

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

**201 KAR 45:170. Application procedures.**

RELATES TO: KRS 309.331, 309.334, 309.335, 309.336, 335B.030

STATUTORY AUTHORITY: KRS 309.331(1), 309.334(2)(c), 309.335(1)(b)1., 309.336(2)(b)

CERTIFICATION STATEMENT:

NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.331(1) requires the board to promulgate administrative regulations for the administration and enforcement of KRS 309.325 to 309.339. KRS 309.335(1)(b)1. requires an applicant for licensure as a licensed diabetes educator to file an application as provided by the board, to show successful completion of a course or program as determined by the board, and to demonstrate experience in the care of people with diabetes under supervision that meets requirements specified in administrative regulations promulgated by the board. KRS 309.334(2)(c) requires the board to establish additional requirements to apply for an apprentice diabetes educator permit, and KRS 309.336(2)(b) requires the board to establish additional requirements to apply for licensure as a master licensed diabetes educator. This administrative regulation establishes application procedures for licensed diabetes educators, master licensed diabetes educators, and apprentice diabetes educators.

Section 1. Licensed Diabetes Educator Application Procedures.

~~{(1)}~~ An applicant for licensure as a licensed diabetes educator ~~[pursuant to KRS 309.335(1)(b)1.]~~ shall submit the following to the board:

~~(1) (a)~~ A completed Application for Licensure, Form BPL-LDE-01, July 2025; ~~[DE-01, incorporated by reference in 201 KAR 45:110.]~~

~~(2)~~ A completed Diabetes Education Apprentice Assessment (Post-Learning), Form DPL-BDE-02, incorporated by reference in 201 KAR 45:110;

~~(3)~~ The Supervised Work Experience Report, Form DPL-BDE-03, incorporated by reference in 201 KAR 45:110, [including documentation] verifying completion of 750 hours of work experience as an apprentice diabetes educator under a supervisor as provided in 201 KAR 45:110; ~~[and]~~

~~{(b)}~~ ~~[Payment of the licensure fee as established in 201 KAR 45:100.]~~

~~{(2)}~~ ~~[An applicant for licensure as a licensed diabetes educator pursuant to KRS 309.335(1)(b)2. shall submit to the board:]~~

~~(4)~~

~~(a)~~ Evidence showing successful completion of the credentialing program of the American Association of Diabetes Educators or the National Certification Board for Diabetes Educators or; ~~[; and]~~

~~{(b)}~~ ~~[Payment of the licensure fee as established in 201 KAR 45:100.]~~

~~{(3)}~~ ~~[An applicant for licensure as a licensed diabetes educator pursuant to KRS 309.335(1)(b)3. shall submit to the board:]~~

~~(b)~~ ~~{(a)}~~ Evidence showing the successful completion of the Association of Diabetes Care and Education Specialists ("ADCES") Core Concepts Course, either online or in-person, or an equivalent credentialing program as approved by the board pursuant to 201 KAR 45:180; and

~~(c)~~ ~~{(b)}~~ Payment of the licensure fee as established in 201 KAR 45:100.

Section 2. Master Licensed Diabetes Educator Application Procedures. An applicant for licensure as a master licensed diabetes educator shall submit to the board:

- (1) A completed Application for Licensure, Form DPL-BDE-01, incorporated by reference in 201 KAR 45:110~~{DE-01}~~;
- (2) Proof of completion of the credentialing program of the American Association of Diabetes Educators or the National Certification Board for Diabetes Educators in Board Certified Advanced Diabetes Management or as a Certified Diabetes Educator; and
- (3) Payment of the licensure fee as established in 201 KAR 45:100.

