

1 UPDATED: 03/13/2024 – DISCUSSION DRAFT ONLY -- NOT FILED WITH LRC

2 BOARDS AND COMMISSIONS

3 Kentucky Board of Veterinary Examiners

4 (New Administrative Regulation)

5 201 KAR 16:575 Veterinary facilities -- Renewal notice -- Requirements for renewal and
6 reinstatement.

7 RELATES TO: KRS 321.203, 321.205, 321.235

8 STATUTORY AUTHORITY: KRS 321.175(2)(c), (5), 321.203(1), (2), (5), 321.203, 321.205,
9 321.235(1)(b), (2)(e), (2)(f)

10 NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.235(1)(b) requires the Kentucky
11 Board of Veterinary Examiners to promulgate administrative regulations to effectively carry out
12 and enforce the provisions of KRS Chapter 321. KRS 321.236 requires all veterinary facilities to
13 register with the Kentucky Board of Veterinary Examiners. This administrative regulation
14 establishes requirements for the renewal and reinstatement of veterinary facility registrations.

15 Section 1. Renewal Notice. The board shall, not later than thirty (30) days prior to the
16 renewal deadline, email or mail a biennial renewal notice to ~~the responsible party or and~~
17 ~~veterinarian manager of~~ each registered veterinary facility.

18 Section 2. Requirement to renew; renewal application.

19 (1) The renewal application for a veterinary facility shall be completed by the registered
20 responsible party or veterinarian manager and returned to the board, including all required
21 attachments.

1 (2) A renewal application to the board for a veterinary facility registration shall include
2 the following components:

3 (a) A completed application on a Renewal Application for Registered Veterinary
4 Facilities form or online equivalent form, including all required attachments and fees;

5 (b) Identification of any changes to the registered responsible party;

6 (c) Identification of the veterinarian manager;

7 (d) Identification of any change to the name, phone, or email address of the registered
8 facility;

9 (e) A copy of the business registration from the Kentucky Secretary of State;

10 (f) Identification of the species served by percentage of
11 patients seen by the facility from one or more in a list provided
12 by the board;

13 (g)(e) Identification of the patient services offered at the
14 veterinary facility from one (1) or more in a list provided by the
15 board;

16 (h)(f) A complete list of veterinarians working at the facility, excluding veterinarians
17 providing locum services on a temporary basis to the facility;

18 (i)(g) A complete list of licensed veterinary technicians working at the facility;

19 (j)(h) A complete list of allied animal health professional (AAHP) permittees working at
20 the facility;

21 (k)(i) A complete list of all mobile units affiliated with the veterinary facility;

22 (l)(j) Disclosure of afterhours care arrangements;

23 (m)(k) For fixed facilities, county of location and counties served;

NOTE FOR FORM DEVELOPMENT

Make renewal requirements match most information collected on the registered facility application

(201 KAR 16:545, Section 6)

1 (n) If the facility offers a haul-in instillation;

2 (o)(4) For mobile units, a list of the counties served by the mobile unit; and

3 (p) Hours of operation; and

4 (q)(m) A copy of any court documents, final orders, settlement agreements, or other
5 documents requested by the board in support of the application.

6 (3) A change in 50% or more of ownership or of the registered responsible parties shall
7 be cause for the board to deny the renewal for a veterinary facility registration and require a new
8 veterinary facility registration application.

9 Section 3. Timely receipt of renewal application.

10 (1) Renewals bearing a postmark, or, if an online renewal, a timestamp, of September 30
11 of every odd numbered year beginning in 2027 and each odd numbered year thereafter ~~or earlier~~
12 shall be considered received on time.

13 (2) Renewals bearing a postmark or, if an online renewal, a timestamp, after September
14 30 of the renewal period ~~every odd numbered year~~ shall be considered late and shall cause the
15 facility registration status to be changed to expired. There shall be no grace period for registered
16 facility renewal.

17 (3) Renewal fee.

