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DJ Wasson
SECRETARY

Kristen R. Lawson
COMMISSIONER

November 17, 2026

SENT VIA EMAIL PURSUANT TO KRS 13A.280(3)(d):
Members of the Kentucky Board of Licensure and Certification for Dietitians and Nutritionists Reg Watch Distribution List:

Please be advised that the Kentucky Board of Licensure and Certification for Dietitians and Nutritionists ("KBLCDN") filed an amended after comments version of the following administrative regulation:

SUMMARY OF AMENDED AFTER COMMENTS VERSIONS:

201 KAR 33:015. Applications; approved programs. (Amended After Comments)
Brief explanation of amendments: The Board amended Section 1(6)(a), (b), and (c) to include (1) the requirement an applicant for certification as a nutritionist shall also meet the criteria in KRS 310.031(b), which requires that the applicant be a graduate of a master's degree program in food science, nutrition, or a closely related area to food science or nutrition, and have a minimum of twelve (12) semester hours of graduate credit in human nutrition from a United States regionally-accredited college; (2) clarify that the applicant must meet the requirements of an approved baccalaureate and an approved master's degree program; and (3) Re-insert subsection (3) of KRS 310.031 as an optional qualification for licensure in lieu of the qualifications required under KRS 310.031(2)(a) and (b).

201 KAR 33:020. Renewal, late renewal, revocation, inactive status, reinstatement. (Amended After Comments)
Brief explanation of amendments: The Board has amended Section 1(2), after ninety (90) days, to add the word "before" and strike the word "of" October 31 to clarify that only those with an initial credential issued ninety (90) days before October 31 are not required to renew until October 31 of the next year. This will eliminate any confusion that this would apply to a person issued an initial credential up to ninety (90) days after October 31. In Section 5(4), the Board has amended Line 11 to correct a clerical error where the word "be" was missing after "shall" and before "submitted, to ensure applicants know the FBI criminal background check shall be submitted directly to the Board. Finally, the Board has amended Question 1 on the DPL-DN-02, Renewal Application, to fully address military members and military spouses in compliance with the Servicemembers Civil Relief Act.

201 KAR 33:071. Telehealth and Telepractice. (Amended After Comments)
Brief explanation of amendments: The Board amended Section 1(2) to strike the definition of "licensed healthcare professional" and renumbered the subsequent definitions accordingly. Amendments were also made to Section 2 after comments were made suggesting confusion in the language relating to another licensed healthcare professional appearing to be able to represent the licensee in meeting client requirements. That language was stricken to eliminate any confusion that the provider has a duty to meet the client requirements for telehealth and that the provider's duty cannot be transferred to another healthcare professional. Further, Section 2(6)(i) was amended to clarify
that both the practitioner and the client may elect to discontinue the provision of services through telehealth. Finally, Section 4(2)(b) was amended to clarify that services are provided to a "client" who is physically located in Kentucky, and not just a "person" for purposes of consistency with terminology in the regulations. Finally, the Board amended Section 4(4) to clarify that the section applies to Kentucky credential holders.

201 KAR 33:081. Scope of Practice. (Amended After Comments)
Brief explanation of amendments: In Section 1. Scope of Practice. the "Commission on Dietetic Registration" was stricken and replaced with the "Academy of Nutrition and Dietetics" due to a change in the administration and housing of the 2024 Scope and Standards of Practice for Registered Dietitian Nutritionist, and "revised 2024" was stricken due to a duplication in the title and recommendation that it was unnecessary.

A copy of the amended after comments version is attached to this e-mail.

These administrative regulations may be obtained on the KBLCDN Web site and can be accessed online through public libraries or any computer with Internet access. The KBLCDN's Web site is https://bdn.ky.gov/ or the Legislative Research Commission Web site at: https://legislature.ky.gov

FILED WITH LRC
TIME: 2:00 pm
NOV 12 2026
Amye Darnell
REGULATIONS COMPILER

KENTUCKY BOARD OF LICENSURE AND CERTIFICATION FOR DIETITIANS AND NUTRITIONISTS

(Amended After Comments)

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

RELATES TO: KRS 310.041

STATUTORY AUTHORITY: KRS 310.041, 310.050, 310.095

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

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

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

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

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

(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).

