

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #2

Do Not Mark In this Box

FILED

JUL 3 3 03 PM '97

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: WV BOARD OF SOCIAL WORK EXAMINERS TITLE NUMBER: 25

RULE TYPE: PROCEDURAL; CITE AUTHORITY WV CODE 30-30-(3)(D)

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 2

TITLE OF RULE BEING AMENDED: _____

ORGANIZATION AND PROCEDURES OF THE WEST VIRGINIA BOARD OF SOCIAL WORK EXAMINERS

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

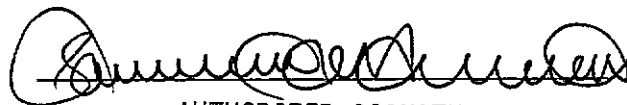
IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON AUGUST 3, 1997 AT 5:00 PM. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

WV BOARD OF SOCIAL WORK EXAMINERS

PO Box 5459

CHARLESTON, WV 25361

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.



AUTHORIZED SIGNATURE

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

West Virginia Board of Social Work Examiners

PO Box 5459 • Charleston, West Virginia 25361 • Phone: (304) 558-8816 • Fax: (304) 558-4189



SUMMARY OF AMENDMENT TO PROCEDURAL RULES

The Honorable Cecil Underwood
Governor

Margaret Bishop, LCSW
Chair
Charleston
Sue Casto, LGSW
Vice Chair
Parkersburg

Sam Hickman, LCSW
Secretary
Charleston

Mona Dues
Consumer Representative
South Charleston

Louis Palma, LSW
Fairmont

Dr. Eric Rankin, LICSW
Morgantown
Suzanne Riley, LSW
Teays Valley

Judith Williams
Administrative Director

CHANGES MADE HEREIN REFLECT THE CURRENT PROCEDURES FOR THE STATE SOCIAL WORK EXAMINATION, CORRECTION IN BOARD'S MAILING ADDRESS, OTHER MINOR CHANGES IN WORDING.

FILED

§25 CSR 2

JUL 3 3 09 PM '97

TITLE 25
PROCEDURAL RULES
BOARD OF SOCIAL WORK EXAMINERS

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

SERIES 2
ORGANIZATION AND PROCEDURES OF
THE WEST VIRGINIA BOARD OF SOCIAL WORK EXAMINERS

§25-2-1. General

1.1 Scope. -- These procedural rules establish the organization and management of the Board of Social Work Examiners, the processing of applications for licensure, procedures for examinations, and availability of rules and regulations.

1.2. Authority. -- W. Va. Code 30-30-(3)(d)

1.3. Filing Date. --

1.4. Effective Date. --

1.5. Revision Filing Date --

1.6. Revision Effective Date --

§25-2-2. Organization -- W.Va. Code §30-30-(3)(d)

2.1. Meeting times. -- The Board shall meet at such times and places as it shall be decided to conduct the necessary business of the Board, but not less than twice yearly. Meetings shall be open to the public in accordance with W.Va. Code §3-9A-(6) section three, article nine - a, chapter six of the West Virginia Code.

2.2. Quorum. -- A majority of the Board shall constitute a quorum.

§25-2-3. Applications

3.1. Application materials and forms for all types and levels of licensing, or for examination, are available from the Board of Social Work Examiners, PO Box 5477 5459, Charleston, WV 25361. All completed applications must be submitted to the Board prior to any and all announced deadlines in order to be considered.

3.2. Instructions for completion of the application materials are included in the application materials.

3.3. Properly completed application forms must be accompanied by three (3) professional references forms, an employment verification form when applicable, official college transcripts and/or other educational or proficiency documentation which may be required by the Board, and a certified check or money order for the applicable fee(s). These materials must be sent mailed to or otherwise presented at the offices of the West Virginia Board of Social Work Examiners in order to properly and correctly file the application.

3.4. If the applicant is to register for the examination, the application and appropriate fees must be submitted in accordance with the policies of the American Association of State Social Work Boards, the examining organization, but shall in no case be submitted less than ten nor more than ninety days prior to the administration of the examination for which the applicant has applied, postmarked not less than seventy five (75) days prior to the desired scheduled examination date.

3.5. The Board shall review all sections of the application on a random basis, and the individual may be asked to verify information on the application.

§25-2-4. Examinations

4.1. ~~Standard examinations shall be offered at least two times a year in Spring and Fall~~ monthly at various locations in the state, and up to three (3) times a year in Spring, Summer and Fall at various locations in the state at sites and locations approved by the Board through its agreement with the American Association of State Social Work Boards, the examining organization.

4.1.1. Examinations shall be conducted at sites within and/or in close proximity to the State of West Virginia which are convenient to a majority of the citizens of the state.

4.1.2. Examinations shall be conducted in facilities which are accessible in accordance with the standard of the federal Americans with Disabilities Act.

4.2. Examinations for the in lieu of provision. -- The Board may convene a panel of experts to advise and assist the Board in reviewing the competency of applicants using the in lieu of section to become licensed.

§25.2.5. Availability of Rules and Regulations

5.1. Rules and regulations shall be available for a nominal fee from the Board of Social Work Examiners.