

NOV 10 2025

Emily B Caudill
REGULATIONS COMPILER

- 1 BOARDS AND COMMISSIONS
- 2 BOARD OF LICENSED DIABETES EDUCATORS
- 3 (Amendment)
- 4 201 KAR 45:110. Supervision and work experience.
- 5 RELATES TO: KRS 309.331
- 6 STATUTORY AUTHORITY: KRS 309.331(1), 309.334(2)(a)
- 7 NECESSITY, FUNCTION, AND CONFORMITY: KRS 309.331(1) requires the board to prom-
- 8 ulgate administrative regulations for the administration and enforcement of KRS 309.325 to
- 9 309.339. KRS 309.334(2)(a) requires the board to promulgate administrative regulations to es-
- 10 tablish the duties of the apprentice diabetes educator supervisor. This administrative regulation
- 11 establishes the amount of work experience required for licensure and the qualifications to be a
- 12 supervisor.
- 13 Section 1. Accumulation of Work Experience. An apprentice diabetes educator shall accumulate
- 14 at least 750 hours of supervised work experience within five (5) years from the date of applica-
- 15 tion for licensure, of which 250 hours shall have been obtained within the last twelve (12)
- 16 months preceding licensure application.
- 17 Section 2. Supervision.
- 18 (1) An apprentice diabetes educator shall not practice diabetes education until a supervisor has

1 been approved by the board.

2 (2) The board-approved supervisor shall assume responsibility for and supervise the apprentice
3 diabetes educator's practice as follows:

4 (a) The supervisor shall complete a post-learning assessment of the apprentice using [re-
5 ~~view the apprentice diabetes educator's provision of diabetes self management education],~~
6 "Diabetes Education Apprentice Assessment", Form DPL-BDE-02, which shall accompany
7 an application for full licensure.

8 (b) The apprentice diabetes educator shall meet[interact] with the supervisor no less than
9 two (2) hours quarterly, one (1) hour of which shall be face-to-face while being physically
10 present in the same room, or may be virtual utilizing an online platform with both audio and
11 visual connectivity during the entire supervision meeting.

12 (c) The supervision process shall focus on:

13 1. Identifying strengths, developmental needs, and providing direct feedback to foster the
14 professional development of the apprentice diabetes educator;

15 2. Identifying and providing resources to facilitate learning and professional growth;

16 3. Developing awareness of professional and ethical responsibilities in the practice of dia-
17 betes education; and

18 4. Ensuring the safe and effective delivery of diabetes education services and fostering the
19 professional competence and development of the apprentice diabetes educator.

20 (d) The supervisor shall complete a Supervised Work Experience Report, Form DPL-BDE-
21 03, which shall accompany an application for full licensure

22 (e)[(e)]

23 1. Prior to the apprentice applying for full licensure, the supervisor shall:

1 a. Observe [~~observe~~] the apprentice providing diabetes education to a patient while
2 the supervisor is physically present in the same room with the apprentice and the pa-
3 tient, or through telehealth as provided in 201 KAR 45;

4 b. Observation of the apprentice and the patient shall occur on at least two (2) sepa-
5 rate occasions, for a combined total of at least four (4) hours; and [.]

6 c. Two [~~two~~] (2) hours of said observation [~~which~~] shall [have] occur [~~occurred~~]
7 within the [~~last~~] twelve (12) months preceding full licensure application.

8 2. The apprentice shall be responsible for obtaining any permissions, releases, or waivers
9 required by law in order for the supervisor to observe the apprentice providing diabetes
10 education to a patient.

11 (3) [~~(2)~~] The hours of work experience and verification by the apprentice diabetes educator
12 and supervisor shall be documented on the Supervised Work Experience Report, DPL-BDE-03.
13 [Application for Licensure, Form DE-01.]

14 (4) [~~(3)~~] A supervisor shall not serve as a supervisor for more than four (4) apprentice dia-
15 betes educators at a time.

