

## BOARDS AND COMMISSIONS

### Board of Veterinary Examiners

#### (Amendment)

#### **201 KAR 16:735. Renewal requirements for AAHP licenses -- renewal notice -- expiration.**

RELATES TO: KRS 321.175, 321.181(1)-(4), 321.235, 321.251, 321.255

STATUTORY AUTHORITY: KRS 321.175(2)(c), (4), (5), 321.181(1)-(4), 321.235(1)(a)-(c), (2)(b)1., 321.251(4), 321.253

CERTIFICATION STATEMENT: This certifies that this administrative regulation complies with the requirements of 2025 RS HB 6, Section 8.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.175(4) states the purpose of the Kentucky Veterinary Medicine Practice Act is to promote, preserve, and protect the public health, safety, and welfare by and through, in part, setting application requirements for allied animal health professional (AAHP) providers to establish requirements for the renewal of AAHP licensure. KRS 321.235(1)(b) requires the board to promulgate administrative regulations to implement and enforce KRS Chapter 321. KRS 321.235(1)(a)-(c) requires the board to promulgate administrative regulations to evaluate the qualifications of applicants for an allied animal health professional (AAHP) license. KRS 321.235(2)(b)1. authorizes the board to require an AAHP licensee to obtain appropriate continuing education to ensure continued competency. This administrative regulation establishes renewal requirements, renewal notification procedures for AAHP licensees of the board, and required continuing education for AAHP licensees.

#### Section 1. Renewal Notices and Timeliness of Renewal Applications.

(1) The board shall, not later than August 31 of each year, email or mail to each licensed allied animal health professional a renewal notice.

(2) The Renewal Application for AAHP Licenses shall be completed by the licensee and returned to the board, including all required attachments, fees, 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 Application for AAHP Licenses form when it is returned to the board or paid online.

#### Section 2. Continuing Education (CE) Required.

(1) Each AAHP licensee shall list their continuing education hours received on the Renewal Application for AAHP Licenses form or online equivalent form, including all required attachments, and if required, proof of attendance or completion of training to the board.

(a) For AAHP animal chiropractic providers (ACPs), licensees shall show proof of CE for a minimum of six (6) clinical hours annually from:

1. An approved program of the:

a. American Veterinary Chiropractic Association (AVCA); or

b. International Veterinary Chiropractic Association (IVCA); or

2. Animal chiropractic focused CE from one (1) or more of the following organizations:

- a. American Veterinary Medical Association (AVMA) or its affiliate organizations as listed on the AVMA website;
  - b. American Association of Veterinary State Boards (AAVSB) Registry of Approved Continuing Education (RACE); or
  - c. A board-approved CE program.
- (b) For AAHP Equine Dental Providers (EDPs), licensees shall show proof of CE for a minimum of six (6) clinical hours annually from:
1. The International Association of Equine Dentistry (IAED) annual conference; or
  2. Equine dental focused CE from one (1) or more of the following organizations:
    - a. American Veterinary Medical Association (AVMA) or its affiliate organizations as listed on the AVMA website;
    - b. Veterinary Dental Forum;
    - c. American Association of Equine Providers (AAEP);
    - d. American Association of Veterinary State Boards (AAVSB) Registry of Approved Continuing Education (RACE); or
  3. A board-approved CE program.
- (2) AAHP CE hours shall be clinical in a topic specifically related to the area of practice for which they hold a license. Additional CE hours in practice management, wellness, or other topics may be earned but shall not count toward the CE requirement for renewal or reinstatement of the AAHP license.
- (3) CE Format. An AAHP licensees shall earn:
- (a) A minimum of three (3) of the required six (6) hours CE for AAHP providers shall be earned in person.
  - (b) No more than three (3) of the required six (6) CE hours in an online format that is pre-recorded or non-interactive.
- (4) All CE earned shall be new continuing education. An AAHP licensee shall not apply CE earned in a prior renewal period or earned and applied for licensure reinstatement toward renewal of their license in the current renewal cycle.
- (5) Continuing education shall be earned from October 1 of each renewal period until September 30 at the end of the period, or until November 30 at the end of the grace period with the addition of a late fee in accordance with 201 KAR 16:513.
- (6) Continuing education hours earned during the grace period of a renewal cycle shall not be eligible for credit on subsequent renewal applications.
- (7) The board shall not renew the license of any person who fails to appropriately document the required hours of continuing education.
- (8) Continuing education requirements shall be waived for a new licensee completing their initial term of licensure who also achieved board-approved certification within twelve (12) months of initial licensure.

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 licensee 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 license to move to expired status. The licensee shall no longer be eligible to practice as an allied animal health professional in Kentucky.
- (3) The former licensee may apply for reinstatement of the license 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. Each AAHP licensee shall maintain on file with the board their:

- (1) Legal name;
- (2) Legal residential address;
- (3) Legitimate mailing address. The mailing address shall be subject to public disclosure;
- (4) Current employer;
- (5) Current email address and phone number; 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, incorporated by reference in 201 KAR 16:570 or online equivalent form.

Section 5. Incorporation by Reference.

- (1) "Renewal Application for AAHP Licenses", 8/2025, 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](http://kbve.ky.gov).

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

APPROVED BY AGENCY: July 31, 2025  
FILED WITH LRC: August 14, 2025 at 3:05 p.m.

**PUBLIC HEARING AND COMMENT PERIOD:** A public hearing on this administrative regulation shall be held on October 21, 2025, at 1:30 p.m. EDT, at KBVE, 4047 Iron Works Parkway, 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 October 31, 2025. 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, KBVE Executive Director, 4047 Iron Works Parkway, Suite 104, Lexington, Kentucky 40511, phone 502-564-5433, fax 502-573-1458, email [Michelle.Shane@ky.gov](mailto:Michelle.Shane@ky.gov).