

**BOARDS AND COMMISSIONS**  
**Board of Licensure for Long-Term Care Administrators**  
**(Amended at ARRS Committee)**

**201 KAR 6:040. Renewal, reinstatement, and reactivation of license.**

RELATES TO: KRS 36.450, 216A.070(1)(f), 216A.080, 216A.090, 42 U.S.C. 1396g  
STATUTORY AUTHORITY: KRS 216A.070(3), 216A.090

NECESSITY, FUNCTION, AND CONFORMITY: KRS 216A.070(3) authorizes the Board of Licensure for Long-term Care Administrators to promulgate administrative regulations necessary for the proper performance of its duties. KRS 216A.090 requires the holder of a license to renew that license biennially and authorizes the board to refuse renewal for failure to comply with KRS Chapter 216A or 201 KAR Chapter 6. This administrative regulation establishes the requirements and procedures for renewal, late renewal, inactive licensure, and reinstatement.

**Section 1. License Renewal.**

- (1) A license shall be renewed every two (2) years from date of issue or from date of last renewal. To apply for renewal, a licensee shall:
  - (a) Submit a completed Renewal Form;
  - (b) Pay the appropriate renewal fee established in 201 KAR 6:060; and
  - (c) Provide proof he or she has completed the continuing education requirements established in 201 KAR 6:070, Section 10.
- (2) A licensee may renew the license within sixty (60) days of the renewal date by submitting a completed Renewal Form to the board and payment of the late renewal fee established in 201 KAR 6:060. During this sixty (60) day grace period, a licensee may continue to practice as a long-term care administrator.
- (3) Except as provided by KRS 36.450, a license not renewed by the end of the sixty (60) day grace period shall expire and the licensee shall not practice in the Commonwealth.

**Section 2. Voluntary Inactivation of License.**

- (1) To voluntarily request a license in good standing be placed in inactive status, a licensee shall:
  - (a) Request inactive status, in writing or through the e-services licensee portal; and
  - (b) Pay the inactive licensee fee established in 201 KAR 6:060.
- (2) A license in inactive status shall expire two (2) years following the date it became inactive unless the licensee renews his or her inactive license biennially by submitting the Renewal Form and submitting payment of the appropriate fee established in 201 KAR 6:060.

**Section 3. Expiration Pending Disciplinary Action.**

- (1) A licensee that allows his or her license to expire pursuant to Section 1(3) of this administrative regulation while the licensee is the subject of a "complaint", as defined in 201 KAR 6:090 shall result in the license expiring in bad standing.
- (2) A license that has expired in bad standing shall not be reinstated unless the licensee agrees to submit to the complaints procedure established in 201 KAR 6:090 and responds to the complainant's allegations of misconduct that occurred prior to the license expiring in bad standing. Following the complaints procedure established in 201 KAR 6:090, the board may deny reinstatement of the license on the basis that the complainant's allegations have been sustained, the acts constitute a violation of KRS Chapter 216A or 201 KAR Chapter 6, and that refusal to reinstate the license is an appropriate penalty.
- (3)

(a) Any person whose license has expired in bad standing may submit a written and signed petition to the board requesting that the licensing file be amended to reflect the person's license expired in good standing and voluntarily submit to the complaint procedure established in 201 KAR 6:090.

(b) Upon receiving a written petition from a person whose license expired in bad standing, and following the complaints procedure established in 201 KAR 6:090, the board shall issue a final order that:

1. Dismisses the underlying complaint and amends the person's licensing file to reflect the license expired in good standing; or
2. Makes findings that the underlying complaint has been substantiated by a preponderance of the evidence and imposes discipline as authorized by KRS 216A.070(1)(f).

(4) The board may, upon the request from a professional licensing board of another state pursuant to the requesting state's laws permitting the transfer or endorsement of a Kentucky long-term care administrator's license, provide the requesting professional licensing board a copy of the full investigative file of the complaint and a statement that the licensee allowed his or her license to expire in bad standing prior to the board fully adjudicating the complaint. The board shall not provide its opinion regarding the merits of the complaint unless the person has voluntarily submitted to the complaints process established in 201 KAR 6:090.

#### Section 4. Reinstatement of License.

(1) To apply for reinstatement of a license expired in good standing, a licensee shall, within two (2) years from the date of expiration:

- (a) Submit a completed Application for Licensure, incorporated by reference in 201 KAR 6:020;
- (b) Pay the reinstatement fee established in 201 KAR 6:060; and
- (c) Provide proof he or she has completed the continuing education requirements established in 201 KAR 6:070, Section 10.

(2) A license shall not be reinstated if the board does not receive the application for reinstatement within two (2) years of the date the license expired. A licensee whose license has been expired for more than two (2) years may apply for a new license pursuant to 201 KAR 6:020.

#### Section 5. Reactivation of License.

(1) To apply for reactivation of a license voluntarily placed in inactive status pursuant to Section 2 of this administrative regulation, a licensee shall, within two (2) years from the date of inactive status:

- (a) Submit a completed Application for Licensure, incorporated by reference in 201 KAR 6:020;
- (b) Pay the reactivation fee established in 201 KAR 6:060; and
- (c) Provide proof he or she has met the continuing education requirements pursuant to 201 KAR 6:070, Section 10.

(2) A license shall not be reactivated if the board does not receive the Application for Licensure within two (2) years of the date the license was either placed in inactive status or renewed in inactive status pursuant to Section 2(2) of this administrative regulation.

#### Section 6. Renewal of a Suspended License.

(1) To apply for renewal of a license suspended following the complaints procedure established in 201 KAR 6:090, a licensee shall renew his or her license in accordance with Section 1 of this administrative regulation, even if the suspension period has not been fully served at the time of renewal.

(2) Renewal shall not entitle the licensee to engage in the practice until the suspension has ended, or is otherwise removed by the board or a court of competent jurisdiction and the right to practice is restored by the board.

Section 7. Renewal or Reinstatement of a Revoked License Prohibited.

(1) A license that has been revoked by the board following the complaints procedure established in 201 KAR 6:090 shall not be renewed or reinstated.

(2) Two (2) years after the date a person's license has been revoked by the board, the person may apply for licensure as a new applicant pursuant to 201 KAR 6:020.

(3) The board may deny a new application by a person whose license has been revoked pursuant to KRS 216A.080(1)(c).

(4) If the board denies an application by a person whose license has been revoked pursuant to this section, the applicant may appeal the board's decision and request a hearing pursuant to KRS Chapter 13B to provide proof that he or she is of good moral character and is otherwise suitable to practice as a long-term care administrator.

Section 8. Incorporation by Reference.

(1) The "Renewal Form", November 2021 is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Licensure for Long-Term Care Administrators, Department of Professional Licensing, 500 Mero Street, 2SC32, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. The material may also be found on the board's Web site at <https://ltca.ky.gov/>.

(25 Ky.R. 680; Am. 1585; eff. 1-19-1999; 40 Ky.R. 631; 1017; eff. 11-20-2013; 1849; 2282; eff. 5-2-2014; 45 Ky.R. 3466; 46 Ky.R. 80; eff. 8-19-2019; TAm eff. 11-9-2020; 48 Ky.R. 1828, 2720; eff. 7-20-2022.)

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