18 (a) The renewal fee shall be paid in accordance with 201 KAR 16:515; and

19 (b) The renewal fee shall be attached to the completed renewal form when it is returned
20 to the board or paid online with the completion of the online renewal form.

21 (4) Applicants for renewal that miss the veterinary facility registration renewal deadline
22 shall:

23 (a) Immediately cease operations; and

1 (b) ~~If the registered responsible party desires to continue operations, will be required to~~
2 submit a complete a reinstatement application in accordance with Section 4 of this administrative
3 regulation.

4 ~~Renewal fee.~~

5 ~~(a) The renewal fee shall be paid in accordance with 201 KAR 16:515; and~~

6 ~~(b) The renewal fee shall be attached to the completed renewal form when it is returned~~
7 ~~to the board or paid online with the completion of the online renewal form.~~

8 Section 4. Reinstatement. A registered responsible party or veterinarian manager shall
9 ~~may~~ apply for reinstatement of an expired veterinary facility registration if not more than five (5)
10 years have elapsed since the last date of registration expiration pursuant to KRS 321.203.

11 (1) A reinstatement application to the board for ~~the registration of~~ a veterinary facility
12 registration shall include the following components:

13 (a) A completed application on a Reinstatement Application for Veterinary Facilities
14 form or online equivalent form, including the following components, ~~and~~ all required
15 attachments, and fees pursuant to 201 KAR 16:515;

16 (b) Identification of any changes to the registered responsible party;

17 (c) Identification of the veterinarian manager;

18 (d) A copy of the business registration from the Kentucky Secretary of State;

19 ~~(f)(e)~~ Identification of the species served ~~by percentage of patients seen by the facility~~
20 from one or more in a list provided by the board;

21 ~~(g)(e)~~ Identification of the patient services offered at the veterinary facility from one (1)
22 or more in a list provided by the board;

1 ~~(h)(f)~~ A complete list of veterinarians working at the facility, excluding veterinarians
2 providing locum services on a temporary basis to the facility;

3 ~~(i)(g)~~ A complete list of licensed veterinary technicians working at the facility;

4 ~~(j)(h)~~ A complete list of allied animal health professional (AAHP) permittees working at
5 the facility;

6 ~~(k)(i)~~ A complete list of ~~all~~ mobile units affiliated with the veterinary facility;

7 ~~(l)(j)~~ Disclosure of afterhours care arrangements;

8 ~~(m)(k)~~ For fixed facilities, county of location and counties served;

9 (n) If the facility offers a haul-in instillation;

10 ~~(o)(l)~~ For mobile units, a list of the counties served by the mobile unit; ~~and~~

11 (p) Hours of operation; and

12 ~~(q)(m)~~ A copy of any court documents, final orders, settlement agreements, or other
13 documents requested by the board in support of the application.

14 (2) Reinstatement fee.

15 (a) The reinstatement fee shall be paid in accordance with 201 KAR 16:515; and

16 (b) The reinstatement fee shall be attached to the completed reinstatement form when it is
17 returned to the board or paid online with the completion of the online reinstatement form, if
18 available.

19 Section 5. Background checks. Pursuant to KRS 321.189, the board may:

20 (1) Conduct a national or jurisdictional level background check on each veterinarian
21 manager applicant for veterinary facility registration. The check shall be processed by a board
22 approved background check provider and may include a copy of the applicant's fingerprints
23 captured at a board-approved location;

1 (2) Reject background checks that do not have an official seal or watermark, or that are
2 more than ninety (90) days old; and

3 (3) Impose additional requirements as a condition of registration or deny registration
4 following the board's review of findings from a background check.

5 Section 6. Incorporation by reference.

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

7 (a) "Renewal Application for a Registered Veterinary Facility", 4/20243/2024; and

8 (b) "Reinstatement Application for a Registered Veterinary Facility", 4/2024.3/2024; and

9 ~~(c) "Request for a New Veterinarian Manager", 3/2024.~~

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12 40601, Monday through Friday, 8:30 a.m. to 4:30 p.m. This material may also be obtained at
13 www.kybve.com.