

1 BOARDS AND COMMISSIONS

2 Kentucky Board of Veterinary Examiners

3 (Amendment)

4 201 KAR 16:590. Continuing education requirements, veterinarians and veterinary technicians.

5 RELATES TO: KRS 321.190, 321.211, 321.221, 321.235, 321.441, 321.442

6 STATUTORY AUTHORITY: KRS 321.211(7), 321.235(1)(a)-(c), (2)(b)1.a., (2)(b)3.b.

7 [321.235(3), 321.240(5)], 321.441(8)[321.441(3)], 321.442(7)

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.235(2)(b)1.a., 321.211(7), [and]

9 321.441(8)[321.441(3)], and 321.442(7) authorize the Kentucky Board of Veterinary Examiners

10 to require a person applying for renewal or reinstatement of a veterinarian or veterinary

11 technician license to show evidence of completion of continuing education to ensure the

12 continued competence of licensees. KRS 321.235(1)(a)-(c), (2)(b)1.a., and (2)(b)3.b. [321.235(3)

13 and 321.240(5)] authorize the board to promulgate administrative regulations to implement and

14 enforce KRS Chapter 321. This administrative regulation establishes the requirements for

15 continuing education hours relating to licensure renewal for veterinarians [the practice of

16 veterinary medicine] and veterinary technicians.

17 Section 1. Definitions.

18 (1) "Approved program of continuing education" is defined by KRS 321.181(11).

19 (2) "Approved provider of continuing education" is defined by KRS 321.181(12).

20 (3) "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 Veterinarian and Veterinary
7 Technician License Renewal and Reinstatement.

8 (1) A veterinarian shall complete biennially thirty (30) hours of continuing education to
9 be eligible for renewal of their~~[his or her]~~ license.

10 (a) At least twenty (20) of the thirty (30) hours shall be directly related to the practice of
11 veterinary medicine.

12 (b) For the renewal period and reinstatements beginning after September 30, 2024, at
13 least two (2) of the thirty (30) required renewal hours shall be in:

14 1. Pharmacy or controlled substances;

15 2. Antimicrobials; or

16 3. State or federal laws and regulations related to the practice of veterinary medicine.

17 (c) No more than ten (10) of the thirty (30) hours shall pertain to practice management or
18 other administrative, wellbeing, and professional topics that are not directly related to the
19 practice of veterinary medicine.

20 (2) A veterinary technician shall annually complete six (6) hours of continuing education
21 in the area of the practice of veterinary medicine or veterinary technology to be eligible for
22 renewal of their~~[his or her]~~ license.

1 (a) For the renewal period and reinstatements beginning after September 30, 2024, at
2 least one (1) of the six (6) hours shall be in:

3 1. Pharmacy or controlled substances;

4 2. Antimicrobials; or

5 3. State or federal laws and regulations related to the practice of veterinary medicine or
6 the practice of veterinary technology.

7 (b) No more than three (3) of the six (6) hours shall pertain to practice management or
8 other administrative, wellbeing, and professional topics that are not directly related to the
9 practice of veterinary medicine or the practice of veterinary technology.

10 (3) In addition to attendance at a conference, lecture, or seminar, a veterinarian or
11 veterinary technician may complete the hours of continuing education required for renewal or
12 reinstatement by the completion of audio or video recordings or electronic, computer, or
13 interactive material prepared or approved by any of the organizations established in subsection
14 (1) and (2) [Section 2(1) and (2)] of this section~~administrative regulation. There shall not be a~~
15 ~~limit to the number of online hours a licensee may apply to his or her renewal.]~~

16 (a) A veterinarian shall earn at least fifteen (15) of the required thirty (30) CE hours and a
17 veterinary technician shall earn at least three (3) of the required six (6) CE hours in a live,
18 realtime format either in-person or online.

19 (b) A veterinarian shall earn no more than fifteen (15) of the required thirty (30) CE
20 hours and a veterinary technician shall earn no more than three (3) of the required six (6) CE
21 hours in an online format that is pre-recorded.

