GENERAL GOVERNMENT CABINET

Board of Landscape Architects

(Amendment)

201 KAR 10:010. Board personnel.

RELATES TO: KRS 323A.210

STATUTORY AUTHORITY: KRS 323A.210(2)(b)

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with the requirements of 2025 RS HB 6, Section 8, because the amendments to this administrative regulation will not have a major economic impact.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 323A.210(1)(c) requires the board to keep complete and accurate records. This administrative regulation requires the executive director to be responsible for accurate and complete records of all board transactions, and administrative functioning of the board.

Section 1. Duties of Board Personnel. (1) The board shall appoint an executive director who shall be responsible:

(a) For accurate and complete records of all transactions of the board; and

(b) For the administrative functioning of the board.

(2) The executive director shall inform[~~forward to~~] each applicant of the addresses of the web pages where applications, board administrative regulations, and KRS Chapter 323A are

accessed.[~~:~~

~~(a) The application form incorporated by reference in 201 KAR 10:040; and~~

~~(b) A copy of the:~~

~~1. Board administrative regulations; and~~

~~2. KRS Chapter 323A~~.]

Amended Administrative Regulation

201 KAR 10:010. Board personnel.

Adopted: May 20, 2025

Gary Wolnitzek, Chairperson
Kentucky Board of Landscape Architects

May 20, 2025
Date

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on October 22, 2025 at 10:00 AM at the Kentucky Board of Landscape Architects, 1712 Perryville Rd, Suite 200, Danville, KY 40422. Individuals interested in being heard at this hearing shall notify this agency in writing by October 15, 2025, 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 October 31, 2025. 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:
Morgan G. Ransdell, Board Attorney
Kentucky Board of Landscape Architects
1712 Perryville Rd, Suite 200
Danville, KY 40422
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

201 KAR 10:010
Contact Person: Morgan G. Ransdell
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

Subject Headings: Boards and Commissions, Landscape Architects, Occupations and Professions

(1) Provide a brief summary of:

(a) What this administrative regulation does: It directs the appointment of an executive director, and specifies the primary duties of the executive director.

(b) The necessity of this administrative regulation: The appointment of an executive director is essential for the effective management of the day-to-day functioning of the board.

(c) How this administrative regulation conforms to the content of the authorizing statutes: By directing the appointment of an executive director, and specifying the primary duties of the executive director, both of which are essential for the effective management of the day-to-day functioning of the board.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: By directing the appointment of an executive director, and specifying the primary duties of the executive director, both of which are essential for the effective management of the day-to-day functioning of 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 implements paperless processes by directing the executive director to inform applicants of the web address of relevant statutes, regulations, and applications, in lieu of mailing hard copies.

(b) The necessity of the amendment to this administrative regulation: The amendment is a necessary component of a move to paperless processes.

(c) How the amendment conforms to the content of the authorizing statutes: By directing the appointment of an executive director, and specifying the primary duties of the executive director, both of which are essential for the effective management of the day-to-day functioning of the board.

(d) How the amendment will assist in the effective administration of the statutes: By directing the appointment of an executive director, and specifying the primary duties of the executive director, both of which are essential for the effective management of the day-to-day functioning of the board.

(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: The 347 licensees subject to the Board's regulatory authority, and future applicants.

(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: Instead of receiving hard copies of relevant statutes, regulations, and board applications in the mail, applicants will be directed to access those materials online.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4): The amendment does not alter the cost imposed upon applicants.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (4): Licensees and applicants will be directed to web addresses providing immediate online access to relevant statutes, regulations, and board applications.

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

(a) Initially: There are no monetary costs associated with the implementation of the amendment, either initially or on an ongoing basis.

(b) On a continuing basis: There are no monetary costs associated with the implementation of the amendment, either initially or on an ongoing basis.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Agency funds.

(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 fee increase or funding is required.

(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: It does not.

(10) TIERING: Is tiering applied? Tiering is not applied and is not needed given the context and substance of the regulation.

FISCAL IMPACT STATEMENT

201 KAR 10:010
Contact Person: Morgan G. Ransdell
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 323A.050, KRS 323A.100, KRS 323A.190, and KRS 323A.210 designate day-to-day functions and administrative responsibilities of the board, which necessitate the appointment of an executive director.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act. KRS 323A.210(2)(b) authorizes the agency to adopt all reasonable administrative regulations consistent with this chapter that are necessary to carry into effect the purposes of this chapter.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: The Kentucky Board of Landscape Architects.

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

1. Expenditures:
   For the first year: The amendment will not impact expenditures.
   For subsequent years: The amendment will not impact expenditures.
2. Revenues:
   For the first year: The amendment will not impact revenues.
   For subsequent years: The amendment will not impact revenues.
3. Cost Savings:
   For the first year: Nominal cost savings will be attained through the use of online documents and forms in lieu of mailing hard copies; however, the precise amount of the savings is not known.
   For subsequent years: Nominal cost savings will be attained through the use of online documents and forms in lieu of generating and mailing hard copies; however, the precise amount of the savings is not known.

(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): Licensure applicants and licensees.

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

1. Expenditures:

For the first year: The amendment will not necessitate expenditures.

For subsequent years: The amendment will not necessitate expenditures.

2. Revenues:

For the first year: No revenues to estimate.

For subsequent years: No revenues to estimate.

Cost Savings:

For the first year: No cost savings for regulated entities.

For subsequent years: No cost savings for regulated entities.

(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 implementation of paperless processes stated in the amendment will yield a nominal but undetermined cost savings for the agency, but will have no fiscal impact for licensees and applicants. No local entity will be affected.

(b) Methodology and resources used to reach this conclusion: None.

(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 a major economic impact as it relates to the entities identified in (3)(a), (4)(a), and (5)(a) .

(b) The methodology and resources used to reach this conclusion: None.

GENERAL GOVERNMENT CABINET

Board of Landscape Architects

(Amendment)

201 KAR 10:030. Code of ethics.

RELATES TO: KRS 323A.110

STATUTORY AUTHORITY: KRS 323A.210(2)(b)

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with the requirements of 2025 RS HB 6, Section 8, because the amendments to this administrative regulation will not have a major economic impact.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 323A.110(2) authorizes the board to discipline a licensee for unprofessional conduct. KRS 323A.210(2)(b) authorizes the board to promulgate reasonable administrative regulations consistent with KRS Chapter 323A that are necessary to carry out the provisions of KRS Chapter 323A. This administrative regulation establishes the code of ethics intended to provide guidelines for the determination of unprofessional conduct by landscape architects practicing in the state and for the protection of the public they will be serving.

Section 1. Code of Ethics.

(1) A violation of this code of ethics shall be considered unprofessional conduct pursuant to KRS 323A.100(2).

(2) The landscape architect shall conduct the landscape architect's practice in order to protect the life, health, property, and welfare of the public and shall at all times recognize that his or her primary obligation is to protect the life, health, property, and welfare of the public in the performance of his or her professional duties. If his or her landscape architectural judgment is overruled under circumstances involving the safety, health, and welfare of the public being endangered, the landscape architect shall inform his or her employer of the possible consequences and notify another proper authority of the situation, as may be appropriate.

(3) The landscape architect shall perform his or her services only in areas of the landscape architect's competence.

(a) The landscape architect shall perform landscape architectural assignments only if qualified by education or experience in the specific technical field of professional landscape architecture involved;

(b) The landscape architect may accept an assignment requiring education or experience outside of his or her own field of competence, but only to the extent that his or her services shall be restricted to those phases of the project in which he or she is qualified. All other phases of that project shall be performed by qualified associates, consultants, or employees;

(c) The landscape architect shall not affix his or her signature or seal to any landscape architectural plan or document dealing with subject matter to which he or she lacks competence by virtue of education or experience, or to any plan or document not prepared under his or her direct supervisory control; and

(d) It shall be the responsibility of the licensee to demonstrate competence in the specific technical field in which the licensee is practicing.

(4) The landscape architect shall be completely objective and truthful in all professional reports, and shall include all relevant and pertinent information in those reports.

(5) The landscape architect shall avoid conflicts of interest:

(a) The landscape architect shall avoid all conflicts of interest with his or her employer or client and shall promptly inform his or her employer or client of any business association, interests, or circumstances which may influence his or her judgment or the quality of his or her services;

(b) The landscape architect shall not accept compensation, financial or otherwise, from more than one (1) party for services pertaining to the same project, and the circumstances shall be fully disclosed to, and agreed to, by all interested parties;

(c) The landscape architect shall not solicit or accept financial or other valuable considerations from material or equipment suppliers for specifying their products;

(d) The landscape architect shall not solicit or accept financial or other valuable considerations[~~gratuities~~], directly or indirectly, from contractors, their agents, or other parties dealing with his or her client or employer in connection with work for which he or she is responsible;

(e) If in public service as a member, advisor, contractor, or employee of a governmental body or department, the landscape architect shall not participate in considerations or actions with respect to services provided by the landscape architect or his or her organization in related private landscape architectural projects, and shall not perform private landscape architectural work in exchange for financial or other valuable considerations received from the governmental body or department[~~practices~~];

(f) The landscape architect shall not solicit or accept a landscape architectural contract from a governmental body on which a principal or officer of his or her organization serves as a member; or

(g) The landscape architect shall not attempt to supplant another landscape architect after definite steps have been taken by a client toward the latter's employment, or[~~and he or she shall not~~] accept a commission for tasks for which another landscape architect has been employed, without first conclusively determining that the latter's employment has been terminated.

(6) The landscape architect shall solicit or accept work only on the basis of his or her qualifications.

(a) The landscape architect shall not offer to pay, either directly or indirectly, any commission, political contribution, or a gift, or other consideration in order to secure work, exclusive of the hiring of qualified bona fide employees to perform essential tasks necessary for the completion of the project[~~securing salaried positions through employment agencies~~].

(b) The landscape architect shall seek professional employment on the basis of qualification and competence for proper accomplishment of the work.

(c) The landscape architect shall not falsify or permit misrepresentation of the landscape architect's, or his or her associates', academic or professional qualifications. He or she shall not misrepresent or exaggerate his or her degree of responsibility in or for the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, joint

ventures, or the landscape architect's or their past accomplishments with the intent and purpose of enhancing his or her qualifications and his or her work.

(7) In the practice of landscape architecture, a landscape architect shall associate only with reputable persons or organizations.

