

Kansas Administrative Regulations

Department of Health and Environment

Article 59.—Dietitian

28-59-5. License renewal.

This regulation shall not apply to temporary licenses. (a) Each applicant for renewal of a license shall submit a completed, secretary-approved application form and any requested supporting documentation with the license renewal fee specified in K.A.R. 28-59-7.

(b) Each applicant for renewal of a license shall have completed 15 clock-hours of documented and approved continuing education during each renewal period. Approved continuing education clock-hours completed in excess of the 15-hour requirement shall not be carried over to the subsequent renewal period. "One clock-hour" shall mean at least 50 minutes of direct instruction, exclusive of registration, breaks, and meals.

(c) Each application for renewal of a license shall be filed on or before the last day of February of the calendar year in which the license expires. Licenses shall be renewable biennially, with the day of expiration being the last day of February of the applicable year.

(d) "Sponsorship" means an approved, long-term sponsoring of programs for the purpose of fulfilling renewal or reinstatement continuing education requirements. Each approved sponsor shall be accountable for upholding the standards in place for the approval of continuing education programs under the authority of the secretary. Each sponsor shall make application and fulfill requirements as prescribed on secretary-approved forms. Failure to comply with sponsorship requirements shall result in one or more of the following actions or additional requirements by the secretary:

- (1) Supplementary documentation;
- (2) program restrictions; or
- (3) temporary or permanent suspension of long-term sponsorship approval.

(e) (1) Continuing education may be accrued from any of the following:

- (A) Academic courses;

(B) workshops, seminars, video conferences, internet-based seminars, journal club meetings, or poster sessions, which are also called poster displays;

(C) self-directed study materials;

(D) presentations;

(E) food exhibits;

(F) publication of a journal article or book; or

(G) initial certification in any of the following programs:

(i) Certified nutrition support dietitian (CNSD) with the American association of diabetes educators/American nurses credentialing center (AADE/ANCC);

(ii) certified nutrition support dietitian (CNSD) with the American association of parenteral and enteral nutrition (ASPEN);

(iii) certification as a specialist in pediatric nutrition by the commission on dietetic registration (CDR);

(iv) certification as a specialist in renal nutrition by the commission on dietetic registration (CDR);

(v) certification as a lactation consultant by the international board of lactation consultant examiners (IBLCE);

(vi) certified diabetes instructor with the national certification board for diabetes educators (NCBDE); or

(vii) certified diabetes educator with the American association of diabetes educators (AADE).

(2) Academic courses shall be from a regionally accredited college or university.

(3) Self-study materials may include audio tapes, study kits, internet-based offerings, journal articles, DVDs, and videotapes. Journal articles shall include articles published in the "journal of the ADA" or "today's dietitian" or by a dietetic practice group. Any applicant may submit a maximum of seven journal articles for continuing education credit for each licensure period.

(f) The content and objective of the continuing education activity shall be primarily related to the practice of dietetics pursuant to K.S.A. 65-5902, and amendments thereto. The purpose of the educational activity shall be the furthering of the applicant's

education and shall not be a part of the applicant's job responsibilities. In-service shall be considered to be part of the applicant's job responsibilities.

(g) (1) Approval for a continuing education activity may be obtained by either of the following methods:

(A) The instructor or sponsor of a single-offering continuing education activity submitting information and documentation on forms approved by the secretary before the activity's occurrence; or

(B) the applicant submitting information and documentation on forms approved by the secretary requesting approval for an activity before the program date.

(2) An organization, institution, agency, or individual shall be qualified for approval as a long-term sponsor of continuing education activities if, after review of the application, the secretary determines that the applicant agrees to perform all of the following:

(A) Present organized programs of learning;

(B) present subject matter that integrally relates to the practice of dietetics;

(C) approve and present program activities that contribute to the professional competency of the licensee; and

(D) sponsor program presenters who are individuals with education, training, or experience qualifying them to present the subject matter of the programs.

(h) All continuing education sponsors that received approval as specified in paragraph (g)(2) shall provide a certificate of attendance to each licensee who attends a continuing education activity. This certificate shall state the following:

(1) The sponsor's name and approval number;

(2) the date of the program;

(3) the name of the participant;

(4) the total number of clock-hours of the approved activity attended, excluding introductions, registration, breaks, and meals;

(5) the activity title and its presenter;

(6) the location; and

(7) an indication of whether or not the activity has been approved for dietetics continuing education.

(i) Assignment of clock-hours to approved continuing education activities shall be determined by the following criteria:

(1) One academic-semester credit hour course shall be equivalent to 15 clock-hours of continuing education. One academic-trimester credit hour course shall be equivalent to 14 clock-hours of continuing education. One academic-quarter credit hour course shall be equivalent to 10 clock-hours of continuing education.

(2) One academic-semester credit hour course audited shall be equivalent to eight clock-hours of continuing education. One academic-trimester credit hour course audited shall be equivalent to seven clock-hours of continuing education. One academic-quarter credit hour course audited shall be equivalent to five clock-hours of continuing education.

(3) One clock-hour of contact between a presentation instructor and the applicant shall be equivalent to one clock-hour of continuing education for the applicant.

(A) Contact time shall be rounded down to the nearest one-half hour.

(B) The presenting instructor may be given two clock-hours of continuing education for every one clock-hour of contact between the instructor and the attendees for each first-time preparation and presentation of a new workshop, seminar, or poster session.

(C) If the presentation was presented by more than one instructor, the continuing education clock-hours shall be prorated among the instructors.

(4) One clock-hour of time required to complete the self-directed study material, as specified by the sponsor of the material, shall be equivalent to one clock-hour of continuing education. The criteria for approving self-directed study shall include the following:

(A) Contact time shall be rounded down to the nearest one-half hour.

(B) Each applicant shall provide validation of actual completion of the material.

(C) A maximum of 10 clock-hours shall be awarded for self-directed study material for each licensure period.

(5) One clock-hour shall be awarded for attendance at food exhibits upon verification of six poster sessions or six vendors at each exhibit. The licensee shall provide documentation of at least six vendor contacts for each food exhibit. A maximum of two clock-hours for attendance at food exhibits shall be awarded for each licensure period.

(6) Five clock-hours shall be awarded for the initial publication of an article in a peer-reviewed journal or a chapter of a book. Ten clock-hours shall be awarded for the initial publication of a book. Documentation of publication shall include a copy of any of the following:

(A) Each article published in a peer-reviewed journal;

(B) each chapter published in a book; or

(C) the title page, the page containing the copyright and copyright date, and the table of contents for each book.

(7) Fifteen clock-hours shall be awarded upon attainment of certification in each program as specified in paragraph (e)(1)(G).

(j) Each applicant shall maintain individual records of information and documentation on approved continuing education hours. If the licensee's application is selected for an audit, the licensee shall submit verification of these records to the secretary as part of the license renewal application.

(k) Each licensee whose initial licensure period is less than 24 months shall be required to obtain at least one-half hour of continuing education for each month in the initial licensure period.

(Authorized by and implementing K.S.A. 65-5904 and K.S.A. 65-5909; effective Feb. 18, 1991; amended Sept. 26, 1994; amended March 16, 2001; amended April 25, 2008.)

***** Authenticated Kansas Administrative Regulation *****