1 (4) All CE earned shall be new, continuing education. A veterinarian or veterinary
2 technician may not apply CE earned in the immediate prior renewal period or earned and applied
3 for licensure reinstatement toward renewal of their license in the current renewal cycle.

4 (5)(a) Continuing education shall be earned from October 1 of each renewal period until
5 September 30 at the end of the period, or until November 30 at the end of the grace period with
6 the addition of a late fee in accordance with 201 KAR 16:510 for veterinarians and 201 KAR
7 16:512 for veterinary technicians.

8 (b) A licensee may apply continuing education hours to only one (1) renewal cycle.
9 Continuing education hours earned for a given course shall not be applied to the total required
10 hours again in any subsequent [the following] renewal cycle.

11 (c) A credential holder who receives a board discipline that requires continuing education
12 as a part of any reprimand, settlement agreement, or final order, shall earn the required CE in
13 addition to the CE required for licensure renewal.

14 (6) [(5)] A veterinarian applying for renewal after completing their[~~his or her~~] initial term
15 of licensure after graduating from a veterinary college may complete a reduced number of hours
16 of continuing education to be eligible for renewal as established in this subsection. This
17 subsection shall not apply to applicants for licensure by endorsement under KRS 321.221 who
18 graduated prior to the renewal biennium during which they were initially licensed.

19 (a) A veterinarian completing their[~~his or her~~] initial term of licensure who graduated
20 from a veterinary college during the first year of the renewal [~~preceeding~~] biennium shall
21 complete fifteen (15) hours of continuing education to be eligible for renewal.

1 (b) Continuing education requirements shall be waived for a veterinarian completing
2 their~~[his or her]~~ initial term of licensure who graduated during the second year of the renewal
3 ~~[preceeding]~~ biennium.

4 ~~(7)~~~~(6)~~ For a veterinary technician, continuing education requirements shall be waived
5 for a new licensee completing their~~[his or her]~~ initial term of licensure who also graduated within
6 12-months of initial licensure. ~~[This paragraph shall not apply to applicants for licensure by~~
7 ~~endorsement who graduated prior to the renewal cycle during which they were initially licensed.]~~

8 (8) ~~(7)~~ (a) A veterinarian or veterinary technician may submit a written request to the
9 board for approval of a fellowship, internship, or residency in lieu of the continuing education
10 courses ~~[hours]~~ required for license renewal, subject to board review for the number of hours to
11 be awarded.

12 (b) The number of continuing education hours granted shall be determined by the board.

13 (c) The request shall:

14 1. Include a letter of verification from an authorized representative of the organization
15 providing the fellowship, internship, or residency opportunity;

16 2. Be printed on the organization's letterhead; ~~and~~

17 3. Provide a brief description of the position itself, a summary of assigned tasks, and the
18 anticipated or completed beginning and ending dates of the position; and

19 4. Be signed by an authorized representative of the organization who is knowledgeable
20 about the position being verified.

21 (9) Failure to earn the minimum required amount of CE by the renewal deadline or grace
22 period deadline shall be cause for the board to move a license to an expired status.

1 (10) [(8)] Continuing education hours shall be required as follows for reinstatement
2 applications:

3 (a) For veterinarians, thirty (30) hours earned in a twenty-four (24) month period
4 immediately prior to the date of application, or as required by the board to complete the
5 application after filing; and

6 (b) For veterinary technicians, six (6) hours earned in a twelve (12) month period
7 immediately prior to the date of application, or as required by the board to complete the
8 application after filing.

9 (11) During a statewide state of emergency declared by the Governor of Kentucky, a
10 national emergency declared by the President of the United States, pandemic, or epidemic, the
11 board may change the in-person requirement for CE or waive CE for a temporary period of time.
12 After taking such an action, the board shall send notice to all licensees and post the change and
13 duration of change on the board's website.