(a) The landscape architect shall not knowingly associate with or permit the use of his or her name or firm in a business venture by any person or firm which he or she knows, or has reason to believe, is engaging in business or professional practices of a fraudulent or dishonest nature, or in violation of 201 KAR Chapter 10; or

(b) If the landscape architect has knowledge or reason to believe that another person or firm may be in violation of 201 KAR Chapter 10 or KRS Chapter 323A, he or she shall present that information to the board in writing and shall cooperate with the board in furnishing any further information or assistance as may be required by the board.

(8) A landscape architect who as an active license issued by the board shall self-report any felony convictions to the board in writing, including felony convictions where a plea of nolo contendere or no contest is the basis of the conviction. The self-report shall be filed within thirty (30) days of the date of entry of the conviction and shall include a true and complete copy of the record of conviction and a letter of explanation.

(9) A landscape architect who as an active license issued by the board shall self-report in writing to the board if any professional or business license that is issued to the landscape architect by any agency of the Commonwealth or any other jurisdiction is subject to disciplinary action. The self-report shall be filed within thirty (30) days of the date of entry of the

disciplinary action and shall include a true and complete copy of the disciplinary action and a letter of explanation.

Amended Administrative Regulation

201 KAR 10:030. Code of ethics.

Adopted: May 20, 2025

Gary Wolnitzek, Chairperson
Kentucky Board of Landscape Architects

May 20, 2025
Date

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on October 22, 2025 at 10:00 AM at the Kentucky Board of Landscape Architects, 1712 Perryville Rd, Suite 200, Danville, KY 40422. Individuals interested in being heard at this hearing shall notify this agency in writing by October 15, 2025, 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 October 31, 2025. 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:
Morgan G. Ransdell, Board Attorney
Kentucky Board of Landscape Architects
1712 Perryville Rd, Suite 200
Danville, KY 40422
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

201 KAR 10:030
Contact Person: Morgan G. Ransdell
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

Subject Headings: Boards and Commissions, Landscape Architects, Occupations and Professions

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the code of ethics to provide guidelines for the determination of what constitutes unprofessional conduct by landscape architects practicing in the state and for the protection of the public they will be serving.

(b) The necessity of this administrative regulation: The purpose of the board is identical to the purpose underlying the enactment of KRS Chapter 323A: "to safeguard the life, health, property and welfare of the public." KRS 323A.020. The code of ethics sets specific standards for the profession that are needed to guide licensees and to ensure public protection.

(c) How this administrative regulation conforms to the content of the authorizing statutes: By implementing a code of ethics per KRS 323A.210(2)(b), to expand upon and clarify the disciplinary standards set forth in KRS 323A.110.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: By implementing a code of ethics per KRS 323A.210(2)(b), to expand upon and clarify the disciplinary standards set forth in KRS 323A.110, and to require self-reporting of felony convictions and disciplinary actions imposed by other licensure boards.

(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 existing provisions governing the ethical practice of landscape architecture, and adds a requirement for self-reporting of felony convictions and disciplinary actions imposed by other licensure boards.

(b) The necessity of the amendment to this administrative regulation: The amendments are necessary to carry into effect the purposes of KRS Chapter 323A.

(c) How the amendment conforms to the content of the authorizing statutes: The amendments are necessary to carry into effect the purposes of KRS Chapter 323A.

(d) How the amendment will assist in the effective administration of the statutes: The amendments clarify existing ethics standards for landscape architects, and facilitate public protection by requiring self-report of felony convictions and disciplinary actions taken against licensees by other professional licensure boards.

(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: The 347 licensees subject to the Board's regulatory authority, and future applicants.

(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: Incumbent licensees will be required to self-report felony convictions and disciplinary actions taken against them by other professional licensure boards .

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): The amendment does not alter the cost imposed upon applicants.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): Monitoring of felony convictions and disciplinary actions of incumbent licensees will protect the integrity of the profession of landscape architecture.

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

(a) Initially: There are no monetary costs associated with the implementation of the amendment, either initially or on an ongoing basis.

(b) On a continuing basis: There are no monetary costs associated with the implementation of the amendment, either initially or on an ongoing basis.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Agency funds.

(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 fee increase or funding is required.

(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: It does not.

(10) TIERING: Is tiering applied? Tiering is not applied.

FISCAL IMPACT STATEMENT

201 KAR 10:030
Contact Person: Morgan G. Ransdell
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 323A.210(2)(b) and KRS 323A.020.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act. KRS 323A.210(2)(b) authorizes the agency to adopt all reasonable administrative regulations consistent with this chapter that are necessary to carry into effect the purposes of this chapter.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: The Kentucky Board of Landscape Architects.

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

1. Expenditures:
   For the first year: The amendment will not impact expenditures.
   For subsequent years: The amendment will not impact expenditures.
2. Revenues:
   For the first year: The amendment will not impact revenues.
   For subsequent years: The amendment will not impact revenues.
3. Cost Savings:
   For the first year: The amendment will not result in cost savings.
   For subsequent years: The amendment will not result in cost savings.

(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): Licensure applicants and licensees.

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

1. Expenditures:

For the first year: The amendment will not necessitate expenditures.

For subsequent years: The amendment will not necessitate expenditures.

2. Revenues:

For the first year: No revenues to estimate.

For subsequent years: No revenues to estimate.

Cost Savings:

For the first year: No cost savings for regulated entities.

For subsequent years: No cost savings for regulated entities.

(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: None. The amendment will have no fiscal impact.

(b) Methodology and resources used to reach this conclusion: None.

(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 a major economic impact as it relates to the entities identified in (3)(a), (4)(a), and (5)(a) .

(b) The methodology and resources used to reach this conclusion: None.

GENERAL GOVERNMENT

Board of Landscape Architects

(Amendment)

201 KAR 10:040. Applications.

RELATES TO: KRS 323A.010, 323A.040, 323A.050, 323A.060, 323A.105

STATUTORY AUTHORITY: KRS 323A.210(2)(b)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 323A.210 authorizes the board to promulgate administrative regulations necessary to implement KRS Chapter 323A. This administrative regulation establishes the procedures for the filing and processing of an application for licensure as a landscape architect.

Section 1. Application for Initial License.

(1) An applicant for a license as a landscape architect shall file a completed Application for License to Practice Professional Landscape Architecture. The application shall be submitted and signed electronically by the applicant certifying that the application and attachments, if any, are true and complete and the applicant is familiar with and agrees to abide by the provisions of KRS Chapter 323A and the administrative regulations in 201 KAR Chapter 10

(2) (a) An applicant shall take and pass the Landscape Architect Registration Examination (LARE).

(b) The applicant shall cause the results of the LARE to be sent to the board by the exam administrator.

(3) The application fee prescribed in 201 KAR 10:050, Section 1(3), shall accompany the application.

Section 2. Verification of Work Experience.

(1) An applicant shall cause a Verification of Work Experience form to be submitted electronically by a former or present employer. The former or present employer shall submit the form directly to the board.

(2) Military experience shall be acceptable if it has been gained in landscape architecture as defined by KRS 323A.010(3).

(3) The sale or installation of a product such as landscape materials (plants and construction) shall not be considered professional experience.

(4) A plan or sketch drawn by a person solely for the promotion or sale of that person's products shall not be considered professional experience.

Section 3. Reciprocity. An applicant who seeks a license under KRS 323A.050(1) shall electronically submit:

(1) Satisfactory proof of a license in good standing in a state or country in which the applicant is licensed; and

(2) Proof of successful completion of the LARE[~~(a) An applicant who is licensed in another state of the United States shall have passed the LARE to be considered for licensure by reciprocity~~].

[~~(b) An applicant who is licensed in another country shall take and pass the LARE to be considered for licensure by reciprocity.~~]

(3) (a) An applicant for licensure by reciprocity who was educated in the United States shall have graduated from a school that is accredited by the Landscape Architectural Accreditation

Board (LAAB).

(b) An applicant for licensure by reciprocity who was educated outside the United States shall provide documentation electronically from an educational assessment organization approved by the board that the applicant's education is equal to an accredited landscape architecture curriculum approved by the board. The applicant shall be responsible for any fee charged by the organization.

Section 4. Board Consideration of Applications for Licensure.

(1) Each applicant for reinstatement, reactivation, or initial licensure by the board shall be considered and voted on by the board.

(2) Approval of an applicant shall require a majority vote of a voting quorum of the board.

(3) The action taken by the board shall be recorded in the board minutes.

(4) A copy of the letter from the board notifying an applicant of the board's decision regarding application shall be placed in the applicant's file.

Section 5. Renewal.

(1) A licensee shall renew a license annually by July 1 by completing the online renewal form and paying the renewal fee required by 201 KAR 10:050. An active[~~A~~] license may be renewed as active,[~~or~~] inactive, or retired status. An inactive or retired license may only be renewed as an inactive or retired license. An active, inactive or retired status license shall expire if not renewed by July 1 each year.

(2) An active[~~A~~] licensee who completes the online renewal application seeking active license status shall also complete the online [~~does not renew online shall renew a license annually by July 1 by completing the Annual Active Renewal Notice form or the Inactive Annual Renewal Form~~

~~and paying the renewal fee required by 201 KAR 10:050. In addition, the Annual Active Renewal Notice form shall be accompanied by the~~] Continuing Education Approval Request and Affidavit Form (Form #CE-1)[~~, as incorporated by reference in 201 KAR 10:080~~].

Section 6. Inactive License[~~Change of Status~~].

(1) A licensee may choose to inactivate the license. To do so, the licensee shall notify the board electronically[~~in writing~~].

(2) An inactive license must be renewed annually to maintain inactive license status.

(3) During the period a license is inactive, a licensee shall:

(a) Be exempt from the provisions of 201 KAR 10:080; and

(b) Not practice landscape architecture.

Section 7. Reinstatement and Reactivation

(1) "Reinstatement" means going from expired or suspended status to active, inactive or retired status.

(2) "Reactivation" means going from inactive or retired status to active status.

(3) Prior to reinstatement of a suspended or expired license or reactivation of an inactive or retired license, a licensee shall file a completed Application for Reinstatement/Reactivation of License to Practice Professional Landscape Architecture. The application shall be submitted and signed electronically by the applicant certifying that the application and attachments, if any, are true and complete and the applicant is familiar with and agrees to abide by the provisions of KRS Chapter 323A and the administrative regulations in 201 KAR Chapter 10[~~complete the number of continuing education hours required for the annual renewal of the license times the number of years the license was suspended, expired, retired, or inactive~~].

