

**BOARDS AND COMMISSIONS**  
**Board of Veterinary Examiners**  
**(Amendment)**

**201 KAR 16:512. Fees for veterinary technicians.**

RELATES TO: KRS 321.190, 321.235~~[321.240]~~, 321.441, 321.442

STATUTORY AUTHORITY: KRS 321.235(1)(c)~~[321.235(3)]~~, 321.320~~[321.240(5)]~~, 321.441(7)~~[321.441(3)]~~

NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.235(1)(c)~~[321.240(5)]~~ requires the Kentucky Board of Veterinary Examiners to promulgate administrative regulations as it may deem necessary and proper to effectively carry out and enforce the provisions of KRS Chapter 321, including regulations to establish authorized fees. KRS 321.441(7) mandates that veterinary technicians pay an annual fee to the board as a condition of licensure. This administrative regulation establishes application, examination, renewal, late, reinstatement, inactive status, and retirement~~[those]~~ fees for veterinary technicians. This administrative regulation also establishes reduced and waived fees for military servicemembers.

**Section 1. Payment and Submission of Fees.**

- (1) Fees to the board shall be paid by check or money order, or, if available, online payment by debit or credit card. Checks and money orders shall be made payable to the Kentucky State Treasurer.
- (2) All fees shall be nonrefundable.

**Section 2. Examination Fees for Veterinary Technicians.** The fee for the Veterinary Technician National Exam (VTNE) shall be paid directly to the American Association of Veterinary State Boards (AAVSB), its designee, or current test administrator.

**Section 3. Application Fees for Veterinary Technicians.**

- (1) The application fee for a veterinary technician shall be fifty (50)~~[twenty-five (25)]~~ dollars.
- (2) The fee shall be attached to the completed Application for Licensure as a Veterinary Technician form as found in 201 KAR 16:540 or online equivalent form, including all required attachments.

~~[Section 3.] [Examination Fees for Veterinary Technicians. The fee for the Veterinary Technician National Exam (VTNE) shall be paid directly to the American Association of Veterinary State Boards (AAVSB), its designee, or current test administrator.]~~

**Section 4. Renewal Fees for Veterinary Technicians.** The following fees shall be paid in connection with licensure renewals for veterinary technicians:

- (1)
  - (a) Except as provided by paragraph (b) of this subsection, the annual renewal fee for licensure as a veterinary technician in active status shall be fifty (50)~~[thirty (30)]~~ dollars if:
    1. The Renewal Application for Veterinary Technicians form as found in 201 KAR 16:570 or online equivalent form is complete, including all required attachments, continuing education credits, and fee payment; and
    2. The complete package is submitted to the board for review and approval not later than September 30.
  - (b) For a veterinary technician who is initially licensed 120 days prior to the end of the renewal period, the licensure renewal fee shall be waived during a licensee's first licensure cycle.

(2)

(a) A sixty (60) day grace period shall be allowed after September 30, during which time the licensed veterinary technician who failed to meet the September 30 renewal deadline may continue to function as though licensed until a late renewal application is submitted to the board.

(b) The late fee for annual renewal shall be ~~fifty (50)~~~~fifteen (15)~~ dollars in addition to the renewal fee as described in Section 4(1) of this administrative regulation.

(c) The veterinary technician shall submit the complete Renewal Application for Veterinary Technicians form as found in 201 KAR 16:570, including all required attachments, continuing education credits, and fee payment, to the board between October 1 and November 30.

(3) A veterinary technician's license shall expire if no renewal application package and all attachments, and late fee if applicable, is paid to the board by November 30.

#### Section 5. Reinstatement Fees for Veterinary Technicians.

(1)

(a) Except as provided by Section 6(3) of this administrative regulation, if not more than five (5) years have elapsed since the last date of license expiration, a veterinary technician may pay a reinstatement fee of ~~\$150~~~~fifty (50) dollars~~ and submit a complete Reinstatement Application for Veterinary Technicians form as found in 201 KAR 16:540 or online equivalent form, including all required attachments, to the board for reinstatement of ~~their~~~~his or her~~ license.

(b) A veterinary technician shall not apply for a new license during this five (5) year window; a reinstatement application shall be required.

(2) If more than five (5) years have elapsed since the last date of license expiration, a veterinary technician shall apply as a new applicant to obtain a license in the Commonwealth of Kentucky.

#### Section 6. Inactive Status of a License.

(1)

(a) A veterinary technician may request inactive licensure status in accordance with 201 KAR 16:580.

(b) Outside of a renewal window, ~~If~~ ~~using~~ the Request for Licensure Status Change form, there shall not be a fee.

(c) During an open renewal window, ~~If~~ ~~using~~ the Renewal Application for Veterinary Technicians form shall be required, and the required fee shall paid~~be~~ as established in subsection (2) of this section.

(2) Renewal of an inactive veterinary technician license.

(a) The annual renewal fee for inactive veterinary technician licensure status shall be ~~twenty-five (25)~~~~ten (10)~~ dollars per renewal period.