14 Section 4[~~Section 2~~]. Approved Programs of Continuing Education [~~Courses~~].

15 (1) The board hereby approves the following continuing education courses:

16 (a) All scientific programs of the American Veterinary Medical Association (AVMA), its
17 constituent organizations [~~;~~] and its recognized specialty groups as listed on the AVMA website,
18 and Council on Education (COE) or Committee on Veterinary Technician Education and
19 Activities (CVTEA) accredited veterinary medical institutions whose meetings impart
20 educational material directly relating to veterinary medicine or veterinary technology;

21 (b) Programs approved by the Registry of Approved Continuing Education (RACE) of
22 the American Association of Veterinary State Boards (AAVSB);

1 (c) Accreditation modules offered by the United States Department of Agriculture
2 (USDA) Animal and Plant Health Inspection Service (APHIS), which shall be counted for one
3 (1) hour per module; [and]

4 (d) Attendance at a board meeting, which shall be counted for the time the attendee is
5 present and during which the board is in session or the duration of the meeting in half-hour
6 increments up to three (3) hours, per meeting. There shall be a maximum of six (6) hours
7 allowable for veterinarians and three (3) hours per LVTs per renewal cycle; and

8 (e) All programs approved by the board pursuant to subsection (4)[(2)] of this section.

9 (2) Licensees may use a maximum of six (6) USDA APHIS Modules for licensees
10 certified in Category II and a maximum of three (3) USDA APHIS Modules for licensees
11 certified in Category I in any single renewal period.

12 (3) Licensees shall earn new CE each renewal cycle, and shall not use CE previously
13 applied to any past renewal or to reinstatement, if reinstatement occurred during the current
14 renewal cycle.

15 (4) Board approved CE requirements.

16 (a) The[By a majority vote, the] board may approve programs that are deemed to impart
17 knowledge directly relating to the practice of veterinary medicine, including the utilization and
18 application of new techniques, scientific and clinical advances, and the achievement of research
19 to assure expansive and comprehensive care to the public.

20 (b) To request approval, a completed Request for Continuing Education Approval form,
21 including all required attachments, and the submission of fees as prescribed in 201 KAR 16:516,
22 shall be submitted to the board.

1 (c) A continuing education program that satisfies board requirements for an approved
2 program of continuing education shall be:

3 1. a. Offered, provided, or sponsored by an organization that is an approved provider of
4 continuing education; or

5 b. An approved program of continuing education;

6 2. a. Have a clearly stated purpose and defined content area;

7 b. Be offered to the public or general licensee population, and not offered internally only
8 to employees of a single organization;

9 c. Be consistent with the overall goals of continuing education as defined in Section 2 and
10 Section 3 of this administrative regulation;

11 d. Have a presenter who is a professional qualified in the defined content area; and

12 e. Clearly state the program's duration. Actual contact time shall be a minimum of one (1)
13 continuing education contact hour as defined in KRS 321.181(26), and shall not include breaks
14 or meals;

15 3. If approved, the course provider shall maintain for a minimum of four (4) years records
16 of CEs presented, and shall include the name and license number of each attendee.

17 Section 5[Section 3]. Continuing Education Documentation Requirements.

18 (1) A licensee shall:

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

21 1. Hours [hours] earned;

22 2. Name of the course;

23 3. Provider of the course;

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

2 5. Date of the course; and

3 6. Licensee's name.

4 (b) Submit on the Renewal Application for Veterinarians form or Renewal Application
5 for Veterinary Technicians form as found in 201 KAR16:570 [~~201 KAR 16:700~~] or online
6 equivalent forms, as appropriate, and include the name, dates, and identifying information for
7 each course they[~~he or she~~] attended; [~~and~~]

8 (c) If audited by the board or upon request by the board, supply copies of official
9 documentation from the course provider which includes all the information required in paragraph
10 (a) of this subsection; and

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

13 (2) The board may require an applicant or licensee to submit copies of documentation in
14 accordance with subsection (1) of this section documenting their[~~his or her~~] attendance at
15 continuing education courses.

16 Section 6. Audits.

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

19 (a) Any veterinarian or veterinary technician who was disciplined by the board in the
20 renewal cycle or where an order of the board further specifies a CE audit of that veterinarian or
21 veterinary technician; and

22 (b) At least one (1) member of the board.

