

**BOARDS AND COMMISSIONS**  
**Board of Veterinary Examiners**  
**(New Administrative Regulation)**

**201 KAR 16:517. Fees for AAHP facility registrations.**

RELATES TO: KRS 321.203, 321.205, 321.235, 321.320

STATUTORY AUTHORITY: KRS 321.203, 321.205, 321.235(1)(c), 321.236, 321.320

NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.235(1)(c) requires the Kentucky Board of Veterinary Examiners to promulgate administrative regulations to establish the fee amounts for all fees required by KRS Chapter 321 and the fees for services provided by the board. KRS 321.236(1)(a) and (4) allow the board to establish application fees for allied animal health professional (AAHP) facilities and mobile units. This administrative regulation establishes fees for AAHP facility registrants and their associated mobile units, including the cost for application, renewal, and reinstatement.

**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.
- (3) In the event the board carry forward balance at the end of a fiscal year falls below \$200,000, the board's fees shall automatically increase 20% for the duration of the fiscal biennium.

**Section 2. Application Fees for Allied Animal Health Professional (AAHP) Facility Registration.**

- (1)
  - (a) In accordance with KRS 321.236(2), the initial registration fee for an AAHP facility shall be \$200 and if the facility is registered with the board by June 30, 2025, the fee shall be reduced by half to \$100.
  - (b) After June 30, 2025, the initial application fee for an AAHP facility registration with up to two (2) mobile units shall:
    1. Until June 30, 2026, be \$500;
    2. Between July 1, 2026 and June 30, 2028, be \$550; and
    3. After June 30, 2028, be \$625.
- (2) In addition to the initial application fee for a registered AAHP facility, an additional fee shall be paid to the board, calculated based on the number of mobile units associated with the facility, as follows:
  - (a) For a registered AAHP facility with two (2) or fewer mobile units identified on the application, no additional fees shall be collected;
  - (b) For a registered AAHP facility with three (3) or more mobile units identified on the application, an additional fee per mobile unit shall be due to the board with the initial application for each additional mobile unit beyond two (2) mobile units per AAHP facility:
    1. Until June 30, 2025, \$25 per unit;
    2. Between July 1, 2025, and June 30, 2027, \$50 per unit;
    3. Between July 1, 2027, and June 30, 2029, \$75 per unit; and
    4. After June 30, 2029, be \$100 per unit.
- (3) The fees shall be attached to the completed Application for Registration as an AAHP Facility form as found in 201 KAR 16:772 or online equivalent form, including all required attachments.

Section 3. Renewal Fees for AAHP Facility Registration. The following fees shall be paid biennially for the renewal of an AAHP facility registration:

- (1)
  - (a) Except as provided for in subsection (3) of this section, the renewal base fee for a AAHP facility registration in active status shall:
    1. Until September 30, 2027, be \$375;
    2. Between October 1, 2027, and September 30, 2028, be \$425; and
    3. After September 30, 2028, be \$450.
  - (b) The fees shall be attached to the completed Renewal Application for AAHP Facility Registration form as found in 201 KAR 16:775 or online equivalent form.
    1. To qualify for renewal, the form shall be complete, including all required attachments, and continuing education credits, if required, and fee payment; and
    2. The complete package is submitted to the board for review and approval not later than September 30 of each odd-numbered year.
- (2) In addition to the renewal base fee for a registered AAHP facility, an additional fee shall be paid to the board, calculated based on the number of mobile units associated with the facility, as follows:
  - (a) For a registered AAHP facility with two (2) or fewer mobile units identified on the registration, no additional fees shall be collected;
  - (b) For a registered AAHP facility with three (3) or more mobile units identified on the registration, an additional fee shall be due to the board with the biennial renewal application for each additional mobile unit beyond two (2) mobile units per AAHP facility registration.
    1. Until September 30, 2027, \$50 per unit;
    2. Between October 1, 2027, and September 30, 2029, \$75 per unit; and
    3. After September 30, 2029, be \$100 per unit.
- (3) For an AAHP facility initially registered less than 120 days prior to the end of the renewal period, the registration renewal fee shall be waived during the first registration cycle.
- (4) There shall be no grace period afforded to registered AAHP facilities. AAHP facilities that fail to renew their registration by September 30 of each odd-numbered year shall expire. If an AAHP facility intends to continue operations following a missed renewal, the registered responsible party or AAHP manager shall apply for reinstatement for the AAHP facility and obtain board approval before continuing operations at the registered facility.

Section 4. Reinstatement Fees for AAHP Facility Registration.

- (1) To reinstate an AAHP facility registration following expiration, the registered responsible party or AAHP manager shall submit a complete Reinstatement Application for AAHP Facilities form as found in 201 KAR 16:775 or online equivalent form, including all required attachments and fees, to the board for reinstatement of the AAHP facility registration.
  - (a) If less than six (6) month has elapsed since the expiration date of the facility registration, the AAHP facility shall pay a reinstatement fee of \$675.
  - (b) If more than six (6) months and not more than five (5) years have elapsed since the expiration date of the facility registration, the AAHP facility reinstatement fee shall:
    1. Until June 30, 2027, be \$725;
    2. Between July 1, 2027, and June 30, 2029, be \$900; and
    3. After June 30, 2029, be \$1,050.
- (2) An AAHP facility shall not apply for a new registration during this five (5) year window; a reinstatement application shall be required.

(3) If more than five (5) years have elapsed since the last date of license expiration, an AAHP facility shall apply as a new applicant to obtain a new AAHP facility registration in the Commonwealth of Kentucky.

*MICHELLE M. SHANE, Executive Director on behalf of  
JOHN C. PARK, DVM, Board Chair*

APPROVED BY AGENCY: October 14, 2024

FILED WITH LRC: October 15, 2024 at 8:15 a.m.

**PUBLIC HEARING AND COMMENT PERIOD:** A public hearing on this administrative regulation shall be held on December 23, 2024, at 10:00 am EST, at the offices of the Kentucky Board of Veterinary Examiners, 4047 Iron Works Pkwy, Suite 104, Lexington, Kentucky 40511. 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. A transcript of the public 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 through December 31, 2024. 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:** Michelle M. Shane, Executive Director, Kentucky Board of Veterinary Examiners, 4047 Iron Works Parkway, Suite 104, Lexington, Kentucky 40511, Phone: 502-564-5433, Fax: 502-753-1458, Email: [Michelle.Shane@ky.gov](mailto:Michelle.Shane@ky.gov).