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2 BOARDS AND COMMISSIONS

3 Kentucky Board of Veterinary Examiners

4 (New Administrative Regulation)

5 201 KAR 16:593. Continuing Education Requirements for AAHP Permits.

6 RELATES TO: KRS 321.175, 321.181(1)-(4), 321.235

7 STATUTORY AUTHORITY: KRS 321.175(2)(c), (5), 321.181(1)-(4), 321.235(1)(a)-(c),  
8 (2)(b)2.

9 NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.235(1)(b) authorizes the board to  
10 promulgate administrative regulations to implement KRS Chapter 321. KRS 321.235(2)(b)2.  
11 provides the board authority to promulgate administrative regulations to require continued  
12 education of allied animal health professional (AAHP) work on animals and to require an AAHP  
13 applicant to have received board-approved training from an approved allied animal health  
14 professional program in order to qualify for a permit from the board. This administrative  
15 regulation establishes the continuing education requirements for AAHP permit holders.

16 Section 1. Definitions.

17 (1) "Approved allied animal health professional program" is defined by is defined by  
18 KRS 321.181(9).

19 (2) "Approved program of continuing education" is defined by KRS 321.181(11).

20 (3) "Approved provider of continuing education" is defined by KRS 321.181(12).

21 (4) "Continuing education" is defined by KRS 321.181(25).

1 Section 2. Continuing education (CE) is designed to ensure the continued competence of  
2 a board credential holder. CE is a part of personal life-long learning in the credential holder's  
3 area of expertise, responsibility, and domains of practice, ensuring a commitment to furthering  
4 the person's professional knowledge, as well as learning new skills and techniques in their area  
5 of practice, in order to best serve and protect the public and animals of the Commonwealth.

6 Section 3. Continuing Education Requirements for AAHP Permit Renewal and  
7 Reinstatement.

8 (1) An AAHP permit holder shall earn a minimum of six (6) hours of CE each renewal  
9 cycle.

10 (2) Continuing education shall be earned from March 2 of each renewal period until  
11 March 1 at the end of the period, or until April 30 at the end of the grace period with the addition  
12 of a late fee in accordance with 201 KAR 16:513.

13 (3) All CE earned shall be new, continuing education.

14 (4) An AAHP permittee may apply continuing education hours to only one (1) renewal  
15 cycle.

16 (5) An AAHP may not apply CE earned in the immediate prior renewal period or earned  
17 and applied for permit reinstatement toward renewal of their permit in the current renewal cycle,  
18 and CE hours earned during a renewal cycle shall not be applied to the total required hours again  
19 in any subsequent renewal cycle.

20 (6) A credential holder who receives a board discipline that requires continuing education  
21 as a part of any reprimand, settlement agreement, or final order, shall earn the required CE in  
22 addition to the CE required for permit renewal.

1 (7) Failure to earn the minimum required amount of CE by the renewal deadline or grace  
2 period deadline shall be cause for the board to move a permit to an expired status.

3 Section 4. Continuing Education Documentation Requirements.

4 (1) A permittee shall:

5 (a) Secure official documentation from the course provider of completed attendance at a  
6 course, detailing the:

7 1. Hours earned;

8 2. Name of the course;

9 3. Provider of the course;

10 4. Method of delivery, and if an online course, live, interactive, or non-interactive;

11 5. Date of the course; and

12 6. Permittee's name.

13 (b) Submit on the Renewal Application for Allied Animal Health Professional Permits  
14 form as found in 201 KAR16:573 or online equivalent forms, as appropriate, and include the  
15 name, dates, and identifying information for each course they attended;

16 (c) If audited by the board or upon request by the board, supply copies of official  
17 documentation from the course provider which includes all the information required in paragraph

18 (a) of this subsection; and

19 (d) Retain copies of continuing education documentation for a period of four (4) years  
20 from the date of licensure renewal.

21 Section 5. Continuing Education Wavier During Times of Emergency. During a  
22 statewide state of emergency declared by the Governor of Kentucky, a national emergency  
23 declared by the President of the United States, pandemic, or epidemic, the board may change the

1 requirements for CE or waive CE for a temporary period of time. After taking such an action,  
2 the board shall send notice to all permittees and post the change and duration of change on the  
3 board's website.

4 Section 6. Approved Programs of Continuing Education. The board hereby approves  
5 continuing education courses as established in this paragraph.

6 (1) CE programs approved by an approved allied animal health professional program.

7 (2) Attendance at a board meeting, which shall be counted for the time the attendee is  
8 present and during which the board is in session or the duration of the meeting in half-hour  
9 increments up to three (3) hours, per meeting. There shall be a maximum of three (3) hours per  
10 AAHP permittee per renewal cycle.

11 Section 7. Audits.

12 (1) The board shall audit documentation supporting the completion of the appropriate  
13 number of continuing education hours for:

14 (a) Any AAHP permittee who was disciplined by the board or another Kentucky  
15 professional licensing board in the renewal cycle or where an order of the board further specifies  
16 a CE audit of that permittee; and

17 (2) The board may audit any permittee for documentation supporting the completion of  
18 the appropriate number of continuing education hours for:

19 (a) A minimum of ten (10) percent of all AAHP permittees; and

20 (b) Any permittee who does not renew their permit by March 1 of each renewal cycle; or

21 (c) Any permittee against whom a grievance has been filed pursuant to 201 KAR 16:610.

22 Section 8. Continuing Education Requirement Waivers.

1           (1) Medical disability, illness, or other extenuating circumstances. The board may, in  
2 individual cases involving medical disability, illness, or other extenuating circumstances clearly  
3 warranting relief, grant a waiver of the continuing education requirements or an extension of  
4 time within which to fulfill the same or make the required reports.

5           (a) A written request for an extension or waiver of continuing education requirements for  
6 medical disability, illness, or other extenuating circumstances clearly warranting relief shall be  
7 submitted by the permittee. The board may require a signed document from a physician or other  
8 health care provider to verify the permittee's claimed disability or illness, or verification from an  
9 official for other extenuating circumstances.

10           (b) A waiver of the minimum continuing education requirements or an extension of time  
11 within which to fulfill the requirements shall not be granted by the board for a period of time  
12 exceeding one (1) renewal cycle.

13           (c) If the medical disability, illness, or other extenuating circumstances clearly warranting  
14 relief upon which a waiver or extension has been granted persists beyond the period of the  
15 waiver or extension, the permittee shall have the option to apply for another extension.

16           (2) Military duty. The board shall grant a waiver to a permittee who is unable to meet the  
17 continuing education requirements of this administrative regulation because of obligations  
18 arising from military duty.

19           (a) A permittee who is called to active duty in the armed forces shall not be required to  
20 complete the continuing education requirement for licensure periods during which that status  
21 exists.

22           (c) The permittee requesting an extension or waiver pursuant to this subsection shall  
23 submit with their renewal or reinstatement paperwork, the appropriate military assignment form,

- 1 deployment orders, or a statement from the permittee's unit commander confirming the call-up or
- 2 deployment.

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