

BOARDS AND COMMISSIONS
BOARD OF LICENSED DIABETES EDUCATORS
(Amended at ARRS Committee)

201 KAR 45:110. Supervision and work experience.

RELATES TO: KRS 309.331

STATUTORY AUTHORITY: KRS 309.331(1), 309.334(2)(a)

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 309.334(2)(a) requires the board to promulgate administrative regulations to establish the duties of the apprentice diabetes educator supervisor. This administrative regulation establishes the amount of work experience required for licensure and the qualifications to be a supervisor.

Section 1. Accumulation of Work Experience. An apprentice diabetes educator shall accumulate at least 750 hours of supervised work experience within five (5) years from the date of application for licensure, of which 250 hours shall have been obtained within the last twelve (12) months preceding licensure application.

Section 2. Supervision.

(1) An apprentice diabetes educator shall not practice diabetes education until a supervisor has been approved by the board in accordance with this administrative regulation.

(2) The board-approved supervisor shall assume responsibility for and supervise the apprentice diabetes educator's practice as follows:

(a) The supervisor shall complete a post-learning assessment of the apprentice using the, Diabetes Education Apprentice Assessment, form DPL-BDE-02, which shall accompany an application for full licensure.

(b) The apprentice diabetes educator shall meet with the supervisor no less than two (2) hours quarterly, one (1) hour of which shall be face-to-face while being physically present in the same room, or may be virtual utilizing an online platform with both audio and visual connectivity during the entire supervision meeting.

(c) The supervision process shall focus on:

1. Identifying strengths, developmental needs, and providing direct feedback to foster the professional development of the apprentice diabetes educator;
2. Identifying and providing resources to facilitate learning and professional growth;
3. Developing awareness of professional and ethical responsibilities in the practice of diabetes education; and
4. Ensuring the safe and effective delivery of diabetes education services and fostering the professional competence and development of the apprentice diabetes educator.

(d) The supervisor shall complete a Supervised Work Experience Report, Form DPL-BDE-03, which shall accompany an application for full licensure.

(e)

1. Prior to the apprentice applying for full licensure, the supervisor shall:
 - a. Observe the apprentice providing diabetes education to a patient while the supervisor is physically present in the same room with the apprentice and the patient, or through telehealth as provided in 201 KAR 45:190;
 - b. Observation of the apprentice and the patient shall occur on at least two (2) separate occasions, for a combined total of at least four (4) hours; and

- c. Two (2) hours of said observation shall occur within the twelve (12) months preceding full licensure application.
2. The apprentice shall be responsible for obtaining any permissions, releases, or waivers required by law in order for the supervisor to observe the apprentice providing diabetes education to a patient.
- (3) The hours of work experience and verification by the apprentice diabetes educator and supervisor shall be documented on the Supervised Work Experience Report, DPL-BDE-03.
- (4) A supervisor shall not serve as a supervisor for more than four (4) apprentice diabetes educators at a time.

Section 3. Documentation Requirements. The documentation required for the Supervised Work Experience Report, DPL-BDE-03 shall be maintained by the apprentice and the supervisor for a period of five (5) years and provided to the board upon request.

Section 4. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) "Diabetes Educator Apprentice Assessment", DPL-BDE-02, July 2025; and
 - (b) "Supervised Work Experience Report", DPL-BDE-03, July 2025.
- (2) This material may be located on the board website at bde.ky.gov or 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.

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