(4)[~~2~~] Prior to reinstatement of a suspended or expired license or reactivation of an inactive or retired license, the applicant shall demonstrate compliance with the continuing education requirements set forth at 201 KAR 10:080 Section 10, or the testing requirement set forth at KRS 323A.100(5)[~~The number of continuing education hours required by subsection (1) of this section shall not exceed twenty-four (24) hours~~].

(5)[~~3~~] The application[~~request~~] for reinstatement or reactivation shall be accompanied by the reinstatement or reactivation fee required by 201 KAR 10:050.

(6) The application for reinstatement or reactivation shall also be accompanied by either electronic submission of a Continuing Education Approval Request and Affidavit Form (Form #CE-1), or the results of the LARE to be sent to the board by the exam administrator.

Section 8. Retired License.

(1) A licensee who has retired from the practice of landscape architecture may request a retired license by notifying the board electronically[~~in writing~~].

(2) The request shall be accompanied by the renewal fee required by 201 KAR 10:050, and a retired license must be renewed annually to maintain retired license status.

(3) When initially requesting retired license status, the licensee shall provide evidence of retirement, such as social security benefits or a public or private pension.

(4) During the period a license is retired, a licensee shall:

(a) Be exempt from the provisions of 201 KAR 10:080; and

(b) Not practice landscape architecture.

Section 9. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) “Application for License to Practice Professional Landscape Architecture”, 1/2025[~~7/2023~~];

(b) “Verification of Work Experience”, 1/2025[~~7/2023~~];

(c) “Application for Annual Active Renewal [~~Notice~~]”, 1/2025[~~7/2023~~]; [~~and~~]

(d) “Continuing Education Approval Request and Affidavit Form (Form #CE-1)”, 1/2025;

(e) “Application for Annual Inactive [~~Annual~~] Renewal [~~Form~~]”, 1/2025[~~7/2023~~].

(f) “Application for Reinstatement/Reactivation of License to Practice Professional Landscape Architecture”, 1/2025; and

(g) “Application for Annual Retired Renewal”, 1/2025.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Landscape Architects, 1714 Perryville Road, Suite 200, Danville, KY 40422[~~2365 Harrodsburg Road, Suite B350, Lexington, Kentucky 40504~~], Monday through Friday, 8 a.m. to 4:30 p.m. This material is also available [~~on the agency’s Web site~~] at https://kbla.ky.gov/Pages/Resources.aspx[~~kbla.ky.gov:~~]

Amended Administrative Regulation

201 KAR 10:040. Board personnel.

Adopted: May 20, 2025

Gary Wolnitzek, Chairperson
Kentucky Board of Landscape Architects

May 20, 2025
Date

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on October 22, 2025 at 10:00 AM at the Kentucky Board of Landscape Architects, 1712 Perryville Rd, Suite 200, Danville, KY 40422. Individuals interested in being heard at this hearing shall notify this agency in writing by October 15, 2025, 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 October 31, 2025. 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:
Morgan G. Ransdell, Board Attorney
Kentucky Board of Landscape Architects
1712 Perryville Rd, Suite 200
Danville, KY 40422
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

201 KAR 10:040
Contact Person: Morgan G. Ransdell
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

Subject Headings: Boards and Commissions, Landscape Architects, Occupations and Professions

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the procedures for the filing and processing of an application for licensure as a landscape architect.

(b) The necessity of this administrative regulation: The use of applications and other agency forms are necessary to regulate the landscape architect profession for public protection per KRS 323A.020.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 323A.040(4) and KRS 323A.105 specifically mandate the use of application forms and the collection of information from applicants for licensure.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: KRS 323A.040(4) and KRS 323A.105 specifically mandate the use of application forms and the collection of information from applicants for licensure.

(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 five material incorporated by reference ("MIR") items, and adds two new material incorporated by reference items. The newly added items are the Application for Reinstatement/Reactivation, and the Application for Annual Retired Renewal. The amendment also implements paperless processes by directing the electronic submission of agency forms and applications.

(b) The necessity of the amendment to this administrative regulation: The amendment is a necessary component of a move to paperless processes. To protect the public, the revised application forms add a uniform attestation clause, and seek disclosure of felony convictions and disciplinary actions.

(c) How the amendment conforms to the content of the authorizing statutes: The amendments serve the agency mission of public protection by implementing collection of felony conviction and discipline information with every application seeking active license status, rather than collecting such information only upon initial licensure.

(d) How the amendment will assist in the effective administration of the statutes: The amendments serve the agency mission of public protection by implementing collection of felony conviction and discipline information with every application seeking active license status, rather than collecting such information only upon initial 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: The 347 licensees subject to the Board's regulatory authority, and future applicants.

(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: Applicants will be directed submit forms and applications electronically, in lieu of hard copies. Applicants for Reinstatement/Reactivation and Annual Retired Renewal will have a specific application form to complete. Reinstatement and renewal applicants will be directed to provide previously unreported felony conviction and discipline information.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): The amendment does not alter the cost imposed upon applicants.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): Monitoring of felony convictions and disciplinary actions of incumbent licensees will protect the integrity of the profession of landscape architecture.

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

(a) Initially: There are no monetary costs associated with the implementation of the amendment, either initially or on an ongoing basis.

(b) On a continuing basis: There are no monetary costs associated with the implementation of the amendment, either initially or on an ongoing basis.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Agency funds.

(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 fee increase or funding is required.

(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: It does not.

(10) TIERING: Is tiering applied? Tiering is not applied.

FISCAL IMPACT STATEMENT

201 KAR 10:040
Contact Person: Morgan G. Ransdell
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 323A.010, 323A.040, 323A.050, 323A.060, 323A.105.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act. KRS 323A.210(2)(b) authorizes the agency to adopt all reasonable administrative regulations consistent with this chapter that are necessary to carry into effect the purposes of this chapter.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: The Kentucky Board of Landscape Architects.

(b)

1. Expenditures:
   For the first year: The amendment will not impact expenditures.
   For subsequent years: The amendment will not impact expenditures.
2. Revenues:
   For the first year: The amendment will not impact revenues.
   For subsequent years: The amendment will not impact revenues.
3. Cost Savings:
   For the first year: Nominal cost savings will be attained through the use of online documents and forms in lieu of hard copies and mail; however, the precise amount of the savings is not known.
   For subsequent years: Nominal cost savings will be attained through the use of online documents and forms in lieu of hard copies and mail; however, the precise amount of the savings is not known.

(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): Licensure applicants and licensees.

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

1. Expenditures:
   For the first year: The amendment will not necessitate expenditures.
   For subsequent years: The amendment will not necessitate expenditures.
2. Revenues:
   For the first year: No revenues to estimate.
   For subsequent years: No revenues to estimate.

Cost Savings:
   For the first year: No cost savings for regulated entities.
   For subsequent years: No cost savings for regulated entities.

(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: None. The amendment will have no fiscal impact.

(b) Methodology and resources used to reach this conclusion: None.

(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 a major economic impact as it relates to the entities identified in (3)(a), (4)(a), and (5)(a) .

(b) The methodology and resources used to reach this conclusion: None.

Summary of Material Incorporated by Reference

201 KAR 10:040. Applications.

(a) "Application for License to Practice Professional Landscape Architecture", 1/2025;

(b) "Verification of Work Experience", 1/2025;

(c) "Application for Annual Active Renewal", 1/2025;

(d) "Continuing Education Approval Request and Affidavit Form (Form #CE-1)", 1/2025;

(e) "Application for Annual Inactive Renewal", 1/2025.

(f) "Application for Reinstatement/Reactivation of License to Practice Professional Landscape Architecture", 1/2025; and

(g) "Application for Annual Retired Renewal", 1/2025.

Summary of Changes to Material Incorporated by Reference

(a) The "Application for License to Practice Professional Landscape Architecture" has been updated with the new agency address, and to require submission of reported felony conviction and discipline records. An ADA compliant disability related question and attestation clause were added.

(b) The "Verification of Work Experience" has been updated with the new agency address.

(c) The "Application for Annual Active Renewal" has been updated with the new agency address, felony conviction and discipline questions, and an attestation clause.

(d) The "Continuing Education Approval Request and Affidavit Form (Form #CE-1)" has been updated with the new agency address.

(e) The "Application for Annual Inactive Renewal" has been updated with the new agency address.

(f) The "Application for Reinstatement/Reactivation of License to Practice Professional Landscape Architecture" is a new material incorporated by reference item. It includes felony conviction and discipline questions, an attestation clause, and an attached chart that can be used to calculate the requisite fee.

(g) The "Application for Annual Retired Renewal" is a new material incorporated by reference item. Similar to the Application for Annual Inactive Renewal", it allows eligible licensees to

maintain retired status. Like inactive status, retired status is desired by licensees who anticipate seeking reinstatement.

Action _____ _____ _____, 20___ (Date of Action) Action _____ _____ _____, 20___ (Date of Action) Action _____ _____ _____, 20___ (Date of Action)	Action _____ _____ _____, 20___ (Date of Action) Action _____ _____ _____, 20___ (Date of Action) _____ License No. _____ _____ Section of Law _____, 20___ (Effective Date)

COMMONWEALTH OF KENTUCKY

KENTUCKY BOARD OF LANDSCAPE ARCHITECTS
1714 Perryville Rd., Suite 200
Danville, KY 40422
Telephone: 859.246.2753
Email: ky.labd@ky.gov
Website: kbla.ky.gov

APPLICATION FOR LICENSURE TO PRACTICE PROFESSIONAL LANDSCAPE ARCHITECTURE

1/2025

I hereby apply for licensure in the State of Kentucky under the section checked below and on the basis of the lawfully required information shown herein.

Check method I or II below:

☐ $250 Initial License

1. 21 years of age.
2. Graduate of an accredited landscape architecture curriculum approved by the Board.
3. At least two (2) years of experience related to the practice of professional landscape architecture under the supervision of a landscape architect, engineer, or architect, within five (5) years prior to application submission.
4. Satisfactorily pass national examination as prescribed by the Board.
5. Pay application fee.

☐ $250 Reciprocity/Comity

1. Any person who is a licensed landscape architect in another state or country where the qualifications prescribed at the time of licensing were, in the opinion of the Board, equal to those prescribed by Kentucky at the date of application may be licensed by Reciprocity/Comity.
2. Pay application fee.

