

1 BOARDS AND COMMISSIONS

2 Kentucky Board of Veterinary Examiners

3 (Amendment)

4 201 KAR 16:735. Renewal requirements for AAHP licenses[permits] -- renewal notice --
5 expiration.

6 RELATES TO: KRS 321.175, 321.181(1)-(4), 321.235, 321.251, 321.255

7 STATUTORY AUTHORITY: KRS 321.175(2)(c), (4), (5), 321.181(1)-(4), 321.235(1)(a)-(c),
8 (2)(b)1., 321.251(4), 321.253

9 CERTIFICATION STATEMENT: This certifies that this administrative regulation complies with
10 the requirements of 2025 RS HB 6, Section 8.

11 NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.175(4) states the purpose of the
12 Kentucky Veterinary Medicine Practice Act is to promote, preserve, and protect the public health,
13 safety, and welfare by and through, in part, setting application requirements for allied animal health
14 professional (AAHP) providers to establish requirements for the renewal of AAHP licensure. KRS
15 321.235(1)(b) requires the board to promulgate administrative regulations to implement and
16 enforce KRS Chapter 321. KRS 321.235(1)(a)-(c) requires the board to promulgate administrative
17 regulations to evaluate the qualifications of applicants for an allied animal health professional
18 (AAHP) license[permit]. KRS 321.235(2)(b)1. authorizes the board to require an AAHP
19 licensee[permittee] to obtain appropriate continuing education to ensure continued competency.

20 This administrative regulation establishes renewal requirements, renewal notification procedures

for AAHP licensees~~[permittees]~~ of the board, and required continuing education for AAHP licensees~~[permittees]~~.

Section 1. Renewal Notices and Timeliness of Renewal Applications.

(1) The board shall, not later than August 31 of each year, email or mail to each licensed~~[permitted]~~ allied animal health professional a renewal notice.

(2) The Renewal Application for AAHP Licenses~~[Permits]~~ shall be completed by the licensee~~[permittee]~~ and returned to the board, including all required attachments, fees, and, if required by the board, proof of course completion for the required continuing education.

(3) Timely receipt of renewal application.

(a) Renewals bearing a postmark, or, if an online renewal, a timestamp, of September 30 or earlier shall be considered received on time.

(b) Renewals bearing a postmark, or, if an online renewal, a timestamp, between October 1 and November 30 shall be considered late and therefore incur a late fee pursuant to 201 KAR 16:513.

(4) The renewal fee shall be attached to the completed Renewal Application for AAHP Licenses~~[Permits]~~ form when it is returned to the board or paid online.

Section 2. Continuing Education (CE) Required.

(1) Each AAHP licensee~~[permittee]~~ shall list their continuing education hours received on the Renewal Application for AAHP Licenses~~[Permits]~~ form or online equivalent form, including all required attachments, and if required, proof of attendance or completion of training to the board.

(a) For AAHP animal chiropractic providers (ACPs), licensees~~[permittees]~~ shall show proof of CE for a minimum of six (6) clinical hours annually from:

1. An~~an~~ approved program of the:

1 a. American Veterinary Chiropractic Association (AVCA); or

2 b. International Veterinary Chiropractic Association (IVCA); or

3 2. Animal chiropractic focused CE from one (1) or more of the following organizations:

4 a. American Veterinary Medical Association (AVMA) or its affiliate organizations as listed on
5 the AVMA website;

6 b. American Association of Veterinary State Boards (AAVSB) Registry of Approved
7 Continuing Education (RACE); or

8 c. A board-approved CE program.

9 (b) For AAHP Equine Dental Providers (EDPs), licensees shall show proof of CE for a
10 minimum of six (6) clinical hours annually from:

11 1. The International Association of Equine Dentistry (IAED) annual conference; or

12 2. Equine dental focused CE from one (1) or more of the following organizations:

13 a. American Veterinary Medical Association (AVMA) or its affiliate organizations as listed on
14 the AVMA website;

15 b. Veterinary Dental Forum;

16 c. American Association of Equine Providers (AAEP);

17 d. American Association of Veterinary State Boards (AAVSB) Registry of Approved
18 Continuing Education (RACE); or

19 3. A board-approved CE program.

20 ~~[(b) For legacy pathway AAHP-ACPs, permittees shall show proof of CE for a minimum of six~~
21 ~~(6) clinical hours annually from an approved program of the AVCA, IVCA, or a board approved~~
22 ~~CE program.]~~

1 (2) AAHP CE hours shall be clinical in a topic specifically related to the area of practice for
2 which they hold a license. Additional CE hours in practice management, wellness, or other topics
3 may be earned but shall not count toward the CE requirement for renewal or reinstatement of the
4 AAHP license.