Section 5. [~~Licensure and Certification~~] Reinstatement. After the sixty (60) day grace period, a

license or certificate that was [~~, which has been~~] automatically revoked due to failure to renew[,] shall be reinstated if the licensee or certificate holder has:

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

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

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

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

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

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

[~~(2) The letter shall include the licensee's or certificate holder's name, new address, phone number, and license or certificate number. (3) Changes to other contact information such as the licensee's 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, **November**[~~**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, Chair
Board of Licensure and Certification for Dietitians and Nutritionists

Date: November 10, 2026

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

Regulation No. 201 KAR 33:020
Contact Person: Sara Boswell Janes
Phone Number: (502) 782-2709 (office)
Email: sara.janes@ky.gov

Subject Headings: Dietitians and Nutritionists, Boards and Commissions, Licensing, Occupations and Professions

(1) Provide a brief summary of:

(a) What this administrative regulation does: The regulation establishes the renewal, late renewal, revocation, inactive status and reinstatement process for current and former dietitians and nutritionists.
(b) The necessity of this administrative regulation: The necessity of this regulation is to establish the renewal, late renewal, revocation, inactive status, and reinstatement process for current and former dietitians and nutritionists application process and requirements to be licensed or certified by the board.
(c) How this administrative regulation conforms to the content of the authorizing statutes: The regulation is in conformity as the authorizing statute gives the board the ability to promulgate regulations regarding renewal and the continuing education requirement for a credential holder.
(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This regulation will assist credential holders of the requirements related to renewal, reinstatement, inactive status and reinstatement of credentials 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: The amendment after comments clarifies that an initial credential issued within ninety days "before" October 31 must be renewed on or before October 31 of the following year; inserts a missing word, "be" in Section 6(4); and, updates the revision date on the DPL-DN-02, Renewal Application, which will now include instructions for military members in compliance with the Servicemembers Civil Relief Act.
(b) The necessity of the amendment to this administrative regulation: The amendment is necessary to clarify the Board's intent relative to the first annual renewal date for new applicants, to correct grammar, and to ensure servicemembers have the correct instructions for renewals.
(c) How the amendment conforms to the content of the authorizing statutes: KRS 310.041(1) requires the Kentucky Board of Licensure and Certification for Dietitians and Nutritionists to promulgate administrative regulations to regulate the issuance of licenses and certificates under KRS 310.021 and KRS 310.031.
(d) How the amendment will assist in the effective administration of the statutes: This regulation assists in the effective administration of KRS Chapter 310 by carrying out the legislative mandate for the board to establish regulations for the issuance of licenses and certifications to practice dietetics and nutrition.

(3) Does this administrative regulation or amendment implement legislation from the previous five years? Yes. KRS 310.095, Created 2026 Ky. Acts Ch. 33, sec. 3, effective July 15, 2026.

(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: This regulation will affect the 2436 active and 76 inactive licensees in some capacity, and will also affect new applicants for licensure.

(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 for reinstatement will have to provide a criminal background investigation performed by the KSP and FBI within the last sixty (60) days of the application. The applicant must pay any required fee and have the investigation sent directly to the board. Also, applicants whose credential has been expired for more than three (3) years must apply for a new credential and meet current standards.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4): There will be a cost for renewal, late renewal, inactive status renewal and reinstatement, however, those costs have not increased. However, to obtain a criminal background check, which the board understands the fees to be as follows: $20.00 for the KSP; $18.00 for the FBI, and fingerprinting services to complete the request of $10.00 for some local law enforcement agencies who provide the service, or $20.00 for a private vendor like IdentiGO. The total cost is anticipated to be between $48.00 and $58.00.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (4): Kentucky will be in compliance with the requirements of KRS 310.095 and the Dietitian Licensure Compact, thus allowing Kentucky to advance towards its participation in the Compact allowing Kentucky credential holders to obtain the privilege to practice in Member States and give Member State credential holders the ability to obtain the privilege to practice in Kentucky. This will provide Kentucky citizens in need of professional counseling with a larger pool of service providers, which increases accessibility to care in rural areas, and thus promotes public safety. Also, the entities will benefit by the three (3) year limit on reinstatement after expiration of the credential since the statute requirements to pay all renewal fees since the last renewal can lead to large fees to reinstate.