I. PERSONAL DATA

1. Full name (or as you wish it to be printed on a Wall Certificate)

_____
(first) (middle) (last)

2. Employer _____

3. Business address ☐ _____
(street address)

_____
(city) (state) (zip) (business phone)

4. Residence address _____
(street address)

_____
(city) (state) (zip) (home or personal phone)

Please check the box above to indicate your preferred mailing address (Business or Home)

5. Date of birth _____ 6. Social Security # _____

7. Email address _____

8. Cell phone # _____

9. Citizen of _____ (State or Foreign County)

10. If not a U.S. Citizen, have you made a declaration to become one? _____ (Yes or No)

11. Are you credentialed (license, registration, etc.) as a Professional Landscape Architect in Kentucky or elsewhere? _____ (Yes or No)
If yes, list all below:

Name of State or Country	Basis *	Credential Date	Credential No.	Expiration Date	Credential Status **

* Indicate examination basis as: W - Written, O - Oral, EE - Education and Experience, R - Reciprocity, GF - Grandfather Clause. If written, indicate date(s) when taken.

** Please indicate if your credential is in good standing. If not, please explain completely (use separate sheet of paper if necessary).

12. Are you now a resident of Kentucky? _____ (Yes or No) If yes, how many years? _____

13. Names of technical or professional organizations to which you belong.

_____

_____

14. Have you ever been refused a credential or had a revocation or other disciplinary proceedings filed against you? _____ (Yes or No)
If yes, explain and provide a true and complete copy of the adverse determination, if any.:

_____

_____

15. Have you ever been convicted of a felony?* _____ (Yes or No) If yes, explain and provide a true and complete copy of the record of conviction:

_____

_____

* Including felony convictions where a plea of nolo contendere or no contest is the basis of the conviction.

16. Do you currently have any condition or impairment (including but not limited to substance abuse, alcohol abuse, or a mental, emotional, or nervous disorder or condition) that in any way affects your ability to practice landscape architecture in a competent, ethical, and professional manner? _____ (Yes or No) If yes, explain:

_____

_____

I. EDUCATION AND EXPERIENCE

1. SUPERVISED EDUCATION

	Name of Institution	Years Attended		Date of Graduation	Course Completed or Degree Conferred
		From	To		
High School or Preparatory Education					
College or University					

Note: Applicants for initial license should have transcript mailed directly to Board by College or University.

2. UNSUPERVISED EDUCATION-Home Study, Correspondence School

_____

_____

_____

17. EXPERIENCE-Begin with current position at the top and list all relevant positions. Show all periods of work, school, military, and other engagements in chronological order.

Date From and To	TITLE OF POSITION, EMPLOYER, CHARACTER, AND DEGREE OF RESPONSIBILITY IN EACH ENGAGEMENT. INCLUDE NATURE OF EMPLOYER'S BUSINESS *(Describe key work features even if other material is attached.)*	Time *(Years and Months)*			Name, address & email of direct supervisor
		As Subordinate	In Responsible Charge	Total Time	

Note: Furnish any additional information on education or experience on extra sheets, if necessary.

I certify that I am the person referred to in the foregoing application for licensure in Kentucky, that all statements contained herein and on all attachments are true and correct in every respect, that I have read and understand this application and the requirements stated herein, that I have read and familiarized myself with the provisions of KRS Chapter 323A and 201 KAR Chapter 10, and that I subscribe to and agree to abide by the provisions therein. I understand failure to comply with requirements for licensure may subject this application to denial status. I understand that all information on this application is subject to an audit for verification and that knowingly supplying false information on this application is a violation of KRS Chapter 323A and may be subject to the full range of disciplinary action described therein.

____
Signature of Applicant

____
Date

KY BOARD OF LANDSCAPE ARCHITECTS

1714 Perryville Road, Suite 200, Danville, KY 40422 – ky.labd@ky.gov

VERIFICATION OF WORK EXPERIENCE

1/2025

Applicant Name: **Supervisor Name:**

_____ _____

Employer: _____

Employer Address: _____

Supervisor phone number & email: _____

Duration of employment: From _____ To _____

Full or Part Time - Average # hours worked weekly: _____

Position or Title of Applicant: _____

Name of Supervisor: _____

Profession & State License # of Supervisor:

Landscape Architect – State _____License # _____

Architect - State _____License # _____

Engineer - State _____License # _____

Primary work performed for employer/supervisor & division of time:

(Examples:
Project & Construction Management; Site Design; Inventory & Analysis; Grading, Drainage & Construction Documentation; Teaching/Research; Planting Design; On-site Construction, Maintenance or Installation)

_____
_____
_____
_____
_____
_____
_____
_____

My signature below is my verification & declaration that the above answers are truthful to the best of my knowledge.

Signature: _____ Date: _____

KY. BOARD OF LANDSCAPE ARCHITECTS

APPLICATION FOR ANNUAL ACTIVE RENEWAL

Edition 1/2025

FISCAL YEAR: JULY 1 each year - JUNE 30 subsequent year

AMOUNT DUE= $250 Active Renewal Fee

Due on or before June 30th each year

Name: _____ Work phone: _____

Employer: _____ Cell phone: _____

Address: _____ Email: _____

_____ _____

City, State, Zip: _____ KY LA License #: _____

1. Since your most recent application for active licensure, have you ever been refused a credential or had a revocation or other disciplinary proceedings filed against you? _____ If yes, explain and provide a true and complete copy of the adverse determination, if any:
   (Yes or No)

   _____

   _____

2. Since your most recent application for active licensure, have you ever been convicted of a felony?* _____ If yes, explain and provide a true and complete copy of the record of conviction:
   (Yes or No)

   _____

   _____

* Including felony convictions where a plea of nolo contendere or no contest is the basis of the conviction.

MAKE CHECKS PAYABLE TO & REMIT CHECKS TO:
Ky. Board of Landscape Architects
1714 Perryville Rd., Suite 200
Danville, KY 40422

I hereby request that my Landscape Architect license listed above be renewed in the Commonwealth of Kentucky. I certify that I am the person referred to in the foregoing application for licensure in Kentucky, that all statements contained herein and on all attachments are true and correct in every respect, that I have read and understand this application and the requirements stated herein, that I have read and familiarized myself with the provisions of KRS Chapter 323A and 201 KAR Chapter 10, and that I subscribe to and agree to abide by the provisions therein. I understand failure to comply with requirements for licensure may subject this application to denial status. I understand that all information on this application is subject to an audit for verification and that knowingly supplying false information on this application is a violation of KRS Chapter 323A and may be subject to the full range of disciplinary action described therein.

_____ _____

Signature Date

In addition to this form, the
CONTINUING EDUCATION REPORTING FORM (CE-1)
must be completed for licensure renewal.

1714 Perryville Rd., Suite 200, Danville, KY 40422
Telephone: 859.246.2753 Email: ky.labd@ky.gov

Kentucky Board of Landscape Architects
1714 Perryville Road, Suite 200, Danville, KY 40422 (859) 246-2753
ky.labd@ky.gov

Continuing Education Approval Request & Affidavit – 1/2025 (Form #CE-1)

Date _____

Name _____ License # _____

Address _____

This Column To Be Completed by Applicant	Credit Hours	Board Use Only	
Conference Sessions Requested for Approval (Date, Title, Location)	Earned	Approved	Disapproved
Carryforward Hours	_____		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____			
TOTAL	_____	Reviewed by:	_____
Carryforward Hours (Above TOTAL less 12 hours) (Maximum Carryforward = 12)	_____	Approved by:	_____

AFFIDAVIT OF COMPLIANCE: I certify that I attended the above continuing education courses and that the hours attended are correct. By certifying that I attended the above listed courses, I understand that my license to practice Landscape Architecture in the Commonwealth of Kentucky may be revoked if I falsify any of the information or if I did not attend a listed course. I understand that the Kentucky Board of Landscape Architects has the right to verify my attendance to the above listed courses. I have retained in my files verification of my attendance to the above listed course(s).

_____ _____ _____
Signature Printed or Typed Name Date

The Board shall audit, based upon a random selection, at least five percent (5%) and no more than fifteen percent (15%) of the licensees.

KY. BOARD OF LANDSCAPE ARCHITECTS

APPLICATION FOR ANNUAL INACTIVE RENEWAL

1/2025

FISCAL YEAR: JULY 1 each year - JUNE 30 subsequent year

AMOUNT DUE = $150 Renewal Fee

Due on or before June 30th each year

Name: _____ Work phone: _____

Employer: _____ Cell phone: _____

Address: _____ Email: _____

_____ _____

City, State, Zip: _____ **KY LA License #:** _____

MAKE CHECKS PAYABLE TO & REMIT CHECKS TO:

Ky. Board of Landscape Architects
1714 Perryville Rd, Suite 200
Danville, KY 40422

I hereby request that my Landscape Architect inactive license listed above be renewed in the Commonwealth of Kentucky.

Signature Date

PLEASE NOTE: Any inquiries or publication of licensees after June 30 will list as valid only those licenses which have been renewed. KRS 323A.100 provides that any license not renewed by June 30th will Expire.

1714 Perryville Rd, Suite 200, Danville, KY 40422
Telephone: 859.246.2753 Email: ky.labd@ky.gov

KY. BOARD OF LANDSCAPE ARCHITECTS

APPLICATION FOR REINSTATEMENT/REACTIVATION OF LICENSE TO PRACTICE PROFESSIONAL LANDSCAPE ARCHITECTURE

1/2025

FISCAL YEAR: JULY 1 each year - JUNE .30 subsequent year

AMOUNT DUE - SEE ATTACHED CHART

Name: _____ Work phone: _____

Employer: _____ Cell phone: _____

Address: _____ Email: _____

_____ _____

City, State, Zip: _____ **KY LA** License #: _____

Since your most recent application, have you been convicted of a felony*? _____ If Yes, explain and provide a complete copy of the record of conviction.
(Yes or No)

*Including felony convictions where a plea of nolo contendere or no contest is the basis of the conviction.