5 (3) CE Format. An AAHP licensees shall earn:

6 (a) A minimum of three (3) of the required six (6) hours CE for AAHP providers shall be earned
7 in person.

8 (b) No more than three (3) of the required six (6) CE hours in an online format that is pre-recorded
9 or non-interactive.

10 (4) All CE earned shall be new continuing education. An AAHP licensee shall not apply CE
11 earned in a prior renewal period or earned and applied for licensure reinstatement toward renewal
12 of their license in the current renewal cycle. [Continuing education hours applied toward a
13 reinstatement application shall not be eligible for credit on the renewal application.]

14 (5)[(3)] Continuing education shall be earned from October 1 of each renewal period until
15 September 30 at the end of the period, or until November 30 at the end of the grace period with
16 the addition of a late fee in accordance with 201 KAR 16:513.

17 (6) Continuing education hours earned during the grace period of a renewal cycle shall not be
18 eligible for credit on [the] subsequent renewal applications[application].

19 (7)[(4)] The board shall not renew the license[permit] of any person who fails to appropriately
20 document the required hours of continuing education.

21 (8) Continuing education requirements shall be waived for a new licensee completing their initial
22 term of licensure who also achieved board-approved certification within twelve (12) months of
23 initial licensure.

Section 3. The board shall not be held responsible or liable for lost renewal notices, or renewal notices not received, or not received on time.

(1) Regardless of cause, the board shall not be required to refund money to a licensee~~[permit holder]~~ who fails to renew in a timely manner pursuant to Section 1(4) of this administrative regulation.

(2) Failure to renew by the grace period deadline and in compliance with all requirements of the board shall cause the license~~[permit]~~ to move to expired status. The licensee~~[permit holder]~~ shall no longer be eligible to practice as an allied animal health professional in Kentucky.

(3) The former licensee~~[permit holder]~~ may apply for reinstatement of the license~~[permit]~~ within five (5) years from the date of expiration in accordance with 201 KAR 16:732. A reinstatement application shall be required during this period; an application for a new license shall not be accepted until five (5) years after the last date of expiration.

Section 4. Duty to Report. Each AAHP licensee~~[permit holder]~~ shall maintain on file with the board their:

(1) Legal~~[File their legal]~~ name~~[-with the board]~~;

(2) Legal~~[File their legal]~~ residential address~~[-with the board]~~;

(3) Legitimate~~[File their legitimate]~~ mailing address~~[-with the board]~~. The mailing address shall be subject to public disclosure;

(4) Current~~[File their current]~~ employer~~[-with the board]~~;

(5) Current~~[File a current]~~ email address and phone number~~[-with the board]~~; and

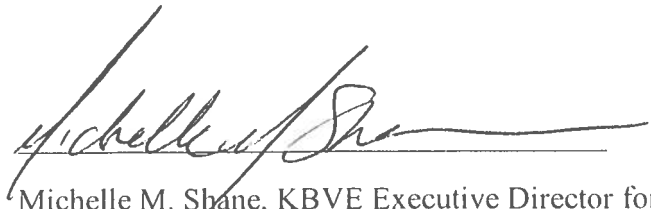
(6) Within thirty (30) days, notify the board of any changes to their name or addresses or email address by submitting a completed Request for Name or Address Change form, incorporated by reference in 201 KAR 16:570 or online equivalent form.

1 Section 5. Incorporation by Reference.

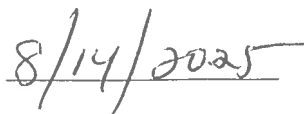
2 (1) "Renewal Application for AAHP Licenses~~[Permits]~~", 8/2025~~[2/2025]~~, is incorporated by
3 reference.

4 (2) This material may be inspected, copied, or obtained, subjected to applicable copyright law, at
5 the Kentucky Board of Veterinary Examiners, 4047 Iron Works Parkway, Suite 104, Kentucky
6 40511, Monday through Friday, 8:30 a.m. to 4:30 p.m. This material may also be obtained at
7 kbve.ky.gov.

APPROVED: 7/31/2025

A handwritten signature in dark ink, appearing to read "Michelle M. Shane", written over a horizontal line.

Michelle M. Shane, KBVE Executive Director for
John C. Park, DVM, Board Chair
Kentucky Board of Veterinary Examiners

A handwritten date "8/14/2025" written in dark ink over a horizontal line.

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on October 21, 2025, at 1:30 PM EDT, at KBVE, 4047 Iron Works Parkway, 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 October 31, 2025. 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, KBVE Executive Director, 4047 Iron Works Parkway, Suite 104, Lexington, KY 40511, Phone 502-564-5433, Fax 502-573-1458, Michelle.Shane@ky.gov.