(b) The late fees established in Section 4(2) of this administrative regulation shall apply to licenses not renewed annually by September 30.

(c) A license in an inactive status that is not renewed by November 30 shall be deemed to be expired.

(3) Reinstatement of inactive veterinary technician license status to active status.

(a) A licensed veterinary technician in inactive status may reinstate ~~their~~~~his or her~~ license to active status in accordance with 201 KAR 16:580.

(b) There shall be a reinstatement fee of ~~\$100~~~~twenty-five (25) dollars~~.

#### Section 7. Retirement of License.

(1)

(a) A veterinary technician may request to retire ~~their~~~~his or her~~ license at any time.

(b) The one-time fee for this service shall be ten (10) dollars, which shall be attached to a Request for Licensure Status Change form as found in 201 KAR 16:580, Renewal Application for Veterinary Technicians form as found in 201 KAR 16:570, or online equivalent forms.

(2) Once a license is retired, it shall not be reactivated. If a veterinary technician holds a retired license and wishes to practice again, he or she shall apply to the board for a new license to practice the profession of a veterinary technician in the Commonwealth of Kentucky.

#### Section 8. Fee Reduction for Military Personnel.

(1) If a veterinary technician applicant submits a copy of their current military orders ~~or [his or her]~~ DD-214 (or other documentation acceptable to the board) with their application or renewal paperwork, the board shall waive or reduce fees as indicated in this section.

(a) ~~[(1)]~~ For active duty military, active reserves, and National Guard service persons, an individual's initial application fees and annual renewal fees shall be waived.

(b) ~~[(2)]~~ For retired career military, an individual's initial application fees shall be waived, and the annual renewal fees shall be reduced by half, rounded to the nearest whole dollar.

(c) ~~[(3)]~~ For any other military veteran, the initial application fees shall be waived.

(d) ~~[(4)]~~ All other requirements of licensure, including renewal deadlines and continuing education requirements established in 201 KAR 16:590, shall still be met.

(2) In conformity with federal Pub.L. No 117-333, if a veterinary technician applicant who is an active duty servicemember, or their spouse is an active duty servicemember, then all application fees to the board shall be waived when all of the following conditions are met:

(a) The servicemember, and the service member's spouse, if one exists, shall have their residency relocated to Kentucky for the duration of current military orders;

(b) The veterinary technician shall hold at least one (1) license equivalent in scope in another United States jurisdiction;

(c) Within ninety (90) days of relocating, the veterinary technician shall register with the board on the Application for Licensure as a Veterinary Technician form as found in 201 KAR 16:540 or online equivalent form, in conformity with 201 KAR 16:540, Section 1(4).

(d) The servicemember shall submit a copy of their current military orders to the board;

(e) All veterinary technician licensees held in any jurisdiction by the veterinary technician shall remain in good standing; and

(f) The veterinary technician shall submit to the authority of the board for the purposes of standards of practice, discipline, and fulfillment of any continuing education requirements.

*MICHELLE M. SHANE, Executive Director  
For STEVEN J. WILLS, DVM, Board Chair*

APPROVED BY AGENCY: August 1, 2023

FILED WITH LRC: August 1, 2023 at noon

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on October 24, 2023 at 1:00 p.m., at the Kentucky Department of Agriculture, Office of the State Veterinarian, 109 Corporate Drive, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five (5) 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 prior to the end of the hearing. 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, 2023. 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 Shane, Executive Director, Kentucky Board of Veterinary Examiners, 107 Corporate Drive, Second Floor, Frankfort Kentucky 40601, phone (502) 782-0273, fax (502) 695-5887, email [michelle.shane@ky.gov](mailto:michelle.shane@ky.gov).

## REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

**Contact Person:**Michelle Shane

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

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

This administrative regulation establishes the fees for persons seeking a veterinary technician license from the board to gain the ability to practice veterinary technology in Kentucky.

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

This regulation is necessary to establish the fees that the Kentucky Board of Veterinary Examiners (KBVE) approves for veterinary technician licensure, as mandated in KRS 321.235(1)(c), 321.320, 321.441(7).

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

KRS 321.235 mandates that the board administer and enforce KRS Chapter 321. KRS 321.190, 321.441, and 321.442 specifically require the board to charge application, examination, renewal, late, reinstatement, inactive status, and retirement fees.

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

This administrative regulation will assist in effective administration by clearly expressing what fees have been approved by the board in order to keep all mandated board programs operational and responsive to constituent needs.

**(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:**

Updating statutory references to conform with the new Kentucky Veterinary Medicine Practice Act, KRS Chapter 321; updating fees which have only minimally changed in nearly 30 years to ensure that the board remains operational, efficient, and responsive to both the public and licensee needs. These changes also enable the board to implement new programs as mandated by the modernized Kentucky Veterinary Medicine Practice Act, KRS Chapter 321.

