

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

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

- **A:** Your “**Expiration Date**” of December 31st 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](#)). Your “**Renewal Date**” deadline is **October 31st**. 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 31st are not subject to late fees.** The Department recommends submitting your renewal at least two weeks in advance of the October 31st renewal date. See KRS 310.050 and 201 KAR 33:020.

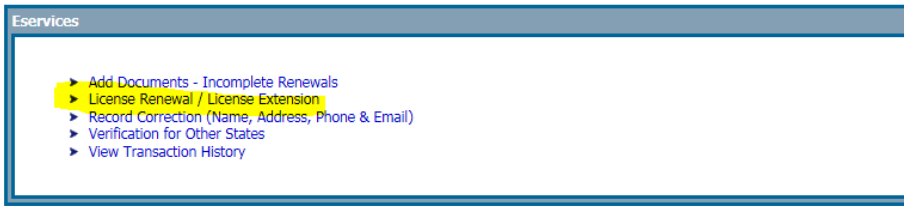
Q: How do I renew my Dietitian or my Dual Dietitian/Nutritionist License?

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

- **The Department recommends submitting your renewal at least *two weeks in advance* of the October 31st 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. 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. 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 using 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 or call 502-564-3296.



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



- Click the “Renew” button off to the right-hand side that corresponds with your credential as issued by the Board of Licensure and Certification for Dietitians and Nutritionists:

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	Renew

- 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-				

First Name: Middle Name: Last Name: Prefix Name: Suffix Name: Birth Date: (MM/DD/YYYY) Gender:

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

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

Personal Email

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

Email Primary Yes No * Public Viewable Yes No

- ***After clicking the “Continue” button, 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 discussed 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.

- ***Continue moving through your renewal until you reach the payment screen.*** Here, you can enter payment information from your debit card, credit card, or checking account (electronic check). Please give the system a few moments to complete the transaction after submitting payment.
- ***After your renewal has been successfully processed,*** your eServices account will automatically reflect your new **renewal** date of October 31st, 2018, and your new **expiration** date (which will include the 60-day grace period) of December 31, 2018. You may return to the main menu to print off an updated wallet card or certificate. Please note that our offices no longer mail these items. You will receive an automated email within a few business days, letting you know your renewal has been processed.