Section 3. Apprentice Diabetes Educator Application Procedures. An applicant for an apprentice diabetes educator permit shall submit to the board:

- (1) A completed Application for Apprentice Diabetes Educator Permit, Form DPL-BDE-04~~{DE-03}~~;
- (2) Payment of the licensure fee as established in 201 KAR 45:100; and
- (3) A completed Diabetes Education Apprentice Assessment (Pre-Learning), Form DPL-BDE-02, incorporated by reference in 201 KAR 45:110;
- ~~(4)~~ Proof of an active license or certification in good standing as at least one (1) of the following:
  - (a) American College of Sports Medicine Certified Clinical Exercise Specialist or Registered Clinical Exercise Physiologist;
  - (b)
    1. Certified social worker or licensed clinical social worker pursuant to KRS Chapter 335; and
    2. The applicant shall also have at least two (2) years of experience in a health profession;
  - (c) Dietitian pursuant to KRS Chapter 310;
  - (d) Health educator holding active certification as a master certified health education specialist with the National Commission on Health Education Credentialing;
  - (e) Nutritionist pursuant to KRS Chapter 310;
  - (f) Occupational therapist pursuant to KRS Chapter 319A;
  - (g) Optometrist pursuant to KRS Chapter 320;
  - (h) Osteopath pursuant to KRS Chapter 311;
  - (i) Pharmacist pursuant to KRS Chapter 315;
  - (j) Physical therapist pursuant to KRS Chapter 327;
  - (k) Physician pursuant to KRS Chapter 311;
  - (l) Physician assistant pursuant to KRS Chapter 311;
  - (m) Podiatrist pursuant to KRS Chapter 311;
  - (n) Psychologist pursuant to KRS Chapter 319;
  - (o) Registered nurse pursuant to KRS Chapter 314; or
  - (p) A license or certification from a state or the District of Columbia equivalent to one (1) of the licenses or certifications listed in this subsection.
- ~~(5)~~ ~~{(4)}~~ The board shall not consider an applicant for an apprentice diabetes educator permit who does not hold an active license or certification as listed in subsection (3) of this section.
- ~~(6)~~ ~~{(5)}~~ An applicant for an apprentice diabetes educator permit shall include the Supervised Work Experience Report, Form DPL-BDE-03~~{DE-05}~~, which lists the name of the supervisor, the employer, and the type of setting the work experience will be gained, incorporated by reference in 201 KAR 45:110.

Section 4. Applications involving prior convictions of a crime.

- (1) If the board considers denying an application based solely on an applicant's prior conviction of a crime, the board, pursuant to KRS 335B.030(2), shall:
  - (a) Provide the applicant with written notice that the board has determined that the prior conviction may disqualify the applicant for a license or permit, and demonstrates

the connection between the prior conviction and the license or permit being sought;  
and

(b) Afford the applicant an opportunity to be personally heard before the board prior to the board making a decision on whether to disqualify the applicant.

(2) If the board resolves to deny an application based solely on an applicant's prior conviction of a crime after complying with the procedures in Section 4(1) of this administrative regulation, the board, pursuant to KRS 335B.030(2), shall notify the applicant in writing of:

(a) The grounds and reasons for the denial or disqualification;

(b) That the applicant has a right to a hearing conducted in accordance with KRS Chapter 13B, if a written request for a hearing is made within twenty (20) ~~ten (10)~~ days after service of notice;

(c) The earliest date the applicant may reapply for a license or permit; and

(d) That evidence of rehabilitation may be considered upon reapplication.

Section 5. Incorporation by Reference. The following material is incorporated by reference:

(1) "Application for Licensure, Form BPL-LDE-01, July 2025, is incorporated by reference;

(2) "Application for Apprentice Diabetes Educator Permit", Form DPL-BDE-04, July 2025 ~~DE-03, 08/2014~~, is incorporated by reference.

(3) ~~(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, ~~25C32,~~ Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to ~~4:30~~ ~~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](https://ppc.ky.gov/reg_comment.aspx)

## REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

**Contact Person:**Sara Janes

**Subject Headings:**Diabetes Educators, Licensing, Boards and Commissions

**(1) Provide a brief summary of:**

**(a) What this administrative regulation does:**

The regulation establishes the requirements to apply for licensure.

**(b) The necessity of this administrative regulation:**

This regulation is necessary because it establishes the requirements to apply for licensure.

**(c) How this administrative regulation conforms to the content of the authorizing statutes:**

The Board is given the authority to establish regulations for the practice of diabetes educators.

**(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes:**

This administrative regulation will establish the requirements to apply for licensure.

**(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:**

**(a) How the amendment will change this existing administrative regulation:**

The amendment clarifies and streamlines the requirements for credentialing and more specifically includes the evidence required relating to successful completion of the Association of Diabetes Care and Education Specialists ("ADCES") Core Concepts Course or an equivalent credentialing program, and updates the formatting of the MIR.