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

3 (a) A minimum of ten (10) percent of all veterinarians and veterinary technicians; and

4 (b) Any licensee who does not renew their license by September 30 of each renewal
5 cycle; or

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

7 Section 7~~[Section 4]~~. Continuing Education Requirement Waivers.

8 (1) Medical disability, illness, or other extenuating circumstances. The board may, in
9 individual cases involving medical disability,~~[-or]~~ illness, or other extenuating circumstances
10 clearly warranting relief, grant a waiver~~[waivers]~~ of the continuing education requirements or an
11 extension~~[extensions]~~ of time within which to fulfill the same or make the required reports.

12 (a) A written request for an extension or waiver of continuing education requirements for
13 medical disability,~~[-or]~~ illness, or other extenuating circumstances clearly warranting relief
14 ~~[reasons waiver or extension of time]~~ shall be submitted by the licensee. The board may require a
15 signed document from a physician or other health care provider to verify the licensee's claimed
16 disability or illness, or verification from an official for other extenuating circumstances.

17 (b) A waiver of the minimum continuing education requirements or an extension of time
18 within which to fulfill the requirements shall not be granted by the board for a period of time
19 exceeding one (1) renewal cycle ~~[calendar year]~~.

20 (c) If the medical disability, ~~[-or]~~ illness, or other extenuating circumstances clearly
21 warranting relief upon which a waiver or extension has been granted persists beyond the period
22 of the waiver or extension, the licensee shall have the option to apply for another extension.

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

4 (a) ~~[A licensee engaged in active military duty and deployed outside the United States for~~
5 ~~more than eight (8) months shall not be required to complete the continuing education~~
6 ~~requirement for licensure periods during which that status exists.~~

7 (b) A licensee who is called to active duty in the armed forces shall not be required to
8 complete the continuing education requirement for licensure periods during which that status
9 exists.

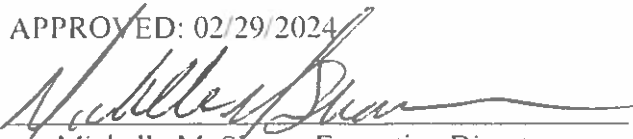
10 (b) ~~(e)~~ The licensee requesting an extension or waiver pursuant to this subsection shall
11 submit with their ~~his or her~~ renewal or reinstatement paperwork, the appropriate military
12 assignment form, deployment orders, or a statement from the licensee's unit commander
13 confirming the call-up or deployment.

14 Section 8 ~~[Section 5]~~. Incorporation by Reference.

15 (1) "Request for Continuing Education Approval", 9/2024~~[2/2020]~~, is incorporated by
16 reference.

17 (2) This material may be inspected, copied, or obtained, subjected to applicable copyright
18 law, at the Kentucky Board of Veterinary Examiners, 4047 Iron Works Parkway, Suite 104,
19 Lexington, Kentucky 40511~~[107 Corporate Drive, Frankfort, Kentucky 40601]~~, Monday through
20 Friday, 8:30 a.m.~~[8:00 a.m.]~~ to 4:30 p.m. This material may also be obtained at kbve.ky.gov
21 ~~[www.kybve.com]~~.

APPROVED: 02/29/2024


p.p Michelle M. Shane, Executive Director
on behalf of John C. Park, DVM, Board Chair
Kentucky Board of Veterinary Examiners

9/12/2024
Date

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on November 22, 2024, at 1:00 pm EST, at the offices of the Kentucky Board of Veterinary Examiners, 4047 Iron Works Pkwy, Suite 104, Lexington, KY 40511. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through November 30, 2024. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Michelle M. Shane, Executive Director, Kentucky Board of Veterinary Examiners, 4047 Iron Works Parkway, Suite 104, Lexington, KY 40511, Phone: 502-564-5433, Fax: 502-753-1458, Email: Michelle.Shane@ky.gov.

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

201 KAR 016:590

Contact Person: Michelle M. Shane

Phone: 502-564-9905

Email: Michelle.Shane@ky.gov

(1) Provide a brief summary of:

(a) What this administrative regulation does:

This regulation establishes the continuing education requirements for persons seeking a veterinary license or veterinary technician license renewal or reinstatement.