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

(a) Initially: No costs are anticipated by the administrative body to implement these changes.

(b) On a continuing basis: No new costs are anticipated on a continuing basis.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation or this amendment: The board's operations are funded by fees paid by credential holders and applicants.

(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: No increase in fees or funding will be necessary to implement this administrative regulation.

(9) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees: This administrative regulation does not establish fees or directly or indirectly increase any fees.

(10) TIERING: Is tiering applied? (Explain why or why not): Tiering was not applied as the changes apply to all equally.

FISCAL IMPACT STATEMENT

Regulation No. KAR 33:020
Contact Person: Sara Boswell Janes
Phone Number: (502) 782-2709 (office)
Email: sara.janes@ky.gov

(1) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 310.041(1), (2), (6) and 310.050.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act: Yes, Amended 2022 Ky. Acts Ch. 79, sec. 1, effective July 14, 2022. -- Amended 2008 Ky. Acts Ch. 51, sec. 2, effective July 15, 2008. -- Amended 1994 Ky. Acts Ch. 319, sec. 8, effective July 15, 1994. -- Created 1988 Ky. Acts Ch. 246, sec. 5, effective July 15, 1988. – Created 2026 Ky. Acts Ch. 33, sec. 3, effective July 15, 2026.

(3) (a) Identify the promulgating agency and any other affected state units, parts, or divisions: The Kentucky Board of Licensure and Certification for Dietitians and Nutritionists and the Department of Kentucky State Police.

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

1. Expenditures:
   For the first year: There are no expenditures anticipated in the first year.
   For subsequent years: There are no expenditures anticipated in subsequent years.
2. Revenues:
   For the first year: This administrative regulation will generate revenue for the Kentucky State Police in the first year and based on the average number of anticipated applicants and the projected fee of $20, revenue would be less than $10,000.
3. For subsequent years: This administrative regulation will generate revenue for the Kentucky State Police in subsequent years and based on the average number of anticipated applicants and the projected fee of $20, revenue would be less than $10,000.

(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts): It is possible it will affect local police departments.

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

1. Expenditures:
   For the first year: Unknown.
   For subsequent years: Unknown.
2. Revenues:
   For the first year: For the first year: This administrative regulation may generate revenue for local police departments in the first year. We are unable to estimate the anticipated revenue in the first year.

For subsequent years: For the first year: This administrative regulation may generate revenue for local police departments in subsequent years. We are unable to estimate the anticipated revenue in subsequent years.

3. Cost Savings:
   For the first year: Unknown.
   For subsequent years: Unknown

(5) (a) Identify any affected regulated entities not listed in (3)(a) or (4)(a): The Federal Bureau of Investigation.

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

1. Expenditures:
   For the first year: Unknown.
   For subsequent years: Unknown.
2. Revenues:
   For the first year: This administrative regulation may generate revenue for the Federal Bureau of Investigation in the first year and based on the average number of anticipated applicants and the projected fee of $18, revenue would be less than $10,000.
   For subsequent years: This administrative regulation may generate revenue for the Federal Bureau of Investigation in subsequent years and based on the average number of anticipated applicants and the projected fee of $18, revenue would be less than $10,000.
   Cost Savings:
   For the first year: Unknown
   For subsequent years: Unknown

(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: The anticipated revenue for the first year and subsequent years, based on the average number of anticipated applicants with those fees, would be less than $10,000.

