

## **BOARDS AND COMMISSIONS**

### **Board of Veterinary Examiners**

#### **(Amended After Comments)**

#### **201 KAR 16:516. Fees – other fees.**

RELATES TO: KRS 321.235(1)(c)

STATUTORY AUTHORITY: KRS 321.235(1)(c)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.235(1)(c) authorizes the Kentucky Board of Veterinary Examiners to promulgate administrative regulations as it may deem necessary and proper to effectively carry out and enforce the provisions of KRS Chapter 321, including regulations to establish authorized fees. This administrative regulation establishes fees for various services provided by the board.

#### Section 1. Payment and Submission of Fees.

(1) Fees to the board shall be paid by check or money order, or, if available, online payment by debit or credit card. Checks and money orders shall be made payable to the Kentucky State Treasurer.

(2) All fees shall be nonrefundable.

#### Section 2. Fees for License Verification Letters and Letters of Good Standing.

(1) The fee for a license verification letter or a letter of good standing shall be thirty (30) dollars per jurisdiction per request.

(a) Except as provided for in paragraph (b) of this subsection, the fee shall be attached to a Request for Licensure Verification form or online equivalent form.

(b) The board may accept orders for licensure verification letters without the required form from the American Association of Veterinary State Boards (AAVSB) on behalf of licensees requesting the letter through the AAVSB VAULT Transfer program, billed by invoice on a periodic basis at the same rate as individual requests.

(2) Upon receipt of the request and payment, the board shall issue the requested letter and complete any forms required by regulatory bodies in other jurisdictions.

#### Section 3. Fees for Board Credential Holder Mailing Lists.

(1)

(a) The fee for a request to obtain a copy of the mailing list for a commercial purpose shall be sixty (60) dollars.

(b) The fee for a request to obtain a copy of the mailing list for a non-commercial purpose shall be thirty (30) dollars.

(c) The board shall not charge a fee to obtain a copy of the mailing list for the first three (3) requests in a calendar year to the Kentucky Veterinary Medical Association (KVMA), its constituent in-state VMAs, or Kentucky state universities.

(2) The fee shall be attached to a Request for Mailing List form or online equivalent form.

(3) Within thirty (30) calendar days of the receipt of the request and payment, the board shall send a current credential holder mailing list to the requesting party.

#### Section 4. Fees for Duplicate Wall Certificates and Laminated Credentials.

(1) The fee for a duplicate wall certificate, including the board's seal, shall be thirty (30)dollars.

(2) The fee for a new laminated wallet-sized card shall be thirty (30) dollars.

(3) The fee shall be attached to a Request for Printed Credentials form or online equivalent form.

Section 5. Request for Continuing Education Approval. The fee for an applicant to obtain board approval as Approved program of continuing education shall be fifty (50) dollars paid directly to the board and attached to the Request for Continuing Education Approval form as found in 201 KAR 16:590 or online equivalent form.

Section 6. Fees for Processing Payments.

(1) The board may require a reasonable service charge for processing any payments submitted online or in paper form. The fees shall be calculated as a percentage of the underlying fee and shall not be higher than the board's current contracted rate for payment processing services.

(2) Service charge fees shall be non-refundable.

Section 7. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Request for Licensure Verification", 8/2023;

(b) "Request for Mailing List", 8/2023;

(c) "Request for Printed Credentials", 8/2023; and

(d) "Request for Continuing Education Course Approval", 8/2023.

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*MICHELLE M. SHANE, Executive Director  
For JOHN C. PARK, DVM, Board Chair*

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CONTACT PERSON: Michelle Shane, Executive Director, Kentucky Board of Veterinary Examiners, 107 Corporate Drive, Second Floor, Frankfort Kentucky 40601, phone (502) 782-0273, fax (502) 695-5887, email [michelle.shane@ky.gov](mailto:michelle.shane@ky.gov).