(b) The necessity of this administrative regulation:

This regulation is necessary to establish the board approved continuing education courses as a requirement for licensure.

(c) How this administrative regulation conforms to the content of the authorizing statutes:

KRS 321.211 and 321.441 each require the board to approve continuing education for veterinary and veterinary technician licenses. KRS 321.235(1)(a)-(c), (2)(b)1.a., and (2)(b)3.b. authorize the board to promulgate administrative regulations to implement and enforce KRS Chapter 321.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes:

This administrative regulation will assist in effective administration by clearly expressing what continuing education requirements are created by the KBVE board.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation:

This amendment adds new statutory definitions; defines the necessity for continuing education; adds new required CE hours in 1. Pharmacy or controlled substances, 2. Antimicrobials, or 3. State or federal laws and regulations related to the practice of veterinary medicine; requires a portion of online CE to be in a live format; clarifies that insufficient CE shall be cause for denial; establishes parameters for veterinarian operation in a statewide state of emergency; establishes limited hours of CE for attendance at a board meeting; establishes limitations on number of allowable USDA APHIS Modules available for CE; establishes that CE can only be accounted for once; outlines requirements for board approved CE; clarifies the requirements for proof of CE completion; establishes parameters for board audits during a renewal period; and clarifies requirements for board waivers of required CE.

(b) The necessity of the amendment to this administrative regulation:

This amendment is necessary to conform with the modernized Kentucky Veterinary Medicine Practice Act, passed in June 2023, and to provide clarity for licensees regarding the rules for CE.

(c) How the amendment conforms to the content of the authorizing statutes:

KRS 321.235(2)(b)1.a., 321.211(7), 321.441(8), and 321.442(7) authorize the Kentucky Board of Veterinary Examiners to require a person applying for renewal or reinstatement of a veterinarian or veterinary technician license to show evidence of completion of continuing education to ensure the continued competence of licensees. KRS 321.235(1)(a)-(c), (2)(b)1.a., and (2)(b)3.b. authorize the board to promulgate administrative regulations to implement and enforce KRS Chapter 321.

(d) How the amendment will assist in the effective administration of the statutes:

By incorporating new statutory language, this amendment provides clarity to constituents by utilizing standard definitions and providing clear requirements for licensure. This amendment also provides clarity on the requirements of the board.

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation:

Veterinarian and veterinary technician licensee applicants to the board for renewal of their license. The board receives about 2,500 applications biennially for veterinarians and about 550 applications annually for veterinary technicians.

(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment:

Veterinarian and veterinary technicians applicants must ensure they obtain board approved CE to renew their license.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3):

Entities will need to obtain CE, either for free or through purchase, to ensure they continue their education to remain educated about current standards of practice and best practices used in veterinary medicine.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3):

Benefits include a uniform standard for CE required for licensees to earn so that individuals interested in renewing their license will understand the requirements prior to application.

(5) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: There will be no increase in costs because a program already exists to license veterinarians and veterinary technicians. The KBVE expects costs for all board operations to be approximately \$759,700 annually in the near term.

(b) On a continuing basis: The KBVE expects costs for all board operations to be approximately \$900,000 annually in future bienniums as new programming is brought online, per the mandates in the modernized Kentucky Veterinary Medicine Practice Act, KRS Chapter 321.

(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation:

KBVE does not receive any general funds. All funds for the agency come from licensing fees, service fees, and administrative fines.

(7) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment:

There will be no increase in fees to administer the CE requirements for licensed veterinarians and veterinary technicians.

(8) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees:

This regulation does not establish or increase any fees, directly or indirectly.

(9) TIERING: Is tiering applied? (Explain why or why not)

Tiering is not applied because CE requirements are the same for all veterinarians, and the same for all veterinary technicians.

FISCAL IMPACT STATEMENT

201 KAR 016:590

Contact Person: Michelle M. Shane

Phone: 502-564-9905

Email: Michelle.Shane@ky.gov

- (1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation.

