

1 GENERAL GOVERNMENT CABINET

2 KENTUCKY BOARD OF LICENSURE FOR PRIVATE INVESTIGATORS

3 (Amendment)

4 201 KAR 41:100. Verification of limited employees.

5 RELATES TO: KRS 329A.025, 329A.070

6 STATUTORY AUTHORITY: KRS 329A.025(2), 329A.070(9)

7 NECESSITY, FUNCTION, AND CONFORMITY: KRS 329A.025(2) and 329A.070(9) require  
8 the board to establish a fee and a method of verification of the number of hours worked by a limited  
9 employee who works under the direction of a private investigator or private investigating firm  
10 licensed by the board. This administrative regulation establishes a fee and method for this  
11 verification.

12 Section 1. Definitions.

13 (1) "Limited employee" means a person who engages in private investigating for a licensed  
14 private investigator or licensed private investigating firm for less than 240 hours per year.

15 (2) "Private investigating" is defined by KRS 329A.010(4).

16 Section 2. Registration of Limited Employees.

17 (1) Within five (5) business days of hiring, a licensee of the board shall file with the board a  
18 Limited Employee Registration form for each limited employee who works for that licensee  
19 under the exemption in KRS 329A.070(9). The Limited Employee Registration form shall be

1 accompanied by payment of a twenty (20) dollar fee per limited employee registered and  
2 documentation providing the results of a national background check on the limited employee.

3 (2) The board shall assign the limited employee a tracking number that the licensee shall use on  
4 all reporting forms.

5 (3) A licensee shall file a Limited Employee Registration form with the Board to update a limited  
6 employee's information, if changed, or upon termination of employment.

7 (4)

8 (a) Each licensee shall maintain a daily log listing the dates and hours worked for each limited  
9 employee.

10 (b) Within five (5) business days of the board's request, the licensee shall provide the daily log  
11 to the board.

12 (5) A limited employee may work for more than one (1) licensee during a one (1) year period.  
13 Each licensee employing that person shall comply with the requirements of this administrative  
14 regulation.

15 Section 3. Annual Reports. Between December 1st and December 31st each year, the licensee  
16 shall submit to the board an Annual Limited Employee Report listing each registered limited  
17 employee and the number of hours each limited employee worked during that year.

18 Section 4. Registration Renewal.

19 (1) Limited employee registration shall expire one (1) year from the date of issuance. To renew,  
20 a licensee shall submit a Limited Employee Registration form listing each registered limited  
21 employee to be renewed and payment of the twenty (20) dollar fee per limited employee  
22 registered no later than forty-five (45) days prior to the expiration date.

23 (2) Failure to timely submit the fee payment or the Limited Employee Registration form shall  
24 automatically suspend the limited employee's licensure exemption under KRS 329A.070(9) until

1 the board receives and processes the payment and completed Limited Employee Registration  
2 form.

3 Section 5. Incorporation by Reference.

4 (1) The following material is incorporated by reference:

5 (a) "Limited Employee Registration", 5/2018; and

6 (b) "Annual Limited Employee Report", 5/2018.

7 (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at  
8 the Kentucky Board of Licensure for Private Investigators, 500 Mero Street, [~~911 Leawood~~  
9 ~~Drive,~~] Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

201 KAR 41:100

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LESA WATSON, CHAIR  
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10/01/2026  
Date