16 [(4) The supervision process shall focus on:

17 (a) Identifying strengths, developmental needs, and providing direct feedback to foster the pro-
18 fessional development of the apprentice diabetes educator;

19 (b) Identifying and providing resources to facilitate learning and professional growth;

20 (c) Developing awareness of professional and ethical responsibilities in the practice of diabetes
21 education; and

22 (d) Ensuring the safe and effective delivery of diabetes education services and fostering the pro-
23 fessional competence and development of the apprentice diabetes educator.]

1 Section 3. Documentation Requirements. The documentation required for~~by~~ the Supervised
2 Work Experience Report, DPL-BDE-03~~[Form DE-05]~~ shall be maintained by the apprentice and
3 the supervisor for a period of five (5) years and provided to the board upon request ~~[at the re-~~
4 ~~quest of the board]~~.

5 Section 4. Incorporation by Reference.

6 (1) The following material is incorporated by reference:

7 (1) The following material is incorporated by reference:

8 (a) "Diabetes Educator Apprentice Assessment", DPL-BDE-02, July 2025; and~~["Application for~~
9 Licensure", Form DE-01, 09/2017; and]

10 (b) "Supervised Work Experience Report", DPL-BDE-03, July 2025~~[Form DE-05, 09/2016.]~~

11 (2) This material may be located on the board website at bde.ky.gov or inspected, copied, or ob-
12 tained, subject to applicable copyright law, at the Kentucky Board of Licensed Diabetes Edu-
13 tors, Department of Professional Licensing, 500 Mero Street, ~~[2SC32,]~~ Frankfort, Kentucky
14 40601, Monday through Friday, 8 a.m. to 5 p.m.

APPROVED BY AGENCY:

E Blair Lykins

E. Blair Lykins
Chair, Board of Licensed Diabetes Educators

Date: 11/04/2025

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on January 27, 2026, at 2:00 P.M. Eastern Time, in PPC Conference Room 127CW, at the Mayo-Underwood Building, 500 Mero Street, Frankfort, Kentucky. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through January 31, 2026. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON:

Name: Sara Boswell Janes

Title: Staff Attorney III

Agency: Department of Professional Licensing, Office of Legal Services

Address: 500 Mero Street, 2 NC WK#2

Phone Number: (502) 782-2709 (office)

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Link to PPC public comment portal: https://ppc.ky.gov/reg_comment.aspx

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

201 KAR 45:110

Contact Person: Sara Janes

Phone: 502-782-2709

Email: sara.janes@ky.gov

Subject Headings: Diabetes Educators, Licensing, Boards and Commissions

(1) Provide a brief summary of:

(a) What this administrative regulation does: The regulation establishes the work experience and supervision required for licensure.

(b) The necessity of this administrative regulation: This regulation is necessary because it explains the amount of work experience needed for licensure and the standards for supervision.

(c) How this administrative regulation conforms to the content of the authorizing statutes: The Board is given the authority to establish administrative regulations for the practice of diabetes educators.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This administrative regulation sets forth the definitions of work experience and supervision for apprentice diabetes educators.

(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 clarifies that an apprentice diabetes educator cannot practice diabetes education until a supervisor has been approved by the board, and puts the supervisor on notice they are assuming the responsibility for the apprentice diabetes educator's practice; that the supervisor must complete an assessment of the apprentice using the DPL-BDE-01 which must accompany an application for independent licensure; sets specific requirements for meeting with the supervisor in-person or virtual; reorganizes the regulation to streamline the supervision process; clarifies observation requirements of the apprentice and a patient by the supervisor and to include telehealth; establishes a requirement for the supervisor and the apprentice to maintain documentation of the supervised work experience; and, updates and renames required forms.

(b) The necessity of the amendment to this administrative regulation: These amendments were necessary to clarify the responsibility of the supervisor and the requirements for the supervised work experience for full licensure, and to update the forms.

(c) How the amendment conforms to the content of the authorizing statutes: The amendment conforms to the content of KRS 309.331(1) through the board's promulgation of administrative regulations to carry out and clarify standards of practice and requirements for licensed diabetes educators and apprentices.