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

Changes are necessary to conform with the new Kentucky Veterinary Medicine Practice Act, KRS Chapter 321. The Kentucky Board of Veterinary Examiners has determined this amendment is necessary keep the board operational, and ensure adequate staffing levels to keep the board responsive to the needs of the public and credential holders. Costs for the board have increased, and it is necessary to raise fees to continue operations. These changes also enable the board to implement new programs as mandated by the modernized Kentucky Veterinary Medicine Practice Act, KRS Chapter 321.

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

KRS 321.235 mandates that the board administer and enforce KRS Chapter 321. KRS 321.190, 321.441, and 321.442 specifically require the board to charge application, examination, renewal, late, reinstatement, inactive status, and retirement fees.

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

This amendment shall ensure transparency about the fees associated with applications for licensure as a veterinary technician.

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

592 veterinary technicians and future applicants.

**(4) Provide an analysis of how the entities identified in question (3) 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 (3) will have to take to comply with this administrative regulation or amendment:**

Applicants will be required to have paid the fee prior to licensure, renewal, or reinstatement.

**(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3):**

No costs are associated with compliance, as this is a prerequisite for application, renewal, and reinstatement.

**(c) As a result of compliance, what benefits will accrue to the entities identified in question (3):**

Administrative ease of clear communications of the fees associated with licensure.

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

**(a) Initially:**

The KBVE expects costs for all board operations to be approximately \$575,000 annually in the near term.

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

The board expects costs for all board operations to be approximately \$750,000 annually in the future as new programming is brought online, per the mandates in the modernized Kentucky Veterinary Medicine Practice Act, KRS Chapter 321.

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

Fees for the KBVE come from license, certificate, permit, and registration fees established in this filing and the other fee filings. The board does not receive any general funds.

**(7) 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 anticipation of an increase in fees or needed funding to implement this administrative regulation, as the KBVE is already running an administrative program to process applications and to ensure compliance. Costs for the board have increased, and it is necessary to raise fees to continue operations.

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

Fees are established directly.

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

Tiering of fees is applied to applications from U.S. military servicemembers. Pursuant to public law Public Law No 117-333, the board provides reduced or waived fees for active duty military. Discharged and retired military servicemembers are also provided reduced or waived fees associated with licensure as a veterinary technician.

## **FISCAL NOTE**

**(1) What units, parts, or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation?**

The Kentucky Board of Veterinary Examiners (KBVE).

**(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation.**

KRS 321.235(1)(c), 321.320, 321.441(7)

**(3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect.**

**(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year?**

This filing will generate approximately \$25,000 on an annual basis.

**(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years?**

This filing will generate approximately \$25,000 on an annual basis.

**(c) How much will it cost to administer this program for the first year?**

This is not a new program. The KBVE expects costs for all board operations to be approximately \$575,000 annually in the near term.

**(d) How much will it cost to administer this program for subsequent years?**

The board expects costs for all board operations to be approximately \$750,000 annually in the future as new programming is brought online, per the mandates in the modernized Kentucky Veterinary Medicine Practice Act, KRS Chapter 321.

**Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.**

**Revenues (+/-):+\$25,000 annually**

**Expenditures (+/-):-\$750,000 annually**

**Other Explanation:**

Additional expenses are anticipated by the KBVE

**(4) Estimate the effect of this administrative regulation on the expenditures and cost savings of regulated entities for the first full year the administrative regulation is to be in effect.**

**(a) How much cost savings will this administrative regulation generate for the regulated entities for the first year?**

There will be no cost savings; this amendment simply codifies the requirements, making them easily accessible for regulated entities.

**(b) How much cost savings will this administrative regulation generate for the regulated entities for subsequent years?**

There will be no cost savings.

**(c) How much will it cost the regulated entities for the first year?**



There will be additional costs involved to apply for a new veterinary technician license, renew or reinstate, pay late fees, maintain an inactive license, or retire a veterinary technician license. KBVE fees have only minimally changed in the past 30 years; the increase in fees is to ensure that the board remains operational, efficient, and responsive to both the public and licensee needs, while also implementing new programs as mandated by the modernized Kentucky Veterinary Medicine Practice Act, KRS Chapter 321. Costs for the board have increased, and it is necessary to raise fees to continue operations.

**(d) How much will it cost the regulated entities for subsequent years?**

The costs established in this regulation will be consistent in subsequent years. KBVE fees have only minimally changed in the past 30 years; the increase in fees is to ensure that the board remains operational, efficient, and responsive to both the public and licensee needs, while also implementing new programs as mandated by the modernized Kentucky Veterinary Medicine Practice Act, KRS Chapter 321. Costs for the board have increased, and it is necessary to raise fees to continue operations.

**Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.**

**Cost Savings (+/-):None.**

**Expenditures (+/-):-\$750,000 annually**

**Other Explanation:**

Additional expenses are anticipated by the KBVE

**(5) Explain whether this administrative regulation will have a major economic impact, as defined below.**

"Major economic impact" means an overall negative or adverse economic impact from an administrative regulation of five hundred thousand dollars (\$500,000) or more on state or local government or regulated entities, in aggregate, as determined by the promulgating administrative bodies. [KRS 13A.010(13)] This amendment shall not have a "major economic impact", as defined in KRS 13A.010(13).