

SECRETARY OF STATE
(Amended at ARRS Committee)

30 KAR 10:050. Application assistant training and designation.

RELATES TO: KRS 14.302

STATUTORY AUTHORITY: KRS 14.310, 14.318

NECESSITY, FUNCTION, AND CONFORMITY: KRS 14.318 authorizes the Secretary of State to promulgate administrative regulations to implement the Safe at Home Program. This administrative regulation establishes the application assistant training and designation procedures for the Safe at Home Program.

Section 1. The Application Assistant training and designation process shall consist of:

- (1) Completing an in-person or online training that is conducted or approved by the Secretary of State Safe at Home Program; and
- (2) Submitting a completed Application Assistant Agreement.

Section 2. Valid Period. The Application Assistant designation shall be valid for a three (3) year period and may be renewed by submitting a new Application Assistant Agreement prior to the end of the three (3) year term.

Section 3. Employment.

- (1) Application Assistants shall provide the Safe at Home Program with current employer and contact information.
- (2) Application Assistants who change employment may retain their designation if they continue to meet the statutory criteria for the Application Assistant designation and submit an updated Application Assistant Agreement.

Section 4. Expiration or Cancellation.

- (1) The Safe at Home Program shall notify Application Assistants prior to the expiration of their designation using the contact information on record with the program.
- (2) An Application Assistant designation shall expire if the Application Assistant fails to submit a new Application Assistant Agreement before the end of his or her three (3) year term.
- (3) An Application Assistant may cancel his or her designation at any time by notifying the Safe at Home Program.

Section 5. Incorporation by Reference.

- (1) "Application Assistant Agreement", July 2023, is incorporated by reference.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Secretary of State's Office, 700 Capital Avenue, State Capitol, Suite 152, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m., or may be obtained at www.sos.ky.gov.

(50 Ky.R. 500, 1041; eff. 1-30-2024.)

FILED WITH LRC: October 10, 2023

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