(d) How the amendment will assist in the effective administration of the statutes: The amendment clarifies the requirements for supervision, the responsibilities of the supervisor, and requirements for full licensure.

(3) Does this administrative regulation or amendment implement legislation from the previous five years? No.

(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: This regulation affects approximately 244 active and 2 inactive credential holders.

(5) Provide an analysis of how the entities identified in question (3) 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 (3) will have to take to comply with this administrative regulation or amendment: The supervisors and apprentice diabetes educators will have to complete the supervision requirements, including an assessment which must now accompany any application for full licensure by the apprentice, and maintain documentation of the supervised experience work report for five (5) years.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): The fee is established in a separate regulation.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): Apprentice diabetes educators and supervisors will better understand the requirements for licensure and receive proper supervision and work experience.

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

(a) Initially: No new costs will be incurred by the changes.

(b) On a continuing basis: No new costs will be incurred by the changes.

(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 operation is funded by the fees paid by licensees and apprentice diabetes educators

(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 establishes any fees or directly or indirectly increases any fees: This administrative regulation did not establish the fees. The application fee is set in a separate regulation and is not affected directly or indirectly by this administrative regulation.

(10) TIERING: Is tiering applied? Tiering was not applied because these requirements apply equally to all licensees

FISCAL IMPACT STATEMENT

201 KAR 45:110

Contact Person: Sara Janes

Phone: 502-782-2709

Email: sara.janes@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation: KRS 309.331 and 309.334.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act: This administrative regulation is expressly authorized by KRS 309.331(1) and 309.334(2).

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: The Kentucky Board of Licensed Diabetes Educators is housed for administrative purposes within the Department of Professional Licensing in the Public Protection Cabinet

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

1. Expenditures:

For the first year: None.

For subsequent years: None.

2. Revenues: None

3. Cost Savings:

For the first year: None.

For subsequent years: None.

(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts): None

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

1. Expenditures:

For the first year: N/A

For subsequent years: N/A

2. Revenues:

For the first year: N/A

For subsequent years: N/A

3. Cost Savings:

For the first year: N/A

For subsequent years: N/A

(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a): None

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

1. Expenditures:

For the first year: N/A

For subsequent years: N/A

2. Revenues:

For the first year: N/A

For subsequent years: N/A

3. Cost Savings:

For the first year: N/A

For subsequent years: N/A

(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: There is no anticipated fiscal impact to this administrative regulation.

(b) Methodology and resources used to reach this conclusion: Methodology and resources was a review of the existing budget by the board's fiscal administrator as well as consideration of the amendment and whether staff time and costs will be increased.

(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): This administrative regulation will not 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 was a review of the existing budget by the board's fiscal administrator as well as consideration of the amendment and whether staff time and costs will be increased.

SUMMARY OF MATERIALS INCORPORATED BY REFERENCE
201 KAR 45:110

1) The following material is incorporated by reference:

- (a) "Application for Licensure", Form DE-01, 09/2017, is the form designed for use by applicants for licensure and master licensure and is incorporated by reference; and
- (b) "Supervised Work Experience Report", Form DE-05, 09/2016, is the form designed for the report of supervised work experience and is incorporated by reference.

SUMMARY OF CHANGES TO MATERIALS INCORPORATED BY REFERENCE
201 KAR 45:110

The following is a summary of changes to the material incorporated by reference:

- (a) The "Application for Licensure", Form DE-01, 09/2017, was stricken from the administrative regulation because the hours of work experience and verification by the diabetes educator apprentice and the supervisor are required to be provided on the Supervised Work Experience Report, Form DPL-BDE-03.
- (b) The "Diabetes Education Apprentice Assessment", Form DPL-BDE-02, Revised July 2025, consisting of fifteen (15) pages, is a new form required to be filed with an application for full licensure and which is incorporated by reference;
- (c) The "Supervised Work Experience Report", Form DPL-BDE-03, Revised July 2025, consisting of one (1) page, has been updated for formatting and is incorporated by reference in the amendment.

