



1 BOARDS AND COMMISSIONS

2 KENTUCKY BOARD OF LICENSURE AND CERTIFICATION FOR DIETITIANS AND
3 NUTRITIONISTS

4 (Amendment)

5 201 KAR 33:020. Renewals, late renewal, revocation, inactive status, and reinstatement.

6 RELATES TO: KRS 310.041

7 STATUTORY AUTHORITY: KRS 310.041, 310.050, 310.095

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 310.050(1) requires the board to
9 promulgate administrative regulations establishing procedures for annual renewal of licenses and
10 certificates. KRS 310.095 requires applicants seeking an initial license to engage in a profession
11 authorized by the board to obtain a national and state criminal background investigation by means
12 of a fingerprint check by the Kentucky State Police and the Federal Bureau of Investigation. This
13 administrative regulation establishes procedures for annual renewal, late renewal, revocation,
14 inactive status and reinstatement of licenses and certificates.

15 Section 1. [~~Regular~~] Renewal.

16 (1) A credential shall be renewed on or before October 31 of each year.

17 (2) An initial credential issued within ninety (90) days of October 31 shall be renewed on or
18 before October 31 of the following year. [~~A licensed dietitian or certified nutritionist shall~~
19 ~~annually, before November 1,~~]

20 (3) To apply for renewal, a credential holder shall:

21 (a) Submit [~~submit~~] a completed Renewal Application, DPL-DN-02; and

(b) Pay [pay] to the board the renewal fee established by 201 KAR 33:010, Section 2, for the renewal of the license or certificate. ~~[(2) Except as provided under Section 2 of this administrative regulation, if a license or certificate is not renewed before November 1 of each year, it shall expire.]~~

(c)~~[(3)]~~ Document compliance [Compliance] with continuing education requirements established ~~[shall be documented as provided]~~ by 201 KAR 33:030.

~~[(3) Compliance with continuing education requirements shall be documented as provided by 201 KAR 33:030.]~~

Section 2. Grace Period and Late Renewal. ~~[and the Grace Period.]~~

(1) A sixty (60) day grace period shall be allowed beginning November 1, during which a licensee or certificate holder may renew his or her license or certificate upon payment of the renewal fee plus the late renewal fee established by 201 KAR 33:010, Section 2. ~~[(2)(a)]~~ A licensee or certificate holder may continue to practice during the sixty (60) day grace period. ~~[(b) Upon request of the employer, a licensee or certificate holder practicing in accordance with paragraph (a) of this subsection shall present evidence of a valid pre-existing license or certificate.]~~

~~[(2)]~~~~[(3)]~~ A person requesting renewal ~~[of a certification or licensure]~~ during the sixty (60) day grace period shall comply with the continuing education requirements as required by KRS 310.050(3) and as specified by 201 KAR 33:030.

Section 3. Automatic Revocation. Failure to renew during the grace period shall result in automatic revocation of the license or certification ~~[Upon revocation]~~ as set forth by KRS 310.050(4), and a licensee or certificate holder~~;~~ shall no longer be eligible to practice in the Commonwealth.

Section 4. Renewal of Inactive Status. A credential holder who has elected to hold the credential in an inactive status shall annually renew the inactive status during the renewal period and pay the fee set forth in 201 KAR 33:010. Section 3(1).

1 Section 5. [Licensure and Certification] Reinstatement. After the sixty (60) day grace period, a
2 license or certificate that was ~~[, which has been]~~ automatically revoked due to failure to renew~~[,]~~
3 shall be reinstated if the licensee or certificate holder has:

4 (1) Submitted a complete Reinstatement Application, DPL-DN-03;

5 (2) Paid the renewal fee plus a reinstatement fee as set forth by 201 KAR 33:010; and

6 (3) Documented that he or she has complied with the continuing education requirements
7 established by 201 KAR 33:030.

8 (4) For an application for reinstatement to practice as a dietitian or a dual credential, the results
9 of a national and state criminal background investigation by means of a fingerprint check
10 performed within the last ninety (90) days by the Department of Kentucky State Police (KSP) and
11 the Federal Bureau of Investigation (FBI) shall submitted directly to the board. The applicant shall
12 pay any required fee to the KSP and FBI. Any cases officially expunged shall not have to be
13 disclosed by the applicant and shall not be considered by the board as a conviction.

14 (5) Any person who fails to apply for reinstatement within three (3) years of termination or
15 revocation of the credential shall apply for a new license or certification and shall meet the current
16 licensure or certification requirements.

17 Section 6[Section 5]. Address and Contact Information Changes. [(1)] A credential[licensee or
18 certificate] holder shall submit any change in the credential holder's name, [a current] address,
19 phone number or email address to the board ~~[office by letter]~~ within thirty (30) days of any such[an
20 address] change.

21 ~~[(2) The letter shall include the licensee's or certificate holder's name, new address, phone number,
22 and license or certificate number. (3) Changes to other contact information such as the licensee's
23 or certificate holder's name, email address, or phone number shall require the licensee or certificate~~

holder to submit the current contact information to the board office by letter within thirty (30) days of the changed contact information. The letter shall include the updated contact information and the license or certificate number.]

Section 7.[~~Section 6.~~] Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Renewal Application", DPL-DN-02, July 2026,[~~November 2015~~]; and

(b) "Reinstatement Application", DPL-DN-03, July 2026, [~~November 2015~~].

(2)

(a) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Licensure and Certification for Dietitians and Nutritionists, 500 Mero Street, 2 SC 32[~~911 Leawood Drive~~], Frankfort, Kentucky 40601, Monday through Friday, 8:00 [8] a.m. to 4:30[~~5~~] p.m. or

(b) This material may also be obtained at the Board of Licensure and Certification for Dietitians and Nutritionists at <https://bdn.ky.gov>.

201 KAR 33:020

APPROVED BY AGENCY:

Erin Eliassen

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Board of Licensure and Certification for Dietitians and
Nutritionists

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