

BOARDS AND COMMISSIONS
KENTUCKY BOARD OF LICENSED DIABETES EDUCATORS
(Amendment)

201 KAR 45:120. Renewal, reinstatement, and inactive status.

RELATES TO: KRS 309.331, 309.334, 309.335

STATUTORY AUTHORITY: KRS 309.331(1), 309.335

CERTIFICATION STATEMENT:

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.331 requires the board to promulgate administrative regulations establishing procedures for annual renewal of licenses, and KRS 309.335(2)(c) requires the board to promulgate administrative regulations for reinstatement of licenses. This administrative regulation establishes procedures for annual renewal and reinstatement of licenses.

Section 1. Regular License Renewal.

- (1) A licensed diabetes educator or master licensed diabetes educator shall submit to the board by November 1 of each year:
 - (a) A completed Renewal Application, Form DPL-BDE-05 July 2025;
 - (b) Proof of the required continuing education as set forth in 201 KAR 45:130; and
 - (c) The renewal fee as established in 201 KAR 45:100.
- (2) If a license is not renewed by December 31 of the new licensure year, the license shall automatically expire.

Section 2. Reinstatement.

- (1) An expired license or permit shall be reinstated upon the licensee or permit holder:
 - (a) Submitting a completed Reinstatement Application, Form DPL-BDE-07;
 - (b) Paying the required fees established in 201 KAR 45:100; and
 - (c) Submitting proof of completion of an amount of continuing education courses equivalent to the continuing education requirements as established in 201 KAR 45:130 for each year since the last date the license was active.
- (2) An expired license or permit may be reinstated within five (5) years of the date of expiration.

Section 3. Inactive Status.

- (1) A licensee or permit holder may place his or her license or permit in inactive status. To request that a license or permit be placed in inactive status, the licensee or permit holder shall submit written notice to the board prior to November 1.
- (2)
 - (a) An individual with an inactive license or permit shall not practice diabetes education while the license or permit is inactive.
 - (b) A licensee or permit holder may remain in inactive status for a maximum of five (5) years.
- (3)
 - (a) During the period of inactive status, the licensee or permit holder shall not be required to meet the annual continuing education requirements as established in 201 KAR 45:130.
 - (b) Upon the licensee's or permit holder's request for licensure reactivation, the licensee or permit holder shall provide proof of completion of an amount of continuing education courses equivalent to the continuing education requirements as established in 201 KAR 45:130 for each year the license was inactive, and payment of the fee as established in 201 KAR 45:100.
- (4)

(a) An individual shall submit in writing a request to the board to be placed back in active status and shall include an explanation for any inactive status exceeding one (1) year. The board may elect to invite the individual for an interview prior to approving active status.

(b) The request shall be submitted at least one (1) week in advance of the board's regularly scheduled board meeting.

Section 4. Regular Diabetes Educator Apprentice Permit Renewal.

(1) An apprentice diabetes educator shall submit to the board by November 1 of each year:

(a) A completed Apprentice Renewal Application, Form DPL-LDE-06;

(b) Proof of the required continuing education established in 201 KAR 45:130; and

(c) The renewal fee established in 201 KAR 45:100.

(2)

(a) If a permit is not renewed by December 31, it shall automatically expire.

(b) A permit may be reinstated. Reinstatement shall comply with the requirements of section 2 of this administrative regulation.

Section 5. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Renewal Application", Form DPL-BDE-05, July 2025;

(b) "Reinstatement Application," Form DPL-BDE-07, Revised July 2025; and

(c) "Apprentice Renewal Application", Form DPL-BDE-06, July 2025;

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Licensed Diabetes Educators, Department of Professional Licensing, 500 Mero Street, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 5 p.m.

COMPILER'S NOTE: 2025 RS HB 6, enacted by the General Assembly on March 27, 2025, altered the information to be provided at the time an administrative regulation is filed. Aside from formatting changes necessary to upload the regulation into the LRC's publication application, this regulation has been published as submitted by the agency.

E. BLAIR LYKINS, Chair

APPROVED BY AGENCY: November 4, 2025

FILED WITH LRC: November 10, 2025 at 9:40 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on January 27, 2026, at 2:00 P.M. Eastern Time, in PPC Conference Room 127CW, at the Mayo-Underwood Building, 500 Mero Street, Frankfort, Kentucky. 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 January 31, 2026. 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: Name: Sara Boswell Janes, Title: Staff Attorney III, Agency: Department of Professional Licensing, Office of Legal Services, Address: 500 Mero Street, 2 NC WK#2, Frankfort, Kentucky 40602. Phone Number: (502) 782-2709 (office), Fax: (502) 564-4818, Email: Sara.Janes@ky.gov. Link to PPC public comment portal: https://ppc.ky.gov/reg_comment.aspx.

