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Emily B Caudill
REGULATIONS COMPILER

- 1 BOARDS AND COMMISSIONS
- 2 BOARD OF LICENSED DIABETES EDUCATORS
- 3 (Amendment)
- 4 201 KAR 45:180. Diabetes Education Courses.
- 5 RELATES TO: KRS 309.331
- 6 STATUTORY AUTHORITY: KRS 309.331(1), 309.335
- 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 309.335(1)(b)1. requires the board to promulgate administrative regulations speci-
- 10 fying requirements for the board-approved course in diabetes education. This administrative reg-
- 11 ulation establishes the requirements and procedures for the board-approved course in diabetes
- 12 education.
- 13 Section 1. The American Association of Diabetes Educators Core Concepts Course shall consti-
- 14 tute a board-approved course in diabetes education.
- 15 Section 2. A person may petition the board to approve another course in diabetes education that
- 16 is substantially equivalent to the American Association of Diabetes Educators Core Concepts
- 17 Course by submitting to the board a completed Application for KBLDE Board Approved Course,
- 18 Form DE-07. The application form shall be accompanied by:
 - 19 (1) A thorough course description;
 - 20 (2) A statement of the learning objectives;
 - 21 (3) A statement of the target audience;

- 1 (4) The content focus of the course;
 - 2 (5) A detailed agenda for the activity;
 - 3 (6) The number of contact hours requested;
 - 4 (7) The qualifications required for presenters; and
 - 5 (8) A sample of the certificate of completion awarded to successful attendees.
- 6 Section 3. Incorporation by Reference.
- 7 (1) "Application for KBLDE Board Approved Course", Form DPL-BDE-09, July 2025[~~DE-07, 08/2014~~] is incorporated by reference.
- 9 (2) This material may be located on the board website at bde.ky.gov or inspected, copied, or ob-
10 tained, subject to applicable copyright law, at the Kentucky Board of Licensed Diabetes Edu-
11 tors, Department of Professional Licensing, 500 Mero Street, [~~2SC32,~~] Frankfort, Kentucky
12 40601, Monday through Friday, 8 a.m. to 4:30[~~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)

Fax: (502) 564-4818

Email: Sara.Janes@ky.gov

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

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

201 KAR 45:180

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 requirements for board-approved courses in diabetes education.
- (b) The necessity of this administrative regulation: This regulation is necessary because it establishes the requirements for board-approved courses in diabetes education.
- (c) How this administrative regulation conforms to the content of the authorizing statutes: The board is given the authority to establish 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 establishes the requirements for board approved courses in diabetes education.

(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 updates the material incorporated by reference for formatting.
- (b) The necessity of the amendment to this administrative regulation: The amendment is necessary because the board is updating all materials incorporated by reference to include applicable statutes and regulations authorizing each material.
- (c) How the amendment conforms to the content of the authorizing statutes: KRS 309.331 authorizes the board to promulgate administrative regulations to carry out and enforce KRS 309.325 to 309.339 and to issue licenses.
- (d) How the amendment will assist in the effective administration of the statutes: The amendment assists the public by providing the updated revision date of the form for approval of continuing education courses.

(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: There are currently 244 credential holders and two (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 (4) will have to take to comply with this administrative regulation or amendment: Applicants for licensure will be required to take a course in diabetes education conforming to this regulation.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4): The fee for applying is established in a separate regulation.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (4): Applicants for licensure will be able to take courses in diabetes education and apply for licensure.

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

(a) Initially: There is no anticipated cost.

(b) On a continuing basis: There is no anticipated cost.

(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: This administrative regulation does not establish any fees directly or indirectly.

(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: This administrative regulation does not establish fees directly or indirectly. Fees are established in another regulation.

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

FISCAL IMPACT STATEMENT

201 KAR 45:180

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 309.335

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act: Yes. KRS 309.331(1). Created 2011 Ky. Acts ch. 87, sec. 4, effective June 8, 2011.

(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 Office of Occupations and Professions 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:

For the first year: None.

For subsequent years: 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: This administrative regulation will not have a fiscal impact as there are no revenues or expenditures generated since fees are attached in another administrative regulation.

(b) Methodology and resources used to reach this conclusion: The board requested its fiscal administrator provide a budget analysis to determine if this administrative regulation will generate revenue for the Board and it determined it will not.

(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.

(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 45:180

The "Application for KBLDE Board Approved Course", Form DE-07, 08/2014 is the form designed for use for Board approval of a continuing education course and is incorporated by reference.