KRS 321.211(7), 321.235(1)(a)-(c), (2)(b)1.a., (2)(b)3.b., 321.441(8), 321.442(7)

- (2) Identify the promulgating agency and any other affected state units, parts, or divisions:

The promulgating agency is the Kentucky Board of Veterinary Examiners. There are no other affected state units, parts, or divisions.

- (a) Estimate the following for the first year:

Expenditures: This is not a new program, and there will not be additional expenditures as a result of this filing. The KBVE expects costs for all board operations to be approximately \$759,700 annually in the near term.

Revenues: There is no revenue generated by this filing.

Cost Savings: There will not be any cost savings; this amendment simply codifies the requirements, making them easily accessible for regulated entities.

- (b) How will expenditures, revenues, or cost savings differ in subsequent years?

Staff time and database management will be required for record keeping. Costs will be minimal.

- (3) Identify affected local entities (for example: cities, counties, fire departments, school districts):

KBVE does not anticipate that any local entities will be impacted.

- (a) Estimate the following for the first year:

Expenditures: N/A

Revenues: N/A

Cost Savings: N/A

- (b) How will expenditures, revenues, or cost savings differ in subsequent years? N/A

(4) Identify additional regulated entities not listed in questions (2) or (3):

KBVE does not anticipate that any other regulated entities will be impacted.

(a) Estimate the following for the first year:

Expenditures: N/A

Revenues: N/A

Cost Savings: N/A

(b) How will expenditures, revenues, or cost savings differ in subsequent years? N/A

(5) Provide a narrative to explain the:

(a) Fiscal impact of this administrative regulation:

This administrative regulation does not set fees and will not bring in revenue. Local entities will not be impacted by this regulation. This filing only impacts veterinarian or veterinary technician candidates for licensure renewal in the commonwealth. This amendment simply updates the administrative regulation to conform with the modernized Kentucky Veterinary Medicine Practice Act and provide clarity on board requirements.

(b) Methodology and resources used to determine the fiscal impact:

This is not a new program. The program is run as a part of the agency's established budget by existing staff and with existing infrastructure.

(6) Explain:

(a) Whether this administrative regulation will have an overall negative or adverse major economic impact to the entities identified in questions (2) - (4). (\$500,000 or more, in aggregate)

This amendment shall not have a "major economic impact", as defined in KRS 13A.010(13).

(b) The methodology and resources used to reach this conclusion:

This amendment will not have a negative impact, as no fees are established or collected as a part of this administrative regulation.

201 KAR 016:590

Contact Person: Michelle M. Shane

Phone: 502-564-9905

Email: Michelle.Shane@ky.gov

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

(a) "Request for Continuing Education Approval", 02/2020, is the 1-page application form that individual persons or entities use to apply to the Kentucky Board of Veterinary Examiners (KBVE) to receive approval for continuing education (CE) course offerings to licensees of the board toward their CE requirements. KRS 321.235(2)(b)1.a., 321.211(7), [and] 321.441(8)[321.441(3)], and 321.442(7) authorize the Kentucky Board of Veterinary Examiners to require a person applying for renewal or reinstatement of a veterinarian or veterinary technician license to show evidence of completion of continuing education to ensure the continued competence of licensees..

SUMMARY OF CHANGES TO MATERIAL INCORPORATED BY REFERENCE

(a) "Request for Continuing Education Approval", 09/2024, is the 1-page application form that individual persons or entities use to apply to the Kentucky Board of Veterinary Examiners (KBVE) to receive approval for continuing education (CE) course offerings to licensees of the board toward their CE requirements.

- Page 1 was amended as follows:
 - The address, phone, and website was updated in the header,
 - The Instructions were edited to delete the words "approval for" after continuing education (CE),
 - In Table II, row 4, the instruction "(or attach separate sheet with narrative)" was added,
 - In Table II, row 5, the row is split into additional two columns to distinguish what attachments are required and what attachments are optional,
 - In Table II, after row 5, a new row is added to incorporate the fee for this service pursuant to 201 KAR 16:516,
 - In the footer, the address was updated, and
 - In the footer, the "Form Last Updated" date was changed to "09/2024".