Since your most recent application, have you been refused a credential or had a revocation or other disciplinary proceedings filed against you? _____ If yes, explain and provide a complete copy of the adverse determination, if any.
(Yes or No)

My current status is (check one): ☐ Expired ☐ Suspended ☐ Inactive ☐ Retired

I am seeking (check one): ☐ Active Status ☐ Inactive Status ☐ Retired Status

MAKE CHECKS PAYABLE TO & REMIT CHECKS TO:

Ky. Board of Landscape Architects
1714 Perryville Rd, Suite 200
Danville, KY 40422

I certify that I am the person referred to in the foregoing application for licensure in Kentucky, that all statements contained herein and on all attachments are true and correct in every respect, that I have read and understand this application and the requirements stated herein, that I have read and familiarized myself with the provisions of KRS Chapter 323A and 201 KAR Chapter 10, and that I subscribe to and agree to abide by the provisions therein. I understand failure to comply with requirements for licensure may subject this application to denial status. I understand that all information on this application is subject to an audit for verification and that knowingly supplying false information on this application is a violation of KRS Chapter 323A and may be subject to the full range of disciplinary action described therein.

_____ _____
Signature Date

KENTUCKY BOARD OF LANDSCAPE ARCHITECTS – REINSTATEMENT/REACTIVATION FEE

	w/n 30 days of expiration	w/n 31-60 days of expiration	w/n 61-365 days of expiration	> 365 days since expiration
"Reinstatement" of any expired or suspended license to active status	120% of the fee for active renewal ($250) = $300	140% of the fee for active renewal ($250) = $350	200% of the fee for active renewal ($250) = $500	$300% of the fee for active renewal ($250) = $750
"Reinstatement" of any expired or suspended license to inactive status	120% of the fee for inactive renewal ($150) = $180	140% of the fee for inactive renewal ($150) = $210	200% of the fee for inactive renewal ($150) = $300	300% of the fee for inactive renewal ($150) = $450
"Reinstatement" of any expired or suspended license to retired status	120% of the fee for retired renewal $62.50 = ($75.00)	140% of the fee for retired renewal ($62.50) = $87.50	200% of the fee for retired renewal ($62.50) = $125	300% of the fee for retired renewal ($62.50) = $187.50
"Reactivation" of any inactive or retired license to active status [See, 201 KAR 10:050 §1(5)]	$250	$250	$250	$250

KY. BOARD OF LANDSCAPE ARCHITECTS

APPLICATION FOR ANNUAL RETIRED RENEWAL

1/2025

FISCAL YEAR: JULY 1 each year - JUNE .30 subsequent year

AMOUNT DUE= $62.50 Renewal Fee

Due on or before June 30th each year

Name:_____ Work phone:_____

Employer:_____ Cell phone:_____

Address:_____ Email:_____

_____ _____

City, State, Zip:_____ KY LA License #:_____

MAKE CHECKS PAYABLE TO & REMIT CHECKS TO:
Ky. Board of Landscape Architects
1714 Perryville Rd, Suite 200
Danville, KY 40422

I hereby request that my Landscape Architect retired license listed above be renewed in the Commonwealth of Kentucky.

_____ _____
Signature Date

PLEASE NOTE: Any inquires or publication of licensees after June 30 will list as valid only those licenses which have been renewed. KRS 323A.100 provides that any license not renewed by June 30th will Expire.

1714 Perryville Rd., Suite 200, Danville, KY 40422
Telephone 859.246.2753 Email: ky.labd@ky.gov

GENERAL GOVERNMENT CABINET

Board of Landscape Architects

(Amendment)

201 KAR 10:050. Fees.

RELATES TO: KRS 323A.040, 323A.050, 323A.060, 323A.100(1), (4), 323A.105

STATUTORY AUTHORITY: KRS 323A.060, 323A.100(1), 323A.210(2)(b)

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with the requirements of 2025 RS HB 6, Section 8, because the amendments to this administrative regulation will not have a major economic impact.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 323A.060 requires the board to promulgate administrative regulations to establish fees for services. This administrative regulation establishes fees for landscape architect licensees.

Section 1. Fees. The following nonrefundable fees shall apply:

(1) Renewal fees:

(a) Active license: $250;

(b) Inactive license: sixty (60) percent of the active license renewal fee established in paragraph (a) of this subsection[~~$150~~];

(c) Retired license: twenty-five (25) percent of the active license renewal fee established in paragraph (a) of this subsection;

(2) Duplicate license: twenty-five (25) dollars;

(3) Application fee: $250;

(4) Reinstatement fee:

(a) A reinstatement fee shall be based upon both the length of time that has passed since expiration or suspension, and whether active, inactive or retired licensure is sought.[~~Within thirty (30) days of expiration: 120 percent of the license renewal fee established in subsection (1)(a) or (1)(b) of this section;~~]

1. If seeking active licensure, the reinstatement fee shall be as follows:

a. If reinstatement is sought within thirty (30) days of expiration or suspension, 120% of the license renewal fee established in subsection (1)(a) of this section;

b. If reinstatement is sought within thirty-one (31) to sixty (60) days of expiration or suspension, 140% of the license renewal fee established in subsection (1)(a) of this section;

c. If reinstatement is sought within sixty-one (61) days to one (1) year of expiration or suspension, 200% of the license renewal fee established in subsection (1)(a) of this section; and

d. If reinstatement is sought more than one (1) year after expiration or suspension, 300% of the license renewal fee established in subsection (1)(a) of this section.

2. If seeking inactive licensure, the reinstatement fee shall be as follows:

a. If reinstatement is sought within thirty (30) days of expiration or suspension, 120% of the license renewal fee established in subsection (1)(b) of this section;

b. If reinstatement is sought within thirty-one (31) to sixty (60) days of expiration or suspension, 140% of the license renewal fee established in subsection (1)(b) of this section;

c. If reinstatement is sought within sixty-one (61) days to one (1) year of expiration or suspension, 200% of the license renewal fee established in subsection (1)(b) of this section; and

d. If reinstatement is sought more than one (1) year after expiration or suspension, 300% of the license renewal fee established in subsection (1)(b) of this section.

3. If seeking retired licensure, the reinstatement fee shall be as follows:

a. If reinstatement is sought within thirty (30) days of expiration or suspension, 120% of the license renewal fee established in subsection (1)(c) of this section;

b. If reinstatement is sought within thirty-one (31) to sixty (60) days of expiration or suspension, 140% of the license renewal fee established in subsection (1)(c) of this section;

c. If reinstatement is sought within sixty-one (61) days to one (1) year of expiration or suspension, 200% of the license renewal fee established in subsection (1)(c) of this section; and

d. If reinstatement is sought more than one (1) year after expiration or suspension, 300% of the license renewal fee established in subsection (1)(c) of this section.

[~~(b) Between thirty-one (31) and sixty (60) days of expiration: 140 percent of the license renewal fee established in subsection (1)(a) or (1)(b) of this section;~~

(c) ~~Between sixty-one (61) days and one (1) year of expiration: 200 percent of the license renewal fee established in subsection (1)(a) or (1)(b) of this section~~; or

(d) B~~eyond one (1) year of expiration: 300 percent of the license renewal fee established in subsection (1)(a) or (1)(b) of this section.~~]

(5) Reactivation fee: equal to the active license renewal fee established in subsection (1)(a) of this section.

Section 2. The fees listed in Section 1(1) of this administrative regulation shall be paid annually.

Amended Administrative Regulation

201 KAR 10:050. Fees.

Adopted: May 20, 2025

Gary Wolnitzek, Chairperson
Kentucky Board of Landscape Architects

May 20, 2025
Date

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on October 22, 2025 at 10:00 AM at the Kentucky Board of Landscape Architects, 1712 Perryville Rd, Suite 200, Danville, KY 40422. Individuals interested in being heard at this hearing shall notify this agency in writing by October 15, 2025, 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 October 31, 2025. 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:
Morgan G. Ransdell, Board Attorney
Kentucky Board of Landscape Architects
1712 Perryville Rd, Suite 200
Danville, KY 40422
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

201 KAR 10:050
Contact Person: Morgan G. Ransdell
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

Subject Headings: Boards and Commissions, Landscape Architects, Occupations and Professions

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes fees for landscape architect licensure.

(b) The necessity of this administrative regulation: KRS 323A.060 requires the board to promulgate administrative regulations to establish fees for services related to landscape architect licensure.

(c) How this administrative regulation conforms to the content of the authorizing statutes: This administrative regulation establishes fees for landscape architect licensure.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This administrative regulation establishes fees for statutorily mandated services related to landscape architect licensure.

(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 provides a detailed and accurate description of the fees required for reinstatement to active, inactive, and retired licensure status.

(b) The necessity of the amendment to this administrative regulation: The amendment is needed to ensure an accurate description of the fees required for reinstatement to active, inactive, and retired licensure status.

(c) How the amendment conforms to the content of the authorizing statutes: The amendment provides an accurate statement regarding fees for reinstatement of landscape architect licensure.

(d) How the amendment will assist in the effective administration of the statutes: The amendment provides an accurate statement regarding fees for reinstatement of landscape architect 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: The 347 licensees subject to the Board's regulatory authority, and future applicants.

(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: Per KRS 323A.060, the regulation sets the fees paid by applicants for initial licensure, renewal, and reinstatement. The amendment does not alter the fee amounts.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): The amendment does not alter the fees paid by applicants for initial licensure, renewal, and reinstatement.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): Fees are the sole source of agency revenue; therefore, fees allow for the existence of the agency, and the corresponding protection of both the public and the integrity of the profession of landscape architecture.

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

(a) Initially: There are no monetary costs associated with the implementation of the amendment, either initially or on an ongoing basis.

(b) On a continuing basis: There are no monetary costs associated with the implementation of the amendment, either initially or on an ongoing basis.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Agency funds.

(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 fee increase or funding is required.

(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: It does not.

(10) TIERING: Is tiering applied? Tiering is not applied.

FISCAL IMPACT STATEMENT

201 KAR 10:050
Contact Person: Morgan G. Ransdell
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 323A.040, 323A.050, 323A.060, 323A.100(1), (4), 323A.105, and KRS 323A.210(2)(b).

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act. KRS 323A.210(2)(b) authorizes the agency to adopt all reasonable administrative regulations consistent with this chapter that are necessary to carry into effect the purposes of this chapter.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: The Kentucky Board of Landscape Architects.

