

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 16:577 AAHP facilities -- Renewal notice -- Requirements for renewal and  
6 reinstatement.

7 RELATES TO: KRS 321.175, 321.181(1)-(4), 321.203, 321.205, 321.235

8 STATUTORY AUTHORITY: KRS 321.175(2)(c), (5), 321.181(1)-(4), 321.203,  
9 321.205, 321.235(1)(a)-(c) and (2)(b)2., 321.236

10 NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.235(1)(b) requires the  
11 board to promulgate administrative regulations to implement KRS Chapter 321. KRS  
12 321.235(2)(b)2. provides the board authority to promulgate administrative regulations to  
13 establish conditions for applications and permitting of allied animal health professional (AAHP)  
14 facilities. This administrative regulation establishes requirements for allied animal health  
15 professional (AAHP) facility registration renewal and reinstatement applications.

16 Section 1. Renewal Notice. The board shall, not later than thirty (30) days prior to the  
17 renewal deadline, email or mail to each registered AAHP facility a biennial renewal notice.

18 Section 2. Requirement to renew; renewal application.

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

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

3 (a) A completed application on the Renewal Application for Registered Allied Animal  
4 Health Professional Facilities form or online equivalent form, including all required attachments  
5 and fees;

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

7 (c) Identification of the AAHP manager;

8 (d) Identification of the type of AAHP facility from one or more in a list provided by the  
9 board;

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

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

14 (g) A complete list of AAHP permittees working at the facility;

15 (h) A complete list of all mobile units affiliated with the AAHP facility;

16 (i) Disclosure of afterhours care arrangements;

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

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

19 (l) 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 year or earlier shall be considered received on time.

1 (2) Renewals bearing a postmark after September 30 of every odd year shall be  
2 considered late and shall cause the registration status to be changed to expired. There shall be no  
3 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 16:517; 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 AAHP manager may apply  
11 for reinstatement of an expired AAHP facility registration if not more than five (5) years have  
12 elapsed since the last date of registration expiration pursuant to KRS 321.203.

13 (1) Reinstatement applications to the board for reinstatement of a AAHP facility  
14 registration shall include the following components:

15 (a) A completed application on a Reinstatement Application for Registered Allied  
16 Animal Health Professional Facilities form or online equivalent form, including the following  
17 components and all required attachments and fees pursuant to 201 KAR 16:517;

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

19 (c) Identification of the AAHP manager;

20 (d) Identification of the type of AAHP facility from one or more in a list provided by the  
21 board;

22 (e) Identification of the species served by percentage of patients seen by the facility from  
23 one or more in a list provided by the board;

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

3 (g) A complete list of AAHP permittees working at the facility;

4 (h) A complete list of all mobile units affiliated with the AAHP facility;

5 (i) Disclosure of afterhours care arrangements;

6 (j) For fixed facilities, county of location;

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

8 (l) A copy of any court documents, final orders, settlement agreements, or other  
9 documents requested by the board in support of the application.

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

11 (1) Conduct a national or jurisdictional level background check on each AAHP manager  
12 applicant for AAHP facility registration. The check shall be processed by a board approved  
13 background check provider and may include a copy of the applicant's fingerprints captured at a  
14 board-approved location;

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

17 (3) Impose additional requirements as a condition of registration or deny the AAHP  
18 facility application or the designated veterinarian manager following the board's review of  
19 findings from a background check.

20 Section 5. Incorporation by Reference.

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

22 (a) "Renewal Application for Registered Allied Animal Health Professional Facilities",  
23 3/2024; and

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(b) “Reinstatement Application for Registered Allied Animal Health Professional Facilities”, 3/2024.

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