

# Kentucky Board of Licensure and Certification for Dietitians and Nutritionists

<http://bdn.ky.gov>

Contact Information: Kelly Walls, Board Administrator 502-782-8814 [Kelly.Walls@ky.gov](mailto:Kelly.Walls@ky.gov)

**Q: The board website shows my license expires on December 31<sup>st</sup>, but I thought I was supposed to renew by October 31<sup>st</sup>. Can you explain the different dates?**

- **A:** Your “**Expiration Date**” of December 31<sup>st</sup> is the last day of your 60-day **grace period** according to KRS 310.050 and 201 KAR 33:020. This is the last date you may legally practice, bill for services. The public may verify licensure online, and your expiration date is a piece of the information the public may view online. Medicaid has agreed and is using the online verification expiration date for billing. **The expiration date represents the end of the grace period** found in your Board’s licensure regulations allowing for board imposed **late fees** or penalties, but you maintain the ability to practice until the shown expiration date ([201 KAR 33:020](http://www.ky.gov/kar/201/201%20KAR%2033%3A020)). Your “**Renewal Date**” deadline is **October 31<sup>st</sup>**. This date represents the end of the annual licensing period found in your Board’s licensure regulations. **Renewals submitted before the renewal date of October 31<sup>st</sup> are not subject to late fees.** The Department recommends submitting your renewal at least two weeks in advance of the October 31<sup>st</sup> renewal date. See KRS 310.050 and 201 KAR 33:020.

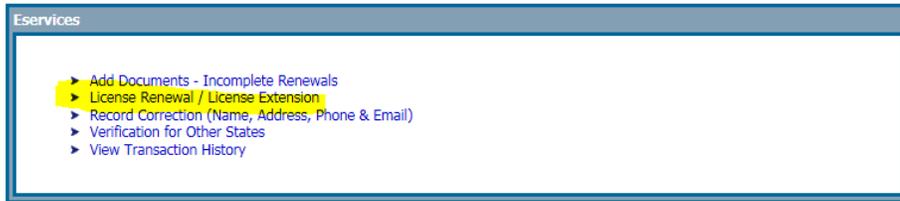
**Q: My renewal email notice says “AUDITED.” How do I renew my Dietitian or my Dual Dietitian/Nutritionist License?**

*(If you are a Certified Nutritionist, please contact [Kelly.Walls@ky.gov](mailto:Kelly.Walls@ky.gov) for the specific renewal information.)*

- **The Department recommends submitting your audited renewal at least *two weeks in advance* of the October 31<sup>st</sup> deadline.**  
Several thousand licensees across multiple professions renew around this same time of year through the Department of Professional Licensing. If you have questions, we recommend contacting your Board Administrator by email at: [Kelly.Walls@ky.gov](mailto:Kelly.Walls@ky.gov). Voice messages and emails will be responded to in the order they are received, within approximately one to three business days during the renewal period. Thank you for your understanding during this busy time!
- **If you are interested in going on “INACTIVE” status or wish to voluntarily “TERMINATE/RETIRE” your license,** please see page three of the instructions for further information.
- **We strongly encourage you to set aside *uninterrupted time*** to submit your renewal early. The online system DOES NOT SAVE YOUR PROGRESS if you leave the computer.
- **It may be difficult to submit your online renewal using an iPad, iPhone, or other Apple device. If you are encountering an issue using an Apple device,** we recommend a different mobile device or a desktop computer.
- **Renewals must be submitted via your online eServices account.**
  - Please go to <http://bdn.ky.gov>
  - **Click on “Online Services” and then “eServices”** found in the yellow bar across the top of the page.
  - Most licensees have already set up a username and password from **last year’s** renewal. If you cannot remember your username or password (case sensitive), or need your unique identifying “OP ID” number, please email our Board Administrator at [Kelly.Walls@ky.gov](mailto:Kelly.Walls@ky.gov) or call 502-564-3296.



- Once you are logged in, select the “License Renewal” option from the main menu:



- Click the “Renew” button on the right, that corresponds with your Dietitian/Dual License:

Board Name	License Type	Notice Date	Original Amount	Penalty Late Amount	Amount Paid	Total Amount Due	
Board of Licensure and Certification for Dietitians and Nutritionists	Dietitian	7/2/2017	50	0	0	50	<b>Renew</b>

- You will be prompted to answer the following question: **“Do you wish to update your name/birth date/address/phone/email information?”** Please note that you must have your birth date entered into the online system. If you do not have any changes to make and your birthdate is already listed, please select **“NO”** for the question.  
 If you select **“YES”** for this question, you can make any other contact/business information changes on this page. If you would like for any of your information to be made public so that it can be searched in the department’s online licensee directory, you may click **“\*Public Viewable – Yes”** where applicable. Otherwise, you may select **“\*Public Viewable – No.”**

Renewal /Extension Information

Board	License Type	Calendar Year	Renewal /Extension Paid	Response Received	Notice Date	Original Amount Due	Penalty Late Amount	Amount Paid	Total Amount Due
Board of Licensure and Certification for Dietitians and Nutritionists			No	No	7/2/2017	50	0	0	50

Do you wish to update your name / birth date /address / phone / email information ?  Yes  No

Licensee Name

First Name	Middle Name	Last Name	Prefix Name	Suffix Name	Birth Date	Gender
A		C				
<input type="text"/> (MM/DD/YYYY)	<input type="text"/>					

When you are done making changes, SCROLL ALL THE WAY DOWN to the very bottom to select **“Continue”**.

