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2 BOARDS AND COMMISSIONS

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, 321.205,  
9 321.235(1)(a)-(c) and (2)(b)2., 321.236

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

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

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

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

15 ~~(h)(g)~~ A complete list of AAHP permittees working at the facility;

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

17 ~~(j)(i)~~ Disclosure of afterhours care arrangements;

18 ~~(k)(j)~~ For fixed facilities, county of location and counties served;

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

20 (m) Hours of facility operation; and

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

1           (3) A change in 50% or more of ownership or of the registered responsible parties shall  
2 be cause for the board to deny an AAHP facility renewal and require a new AAHP facility  
3 application.

4           Section 3. Timely receipt of renewal application.

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

7           (2) Renewals bearing a postmark after September 30 of every odd year shall be  
8 considered late and shall cause the registration status to be changed to expired. There shall be no  
9 grace period for registered facility renewal.

10          (3) Applicants for renewal that miss the deadline will be required to complete a  
11 reinstatement application in accordance with Section 4 of this administrative regulation.

12          (4) Renewal fee.

13          (a) The renewal fee shall be paid in accordance with 201 KAR 16:517; and

14          (b) The renewal fee shall be attached to the completed renewal form when it is returned  
15 to the board or paid online with the completion of the online renewal form.

16          Section 4. Reinstatement. A registered responsible party or AAHP manager may apply  
17 for reinstatement of an expired AAHP facility registration if not more than five (5) years have  
18 elapsed since the last date of registration expiration pursuant to KRS 321.203.

19          (1) ~~Applications~~ ~~Reinstatement applications~~ to the board for reinstatement of a AAHP  
20 facility registration shall include the following components:

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

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

2 (c) Identification of the AAHP manager;

3 (d) A copy of the business registration from the Kentucky Secretary of State;

4 (e) Identification of the type of AAHP facility from one or more in a list provided by the  
5 board;

6 (e) Identification of the type of AAHP facility from one or more in a list provided by the  
7 board;

8 (f)(e) Identification of the species served ~~by percentage of patients seen~~ by the facility  
9 from one or more in a list provided by the board;

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

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

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

14 (j)(i) Disclosure of afterhours care arrangements;

15 (k)(j) For fixed facilities, county of location and counties served;

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

17 (m) Hours of facility operation; and

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

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

21 (1) Conduct a national or jurisdictional level background check on each AAHP manager  
22 applicant for AAHP facility registration. The check shall be processed by a board approved

1 background check provider and may include a copy of the applicant’s fingerprints captured at a  
2 board-approved location;

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

5 (3) Impose additional requirements as a condition of registration or deny the AAHP  
6 facility application or the designated veterinarian manager following the board’s review of  
7 findings from a background check.

8 Section 5. Incorporation by Reference.

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

10 (a) “Renewal Application for Registered Allied Animal Health Professional Facilities”,  
11 5/20243/2024; and

12 (b) “Reinstatement Application for Registered Allied Animal Health Professional  
13 Facilities”, 5/20243/2024.

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