SUMMARY OF CHANGES TO MATERIALS INCORPORATED BY REFERENCE
201 KAR 45:180

The "Application for KBLDE Board Approved Course", Form DPL-BDE-09, July 2025, consisting of one (1) page, has been updated for formatting and is incorporated by reference in the amendment.



KENTUCKY BOARD OF LICENSED DIABETES EDUCATORS

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) 892.4253 | Fax: (502) 564.4818 | Website: bde.ky.gov | Email: lde@ky.gov

APPLICATION FOR KBLDE BOARD APPROVED COURSE

(Course Providers)

Information must be submitted to the Board at least 90 days prior to the presentation of the course. You will not receive a written notice that the course has been approved. Approvals will be listed on the website.

Contact Person:		Telephone:	
Address:	City:	State:	Zip:
Email Address:			
Sponsoring Agency:			
Title of Program:			
Initial Program Date:			

COURSE CONTENT AND OVERVIEW

(Please use the following suggested guidelines in creating your course to submit for approval by the Kentucky Board of Licensed Diabetes Educators. It is recommended that the course be approximately 20 hours of approved continuing education units.)

An in-depth review of the concepts of diabetes self-management education including but not limited to:

- ✓ pathophysiology of pre-diabetes, type 1 diabetes, type 2 diabetes and gestational diabetes
- ✓ healthy eating
- ✓ being active
- ✓ monitoring
- ✓ taking medication
- ✓ reducing risks (for short- and long-term complications)
- ✓ problem solving (for hypo-and hyperglycemia, sick days and other special situations)
- ✓ healthy coping
- ✓ behavior change
- ✓ goal setting
- ✓ Standards of Diabetes Self-Management Education

ON A SEPARATE SHEET PLEASE FURNISH THE FOLLOWING INFORMATION:

(Please be advised, applications received without the requested information will be returned.)

- ✓ A thorough course description;
- ✓ A statement of the learning objectives;
- ✓ A statement of the target audience;
- ✓ The content focus of the course;
- ✓ A detailed agenda for the activity;
- ✓ Number of contact hours requested;
- ✓ Qualifications required for presenters;
- ✓ A sample of the certificate of completion awarded to successful attendees.

BOARD RESPONSE

Approved as requested.

Need additional information for review: _____

Denied Board Approved Course. Comments: _____

Date Reviewed: _____ Board Member Initials: _____

KENTUCKY BOARD OF LICENSED DIABETES EDUCATORS

P.O. Box 1360
Frankfort, KY 40602
(502) 564-3296
<http://bde.ky.gov>

APPLICATION FOR KBLDE BOARD APPROVED COURSE
(Course Providers)

Information must be submitted to the Board at least 90 days prior to the presentation of the course. You will not receive a written notice that the course has been approved. Approvals will be listed on the website.

Contact Person: _____ Telephone: (____) _____

Address: _____

Street

City _____ State _____ Zip Code _____

Email Address: _____

Sponsoring Agency: _____

Title of Program: _____

Initial Program Date: _____

COURSE CONTENT AND OVERVIEW

(Please use the following suggested guidelines in creating your course proposal to submit for approval by the Kentucky Board of Licensed Diabetes Educators. It is recommended that the course be approved for a maximum of 15 hours of approved continuing education units.)

An in-depth review of the concepts of diabetes self-management including but not limited to:

- ✓ pathophysiology of pre-diabetes, type 1 diabetes, type 2 diabetes and gestational diabetes
- ✓ healthy eating
- ✓ being active
- ✓ monitoring
- ✓ taking medication
- ✓ reducing risks (for short and long term complications)
- ✓ problem solving (for hypo-and hyperglycemia, sick days and other special situations)
- ✓ healthy coping
- ✓ behavior change
- ✓ goal setting
- ✓ *Standards of Diabetes Self-Management Education*

ON A SEPARATE SHEET PLEASE PROVIDE THE FOLLOWING INFORMATION

(Please be advised, applications received without the requested information will be returned.)

- ✓ A thorough course description;
- ✓ A statement of the learning objectives;
- ✓ A statement of the target audience;
- ✓ The content focus of the course;
- ✓ A detailed agenda for the activity;
- ✓ Number of contact hours requested;
- ✓ Qualifications required for presenters;
- ✓ A sample of the certificate of completion awarded to successful attendees.

BOARD RESPONSE

- Approved as requested.
- Need additional information for review: _____
- Denied Board Approved Course. Comments: _____

Date Reviewed: _____ Board Member Initials: _____

