

**OFFICE OF THE ATTORNEY GENERAL**  
**Administrative Hearings Branch**  
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**TRAINING REQUIREMENTS FOR HEARING OFFICERS**

**See KRS Chapter 13B and 40 KAR 5:010**

1. Eighteen (18) hours of approved training courses for initial hearing officer training is required. Three (3) hours should be specific to KRS Chapter 13B.
2. Up to two years of previously attended training courses may be approved for credit toward hearing officer certification. Review KRS Chapter 13B and 40 KAR 5:010 for topics that may be approved.
3. Basic (initial) training for KRS 13B hearings is provided by the Administrative Hearings Branch annually in the month of March and is required for initial 18 hours of hearing officer certification.
4. Additional training is provided annually in the month of June which can be used toward continuing legal education and the initial 18 hours of hearing officer certification.
5. DVDs of previously recorded live presentations can be purchased from our website at <http://ag.ky.gov/civil/admin> for initial or continuing education, but cannot be used for all 18 hours of initial certification. Complete the *Order Form and Invoice* and send payment as noted.
6. For approval of other administrative law credit, please provide the following information in writing:
  - a. Date and name of sponsor for the training course;
  - b. A copy of the outline, manual, or other instructional information, including the subject matter and amount of time allotted for each subject; and
  - c. Include each speaker's name and title.

*40 KAR 5:010, Section 2. A person shall not serve as a hearing officer unless he has completed eighteen (18) classroom hours, including agency specific training, of initial hearing officer instruction, and six (6) classroom hours of continuing education instruction as provided in Sections 3 and 5 of this administrative regulation.*

*40 KAR 5:010, Section 5. Continuing Education. (1) An education year shall begin on July 1 and end on June 30 of the next calendar year.... (3) **For each education year, a person certified as a qualified hearing officer shall complete a minimum of six (6) credit hours of continuing education courses that have been approved by the division.***