



## KENTUCKY BOARD OF LICENSED DIABETES EDUCATORS

P. O. Box 1360  
Frankfort, Kentucky 40602  
Phone (502) 564-3296, ext. 226  
Fax (502) 564-4818

**Steven L. Beshear**

Governor

November 5, 2013

To Whom It May Concern:

Effective Nov. 1, 2013, the Kentucky Board of Licensed Diabetes Educators ("Board") has been authorized to begin accepting applications for and issuing licenses to practice diabetes education. Below are the four methods for application and their requirements:

- (1) If you have ever completed the credentialing program of the American Association of Diabetes Educators or the National Certification Board of Diabetes Educators, you may apply for a Master Licensed Diabetes Educator license at any time by: 1) completing the application form; 2) paying the licensure fee, and 3) providing proof of completion of the program. KRS 309.336.
- (2) If you have practiced diabetes education for at least 1,000 hours over the past three years, but have never been credentialed by the American Association of Diabetes Educators or the National Certification Board of Diabetes Educators, you may apply for licensure by: 1) completing the application form; 2) paying the licensure fee; 3) submitting letters from supervisors indicating that you have practiced a total of at least 1,000 hours of diabetes education within the past three years that is within the practice of diabetes education as defined in 201 KAR 45:160; and 4) a letter of recommendation from a health care professional working in the diabetes field. You will need to submit your application by **May 1, 2014**. 201 KAR 45:070 § 2.
- (3) If you have a core body of knowledge, skills, and experience in the care of experience with people with diabetes, you may apply for licensure by: 1) completing the application form; 2) paying the licensure fee; and 3) submitting a letter from your employer verifying that your current practice is within the practice of diabetes education as defined in 201 KAR 45:160. The Board will then make a determination as to whether your core body of knowledge, skills, and experience is sufficient. You will need to submit your application by **July 1, 2014**. 201 KAR 45:070 § 1.
- (4) If none of the above apply to you, or if you do not meet the specified deadline, you will have to apply for an Apprentice Diabetes Educator license and complete 750 hours of diabetes education under supervision that meets the requirements of 201 KAR 45:110 in order to be licensed. KRS 309.334; 309.335.

If you are currently practicing diabetes education, you will need to apply for a license to practice diabetes education promptly. *If you are a physician, nurse, pharmacist, dietitian, nutritionist, student in an accredited training program in those professions, or hold another Kentucky license that includes the practice of diabetes education, you do not need to acquire a license from the Board of Licensed Diabetes Educators in order to*



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*continue practicing diabetes education.* KRS 309.327(2). If you have been practicing diabetes education within the last year but do not meet one of the above options, you may still count hours of diabetes education practiced between Nov. 1, 2012 and Nov. 1, 2013 towards the 750 hours required for licensure by 201 KAR 45:110 § 1 upon verification of those hours. 201 KAR 45:070 § 3. The licensure fee in all cases is \$50.

If you continue to practice diabetes education without a valid license from the Board or another Kentucky license that includes the practice of diabetes education after July 1, 2014, you may be subject to fines and/or criminal penalties, so please apply promptly. KRS 309.327; 309.328; 309.339. A copy of the laws and regulations relating to the Kentucky Board of Licensed Diabetes Educators is available at <http://bde.ky.gov/Documents/Laws%20and%20Regulations.pdf>. If you have any additional questions, you may contact Board Administrator Jennifer Hutcherson at (502)564-3296 or [Jennifer.Hutcherson@ky.gov](mailto:Jennifer.Hutcherson@ky.gov). Thank you in advance for your cooperation. We look forward to improving the health and lives of Kentuckians through quality diabetes education!

Sincerely,

A handwritten signature in cursive script that reads "Kim Coy DeCoste".

Kim Coy DeCoste, RN, MSN, CDE  
Kentucky Board of Licensed Diabetes Educators