



KENTUCKY BOARD OF LICENSURE AND CERTIFICATION FOR DIETITIANS & NUTRITIONISTS

Andy Beshear
Governor

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Renewal Instructions

All renewals must be submitted online using your eServices account. A direct link to eServices is on the Board's website, bdn.ky.gov. If you need help creating an eServices account or if you have forgotten your login information, please contact the Board.

Once logged in to eServices, select License Renewal/License Extension, and then click Renew next to your DN license. You will simply follow the prompts on each screen to complete your renewal.

If you were not selected for the audit, you will be able to checkout and complete your renewal. If you were selected for the audit, before you checkout, you will be prompted to upload proof of continuing education (15 hours annually) for the renewal year. See 201 KAR 33:030 for more information.

- Dietitians and Dual Dietitians/Nutritionists – Upload a copy of your CDR card from the renewal period.
- Nutritionists – Upload CE vouchers or certificates from the renewal period.
- First year licensees are exempt from CE requirements.

Once completed, non-audited renewals will automatically be approved by the system. Audited renewals must be reviewed and approved by two board members.

We encourage you to set aside uninterrupted time to submit your renewal early. eServices will not save your progress if you leave the computer. We recommend completing your renewal at least two weeks prior to the deadline. It may be difficult to submit your renewal using smartphones or tablets. If you are encountering an issue using any of these devices, we recommend using a computer.

How do I change my license to inactive status?

Login to your eServices account and start your renewal using the instructions above. In the renewal application, you will be prompted to select your requested license status: active or inactive. You may deactivate your license there. Note: you are still responsible for your annual renewal in inactive status, however, there are no CE requirements and the renewal fee is \$15 instead of \$50.