

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

201 KAR 16:735. Renewal requirements for AAHP permits -- renewal notice -- expiration.

RELATES TO: KRS 321.175, 321.181(1)-(4), 321.235

STATUTORY AUTHORITY: KRS 321.175(2)(c), (5), 321.181(1)-(4), 321.235(1)(a)-(c), (2)(b)1.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.235(1)(b) authorizes the board to promulgate administrative regulations to implement KRS Chapter 321. KRS 321.235(1)(a)-(c) provides the board authority to promulgate administrative regulations to evaluate the qualifications of applicants for applicants for an allied animal health professional (AAHP) permit. KRS 321.235(2)(b)1. authorizes the board to require an AAHP permittee to obtain appropriate continuing education to ensure continued competency. This administrative regulation establishes renewal requirements and renewal notification procedures for AAHP permittees of the board, as well as required continuing education for AAHP permittees.

Section 1. Renewal Notices and Timeliness of Renewal Applications.

- (1) The board shall, not later than July 1 of each year, email or mail to each permitted allied animal health professional a renewal notice.
- (2) The renewal application shall be completed by the permittee and returned to the board, including all required attachments and, if required by the board, proof of course completion for the required continuing education.
- (3) Timely receipt of renewal application.
 - (a) Renewals bearing a postmark, or, if an online renewal, a timestamp, of September 30 or earlier shall be considered received on time.
 - (b) Renewals bearing a postmark, or, if an online renewal, a timestamp, between October 1 and November 30 shall be considered late and therefore incur a late fee pursuant to 201 KAR 16:513.
- (4) The renewal fee shall be attached to the completed renewal form when it is returned to the board or paid online.

Section 2. Continuing Education Required.

- (1) Every AAHP permittee shall list their continuing education hours received on the Renewal Application for AAHP Permits form or online equivalent form, including all required attachments, and if required, proof of attendance or completion of training to the board.
- (2) Continuing education hours applied toward a reinstatement application shall not be eligible for credit on the renewal application.
- (3) Continuing education hours earned during the grace period of a renewal cycle shall not be eligible for credit on the subsequent renewal application.
- (4) The board shall not renew the permit of any person who fails to appropriately document the required hours of continuing education.

Section 3. The board shall not be held responsible or liable for lost renewal notices, or renewal notices not received, or not received on time.

- (1) Regardless of cause, the board shall not be required to refund money to a permit holder who fails to renew in a timely manner pursuant to Section 1(4) of this administrative regulation.

(2) Failure to renew by the grace period deadline and in compliance with all requirements of the board shall cause the permit to move to expired status. The permit holder shall no longer be eligible to practice as an allied animal health professional in Kentucky.

(3) The former permit holder may apply for reinstatement of the permit within five (5) years from the date of expiration in accordance with 201 KAR 16:732. A reinstatement application shall be required during this period; an application for a new license shall not be accepted until five (5) years after the last date of expiration.

Section 4. Duty to Report. Every AHHP permit holder shall:

- (1) File their legal name with the board;
- (2) File their legal residential address with the board;
- (3) File their legitimate mailing address with the board. The mailing address shall be subject to public disclosure;
- (4) File their current employer with the board;
- (5) File a current email address and phone number with the board; and
- (6) Within thirty (30) days, notify the board of any changes to their name or addresses or email address by submitting a completed Request for Name or Address Change form as found in 201 KAR 16:570 or online equivalent form.

Section 5. Incorporation by Reference.

(1) "Renewal Application for AAHP Permits", 10/2024, is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subjected to applicable copyright law, at the Kentucky Board of Veterinary Examiners, 4047 Iron Works Parkway, Suite 104, Kentucky 40511, Monday through Friday, 8:30 a.m. to 4:30 p.m. This material may also be obtained at kbve.ky.gov.

*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 Pwky, Suite 104, Lexington, Kentucky 40511, Phone: 502-564-5433, Fax: 502-753-1458, Email: Michelle.Shane@ky.gov.