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

201 KAR 16:735

Contact Person: Michelle Shane

Phone: 502-564-5433

Email: Michelle.Shane@ky.gov

Subject Headings: Animals: Domestic; Chiropractic; Equine and Horses; Occupations and Professions; Veterinary Services

(1) Provide a brief summary of:

(a) What this administrative regulation does:

This administrative regulation establishes renewal requirements and renewal notification procedures for allied animal health professional (AAHP) licenses, as well as required continuing education for AAHP licensees.

(b) The necessity of this administrative regulation:

This administrative regulation is necessary to establish the requirements approved by the board for the application for an AAHP license and the continuing education requirements.

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

KRS 321.175(2)(c), (4) and (5) establish that the intent of the Kentucky Veterinary Medicine Practice Act is to regulate the professions of veterinary medicine, including the work of authorized allied animal health professionals. KRS 321.181(1)-(4) define key AAHP terminology. KRS 321.235(1)(b) authorizes the board to promulgate administrative regulations to implement KRS Chapter 321. KRS 321.235(1)(a)-(c) provides the board authority to promulgate administrative regulations to evaluate the qualifications of applicants for applicants for an AAHP license. KRS 321.235(2)(b)1. authorizes the board to require an AAHP licensee to obtain appropriate continuing education to ensure continued competency. KRS 321.251 defines the allowable AAHP professions, including equine dental providers, and requires licensure by the Board. KRS 321.253 requires AAHP providers to maintain and renew a license to provide AAHP services in the Commonwealth.

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

This administrative regulation assists in effective administration by clearly defining renewal and CE requirements for AAHP providers as established by the 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 updates the administrative regulation for conformity with Acts Chapter 87; changes the “permit” to a “license”; and defines renewal and CE requirements for the added AAHP equine dental providers (EDPs).

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

This amendment is necessary to establish conformity with Acts Chapter 87 and to define renewal and CE requirements for the added AAHP EDP applicants.

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

KRS 321.175(2)(c), (4) and (5) establish that the intent of the Kentucky Veterinary Medicine Practice Act is to regulate the professions of veterinary medicine, including the work of authorized allied animal health professionals. KRS 321.181(1)-(4) define key AAHP terminology. KRS 321.235(1)(b) authorizes the board to promulgate administrative regulations to implement KRS Chapter 321. KRS 321.235(1)(a)-(c) provides the board authority to promulgate administrative regulations to evaluate the qualifications of applicants for applicants for an AAHP license. KRS 321.235(2)(b)1. authorizes the board to require an AAHP licensee to obtain appropriate continuing education to ensure continued competency. KRS 321.251 defines the allowable AAHP professions, including equine dental providers, and requires licensure by the Board. KRS 321.253 requires AAHP providers to maintain and renew a license to provide AAHP services in the Commonwealth.

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

This amendment will assist in effective administration by clearly expressing the renewal and CE requirements for AAHP providers as approved by the board.

(3) Does this administrative regulation or amendment implement legislation from the previous five years? This administration implements legislation by the General Assembly in Acts Chapter 95 in 2023 and Acts Chapter 87 in 2025.

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

Future applicants to the board for an AAHP license. The board anticipates receiving approximately 45 initial applications for this credential under the new laws, and one-two (1-2) annually in future years.

(5) Provide an analysis of how the entities identified in question (4) 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 (4) will have to take to comply with this administrative regulation or amendment:

Applicants will be required to complete the appropriate application to apply to the board for AAHP license, and know how much and what type of CE is due at each renewal.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4):

No costs are associated with compliance, as this is a prerequisite for AAHP licensure renewal applications and CE requirements.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (4):

Administrative ease of clear communications regarding the application requirements for AAHP renewal applications and CE requirements.

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

(a) Initially: Enforcement of this regulation will be accomplished using current funding.

(b) On a continuing basis: The KBVE expects that, on an ongoing basis, the agency will enforce the provisions of this regulation using the current funding available to the agency.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation or this amendment: KBVE does not receive any general funds. All funds for the agency come from application fees, service fees, and administrative fines.

(8) 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 is no anticipation of an increase in fees to implement this administrative regulation, as the KBVE is already running an administrative program to process applications and an enforcement program to ensure compliance.

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

(10) TIERING: Is tiering applied? Tiering is not applied because this administrative regulation applies to all AAHP applicants.

FISCAL IMPACT STATEMENT

201 KAR 16:735

Contact Person: Michelle Shane

Phone: 502-564-5433

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 321.175(2)(c), (4), (5), 321.181(1)-(4), 321.235(1)(a)-(c), (2)(b)1., 321.251(4), 321.253

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act: This administration is expressly authorized by the General Assembly in Acts Chapter 95 in 2023 and Acts Chapter 87 in 2025.

(3)(a) 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.

(b) Estimate the following for each affected state unit, part, or division identified in (3)(a):

1. Expenditures:

For the first year: The KBVE expects that it may enforce this provision of its regulations using existing fund available to the agency in the first year.

