

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 16:575 Registration renewal for veterinary facilities; renewal notice; reinstatement
5 requirements.

6 RELATES TO: KRS ...

7 STATUTORY AUTHORITY: KRS ...

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.175 states the purpose of the
9 Kentucky Veterinary Medicine Practice Act is to protect the health, safety, and welfare of the
10 animal population and the citizens of Kentucky. KRS 321.240(5) requires the Kentucky Board of
11 Veterinary Examiners to promulgate administrative regulations as it may deem necessary and
12 proper to effectively carry out and enforce the provisions of KRS Chapter 321, This
13 administrative regulation establishes minimum requirements for veterinary facilities.

14 Section 1. Renewal Notice. (1) The board shall, not later than May 1 of each odd-numbered
15 year, email or mail to each registered veterinary facility a biennial renewal notice.

16 Section 2. Requirement to renew; renewal application.

17 (1) The renewal application shall be completed by the veterinarian manager and returned to the
18 board, including all required attachments and, if required by the board, proof of course
19 completion for additional required continuing education.

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

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- 1 (a) A completed application on an Renewal Application for Veterinary Facilities form or online
- 2 equivalent form, including all required attachments and fees;
- 3 (b) Identification of the veterinarian manager;
- 4 (c) Identification of the type of veterinary facility from one or more in a list provided by the
- 5 board;
- 6 (d) A list of species served by the facility from one or more in a list provided by the board;
- 7 (e) Identification of the patient services offered at the veterinary facility from one or more in a
- 8 list provided by the board;
- 9 (f) A complete list of veterinarians working at the facility;
- 10 (g) A complete list of veterinary technicians working at the facility;
- 11 (h) A complete list of allied professional permittees working at the facility;
- 12 (i) A complete list of all mobile units affiliated with the veterinary facility;
- 13 (j) Disclosure of afterhours care arrangements; and
- 14 (k) A copy of any court documents, final orders, settlement agreements, or other documents
- 15 requested by the board in support of the application.

16 Section 3. Timely receipt of renewal application.

- 17 (1) Renewals bearing a postmark, or, if an online renewal, a timestamp, of June 30 or earlier
- 18 shall be considered received on time.
- 19 (2) Renewals bearing a postmark after June 30 shall be considered late and be cause for the
- 20 registration to expire.
- 21 (a) Applicants for renewal that miss the deadline will be required to complete a reinstatement
- 22 application in accordance with Section 4 of this administrative regulation.

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1 (3)(a) The renewal fee shall be attached to the completed renewal form when it is returned to the
2 board.

3 (b) The renewal fee shall be paid in accordance with 201 KAR 16:515.

4 Section 4. Reinstatement. A veterinarian manager may apply for reinstatement of an expired
5 veterinary facility registration if not more than five (5) years have elapsed since the last date of
6 registration expiration pursuant to KRS 321.NEW. Reinstatement applications to the board for
7 reinstatement of a veterinary facility registration shall include the following components:

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

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

13 (b) Identification of the veterinarian manager;

14 (c) Identification of the type of veterinary facility from one or more in a list provided by the
15 board;

16 (d) A list of species served by the facility from one or more in a list provided by the board;

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

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

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

21 (h) A complete list of allied professional permittees working at the facility;

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

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1 (j) Disclosure of afterhours care arrangements; and

2 (k) A copy of any court documents, final orders, settlement agreements, or other documents
3 requested by the board in support of the application.

4 Section 5. Background checks. The board may conduct a national or jurisdictional level
5 background check on each veterinarian manager applicant for veterinary facility registration. The
6 check shall be processed by a board approved background check provider, and may include a
7 copy of the applicant's fingerprints captured at a board-approved location. The board may reject
8 background checks that do not have an official seal or watermark, or that are more than ninety
9 (90) days old. The board may impose additional requirements as a condition of registration or
10 deny registration following the board's review of findings from a background check.