body of Reg - Content <i>Obtain previous Word version from LRC Web site, agency's version does not contain Compiler clean-ups.</i> <ul style="list-style-type: none"> <input type="checkbox"/> If regulation was originally filed as an amendment, previous changes will remain marked <input type="checkbox"/> If reg was new, then no underline or brackets/strikethrough in prior version Mark changes in the following manner: <ul style="list-style-type: none"> <input type="checkbox"/> New insertions: underlined AND bolded, goes in front of deleted material <input type="checkbox"/> New deletions: use brackets/strikethrough; insert and delete entire words. Brackets and struck-through text are bolded NOTES: All changes made in the Amended After Comments version need to be listed in the Statement of Consideration, Action Taken Section. See back of this page for information regarding a Statement of Consideration for an Amended After Comments regulation. * Only changes made that are listed in the Statement of Consideration Action Taken Section are bolded. No other items in the reg are to be bolded or changed.	
<input type="checkbox"/>	Signature and Approval date	- A new signature and approval date is required - If one person signed for another, both names/titles to be listed on the page - Names and titles typed under the signature lines - TIP: If signed in blue, the original is easier to spot
<input type="checkbox"/>	NO Public Hearing and Public Comment Period info	Hearing and Public Comment Period were already held
<input type="checkbox"/>	Regulatory Impact Analysis and Tiering Statement	- Reg #, Contact person's name, phone, and email address - Contains all 9 questions - #9 requires an explanatory response (more than yes or no)
<input type="checkbox"/>	Federal Mandate	- Include only if applicable (if C.F.R. or U.S.C. citation in STATUTORY AUTHORITY line) - Reg #, Contact person's name, phone, and email address
<input type="checkbox"/>	Fiscal Note (New form title)	Reg #, Contact person's name, phone, and email address
<input type="checkbox"/>	Summary of Material Incorporated by Reference	- Include only if applicable - If existing MIR is being amended, include a detailed list of changes
<input type="checkbox"/>	Statement of Consideration or "SOC" attached to back of reg	See back of page for information regarding a Statement of Consideration for an Amended After Comments regulation

STATEMENT OF CONSIDERATION (For Amended After Comments)

<input type="checkbox"/>	Typed, white paper, 8-1/2 in x 11 in	
<input type="checkbox"/>	2-inch top margin	- Required on 1st page - Recommended remaining margin settings are 1 inch
<input type="checkbox"/>	12 pt font	Double spacing is not required on the Statement of Consideration
<input type="checkbox"/>	STATEMENT OF CONSIDERATION RELATING TO ___ KAR ___: ___ {Name of Administrative Body} Amended After Comments	- Example of what the heading will look like. - Center the required information - No bold or italics in an SOC
<input type="checkbox"/>	Statements indicating	
	<input type="checkbox"/> If hearing was held - state date, time, and place of hearing	
	<input type="checkbox"/> A list of persons who attended the hearing or submitted written comments Include the organization or entity that each person represented	
	<input type="checkbox"/> List of agency representatives who attended hearing or responded to comments Include each person's name and title	
<input type="checkbox"/>	Summarized Comment:	
	(a) Comment: (includes the person or people who made the comment and a summary of the comment)	
	(b) Response: (includes agency's response to the comment)	
<input type="checkbox"/>	Summary of Action Taken	
	- Summarize the statement and action taken	
	- List specific changes and location of changes (in the format outlined in KRS 13A.320(2)(c) and (d)). Page and line numbers are based on the originally-filed regulation.	
	- All changes listed also need to be enrolled in body of reg and bolded	

MATERIAL INCORPORATED BY REFERENCE or "MIR"

<input type="checkbox"/>	If MIR is changing, an edition date change in the last section of the reg is required
<input type="checkbox"/>	If Filing MIR - On Paper
	<input type="checkbox"/> 4 pages or less, single-sided, 8-1/2 in x 11 in, and white paper: attach to <u>each copy</u> of reg
	<input type="checkbox"/> 5 pages or more, double-sided, on colored paper, OR an odd size: <u>one</u> copy in binder with the following information of the front of the binder and the 1st page (required by KRS 13A.2231(4)(b)1.):
	- Reg number AND date filed (not edition date of material) AND List of each item included
<input type="checkbox"/>	On CD/DVD
	<input type="checkbox"/> <u>One</u> copy with the following required information on the case and disc (required by KRS 13A.2251(4)(b)3.):
	- Reg number AND date filed (not edition date of material)
	- List of each item included

BEFORE FILING

<input type="checkbox"/>	Email final MS Word version to RegsCompiler@LRC.ky.gov
	- Regulation, Signature page, RIA, Federal Mandate (if applicable), Fiscal Note, and Summary of MIR (if applicable) all in 1 document
<input type="checkbox"/>	- Signature page info still required; however, the ACTUAL signature is required <u>only</u> on the filed paper version
	- Emailing MIR is optional. If emailed, please put MIR in a document separate from the regulation but in the same email along with the regulation.
	- Please include the regulation number or numbers in the email (preferably in the email's subject line)
<input type="checkbox"/>	Once reg is "OK to file", prepare copies. For each regulation, file:
	- Original – single sided & stapled
	- 1 copy – single sided & paper-clipped (without staple holes)
	- 4 copies – single- or double-sided & stapled (One of these is stamped and given back to agency.)