BOARDS AND COMMISSIONS
Board of Interpreters for the Deaf and Hard of Hearing
(Amended at ARRS Committee)

201 KAR 39:090. Continuing education unit requirements.

RELATES TO: KRS 309.304(5), 309.318
STATUTORY AUTHORITY: KRS 309.304(3), 309.314(7)
NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.314(7) authorizes the board to promulgate an administrative regulation that requires interpreters who apply for renewal or reinstatement to show evidence of completion of continuing education. This administrative regulation establishes the requirements for continuing education units and prescribes methods and standards for the accreditation of continuing education courses.

Section 1. Accrual of Continuing Education Hours Mandatory for Full Licensure; Computation of Accrual.

(1) A person who is licensed as an interpreter shall have earned a minimum of fifteen (15) continuing education unit hours during each licensure period.

(2) A minimum of half of the fifteen (15) hours shall be from any of the following sources, alone or in combination:

(a) Alexander Graham Bell Association of the Deaf;
(b) American Sign Language Teacher Association;
(c) National Association of the Deaf;
(d) National Educational Interpreters Conference;
(e) Registry of Interpreters for the Deaf - Certificate Maintenance Program; or
(f) Registry of Interpreters for the Deaf - Associate Continuing Education Training.

(3) A minimum of three (3) of the fifteen (15) continuing education unit hours shall be related to ethics. To be approved:

(a) The program title shall contain the word "ethics"; or
(b) The licensee shall submit the course description for the board to review to determine if the program relates to the code of ethics for interpreters.

Section 2. Accrual of Continuing Education Unit Hours Mandatory for Temporary Licensure; Computation of Accrual.

(1) A person who holds a temporary license as an interpreter shall have earned a minimum of eighteen (18) hours of approved continuing education units during each licensure period.

(2) A minimum of seven and one-half (7.5) of the eighteen (18) hours shall be from any of the following sources, alone or in combination;

(a) Alexander Graham Bell Association for the Deaf;
(b) American Sign Language Teacher Association;
(c) National Association of the Deaf;
(d) National Educational Interpreters Conference;
(e) Registry of Interpreters for the Deaf - Certificated Maintenance Program; or
(f) Registry of Interpreters for the Deaf - Associate Continuing Education Training.

(3) A minimum of three (3) of the eighteen (18) continuing education unit hours shall be related to ethics. To be approved:

(a) The program title shall contain the word "ethics"; or
(b) The licensee shall submit the course description for the board to review to determine if the program relates to the code of ethics for interpreters.

Section 3. Methods of Acquiring Continuing Education Unit Hours. Continuing education unit hours applicable to the renewal of the license shall be directly related to the

professional growth and development of an interpreter. The hours shall be earned by completing any of the following educational activities:

(1) Programs not requiring board review and approval. An educational program from any of the following providers shall be deemed to be relevant to the practice of interpreting and shall be approved without further review by the board:

(a) A program sponsored or approved by the:

1. Alexander Graham Bell Association of the Deaf;
2. American Sign Language Teacher Association;
3. National Association of the Deaf;
4. Registry of Interpreters for the Deaf; or
5. National Association of Interpreters in Education; or

(b) An academic course offered by an accredited postsecondary institution that is directly related to interpreting. Credit shall only be granted for grades of "C" or above.

(2) Programs requiring board review and approval. A program from any of the following sources shall be reviewed and determined if the program is relevant and therefore subsequently approved by the board:

(a) Relevant programs, including asynchronous and synchronous learning either in-person or virtual, training provided by other organizations, educational institutions, or other service providers approved by the board;

(b) Relevant programs or academic courses presented by the licensee. Presenters of relevant programs or academic courses may earn full continuing education credit for each contact hour of instruction, not to exceed three (3) hours of continuing education credits. Credit shall not be issued for repeated presentation of the same course.

(c) Authoring an article in a relevant, professionally-recognized, or juried publication. Credit shall not be granted for an article unless the article was published within the one (1) year period immediately preceding the renewal date. A licensee shall earn three (3) hours of continuing education credit toward the hours required for renewal. No more than one (1) publication shall be counted during a renewal period.

(d) A general education course, elective course, or a course designed to meet degree requirements offered by an accredited postsecondary institution. Academic credit equivalency for continuing education hours shall be based on one (1) credit hour equals 10 continuing education hours. Credit shall only be granted for grades of "C" or above.