(b)

1. Expenditures:
   For the first year: The amendment will not impact expenditures.
   For subsequent years: The amendment will not impact expenditures.
2. Revenues:
   For the first year: The amendment will not impact revenues.
   For subsequent years: The amendment will not impact revenues.
3. Cost Savings:
   For the first year: Nominal cost savings will be attained through the use of online documents and forms in lieu of mailing hard copies; however, the precise amount of the savings is not known.
   For subsequent years: Nominal cost savings will be attained through the use of online documents and forms in lieu of generating and mailing hard copies; however, the precise amount of the savings is not known.

(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): Licensure applicants and licensees.

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

1. Expenditures:

For the first year: The amendment does not alter the fee amounts paid by licensure applicants and licensees.

For subsequent years: The amendment does not alter the fee amounts paid by licensure applicants and licensees.

2. Revenues:

For the first year: No revenues to estimate.

For subsequent years: No revenues to estimate.

Cost Savings:

For the first year: No cost savings for regulated entities.

For subsequent years: No cost savings for regulated entities.

(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: Nominal. Fees are the sole source of agency revenue; therefore, fees allow for the existence of the agency, and the corresponding protection of both the public and the integrity of the profession of landscape architecture. The amendment does not alter the fee amounts paid by licensure applicants and licensees; therefore, the amendment will have no fiscal impact.

(b) Methodology and resources used to reach this conclusion: None.

(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 a major economic impact as it relates to the entities identified in (3)(a), (4)(a), and (5)(a) .

(b) The methodology and resources used to reach this conclusion: None.

GENERAL GOVERNMENT CABINET

Board of Landscape Architects

(Amendment)

201 KAR 10:080. Continuing education.

RELATES TO: KRS 323A.100(1), 323A.210(2)(a)

STATUTORY AUTHORITY: KRS 323A.100(1), 323A.210(2)(a), (b)

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with the requirements of 2025 RS HB 6, Section 8, because the amendments to this administrative regulation will not have a major economic impact.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 323A.100(1) requires a landscape architect to complete the approved continuing education hours established by an administrative regulation promulgated by the board. KRS 323A.210(2)(a) authorizes the board to promulgate administrative regulations to establish a program of continuing education for licensees. This administrative regulation establishes the continuing education requirements for a landscape architect.

Section 1. Definitions.

(1) "Annually" or "continuing education year" means a twelve (12) month period from July 1 of a calendar year through June 30 of the following calendar year.

(2) "Board" is defined by KRS 323A.010(1).

(3) "Continuing education hour" means a minimum of fifty (50) minutes of actual instruction.

(4) “Self-directed course” means a course of study that a licensee independently creates.

(5) Sponsor” means an individual, organization, association, institution, or other entity that provides educational activity for the purpose of fulfilling the continuing education requirements of this administrative regulation.

(6) “Tour” means a review or inspection of a landscape architectural element specified in the definition of “practice of landscape architecture” established by KRS 323A.010(3).

Section 2. General Statement. Continuing education obtained by a licensee shall maintain, improve, or expand skills and knowledge obtained prior to initial licensure or develop new and relevant skills and knowledge that contribute to the health, safety, and welfare of the public.

Section 3. Continuing Education Requirements.

(1) An active[~~A~~] licensee shall acquire twelve (12) hours of continuing education annually.

(2) A licensee may be credited for a maximum of six (6) hours of continuing education for a tour annually.

(3) A licensee may carry forward a maximum of twelve (12) hours of continuing education to meet the subsequent year’s requirements.

Section 4. Approval of Continuing Education Programs.

(1) The board shall:

(a) Approve a continuing education program that it determines:

1. Is relevant to the practice of landscape architecture;

2. Furthers the competence of a licensee; and

3. Contributes to the health, safety, and welfare of the public; and

(b) Determine the number of continuing education hours allowed.

(2) (a) Before the continuing education program is offered, a sponsor may submit a Continuing Education Preapproval Request and Affidavit (Form #CE-2) electronically, with an[~~a~~] electronic copy of the hand-out materials, [~~and~~] agenda and a description of the topic as well as the presenter, teacher, or speaker.

(b) A sponsor shall not offer, present, or advertise a program as a continuing education program that meets the continuing education requirements for a licensee unless it has obtained the approval of the board.

(3) A licensee who completes an educational program that has not been submitted to the board for prior approval shall receive continuing education credit if:

(a) The licensee submits to the board a Continuing Education Preapproval Request and Affidavit (Form #CE-2) electronically, with an electronic copy of the course materials, agenda, a description of the course, qualifications of the presenter, examination if one (1) was given; and

(b) The board determines that the program meets the requirements of a continuing education program.

(4) Self-directed courses, including those completed online, audibly, or by video, that meet the requirements of this administrative regulation shall be accepted.

(5) Continuing education credits shall be given for one-half (1/2) the number of hours, not to exceed six (6) hours, of a tour if the licensee has submitted to the board a description of the tour and the board determines that the tour meets the requirements of a continuing education program.

Section 5. (1) Continuing education activities may include a college or university course that is beyond the basic curriculum for a landscape architect and pertains to the practice of landscape architecture. The conversion of university credits to continuing education hours shall be:

(a) One (1) university quarter hour of credit shall equal twelve (12) continuing education hours.

(b) One (1) university semester hour of credit shall equal fifteen (15) continuing education hours.

(2) (a) A landscape architect who presents a continuing education course shall be credited with twice the number of hours equal to the time spent teaching the course.

(b) Credit shall not be given for repeated instruction of the same course.

Section 6. Reporting of Continuing Education Activities.

(1) Upon license renewal, a licensee shall report continuing education activities online via the board website for the continuing education period ending June 30.

(2) The report of continuing education activities shall include:

(a) Name of activity;

(b) Date of activity;

(c) Location of activity; and

(d) Continuing education hours earned.

(3) The report of continuing education activities shall be made online via the [~~on a~~] Continuing Education Approval Request and Affidavit Form (Form #CE-1).

(4) A licensee shall maintain for two (2) continuing education years documentation verifying successful completion of the annual requirement.

Section 7. Verification of Continuing Education Activities.

(1) Following each renewal period, the board shall require between five (5) and fifteen (15) percent of the licensees, chosen randomly, to furnish electronic documentation of the completion of the appropriate number of continuing education hours for the previous renewal period, including hours carried forward from the previous year.

(2) Documentation of attendance and participation in a continuing education activity shall be made by electronic submission of a true and complete copy of an official document, including a:

(a) Transcript;

(b) Certificate of attendance;

(c) Affidavit signed by the instructor; or

(d) An electronic format [~~A written~~] summary of attendance and participation.

(3) If not previously approved, the board shall determine whether the continuing education program submitted is relevant to the practice of landscape architecture and furthers the competence of the licensee.

(a) If the activity qualifies as continuing education, the board shall include the number of hours earned for that activity in determining if the applicant obtained the required twelve (12) hours of continuing education.

(b) If the activity does not qualify as continuing education, the board shall deduct the number of hours claimed for that activity from the total number of hours earned by the licensee. After this calculation, if a licensee does not have the required twelve (12) hours of continuing education, the board shall send written notification to the licensee that:

1. The licensee did not meet the continuing education requirements because an activity listed on the applicant's form as a continuing education activity did not qualify for continuing education credit; and

2. The board shall suspend his or her license if the requirements of subsection (4) of this section are not met.

(4) The license of the licensee shall be suspended if the licensee fails to:

(a) Complete the required number of continuing education hours within sixty (60) days of the notification from the board; and

(b) Submit online to the board a completed and updated electronic Continuing Education Approval Request and Affidavit Form (Form #CE-1) within sixty-five (65) days of the notification from the board.

Section 8. Reciprocity. Credit for continuing education earned by a licensee who does not reside in Kentucky shall be granted if the licensee meets all the requirements of this administrative regulation.

Section 9. Exempt Licensee.

(1) A licensee shall be exempt from the continuing education requirements:

(a) For the partial year period of initial licensure;

(b) During the period of time in which the licensee has an inactive or retired license; or

(c) If the board approves a written request for an exemption submitted electronically by the licensee in accordance with the provisions of subsection (2) of this section.

(2) A licensee may request an exemption from the continuing education requirements by submitting an electronic format[~~written~~] document stating that the licensee was:

(a) Employed or assigned to duty outside the United States for a period exceeding 120 consecutive days during the calendar year; or

(b) Unable to complete the requirements because of:

1. Physical disability;

2. Personal illness; or

3. Illness of a family member or dependent.

Section 10. Continuing Education Required of Reinstatement or Reactivation Applicants.

(1) A licensee who has been suspended, expired, inactive or retired for a period of one to five years shall complete twenty-four (24) hours of continuing education hours as a condition of reinstatement or reactivation, and a licensee who has been suspended, expired, inactive or retired for a period of less than one year shall complete twelve (12) hours of continuing education.

(2) Pursuant to KRS 323A.100(5), a licensee seeking reinstatement or reactivation who has been suspended, expired, inactive, or retired in the Commonwealth for a period of greater than five years shall be required to take and pass the LARE examination within six (6) months preceding the application for reinstatement or reactivation, unless the licensee held, within the past five years, an active license in another state or in another country where the qualifications prescribed at the time of licensing were, in the opinion of the board, equal to those prescribed in the Commonwealth on the date of application. If within the past five years, the licensee held an active license within another state, or in another country meeting the requirements stated in this subsection, the licensee shall complete twenty-four (24) hours of continuing education hours.

(3) The Continuing Education Approval Request and Affidavit Form (Form #CE-1) submitted by an applicant seeking reinstatement or reactivation shall identify, for each continuing education activity:

(a) Name of activity;

(b) Date of activity;

(c) Location of activity; and

(d) Continuing education hours earned.

(4) Documentation of attendance and participation in a continuing education activity by an applicant for reinstatement or reactivation shall be made by electronic submission of a true and complete copy of an official document, including a:

(a) Transcript;

(b) Certificate of attendance;

(c) Affidavit signed by the instructor; or

(d) An electronic summary of attendance and participation.

(5) If the continuing education activities reported by an applicant for reinstatement or reactivation were not previously approved by the board, the board shall determine whether the continuing education program submitted is relevant to the practice of landscape architecture and furthers the competence of the licensee. Continuing education hours that are not approved by the Board shall not be counted in determining whether the applicant as satisfied requirements for reinstatement or reactivation.

Section 11. Incorporation by Reference.