KENTUCKY BOARD OF VETERINARY EXAMINERS

4047 Iron Works Parkway, Suite 104, Lexington, KY 40511

Office: 502-564-5433 • Fax: 502-695-5887

kbve.ky.gov • vet@ky.gov

Request for Continuing Education Approval

Instructions: This form must be completed by an individual or entity seeking approval from the Kentucky Board of Veterinary Examiners for continuing education (CE) courses offered to licensees of the Board. **If providing printed materials, print SINGLE SIDED; DO NOT staple.**

OFFICIAL USE ONLY

I. Requestor Contact Information					
First Name	Last Name	Phone Number			
Email Address	Agency Phone				
Name of Sponsoring Agency					
Agency Address	Street	City	ST	Zip	Country
Agency Website					

II. CE Request Information				Board Use Only
Program Title				Date & Initials of Reviewer:
Date(s) of Program	Target Audience	Hours Requested	Approved Hours	
Time(s) of Program	Veterinarians			
Program Description (or attach separate sheet with narrative)	Veterinary Technicians			
Required Attachments (check all that apply)	<input type="checkbox"/> Presenter Bios <input type="checkbox"/> Agenda	Optional Attachments (check all that apply)	<input type="checkbox"/> Brochure <input type="checkbox"/> Meeting Flyer <input type="checkbox"/> PowerPoint Presentation <input type="checkbox"/> Other, describe: _____	
Fee	\$50 per course payable to the Kentucky State Treasurer , attached to this form			

Signature of Requestor	Date	
------------------------	------	--

Submit Complete Form to: Vet@ky.gov or via post to
 Kentucky Board of Veterinary Examiners
 4047 Iron Works Parkway, Suite 104
 Lexington, Kentucky 40511





KENTUCKY BOARD OF VETERINARY EXAMINERS

407 Corporate Drive, Second Floor, Frankfort, KY 40601
 4047 Iron Works Parkway, Suite 104, Lexington, KY 40511

Office: 502-782-0273/564-5433 • Fax: 502-695-5887
kybve.com/kmbve.ky.gov • [vet@ky.gov](mailto:veter@ky.gov)

Request for Continuing Education Approval

Instructions: This form must be completed by an individual or entity seeking approval from the Kentucky Board of Veterinary Examiners for continuing education (CE) approval for courses offered to licensees of the Board. **If providing printed materials, print SINGLE SIDED; DO NOT staple.**

OFFICIAL USE ONLY

I. Requestor Contact Information					
First Name		Last Name		Phone Number	
Email Address				Agency Phone	
Name of Sponsoring Agency					
		Street		City	ST
				Zip	Country
Agency Address					
Agency Website					

II. CE Request Information				Board Use Only
Program Title				Date & Initials of Reviewer:
Date(s) of Program		Target Audience	Hours Requested	Approved Hours
		Veterinarians		
Time(s) of Program		Veterinary Technicians		
Program Description <i>(or attach separate sheet with narrative)</i>				
Required Attachments (check all that apply)	<input type="checkbox"/> Presenter Bios	Optional Attachments (check all that apply)	<input type="checkbox"/> Brochure	<input type="checkbox"/> Meeting Flyer
	<input type="checkbox"/> Agenda		<input type="checkbox"/> Presenter Bios	<input type="checkbox"/> PowerPoint Presentation
			<input type="checkbox"/> Agenda	<input type="checkbox"/> Other, describe: _____
Fee	\$50 per course payable to the Kentucky State Treasurer, attached to this form			

Submit Complete Form to: vet@ky.gov or via post to
 Kentucky Board of Veterinary Examiners
 407 Corporate Dr, Second Floor
 Frankfort 4047 Iron Works Parkway, Suite 104
 Lexington, Kentucky 40601/40511



Signature of Requestor		Date	
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Submit Complete Form to: Vet@ky.gov or via post to
Kentucky Board of Veterinary Examiners
~~107 Corporate Dr, Second Floor~~
~~Frankfort 4047 Iron Works Parkway, Suite 104~~
~~Lexington, Kentucky 40601-0511~~

