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## KBC E-NEWSLETTER

April 22, 2025

Dear «FULL\_NAME»:

Our agency is here to assist you every step of the way, whether you have questions or need guidance, our dedicated staff are available to provide you the information and support you need. We look forward to working with you and celebrating your success!

### Licensee Information

Keeping your contact information up to date is important. KBC relies on the information available in our system for all communication relevant to your licensure. Changes are not only encouraged but required. Please refer to Section 2 of 201 KAR 12:030 to verify what must be kept updated. Do you have a change but are unsure how to make it?

1. Visit [kbc.ky.gov](http://kbc.ky.gov)
2. Click **Register/Login** at top menu bar
3. Sign into your account.
4. Find your active license number
5. Click the ellipse (three dots) to the right of your license under **Actions**
6. Select **Amend Account**

Amending your Account offers many options to upload different documents and update your information, you may choose what pertains to you and skip the rest. Please make sure to click submit at the end of the application.

### Appearance of Professional License

We have made some changes to the appearance of your professional license; we have implemented the change effective immediately. Moving forward your license will print with a color watermark with the expiration date. We hope this will be helpful reminder to you and assist our state inspectors during their inspections. Please make sure your license is posted and visible for the public and field staff to observe.

### Public Hearing

The public hearing is scheduled for June 30th, 2025, at 1049 US Hwy 127, Annex #2 Frankfort, KY at 2:00 p.m. Please check the location of the hearing, as KBC may have moved locations by this date. Notice of attending the public hearing must be transmitted to the administrative body in writing to [Joni.Upchurch@ky.gov](mailto:Joni.Upchurch@ky.gov) and [Eden.Stephens@ky.gov](mailto:Eden.Stephens@ky.gov) no later than five workdays prior to the date of the scheduled public hearing.

**Stay informed and join us live through monthly zoom board meetings to learn about current events and developments!**