

**Kentucky Board of Veterinary Examiners**  
**\*\*\*DISCUSSION DRAFT\*\*\***  
**(NOT FILED WITH LRC -- FOR DISCUSSION ONLY)**

1 GENERAL GOVERNMENT CABINET

2 Kentucky Board of Veterinary Examiners

3 ~~(New Administrative Regulation)~~ – **DISCUSSION DRAFT ONLY** –

4 201 KAR 16:573. Permit renewal for Allied Professionals; renewal notice.

5 RELATES TO: KRS 321....

6 STATUTORY AUTHORITY: KRS 321....

7 NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.... requires the Kentucky Board of  
8 Veterinary Examiners to issue a permit to allied professionals qualified to engage in the practice  
9 of their profession on animals in the Commonwealth of Kentucky. KRS 321.235(3) and  
10 321.240(5) authorize the board to promulgate administrative regulations to implement KRS  
11 Chapter 321. This administrative regulation requires a renewal notice to all permitted allied  
12 professionals and requires all permitted allied professionals to complete the renewal application  
13 and return it, along with the renewal fee to the board. It further requires all permitted allied  
14 professionals to keep the board apprised of the legal name and current address of the permittee.  
15 Section 1.

16 (1) The board shall, not later than February 1 of each year, email or mail to each permitted allied  
17 professional a renewal notice.

18 (2) The renewal application shall be completed by the credential holder and returned to the  
19 board, including all required attachments and fees.

20 (3) Timely receipt of renewal application.

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

3 (b) Renewals bearing a postmark, or, if an online renewal, a timestamp, in the grace period  
4 between March 2 and April 30 shall be considered late and therefore incur a late fee pursuant to  
5 201 KAR 16:513.

6 (4) The renewal fee shall be attached to the completed Renewal Application for Allied  
7 Professionals form or online equivalent form, including all required attachments.

8 (5) The renewal fee shall be paid in accordance with 201 KAR 16:513.

9 Section 2. The board shall not be held responsible or liable for lost renewal notices, or renewal  
10 notices not received, or not received on time.

11 (1) Regardless of cause, the board shall not have to refund money to a permittee who fails to  
12 renew in a timely manner pursuant to Section 1(3) of this administrative regulation.

13 (2) If a permittee fails to renew by the grace period deadline, the permit shall expire. The former  
14 permittee may apply for reinstatement of the permit within five (5) years from the date of  
15 expiration in accordance with 201 KAR 16:543. A reinstatement application shall be required  
16 during this period; an application for a new permit shall not be accepted until five (5) years after  
17 the last date of expiration.

18 Section 3. Current contact information shall be on file with the board.

19 (1)

20 (a) Every allied professional permittee shall within thirty (30) days, notify the board of any  
21 changes of their legal name or any address by

22 1. Filing their legal name and proper and current mailing address with the board at its principal  
23 office; and

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1 2. File their proper and current email address with the board, if available; and

2 (2) Such changes may be filed with the board by:

3 (a) Submitting a completed Request for Name or Address Change form or online equivalent form  
4 provided by the board; or

5 (b) Submitting the annual Renewal Application for Allied Professionals form or online  
6 equivalent form during an open renewal cycle.

7 Section 4. Incorporation by Reference.

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

9 (a) "Renewal Application for Allied Professionals", 10/2023; (NOTE:- shall include / be  
10 accompanied by proof that his or her license as a chiropractor in this State is active and that he or  
11 she is in good standing with the Chiropractic Physicians' Board )

12 (b) "Request for Name or Address Change", 10/2023.

13 (2) This material may be inspected, copied, or obtained, subjected to applicable copyright law, at  
14 the Kentucky Board of Veterinary Examiners, 107 Corporate Drive, Frankfort, Kentucky 40601,  
15 Monday through Friday, 8:30 a.m. to 4:30 p.m. This material may also be obtained at  
16 www.kybve.com.