(1) "Continuing Education Preapproval Request and Affidavit Form" (Form #CE-2), 1/2025, [~~The following material~~] is incorporated by reference:

[~~(a) "Continuing Education Approval Request and Affidavit Form" (Form #CE-1), May 2002 edition; and~~

~~(b) "Continuing Education Preapproval Request and Affidavit Form" (Form #CE-2), May 2002 edition~~].

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at Kentucky Board of Landscape Architects, 1714 Perryville Road, Suite 200, Danville, KY 40422[~~2365 Harrodsburg Road, B350, Lexington, Kentucky 40504~~], Monday through Friday, 8 a.m. to 4:30 p.m. This material is also available [~~on the agency's Web site~~] at https://kbla.ky.gov/Pages/Resources.aspx[~~kbla.ky.gov:~~].

Amended Administrative Regulation

201 KAR 10:080. Continuing education.

Adopted: May 20, 2025

Gary Wolnitzek, Chairperson
Kentucky Board of Landscape Architects

May 20, 2025
Date

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on October 22, 2025 at 10:00 AM at the Kentucky Board of Landscape Architects, 1712 Perryville Rd, Suite 200, Danville, KY 40422. Individuals interested in being heard at this hearing shall notify this agency in writing by October 15, 2025, 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 October 31, 2025. 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:
Morgan G. Ransdell, Board Attorney
Kentucky Board of Landscape Architects
1712 Perryville Rd, Suite 200
Danville, KY 40422
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

201 KAR 10:080
Contact Person: Morgan G. Ransdell
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

Subject Headings: Boards and Commissions, Landscape Architects, Occupations and Professions

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the continuing education requirements for a landscape architect.

(b) The necessity of this administrative regulation: KRS 323A.100(1) requires a landscape architect to complete continuing education hours as established in administrative regulations promulgated by the board, which makes this administrative regulation necessary.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 323A.210(2)(a) authorizes the board to promulgate this administrative regulation to establish continuing education requirements for licensees.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: KRS 323A.210(2)(a) authorizes this regulation, which is needed by licensees to meet the statutory requirement that they complete continuing education as a condition of renewal of licensure.

(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 implements paperless processes, and states the longstanding continuing education requirements applicable to reinstatement or reactivation applicants.

(b) The necessity of the amendment to this administrative regulation: The amendment is needed to implement paperless processes, and to codify the longstanding continuing education requirements applicable to reinstatement or reactivation applicants.

(c) How the amendment conforms to the content of the authorizing statutes: Reinstatement of licensure is a direct corollary to suspension of licensure, which is authorized by KRS 323A.110. By codifying continuing education requirements for reinstatement and reactivation applicants, the amendment implements KRS 323A.100(1).

(d) How the amendment will assist in the effective administration of the statutes: The amendment ensures that reinstatement and reactivation applicants receive continuing education, as is required of renewal applicants by KRS 323A.100(1).

(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: The 347 licensees subject to the

Board's regulatory authority, and future applicants.

(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 amendment requires licensees and applications to submit continuing education information electronically, and codifies the longstanding continuing education requirements applicable to reinstatement and reactivation applicants.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): The amendment does not alter the fees paid by applicants for initial licensure, renewal, and reinstatement, nor does it change the requisite number of continuing education hours.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): Licensees who complete continuing education will maintain competence and eligibility for renewal, reinstatement or reactivation of licensure.

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

(a) Initially: There are no monetary costs associated with the implementation of the amendment, either initially or on an ongoing basis.

(b) On a continuing basis: There are no monetary costs associated with the implementation of the amendment, either initially or on an ongoing basis.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Agency funds.

(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 fee increase or funding is required.

(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: It does not.

(10) TIERING: Is tiering applied? Tiering is not applied.

FISCAL IMPACT STATEMENT

201 KAR 10:080
Contact Person: Morgan G. Ransdell
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 323A.100(1), 323A.210(2)(a), (b).

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act. KRS 323A.210(2)(b) authorizes the agency to adopt all reasonable administrative regulations consistent with this chapter that are necessary to carry into effect the purposes of this chapter.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: The Kentucky Board of Landscape Architects.

(b)

1. Expenditures:
   For the first year: The amendment will not impact expenditures.
   For subsequent years: The amendment will not impact expenditures.
2. Revenues:
   For the first year: The amendment will not impact revenues.
   For subsequent years: The amendment will not impact revenues.
3. Cost Savings:
   For the first year: The amendment will not result in cost savings.
   For subsequent years: The amendment will not result in cost savings.

(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): Licensure applicants and licensees.

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

1. Expenditures:

For the first year: The amendment does not alter the fee amounts paid by licensure applicants and licensees.

For subsequent years: The amendment does not alter the fee amounts paid by licensure applicants and licensees.

2. Revenues:

For the first year: No revenues to estimate.

For subsequent years: No revenues to estimate.

Cost Savings:

For the first year: No cost savings for regulated entities.

For subsequent years: No cost savings for regulated entities.

(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: No impact. Neither the regulation nor the amendment impose fees.

(b) Methodology and resources used to reach this conclusion: None.

(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 a major economic impact as it relates to the entities identified in (3)(a), (4)(a), and (5)(a) .

(b) The methodology and resources used to reach this conclusion: None.

Summary of Material Incorporated by Reference

201 KAR 10:080. Continuing education.

"Continuing Education Preapproval Request and Affidavit Form (Form #CE-2)", 1/2025;

Summary of Changes to Material Incorporated by Reference

(a) The "Continuing Education Preapproval Request and Affidavit Form (Form #CE-2)" has been updated with the new agency address. Also, per the agency transition to paperless processes, the reference to the return of completed hard copy form has been removed.

Kentucky Board of Landscape Architects
1714 Perryville Road, Suite 200, Danville, KY 40422 (859)246-2753

Continuing Education Pre-Approval Request & Affidavit – 1/2025
(Form #CE-2)

Date _____

Name _____ Registration # _____

Address _____

THIS REQUEST IS FOR: _____ Pre-Approval of Conference _____ Approval of Previously Attended Conference

Pre-printed Conference Descriptions and/or Outlines Must Be Submitted With This Form

NAME, DATE(S), LOCATION & SPONSOR OF CONFERENCE:

(Use separate sheet for each conference. Individual sessions of this conference to be listed below)

This Column To Be Completed by Applicant	Credit Hours	Board Use Only	
Conference Sessions Requested for Approval	Attended	Approved	Disapproved
TOTAL		Reviewed by:	
Use Additional Form for Additional Sessions		Approved by:	

_____ _____ _____
Printed or Typed Name Signature Date

This form will be returned with a response. To receive credit, must be added to year-end CE-1.

GENERAL GOVERNMENT CABINET

Board of Landscape Architects

(New Administrative Regulation)

201 KAR 10:090. Investigation and discipline process.

RELATES TO: KRS 323A.110, 323A.120, 323A.210

STATUTORY AUTHORITY: KRS 323A.110, 323A.120, 323A.210(2)(b)

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with the requirements of 2025 RS HB 6, Section 8, because the regulation will not have a major economic impact.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 323A.110 sets disciplinary standards for landscape architects, and KRS 323A.120 identifies the due process mechanism for disciplinary proceedings. KRS 323A.210(2)(a) authorizes the board to promulgate administrative regulations to carry into effect the disciplinary process for the public protection purpose stated in KRS 323A.020. This administrative regulation establishes the agency investigative and discipline process.

Section 1. Reception of complaints; Investigations.

(1) A complaint may be submitted by any individual, organization, or entity.

(2) A complaint shall be in writing, and shall allege acts that may be in violation of the provisions of KRS Chapter 323A or 201 KAR Chapter 10 by the named licensee, applicant, or unlicensed individual against whom the complaint was made.

(3) Excluding agency-initiated complaints and anonymous complaints, the complaint shall be signed by the person offering the complaint, and the board shall notify a complainant in writing of the receipt of the complaint.

(4) If the board receives an anonymous complaint, an investigation shall be conducted if the complaint is accompanied by sufficient corroborating evidence, or if such evidence is readily available, as would allow the board to believe, based upon a totality of the circumstances, that a reasonable probability exists that the complaint is meritorious.

(5) The chairperson of the board, the executive director or designee shall file an agency-initiated complaint based upon information received by oral, telephone, or written communications if the facts of the complaint are found to be accurate and indicate acts that may be in violation of the provisions of KRS Chapter 323A or 201 KAR Chapter 10.

(6) The executive director shall have the authority to direct any investigation and shall possess any and all powers possessed by the board in regard to investigations.

(7) The executive director shall further be empowered to order the attendance of any licensee or applicant at an investigative meeting regarding any complaint or consideration of any disciplinary matter.

(8) The failure, without good cause, of any licensee or applicant to attend an investigative meeting when requested shall be considered a violation of KRS 323A.110(9).

(9) The executive director shall have the authority to delegate investigative functions to other agency staff.

(10) Excluding a self-report complaint or an application that discloses a violation of KRS Chapter 323A or 201 KAR Chapter 10, if the complaint establishes a potential violation, the board

shall send a copy of the complaint to the licensee or applicant to the address of record by United States Postal Service regular mail. If the board is aware of the person's email address, it may send a copy by email as well.

(11) A written, legible, verified response shall be filed with the board within thirty (30) days of issuance of the complaint to the licensee or applicant.

(12) The failure, without good cause, of any licensee or applicant to file a written, legible, verified response when due shall be considered a violation of KRS 323A.110(9) and an admission of the allegations stated in the complaint.

(13) All preliminary information shall be treated as confidential during the investigation and shall not be disclosed to board members or to the public, except during board review of case information in closed session when making a finding of probable cause or no probable cause.

(14) If a board member has participated in the investigation or has substantial knowledge of facts prior to a hearing on the complaint that may influence an impartial decision by the member, that member shall not participate in the probable cause finding or the deliberations or decision-making conducted pursuant to KRS 13B.120.

(15) Each complaint shall be investigated as necessary and as promptly as possible, and presented to the board for review and a finding of probable cause or no probable cause to believe a violation of KRS Chapter 323A or 201 KAR Chapter 10 has occurred, which shall be determined on a majority vote of a quorum of the board and recorded in the minutes.

(16) If the board determines that there is no probable cause to believe a violation of KRS Chapter 323A or 201 KAR Chapter 10 has occurred, there shall not be further action unless

warranted by further evidence, and the board shall notify the complaining party and the individual of the no probable cause finding.