For subsequent years: The KBVE expects that, in subsequent years, the agency will enforce the provisions of this regulation using the funding available to the agency.

2. Revenues:

For the first year: There is no revenue generated by this filing.

For subsequent years: There is no revenue generated by this filing.

3. Cost Savings:

For the first year: There will be no cost savings; this administrative regulation simply codifies the renewal requirements, making them easily accessible for regulated entities.

For subsequent years: There will be no cost savings; this administrative regulation simply codifies requirements for persons renewing an AAHP license.

(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts): KBVE does not anticipate that any local entities will be impacted.

(b) Estimate the following for each affected local entity identified in (4)(a):

1. Expenditures:

For the first year: N/A

For subsequent years: N/A

2. Revenues:

For the first year: N/A

For subsequent years: N/A

3. Cost Savings:

For the first year: N/A

For subsequent years: N/A

(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a): KBVE does not anticipate that any other regulated entities will be impacted.

(b) Estimate the following for each regulated entity identified in (5)(a):

1. Expenditures:

For the first year: N/A

For subsequent years: N/A

2. Revenues:

For the first year: N/A

For subsequent years: N/A

3. Cost Savings:

For the first year: N/A

For subsequent years: N/A

(6) Provide a narrative to explain the following for each entity identified in (3)(a), (4)(a), and (5)(a):

(a) Fiscal impact of this administrative regulation: This administrative regulation does not set fees and will not bring in revenue. This filing only impacts individuals seeking to renew a license to practice as an AAHP provider in Kentucky.

(b) Methodology and resources used to reach this conclusion: Budget reports and licensure reports were inputted into a large spreadsheet to calculate all board revenues, expenditures, proposed fees, and estimated quantities of applications based on historical numbers. Projections were calculated ten (10) years out to F.Y. 2036.

(7) Explain, as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):

(a) Whether this administrative regulation will have a “major economic impact”, as defined by KRS 13A.010(13): This administrative regulation shall not have a “major economic impact”, as defined in KRS 13A.010(13). This administrative regulation does not set fees and will not bring in revenue.

(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.

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

- (1) The “Renewal Application for AAHP Permits” form, 2/2025, is the 4-page permit application form that AAHP permittees are required to file to continue providing allied animal health professional services. KRS 321.235(2)(b)2.d. requires the board to establish conditions for AAHP permittees to renew their permit and KRS 321.235(2)(b) requires the board to establish mechanisms to ensure the continued competence of AAHP permittees.

SUMMARY OF CHANGES TO MATERIAL INCORPORATED BY REFERENCE

- (1) The “Renewal Application for AAHP Licenses” form, 8/2025, is the 4-page license application form that AAHP licensees are required to file to continue providing allied animal health professional services. This form was amended as detailed below:
- The fax number in the header was corrected.
 - All pages were updated in the footer to change the edition date from “2/2025” to “8/2025”.
 - Changed instances of the word “permit” to “license” throughout the form.
 - Changed instances of the word “credential” to “license” throughout the form.
 - In the table on page 1,
 - Changed “Business / Employer” to “Business Name or Employer”
 - Changed “Office Manage Name” to “Business Phone”,
 - Changed “Business Phone” to “Business Email Address”, and
 - Changed “Business Email Address” to “Business Website”, and merged right three columns in bottom row.
 - In Section II, Background Information:
 - Question 1, after “license/permit/registration”, insert “(collectively, “license”)”.
 - Question 2, delete “or certificates”.
 - Questions 3-6, change the word “credential” to “license” or a conjugation of “license”.
 - Question 9, updated the statutory citation from “KRS 321.181(27)” to “KRS 321.181(28)”.
 - In Section III, Experience:
 - Questions 12, added a check box for, “Equine Dental Provider (EDP)”
 - Question 17, changed “If a legacy candidate applicant” to “For legacy pathway candidates”, and deleted “(d)” and inserted “(e), as applicable”.
 - In part (a), after “trained”, added “or name of mentor/trainer”
 - In part (e), after “accrued”, insert “in the last two (2) years” and delete “sine original training”
 - Section IV Continuing Education,
 - Question 14, add a sentence stating “Six (6) clinical hours are required, with at least three (3) hours earned in-person. 201 KAR 16: 735, Section 2(3).”
 - In the table, last column heading, add “IAED, AVMA, RACE,”.
 - Section V Application Check List:

- Under the “Fee payment” check box,
 - Delete the asterisk symbol.
 - Delete “bank draft”.
 - Prior to “note”, insert “Do not send cash” and delete “Note”, and delete “is NOT acceptable”.
 - Under the “Renewal fee for inactive status” check box, correct the late fee to “\$150” and delete “\$200”.
- Adjusted cell heights and line spacing to keep to 4 pages.