

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

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. An applicant for licensure as a licensed diabetes educator shall submit the following to the board:

- (1) A completed Application for Licensure, Form DPL-BDE-01;
- (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, verifying completion of 750 hours of work experience as an apprentice diabetes educator under a supervisor as provided in 201 KAR 45:110;
- (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;
 - (b) 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) 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;
- (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;

- (2) Payment of the licensure fee as established in 201 KAR 45:100; and
- (3) A completed Diabetes Educator Apprentice Assessment, 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) 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) An applicant for an apprentice diabetes educator permit shall include the Supervised Work Experience Report, Form DPL-BDE-03, 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) 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 DPL-BDE-01, July 2025, is incorporated by reference;

(2) "Application for Apprentice Diabetes Educator Permit", Form DPL-BDE-04, July 2025, is incorporated by reference.

(3) 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 4:30 p.m.

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