(17) Upon a board determination that there is probable cause to believe a violation of KRS Chapter 323A or 201 KAR Chapter 10 has occurred the board may proceed with either or both of the following options:

(a) A notice of hearing and statement of charges may be issued pursuant to KRS 13B.050, and an administrative hearing may be scheduled pursuant to KRS Chapter 13B; or

(b) An agreed order may be offered pursuant to Section 3 of this regulation.

Section 2. Noncompliance with Final Order or Agreed Order Terms

(1) The chairperson of the board, the executive director or designee may investigate as needed, using any of the methods available in Section 1 of this regulation, to monitor an individual's compliance with the terms of an agreed order or a final order entered by the board pursuant to KRS Chapter 13B.

(2) A written notice shall be sent by the Board to any individual who has violated the terms of an agreed order or a final order entered by the board pursuant to KRS Chapter 13B by mailing a copy to the individual's address of record by United States Postal Service regular mail. If the board is aware of the person's email address, it may send a copy by email as well.

(3) The written notice issued in accordance with this section shall specify the sanctions and any other remedial action sought by the board as a consequence of the individual's noncompliance.

(4) The individual to whom the notice specified in Subsection 3 of this Section is sent shall file with the board, within thirty (30) days of issuance of the notice, a written, legible, verified response.

(5) The failure, without good cause, to file a written, legible, verified response when due shall be considered a violation of KRS 323A.110(9), an admission of noncompliance, and an acceptance of the sanctions and remedial actions stated in the notice specified in subsection 3 of this section. The board shall give notice of the imposition of such sanctions and remedial actions by transmitting a written notice of final disposition to the individual or the individual's attorney of record in the same manner as provided in KRS 13B.050.

(6) Upon the receipt of a written, legible, verified response to a notice of noncompliance, the executive director shall be authorized to sign a notice of hearing and statement of charges, and shall have the option proceeding in accordance with either or both Sections 3 or 4 of this regulation.

Section 3. Informal Proceedings

(1) At any time subsequent to the issuance of a complaint to a licensee or applicant, or a notice of noncompliance pursuant to Section 2 of this regulation, the executive director or designee shall have the authority and the complete discretion to negotiate with the licensee or applicant concerning proposed stipulations of fact, conclusions of law, and proposed discipline. The executive director shall also have discretion to reject any or all offers of informal dispensation and may commence informal proceedings on his or her own initiative.

(2) Whenever the executive director or designee believes that an appropriate proposed informal dispensation has been negotiated, he or she shall cause to be presented to the board

the responding licensee or applicant's proposed stipulations of fact, conclusions of law and a proposed order of informal dispensation signed by the licensee or applicant. The proposed order shall include a line for the signature of an officer of the board and shall become effective upon being accepted by the board, signed by an officer and filed of record.

(3) If the board rejects an offer of informal dispensation, the parties shall not be bound by the proposed stipulations, they shall be inadmissible as evidence pursuant to KRE 408, and the matter shall continue to proceed, provided, however, that further informal negotiations may be conducted and subsequent offers of informal dispensation may be presented to the board. Rejection shall not be taken as a finding or determination of any kind on behalf of the board and no orders or other pleadings shall be filed of record in regard to any rejected proposal.

(4) Oral or Written Presentation. The board may allow oral or written presentation before the board in regard to any offer of informal dispensation. Oral presentations shall not be recorded and written presentations shall not be filed of record or included in the board's minutes. All oral and written presentations shall be heard and considered in closed session.

Section 4. Disciplinary Proceedings

(1) A disciplinary proceeding shall be heard by a hearing officer, who shall be an assistant attorney general or an attorney appointed by the board in accordance with KRS 13B.030 and 13B.040.

(2) The licensee or applicant shall file with the board a written answer to the specific allegations contained in the notice of charges within twenty (20) days of receipt of the charges. An allegation not properly answered shall be deemed admitted. Failure to file an answer shall be considered a violation of KRS 323A.110(9) and may result in the issuance of a default order

pursuant to KRS 13B.080(6). The hearing officer shall for good cause permit the late filing of an answer.

(3) The board prosecuting attorney shall be empowered to request the attendance of any licensee or applicant at an administrative hearing conducted pursuant to KRS 13B.080.

(4) The failure, without good cause, of any licensee or applicant to attend an administrative hearing when requested shall be considered a violation of KRS 323A.110(9).

(5) The hearing shall be transcribed by a court stenographer or video recorded.

(6) If a final order is issued by the board in accordance with KRS 13B.120, or if an agreed order is issued subsequent to the filing of a notice of hearing and statement of charges pursuant to KRS 13B.050 the board may impose the following actual costs as a component of the administrative fine authorized by KRS 323A.110, provided the total fine does not exceed ten thousand dollars ($10,000) per violation:

(a) The cost of stenographic services;

(b) The cost of the hearing officer;

(c) Expert witness costs, including travel;

(d) Travel for other witnesses, at the rates specified at 200 KAR 2:006 Sections 5-7;

(e) Document reproduction costs; and

(f) The cost of a certified copy of laboratory testing records

The foregoing actual costs shall be demonstrated through the provision of actual receipts or invoices.

Section 5. The executive director or designee shall notify the complainant and the person against whom the complaint was made of the final disposition of the case.

New Administrative Regulation

201 KAR 10:090. Investigation and discipline process.

Adopted: May 20, 2025

Gary Wolnitzek, Chairperson
Kentucky Board of Landscape Architects

May 20, 2025
Date

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on October 22, 2025 at 10:00 AM at the Kentucky Board of Landscape Architects, 1712 Perryville Rd, Suite 200, Danville, KY 40422. Individuals interested in being heard at this hearing shall notify this agency in writing by October 15, 2025, 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 October 31, 2025. 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:
Morgan G. Ransdell, Board Attorney
Kentucky Board of Landscape Architects
1712 Perryville Rd, Suite 200
Danville, KY 40422
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

201 KAR 10:090
Contact Person: Morgan G. Ransdell
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

Subject Headings: Boards and Commissions, Landscape Architects, Occupations and Professions

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the agency investigative and discipline process.

(b) The necessity of this administrative regulation: KRS 323A.110 sets disciplinary standards for landscape architects, and KRS 323A.120 identifies the due process mechanism for disciplinary proceedings. This regulation is needed to provide processes that complement the administrative hearing process set forth in KRS Chapter 13B. The implementation of investigation and discipline processes is called for in KRS 13A.100(5).

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 323A.210(2)(a) authorizes the board to promulgate administrative regulations to carry into effect the disciplinary process for the public protection purpose stated in KRS 323A.020.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: The investigation and discipline process established in this regulation complement the hearing process set forth in KRS Chapter 13B, and ensures all persons are apprised of applicable procedures.

(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: N/A.

(b) The necessity of the amendment to this administrative regulation: N/A.

(c) How the amendment conforms to the content of the authorizing statutes: N/A.

(d) How the amendment will assist in the effective administration of the statutes: N/A.

(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: The 347 licensees subject to the Board's regulatory authority, and future applicants.

(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: Licensees and applicants will be required to respond to complaints and notice of hearing statement of charges, and to participate in the agency investigation of complaints.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): The regulation does not alter existing costs associated with disciplinary proceedings; however, a respondent who is found to have violated KRS Chapter 323A or 201 KAR Chapter 10 may be required to pay the actual litigation costs incurred by the agency, as a component of the administrative fine authorized by KRS 323A.110.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): Compliance with discipline standards and disciplinary procedures is necessary to avoid administrative fines, practice restrictions, probation, reprimand, suspension, or revocation. The establishment of disciplinary procedures conforms to KRS 13A.100(5), and protects the integrity of the landscape architect profession.

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

(a) Initially: There are no monetary costs associated with the implementation of the regulation, as discipline standards have been in place and have been implemented without interruption since the initial creation of the agency, albeit without publication of applicable procedures.

(b) On a continuing basis: There are no monetary costs associated with the implementation of the regulation, either initially or on an ongoing basis.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Agency funds.

(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 fee increase or funding is required.

(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: It does not.

(10) TIERING: Is tiering applied? Tiering is not applied.

FISCAL IMPACT STATEMENT

201 KAR 10:090
Contact Person: Morgan G. Ransdell
Phone: (502) 665-9600
Email: Morgan.Ransdell@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 323A.110, 323A.120, 323A.210(2)(b)

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act. KRS 323A.210(2)(b) authorizes the agency to adopt all reasonable administrative regulations consistent with this chapter that are necessary to carry into effect the purposes of this chapter.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: The Kentucky Board of Landscape Architects.

(b)

1. Expenditures:
   For the first year: The amendment will not impact agency expenditures.
   For subsequent years: The amendment will not impact agency expenditures.
2. Revenues:
   For the first year: The amendment will not impact agency revenues.
   For subsequent years: The amendment will not impact agency revenues.
3. Cost Savings:
   For the first year: The amendment will not impact agency cost savings.
   For subsequent years: The amendment will not impact agency cost savings.

(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): Licensure applicants and licensees.

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

1. Expenditures:

For the first year: The regulation does not alter the amount of the administrative fine that may be imposed as a disciplinary sanction upon a finding that a licensee or applicant has violated KRS Chapter 323A or 201 KAR Chapter 10; however, a respondent who is found to have violated KRS Chapter 323A or 201 KAR Chapter 10 may be required to pay the actual litigation costs incurred by the agency, as a component of the administrative fine authorized by KRS 323A.110.

For subsequent years: The regulation does not alter the amount of the administrative fine that may be imposed as a disciplinary sanction upon a finding that a licensee or applicant has violated KRS Chapter 323A or 201 KAR Chapter 10; however, a respondent who is found to have violated KRS Chapter 323A or 201 KAR Chapter 10 may be required to pay the actual litigation costs incurred by the agency, as a component of the administrative fine authorized by KRS 323A.110.

2. Revenues:

For the first year: The regulation will not impact the revenues of licensure applicants and licensees.

For subsequent years: The regulation will not impact the revenues of licensure applicants and licensees.

Cost Savings:

For the first year: The regulation will not result in cost savings for licensure applicants and licensees.

For subsequent years: The regulation will not result in cost savings for licensure applicants and licensees.

(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: None. The amendment will have no fiscal impact.

(b) Methodology and resources used to reach this conclusion: None.

(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 a major economic impact as it relates to the entities identified in (3)(a), (4)(a), and (5)(a) .

(b) The methodology and resources used to reach this conclusion: None.