(b) Methodology and resources used to reach this conclusion: Methodology and resources used are the fiscal department within the Public Protection Cabinet, Department of Professional Licensing.

(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): It is not anticipated that this administrative regulation will have an overall negative or adverse major economic impact to the entities identified.

(b) The methodology and resources used to reach this conclusion: Methodology and resources used are the fiscal department within the Public Protection Cabinet, Department of Professional Licensing.

SUMMARY OF MATERIALS INCORPORATED BY REFERENCE

201 KAR 33:020

The following material is incorporated by reference:

(a) "Renewal Application", November 2015, is incorporated by reference; and
(b) "Reinstatement Application", November 2015, is incorporated by reference.

SUMMARY OF CHANGES MATERIALS INCORPORATED BY REFERENCE

201 KAR 33.020

The following changes have been made to the material incorporated by reference:

(a) "Renewal Application", DPL-DN-02, **November**~~**[July]**~~ 2026, consisting of two (2) pages has been updated to add instructions relating to the requirement for a criminal background investigation to be sent directly to the board, and to update the formatting, and is incorporated by reference; and

(b) "Reinstatement Application", DPL-DN-03, July 2026, consisting of two (2) pages has been updated to add instructions relating to the requirement for a criminal background investigation to be sent directly to the board for an applicant for licensure as a dietitian or a dual credential, and to update the formatting, and is incorporated by reference.

STATEMENT OF CONSIDERATION
Relating to 201 KAR 033:020
Kentucky Board of Licensure and Certification for Dietitians and Nutritionists
(Amended After Comments)

I. The public hearing on 201 KAR 033:020E, scheduled for October 27, 2026, at 1:00 PM EST in Room 127 CW, The Mayo-Underwood Building, 500 Mero Street, Frankfort, Kentucky 40601 was canceled; however, written comments were received during the public comment period.

II. The following people submitted written comments:

Name and Title	Agency/Organization/Entity/Other
Beth Cecil, RDN, LD, President	Kentucky Academy of Nutrition and Dietetics
Whitney Duddey, MHA, RD, LD, FAND, Consumer Protection Coordinator	Kentucky Academy of Nutrition and Dietetics
Jennifer Franklin	IT Project Manager, Public Protection Cabinet
Sara Janes	General Counsel, Department of Professional Licensing, Public Protection Cabinet

III. The following people from the promulgating administrative body responded to the written comments:

Name and Title	Agency/Organization/Entity/Other
Erin Eliassen	Chair, Board of Licensure & Certification for Dietitians and Nutritionists
Jessica Hogue	Member, Board of Licensure & Certification for Dietitians and Nutritionists
Carolyn Hofe	Member, Board of Licensure & Certification for Dietitians and Nutritionists
Delisa Brooks	Member, Board of Licensure & Certification for Dietitians and Nutritionists
Rayona Baker	Member, Board of Licensure & Certification for Dietitians and Nutritionists
Emily Bugay	Member, Board of Licensure & Certification for Dietitians and Nutritionists

IV. Summary of Comments and Responses

1. Subject Matter: Clarification of renewal requirements for an initial license issued up to ninety (90) days prior to the renewal period.

(a) Comment: Minor additional edits are suggested for 201 KAR 33:020E and 201 KAR 33:020. In Section 1, subsection (2), it provides "(2) An initial credential issued within ninety (90) days of October 31 shall be renewed on or before October 31 of the following year." It appears the intent is to allow individuals that renewed their credential within 90 days prior to October 31 to maintain active licensure through the following October 31. Technically, the current language allows for this but may also be interpreted as applying to 90 days after October 31 as this would be within 90 days

and may be confused with late renewal provisions providing for only a 60-day grace period. For clarity, would recommend adding a "before" and removing the "of".
(b) Response: The Board concurs with this comment and will amend as recommended in the comment.

