

SECRETARY OF STATE
(New Administrative Regulation)

30 KAR 10:050. Application assistant training and designation.

RELATES TO: Ky Acts ch. 172

STATUTORY AUTHORITY: Ky Acts ch. 172

NECESSITY, FUNCTION, AND CONFORMITY: Ky Acts ch. 172 authorizes the Secretary of State to promulgate administrative regulations Ky Acts ch. 172. This administrative regulation implements Ky Acts ch. 172.

Section 1. The Application Assistant training and designation process consists of:

- (1) Completing an in-person or online training which is conducted or approved by the Secretary of State Safe at Home Program; and
- (2) Submitting a completed Application Assistant Agreement.

Section 2. Valid Period. The Application Assistant designation is valid for a three (3) year period and may be renewed by submitting a new Application Assistant Agreement prior to the end of the three (3) year term.

Section 3. Employment.

- (1) The Application Assistants must provide the Safe at Home Program with current employer and contact information;
- (2) Application Assistants who change employment may retain their designation as long as they continue to meet the statutory criteria for the Application Assistant designation and submit an updated Application Assistant Agreement;

Section 4. Expiration/Cancellation.

- (1) The Safe at Home Program will notify Application Assistants prior to the expiration of their designation using the contact information on record with the program;
- (2) An Application Assistant designation will expire if the Application Assistant fails to submit a new Application Assistant Agreement before the end of his/her three (3) year term;
- (3) An Application Assistant may cancel his or her designation at any time by notifying the Safe at Home Program.

Section 5. Incorporation by Reference.

- (1) "Application Assistant Agreement", July 2023, is incorporated by reference.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Secretary of State's Office, 700 Capital Avenue, State Capitol, Suite 152, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m., or may be obtained at www.sos.ky.gov.

MICHAEL G. ADAMS, Secretary of State

APPROVED BY AGENCY: June 27, 2023

FILED WITH LRC: June 29, 2023 at 3:00 p.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on September 26, 2023, at 10:00 a.m. EST, at Office of the Secretary of State. 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. This hearing will not be made unless a written request for a transcript is made. 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 until September

30, 2023. 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: Jennifer Scutchfield, Assistant Secretary of State, 700 Capital Avenue, State Capitol, Suite 152, Frankfort, Kentucky 40601, phone (502) 782-7417, fax (502) 564-5687. Email: jscutchfield@ky.gov.