

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 16:575 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,  
9 321.205, 321.235(1)(b), (2)(e), (2)(f)

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

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

19 Section 2. Requirement to renew; renewal application.

20 (1) The renewal application shall be completed by the registered responsible party or  
21 veterinarian manager and returned to the board, including all required 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 the species served by percentage of patients seen by the facility from  
8 one or more in a list provided by the board;

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

11 (f) A complete list of veterinarians working at the facility;

12 (g) A complete list of veterinary technicians working at the facility;

13 (h) A complete list of allied animal health professional (AAHP) permittees working at the  
14 facility;

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

16 (j) Disclosure of afterhours care arrangements;

17 (k) For fixed facilities, county of location;

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

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

21 Section 3. Timely receipt of renewal application.

22 (1) Renewals bearing a postmark, or, if an online renewal, a timestamp, of September 30  
23 of every odd numbered year or earlier shall be considered received on time.

1 (2) Renewals bearing a postmark or after September 30 of every odd numbered year shall  
2 be considered late and shall cause the registration status to be changed to expired. There shall be  
3 no grace period for registered facility renewal.

4 (3) Applicants for renewal that miss the deadline will be required to complete a  
5 reinstatement application in accordance with Section 4 of this administrative regulation.

6 (4) Renewal fee.

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

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

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

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

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

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

19 (c) Identification of the veterinarian manager;

20 (d) Identification of the species served by percentage of patients seen by the facility from  
21 one or more in a list provided by the board;

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

- 1 (f) A complete list of veterinarians working at the facility;
- 2 (g) A complete list of veterinary technicians working at the facility;
- 3 (h) A complete list of allied animal health professional (AAHP) permittees working at the
- 4 facility;
- 5 (i) A complete list of all mobile units affiliated with the veterinary facility;
- 6 (j) Disclosure of afterhours care arrangements;
- 7 (k) For fixed facilities, county of location;
- 8 (l) For mobile units, a list of the counties served by the mobile unit; and
- 9 (m) A copy of any court documents, final orders, settlement agreements, or other
- 10 documents requested by the board in support of the application.

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

12 (1) Conduct a national or jurisdictional level background check on each veterinarian

13 manager applicant for veterinary facility registration. The check shall be processed by a board

14 approved background check provider and may include a copy of the applicant's fingerprints

15 captured at a board-approved location;

16 (2) Reject background checks that do not have an official seal or watermark, or that are

17 more than ninety (90) days old; and

18 (3) Impose additional requirements as a condition of registration or deny registration

19 following the board's review of findings from a background check.

20 Section 6. Incorporation by reference.

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

22 (a) "Renewal Application for a Registered Veterinary Facility", 3/2024;

23 (b) "Reinstatement Application for a Registered Veterinary Facility", 3/2024; and

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

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

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