2. Subject Matter: Missing statutory reference.

(a) Comment: In Section 5 of 201 KAR 33:020E and 201 KAR 33:020, subsection (4), it appears the word "be" is missing between "shall" and "submitted." This should be rewritten to provide: (4) For an application for reinstatement to practice as a dietitian or a dual credential, the results of a national and state criminal background investigation by means of a fingerprint check performed within the last ninety (90) days by the Department of Kentucky State Police (KSP) and the Federal Bureau of Investigation (FBI) shall "be" submitted directly to the board. The applicant shall pay any required fee to the KSP and FBI. Any cases officially expunged shall not have to be disclosed by the applicant and shall not be considered by the board as a conviction.
(b) Response: The Board concurs with this comment and will amend as recommended in the comment.

3. Subject Matter: Missing information regarding military members on Question 1 of material incorporated by reference, DPL-DN-02, Renewal Application

(a) Comment: Ms. Franklin discovered that Question 1 of the DPL-DN-02 asks if the applicant is a member of the military or a military spouse, and if YES, then only addresses military spouses. This should be corrected. Ms. Janes acknowledged the Servicemembers Civil Relief Act contains a list of needed material which can be incorporated for that purpose, and proposed revision as follows: "If YES, the applicant shall provide DD-214 form or other proof of the servicemember's qualifying military orders; proof of marriage to a current member of the Armed Forces of the United States; and a notarized affidavit, signed under penalty of law, addressing the applicant's identity, application accuracy and completeness, understanding of Kentucky's licensing requirements and scope of practice, commitment to comply with those requirements, and good standing in all states where the applicant holds or has held a license.) NOTE: There is no renewal fee for the spouse of an active-duty member of the Armed Forces stationed in this Commonwealth pursuant to KRS 12.357. However, if a fee is required for an electronic renewal, the Board shall issue a refund within thirty (30) days."
(b) Response: The Board concurs with this comment and will amend as recommended in the comment.

Summary of Statement of Consideration
Action Taken by Promulgating Administrative Body

The public hearing on this administrative regulation was canceled; however, written comments were received from the Kentucky Academy of Nutrition and Dietetics. The Kentucky Board of Licensure and Certification for Dietitians and Nutritionists is amending this administrative regulation in response to public comments received.

The Board has amended Section 1(2), after ninety (90) days, to add the word "before" and strike the word "of" October 31 to clarify that only those with an initial credential issued ninety (90) days before October 31 are not required to renew until October 31 of the next year. This will eliminate any confusion that this would apply to a person issued an initial credential up to ninety (90) days after October 31.

In Section 5(4), the Board has amended Line 11 to correct a clerical error where the word "be" was missing after "shall" and before "submitted, to ensure applicants know the FBI criminal background check shall be submitted directly to the Board. Finally, the Board has amended Question 1 on the DPL-DN-02, Renewal Application, to fully address military members and military spouses in compliance with the Servicemembers Civil Relief Act.

Kentucky Board of Licensure and Certification for Dietitians and Nutritionists
Public Protection Cabinet – Department of Professional Licensing
P.O. Box 1360, Frankfort, Kentucky 40602
500 Mero Street Frankfort, Kentucky 40601 (Overnight Delivery Only)
Phone: (502) 892.4254 | Fax: (502) 564.4818 | BDN.ky.gov | dn@ky.gov

ANNUAL RENEWAL APPLICATION

INSTRUCTIONS

1. Your license as a dietitian, certificate as a nutritionist, or dual credential **expires on November 1.**
2. In accordance with KRS Chapter 31 and regulations governing this profession, you are required to renew your credential every year with the transmittal of this form and the appropriate renewal fee as noted below, in check or money order made payable to the **Kentucky State Treasurer**. **DO NOT SEND CASH**
3. Renewal is also required for those with Inactive Status.
4. Please return completed form with fee to the address above **prior to the deadline date of October 31**.
5. Renewal may be completed online at BDN.ky.gov using a debit or credit card.
6. The late fee for renewals received during the **60-day grace period** (**postmarked after October 31**) **is $25.00 per credential.** (The credential holder may continue to work during this grace period).
7. **After December 31, the license/certification will expire, and the applicant must file for reinstatement.**