Phone/Fax #  Primary  Yes  No  
 Extension  \* Public Viewable  Yes  No

Email Information

Business Email	Update Business Email
Board - License Type      Email      Flags	
	Primary : Yes <input type="radio"/> No <input type="radio"/> * Public Viewable <input type="radio"/> Yes <input type="radio"/> No
Personal Email	Update Personal Email
Board - License Type      Email      Flags	
	Primary : Yes <input type="radio"/> No <input type="radio"/> * Public Viewable <input type="radio"/> Yes <input type="radio"/> No

Email  Primary  Yes  No \* Public Viewable  Yes  No

- **The next screen will ask you what type of status you would like to be on: Active, Inactive, or Terminate**
- **ACTIVE STATUS** – It will prompt you to pay the \$50 annual renewal fee. If you need an active Kentucky license within a year or will need an active license on short notice - then it may be easier to stay on ACTIVE status. As long as your CDR (Commission on Dietetic Registration) card is not expired, you can elect the active status.
- **INACTIVE STATUS** - It will prompt you to pay the \$15 annual inactive renewal fee. You are not required to enter any CEUs or satisfy any audit requirements. You would simply be required to pay \$15 each year you are inactive. When you need to return to active status, \$50 plus a current copy of your CDR card will be required. You are not required to obtain CEUs while on inactive status, but when you want to become active again, you will need to supply us with a current copy of your CDR card. You should check with CDR to see what you need to do to remain active and current on their end. The “inactive” option may be best if you know you will need your Kentucky license in the next couple of years.
- **TERMINATE/RETIRE** – If you don’t think you’ll need your dietitian license for several years or you wish to retire your license, you may select “Terminate.” There is no fee if you select this status. By selecting the “terminate” option, the Board will know you are voluntarily electing not to renew your license and it will not ask for any fees or CE information. There will NOT be any derogatory information associated with your license for choosing this option. Should anyone request official licensure verification of your terminated Kentucky license, it would state “Not Active-Expired in good standing/non-renewal,” unless you already had disciplinary action associated with your license. You may be sent a “cease and desist” letter after the 60 day grace period ends. This is something that we are required to mail to let you know your Kentucky license is no longer active. If you select “terminate” and seek an active Kentucky license at a later date, you will need to re-apply as a new candidate (\$50 plus the completed application with current CDR card). If you select “terminate” and need an active Kentucky license in the next one to three years, the board may require you to reinstate and pay \$50 for EACH year you were terminated (so if that is the case, you may want to choose the inactive status mentioned above).
- **After selecting active status, you will need to answer a few questions:**  
If you select “Yes” for the questions regarding a conviction or disciplinary action, you will need to type an explanation in the box as well as UPLOAD supporting documentation. This documentation will need to be reviewed by the Board after you submit your renewal. You will receive an email notification informing you of your approval status *after* the Board has had a chance to review the documentation.
- **If you were selected for an AUDITED renewal, you need to upload a current copy of your CDR (Commission on Dietetic Registration) card.** Your CDR card cannot be expired and the expiration date must be after 8/31/2017. You will need to first renew your CDR card if the expiration date is 8/31/17 or earlier. Please do **not** upload your Academy of Nutrition and Dietetics card.  
**The Board does not need to review individual course completion certificates** and you do not need to enter the individual CEUs. Please upload only a current copy of your CDR card for the Board to review. You may either download and save a PDF of your CDR card from CDR’s website, or you may scan or take a photo of your CDR card before uploading it. When you are in the renewal system, you **will then upload the image/file of your CDR card and key in the expiration date.**
- **Last, please enter your payment information using your debit card, credit card, or checking account (electronic check).** Please give the system a few moments to complete the transaction after submitting payment.
- **Since you were selected for an audit, the Board will need to review your renewal before it is officially processed.** Upon Board approval, you will receive an automated approval email and then you can return to your eServices account to print off an updated wallet card or certificate. Please note that our offices no longer mail these items. At that point, your eServices account will automatically reflect your new **renewal** date of October 31<sup>st</sup>, 2018, and your new **expiration** date (which will include the 60-day grace period) of December 31, 2018.
- **If your audited renewal is not approved, your email notification will advise you of the Board response and if anything is needed. If it has been more than two weeks and you still have not received any notification about your renewal being processed, please contact our office: [Kelly.Walls@ky.gov](mailto:Kelly.Walls@ky.gov)**