**(b) The necessity of the amendment to this administrative regulation:**

This amendment is necessary to clarify the requirements for each licensure and permit type and the credential programs required, as well as correcting and updating the formatting of the MIR.

**(c) How the amendment conforms to the content of the authorizing statutes:**

KRS 309.331 authorizes the board to promulgate administrative regulations to carry out and enforce KRS 309.325 to 309.339 and to issue licenses.

**(d) How the amendment will assist in the effective administration of the statutes:**

The amendment assists in the effective administration of the statutes by clarify the requirements for each licensure and permit type and the credentialing programs required, as well as by updating the formatting of the MIR to include the applicable statutes and regulations.

**(3) Does this administrative regulation or amendment implement legislation from the previous five years?No.**

**(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation:**

There are currently 244 credential holders and two (2) inactive credential holders.

**(5) Provide an analysis of how the entities identified in question (4) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:**

**(a) List the actions that each of the regulated entities identified in question (4) will have to take to comply with this administrative regulation or amendment:**

Applicants will be required to provide all the necessary information, evidence of successful completion, and fees for the credential with the application.

**(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4):**

The cost for application for each credential is set by 201 KAR 45:100.

**(c) As a result of compliance, what benefits will accrue to the entities identified in question (4):**

The applicants will have a clearer understanding of the requirements for applying for the credential.

**(6) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:**

**(a) Initially:**

No new costs are anticipated.

**(b) On a continuing basis:**

No new costs are anticipated.

**(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation or this amendment:**

The board's operation is funded by the fees paid by licensees and applicants

**(8) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment:**

There is no increase in fees or funding anticipated by this amendment. This administrative regulation does not establish any fees directly or indirectly.

**(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees:**

This administrative regulation does not establish fees directly or indirectly. Fees are established in another regulation.

**(10) TIERING: Is tiering applied?**

Tiering was not applied because these requirements apply equally to all licensees.

## FISCAL IMPACT STATEMENT

**(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation:**

KRS 309.331, 309.334, 309.335, 309.336

**(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act:**

Yes. KRS 309.331(1) and (2). Created 2011 Ky. Acts ch. 87, sec. 4, effective June 8, 2011.

**(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions:**

The Kentucky Board of Licensed Diabetes Educators is housed for administrative purposes within the Office of Occupations and Professions in the Public Protection Cabinet.

**(b) Estimate the following for each affected state unit, part, or division identified in (3)(a):**

**1. Expenditures:**

For the first year:None.

For subsequent years:None.

**2. Revenues:**

For the first year:None.

For subsequent years:None.

**3. Cost Savings:**

For the first year:None.

For subsequent years:None.

**(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts):**

None.

**(b) Estimate the following for each affected local entity identified in (4)(a):**

**1. Expenditures:**

For the first year:N/A

For subsequent years:N/A

**2. Revenues:**

For the first year:N/A

For subsequent years:N/A

**3. Cost Savings:**

For the first year:N/A

For subsequent years:N/A

**(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a):**

None.

**(b) Estimate the following for each regulated entity identified in (5)(a):**

**1. Expenditures:**

**For the first year:N/A**

**For subsequent years:N/A**

**2. Revenues:**

**For the first year:N/A**

**For subsequent years:N/A**

**3. Cost Savings:**

**For the first year:N/A**

**For subsequent years:N/A**

**(6) Provide a narrative to explain the following for each entity identified in (3)(a), (4)(a), and (5)(a)**

**(a) Fiscal impact of this administrative regulation:**

This administrative regulation will not have a fiscal impact as there are no revenues or expenditures generated since fees are attached in another administrative regulation.

**(b) Methodology and resources used to reach this conclusion:**

The board requested its fiscal administrator provide a budget analysis to determine if this administrative regulation will generate revenue for the Board and it determined it will not.

**(7) Explain, as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):**

**(a) Whether this administrative regulation will have a "major economic impact", as defined by KRS 13A.010(14):**

This administrative regulation will not have an overall negative or adverse major economic impact.

**(b) The methodology and resources used to reach this conclusion:**

Methodology and resources was a review of the existing budget by the board's fiscal administrator as well as consideration of the amendment and whether staff time and costs will be increased.