

1 UPDATED: 10/16/2023 – DISCUSSION DRAFT ONLY -- NOT FILED WITH LRC

2 GENERAL GOVERNMENT CABINET

3 Kentucky Board of Veterinary Examiners

4 (New Administrative Regulation)

5 201 KAR 16:573. Renewal requirements for AAHP permits; renewal notice.

6 RELATES TO: KRS 321.175, 321.181(1)-(4), 321.235

7 STATUTORY AUTHORITY: KRS 321.175(2)(c), (5), 321.181(1)-(4), 321.235(1)(a)-
8 (c), (2)(b)2.

9 NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.235(1)(b) authorizes the
10 board to promulgate administrative regulations to implement KRS Chapter 321. KRS
11 321.235(2)(b)2. provides the board authority to promulgate administrative regulations to limit
12 the scope of practice of allied animal health professional (AAHP) work on animals and to require
13 an AAHP applicant to have received training from an approved allied animal health professional
14 program in order to qualify for a permit from the board. This administrative regulation
15 establishes renewal requirements and renewal notification procedures for allied animal health
16 professionals (AAHPs) permit holders of the board.

17 Section 1. Renewal Notices and Timeliness of Renewal Applications.

18 (1) The board shall, not later than February 1 of each odd-numbered year, email or mail
19 to each permitted allied animal health professional a biennial renewal notice.

1 (3) The renewal application shall be completed by the permittee and returned to the
2 board, including all required attachments and, if required by the board, proof of course
3 completion for the required continuing education.

4 (4) Timely receipt of renewal application.

5 (a) Renewals bearing a postmark, or, if an online renewal, a timestamp, of March 1 or
6 earlier shall be considered received on time.

7 (b) Renewals bearing a postmark, or, if an online renewal, a timestamp, between March 2
8 and April 30 shall be considered late and therefore incur a late fee pursuant to 201 KAR 16:513.

9 (5) The renewal fee shall be attached to the completed renewal form when it is returned
10 to the board or paid online.

11 Section 2.

12 (1) Every AAHP permittee shall list their continuing education hours received pursuant to
13 201 KAR 16:593 on the Renewal Application for Allied Animal Health Professional Permits
14 form or online equivalent form, including all required attachments, and if required, proof of
15 attendance or completion of training to the board.

16 (2) Continuing education hours applied toward a reinstatement application shall not be
17 eligible for credit on the renewal application.

18 (3) Continuing education hours earned during the grace period of a renewal cycle shall
19 not be eligible for credit on the subsequent renewal application.

20 (4) The board shall not renew the permit of any person who fails to appropriately
21 document the required hours of continuing education in accordance with 201 KAR 16:593.

22 Section 3. The board shall not be held responsible or liable for lost renewal notices, or
23 renewal notices not received, or not received on time.

1 (1) Regardless of cause, the board shall not be required to refund money to a permit
2 holder who fails to renew in a timely manner pursuant to Section 1(4) of this administrative
3 regulation.

4 (2) Failure to renew by the grace period deadline and in compliance with all requirements
5 of the board shall cause the permit to move to expired status. The permit holder shall no longer
6 be eligible to practice as an allied animal health professional in Kentucky.

7 (3) The former permit holder may apply for reinstatement of the license within five (5)
8 years from the date of expiration in accordance with 201 KAR 16:543. A reinstatement
9 application shall be required during this period; an application for a new license shall not be
10 accepted until five (5) years after the last date of expiration.

11 Section 4. Duty to Report. Every AHHP permit holder shall:

12 (1) File their legal name with the board;

13 (2) File their legal residential address with the board;

14 (3) File their legitimate mailing address with the board. The mailing address shall be
15 subject to public disclosure;

16 (4) File their current employer with the board;

17 (5) File a current email address and phone number with the board; and

18 (6) Within thirty (30) days, notify the board of any changes to their name or addresses or
19 email address by submitting a completed Request for Name or Address Change form.

20 Section 5. Incorporation by Reference.

21 (1) The following material is incorporated by reference:

22 (a) "Renewal Application for Allied Animal Health Professional Permits", 3/2024; and

23 (b) "Request for Name or Address Change", 2/2020.

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3 40601, Monday through Friday, 8:30 a.m. to 4:30 p.m. This material may also be obtained at
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