RENEWAL FEE – PLEASE CHECK ALL THAT APPLY

Credential Type:	By October 31:	After October 31:
Dietitian	$50.00	$75.00
Nutritionist	$50.00	$75.00
Dual Credential	$50.00	$75.00
Inactive (CEUs not required)	$15.00	$40.00

CREDENTIAL INFORMATION

Full Name: _____ Credential Number: _____

Provide address, phone, and email address changes below:

Mailing Address: _____City: _____ State: _____ Zip Code:_____

Phone: _____ Email: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

CONTINUING EDUCATION

Pursuant to 201 KAR 33:030 Section 1, credential holders are required to obtain fifteen (15) hours of board-approved continuing education during the annual renewal period of November 1 to October 31. In addition, up to fifteen (15) excess hours of continuing education can be carried over from the previous year with prior board approval.

INSTRUCTIONS FOR AUDITED RENEWAL ONLY

Option 1 - Licensed Dietitians or Dual Credential Holders may submit a copy of a current CDR card as proof of CEU.

Option 2 - Certified Nutritionists must submit proof of CEUs as follows:

- Summary list of continuing education using the Board Continuing Education Submission Form for Audited Renewals
- Certificates of attendance for CDR or Board approved continuing education (check certificate to determine that prior approval is noted)
- Agendas and certificates of attendance for continuing education without CDR or Board Approval
- Board Continuing Education Submission Form for Carryover CEUs, as appropriate, with the same documentation as listed as bullet points above. Documentation for greater than 15 hours must be submitted for consideration for carryover CEUs.

Option 3 - First Year Credential Holders. Continuing Education is not required during the first year of issuance.

GENERAL QUESTIONS

1. Are you a member of the military or a military spouse? YES NO

   (If YES, the applicant shall provide DD-214 form or other proof of the servicemember's qualifying military orders; proof of marriage to a current member of the Armed Forces of the United States; and a notarized affidavit, signed under penalty of law, addressing the applicant's identity, application accuracy and completeness, understanding of Kentucky's licensing requirements and scope of practice, commitment to comply with those requirements, and good standing in all states where the applicant holds or has held a license.) NOTE: There is no renewal fee for the spouse of an active-duty member of the Armed Forces stationed in this Commonwealth pursuant to KRS 12.357. However, if a fee is required for an electronic renewal, the Board shall issue a refund within thirty (30) days.

2. Since your last application or renewal, have you ever been convicted, pled guilty, or pled nolo contendre (no contest) to a felony conviction, whether or not sentence was imposed or suspended? YES NO

   If YES, please state where and when and attach a certified copy of the court records regarding your conviction, the nature of the offense, date of discharge, if applicable, as well as a statement from the probation or parole officer.

   _____

3. Have you been denied licensure and/or certification in another state, or has your credential in any other state been subject to disciplinary action? YES NO

   If YES, provide details on a separate sheet of paper.

AFFIDAVIT

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose any such misrepresentation or

falsification, my licensure or certification could be subject to disciplinary action by the Kentucky Board of Licensure and Certification for Dietitians and Nutritionists.