Section 4. Procedures for Preapproval of Continuing Education Unit Sponsors and Programs.

(1) Any entity seeking to obtain approval of a continuing education program prior to its offering shall complete and submit the Application for Continuing Education Program Unit Approval form to the board at least sixty (60) days in advance of the commencement of the program, stating the following:

(a) A published course or similar description containing educational objectives;

(b) Names and qualifications of the instructors;

(c) A copy of the program agenda indicating hours of instruction, coffee and lunch breaks;

(d) Number of continuing education unit hours being requested; and

(e) A copy of the evaluation.

(2) A continuing education activity shall be approved if the board determines the activity being offered:

(a) Is an organized program of learning;

(b) Pertains to subject matters, which integrally relate to the practice of interpreting;

(c) Contributes to the professional competency of the licensee; and

(d) Is conducted by individuals who have educational training or experience acceptable to the board.

(3) A sponsor of continuing education requiring board approval shall be responsible for submitting a course offering to the board for review and approval before listing or advertising that offering as approved by the board.

Section 5. Responsibilities and Reporting Requirements of Licensees. A licensee shall be responsible for obtaining the required continuing education unit hours. A licensee shall:

(1) Maintain records of continuing education unit hours.

(a) Each licensee shall maintain all documentation verifying successful completion of continuing education unit hours for a period of two (2) years from the date of renewal.

(b) During each licensure renewal period, up to fifteen (15) percent of all licensees, chosen at random, shall be required by the board to furnish documentation of the completion of the appropriate number of continuing education unit hours for the current renewal period.

(c) Verification of continuing education unit hours shall not be otherwise reported to the board; and

(2) Fully comply with the provisions of this administrative regulation. Failure to comply shall constitute a violation of KRS 309.318(1)(e) and may result in the refusal to renew, suspension, or revocation of the licensure.

Section 6. Procedures for Approval of Continuing Education Programs. A program that has not been preapproved by the board may be used for continuing education units if the licensee submits the program for board approval. In order for the board to adequately review a program for approval, the following information shall be submitted:

(1) A published course or similar description containing educational objectives;

(2) Names and qualifications of the instructors;

(3) A copy of the program agenda indicating hours of instruction, coffee and lunch breaks;

(4) Number of continuing education hours being requested; and

(5) A copy of the course evaluation.

Section 7. Carry Over of Continuing Education Unit Hours. A licensee with a full license may carry over six (6) continuing education unit hours earned in excess of those required under Section 1 of this administrative regulation for one (1) renewal period, after which time they shall expire. All carry-over hours shall comply with the requirements of Sections 1 through 3 of this administrative regulation.

Section 8. Board to Approve Continuing Education Unit Hours; Appeal when Approval Denied.

(1) In the event of a denial, in whole or in part, of any application for approval of continuing education hours, the licensee shall have the right to request reconsideration by the board of its decision.

(2) The request shall be in writing, specifically stating the reasons for reconsideration, and shall be received by the board within thirty (30) days of the board's decision denying approval of continuing education hours.

Section 9. Continuing Education Requirements for Reinstatement of License.

(1) A person requesting reinstatement of licensure shall submit evidence of completion of required hours of continuing education units within the twelve (12) month period immediately preceding the date on which the request for reinstatement is submitted to the board.

(2) If the person seeking reinstatement does not meet the requirements established in subsection (1) of this section, the board may conditionally reinstate licensure, requiring

the applicant to obtain required hours of continuing education units within six (6) months of the date on which licensure is reinstated.

(3) The continuing education unit hours received in compliance with this section for reinstatement shall be in addition to the regular continuing education unit requirements established in Section 1 of this administrative regulation and shall not be used to comply with the requirements of that section.

Section 10. Incorporation by Reference.

(1) "Application for Continuing Education Unit Program Approval", DPL-KBI-008, April 2024, form is incorporated by reference.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Department of Professional Licensing, 500 Mero Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. or found on the board's Web site at www.kbi.ky.gov.

(28 Ky.R. 1264; Am. 1610; eff. 1-14-2002; 32 Ky.R. 2335; 33 Ky.R. 387; eff. 9-1-06; 38 Ky.R. 1651; eff. 6-1-2012; TAm eff. 6-1-2012; Crt eff. 2-21-2020; 51 Ky.R 102, 948, 1102; eff. 2-5-2025.)

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