Signature (required): _____ Date: _____

Kentucky Board of Licensure and Certification for Dietitians and Nutritionists
Public Protection Cabinet – Department of Professional Licensing
P.O. Box 1360, Frankfort, Kentucky 40602
500 Mero Street Frankfort, Kentucky 40601 (Overnight Delivery Only)
Phone: (502) 892.4254 | Fax: (502) 564.4818 | BDN.ky.gov | dn@ky.gov

ANNUAL RENEWAL APPLICATION

INSTRUCTIONS

1. Your license as a dietitian, certificate as a nutritionist, or dual credential **expires on November 1.**
2. In accordance with KRS Chapter 31 and regulations governing this profession, you are required to renew your credential every year with the transmittal of this form and the appropriate renewal fee as noted below, in check or money order made payable to the **Kentucky State Treasurer**. **DO NOT SEND CASH**
3. Renewal is also required for those with Inactive Status.
4. Please return completed form with fee to the address above **prior to the deadline date of October 31**.
5. Renewal may be completed online at BDN.ky.gov using a debit or credit card.
6. The late fee for renewals received during the **60-day grace period** (**postmarked after October 31**) **is $25.00 per credential.** (The credential holder may continue to work during this grace period).
7. **After December 31, the license/certification will expire, and the applicant must file for reinstatement.**

RENEWAL FEE – PLEASE CHECK ALL THAT APPLY

Credential Type:	**By October 31:**	**After October 31:**
Dietitian	$50.00	$75.00
Nutritionist	$50.00	$75.00
Dual Credential	$50.00	$75.00
Inactive (CEUs not required)	$15.00	$40.00

CREDENTIAL INFORMATION

Full Name: _____ Credential Number: _____

Provide address, phone, and email address changes below:

Mailing Address: _____City: _____ State: _____ Zip Code:_____

Phone: _____ Email: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

CONTINUING EDUCATION

Pursuant to 201 KAR 33:030 Section 1, credential holders are required to obtain fifteen (15) hours of board-approved continuing education during the annual renewal period of November 1 to October 31. In addition, up to fifteen (15) excess hours of continuing education can be carried over from the previous year with prior board approval.

INSTRUCTIONS FOR AUDITED RENEWAL ONLY

Option 1 - Licensed Dietitians or Dual Credential Holders may submit a copy of a current CDR card as proof of CEU.

Option 2 - Certified Nutritionists must submit proof of CEUs as follows:

- Summary list of continuing education using the Board Continuing Education Submission Form for Audited Renewals
- Certificates of attendance for CDR or Board approved continuing education (check certificate to determine that prior approval is noted)
- Agendas and certificates of attendance for continuing education without CDR or Board Approval
- Board Continuing Education Submission Form for Carryover CEUs, as appropriate, with the same documentation as listed as bullet points above. Documentation for greater than 15 hours must be submitted for consideration for carryover CEUs.

Option 3 - First Year Credential Holders. Continuing Education is not required during the first year of issuance.

GENERAL QUESTIONS

1. Are you a member of the military or a military spouse? YES NO

   (If YES, the applicant shall provide ***DD-214 form or other proof of the servicemember's qualifying military orders;*** *proof of marriage to a current member of the Armed Forces of the United States****; and a notarized affidavit, signed under penalty of law, addressing the applicant's identity, application accuracy and completeness, understanding of Kentucky's licensing requirements and scope of practice, commitment to comply with those requirements, and good standing in all states where the applicant holds or has held a license****.)* NOTE: There is no renewal fee for the spouse of an active-duty member of the Armed Forces stationed in this Commonwealth pursuant to KRS 12.357. However, if a fee is required for an electronic renewal, the Board shall issue a refund within thirty (30) days.

2. Since your last application or renewal, have you ever been convicted, pled guilty, or pled nolo contendre (no contest) to a felony conviction, whether or not sentence was imposed or suspended? YES NO

   If YES, please state where and when and attach a certified copy of the court records regarding your conviction, the nature of the offense, date of discharge, if applicable, as well as a statement from the probation or parole officer.

   _____

3. Have you been denied licensure and/or certification in another state, or has your credential in any other state been subject to disciplinary action? YES NO

   If YES, provide details on a separate sheet of paper.

AFFIDAVIT

I do hereby certify under penalty of law that the information contained herein is true, correct, and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my licensure or certification could be subject to disciplinary action by the Kentucky Board of Licensure and Certification for Dietitians and Nutritionists.

Signature (required): _____ Date: _____