

**WEST VIRGINIA  
SECRETARY OF STATE  
NATALIE E. TENNANT  
ADMINISTRATIVE LAW DIVISION**

Form #3

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**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE  
AND  
FILING WITH THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE**

AGENCY: WV BOARD OF SOCIAL WORK TITLE NUMBER: 25

CITE AUTHORITY: 30-30-6

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: SERIES 4

TITLE OF RULE BEING PROPOSED: APPLICATIONS

THE ABOVE PROPOSED LEGISLATIVE RULE HAVING GONE TO A PUBLIC HEARING OR A PUBLIC COMMENT PERIOD IS HEREBY APPROVED BY THE PROMULGATING AGENCY FOR FILING WITH THE SECRETARY OF STATE AND THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE FOR THEIR REVIEW.

  
Authorized Signature

**TITLE 25  
LEGISLATIVE RULE  
BOARD OF SOCIAL WORK**

**SERIES 4  
APPLICATIONS**

**§25-4-1. General.**

1.1. Scope. -- This rule specifies the procedure for requesting various applications for licensing as a social worker.

1.2. Authority. -- W. Va. Code §30-30-6

1.3. Filing Date. -- ~~June 24, 2002~~

1.4. Effective Date. -- ~~July 1, 2002~~

**§25-4-2. Applications.**

2.1. Application forms for a social work license, temporary permit, provisional license and applications for continuing social work education provider approval, are available from the Board. Forms may be obtained by sending a written request to the: West Virginia Board of Social Work, PO Box 5459, Charleston, WV 25361 by mail, fax or email.

**QUESTIONNAIRE**

*(Please include a copy of this form with each filing of your rule: Notice of Public Hearing or Comment Period; Proposed Rule, and if needed, Emergency and Modified Rule.)*

DATE: January 29, 2013

TO: LEGISLATIVE RULE-MAKING REVIEW COMMITTEE

FROM: *(Agency Name, Address & Phone No.)* WV Board of Social Work-State Capitol-Bldg 1 Room WB9  
Charleston WV 25305  
304-558-2988

LEGISLATIVE RULE TITLE: Applications-Title 25 Series 4

1. Authorizing statute(s) citation 30-30-6

2. a. Date filed in State Register with Notice of Hearing or Public Comment Period:  
December 21, 2012

b. What other notice, including advertising, did you give of the hearing?  
Comment Period: Posted on web site and circulated by email to agencies and education institutions; brief notice enclosed with every mailed item as FYI

c. Date of Public Hearing(s) *or* Public Comment Period ended:  
Comment Period Ended January 22, 2013 at 12:00 p.m.

d. Attach list of persons who appeared at hearing, comments received, amendments, reasons for amendments.

Attached \_\_\_\_\_ No comments received none received

- e. Date you filed in State Register the agency approved proposed Legislative Rule following public hearing: (be exact)

January 29, 2013

- f. **Name, title, address and phone/fax/e-mail numbers** of agency person(s) to receive all *written correspondence* regarding this rule: (Please type)

Judith K. Williams Director; State Capitol Main Bldg Room WB9 Interdepartmental  
Mailing Public  
PO Box 5459-Charleston WV 25361

Emails: bswe2@suddenlink.net (Director remote office) or Administrative Asst;  
Amy Polen : amypolen@wvsocialworkboard.org

Phone: 304-558-2988 Fax: 304-558-4189

- g. **IF DIFFERENT FROM ITEM 'F'**, please give **Name, title, address and phone number(s)** of agency person(s) who wrote and/or has responsibility for the contents of this rule: (Please type)

Judith K. Williams and Amy S. Polen administrative staff directed by members of  
the Board

3. If the statute under which you promulgated the submitted rules requires certain findings and determinations to be made as a condition precedent to their promulgation:

- a. Give the date upon which you filed in the State Register a notice of the time and place of a hearing for the taking of evidence and a general description of the issues to be decided.

b. Date of hearing or comment period:

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c. On what date did you file in the State Register the findings and determinations required together with the reasons therefor?

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d. Attach findings and determinations and reasons:

Attached 

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**WV Board of Social Work (Name Changed by 2011 WV Code §30-30)**  
State Capitol Complex-Main Building-West Basement Room WB9  
304-558-8816 or 304-558-2988      Contact: Judith Williams

**Brief Summary of Revision**

Rule Title: **APPLICATIONS Title 25 Series 4**

*To reduce Series 1 into separate Series titles, per Legislative Rule Making Review Counsel and as granted under the WV Code §30-30-6 effective March 18, 2011.*

The Applications section, originally cited in Series 1 §25-1-5, has been removed from initial filing and is now by itself as Series 4. This change was made per Legislative Rule Making Review Counsel.

**End of Summary**

WV BOARD OF SOCIAL WORK  
Contact: Judy Williams  
Phone: 304-558-2988  
Email: [jwilliams@wvsocialworkboard.org](mailto:jwilliams@wvsocialworkboard.org)

**Legislative Rule Revision: Title 25 Series 4 “Applications.”**

**STATEMENT OF CIRCUMSTANCES WHICH REQUIRE THIS RULE**

To include and revise provisions set forth in the newer edition of the WV Code §30-30 that require detail and authority to be included in legislative Rules.

These actions follow several years of communication and meetings with representatives of major West Virginia employers, of social service workers, members of the Board and social work educators from WV social work departments.

**End of Circumstance Statement**

APPENDIX B

**FISCAL NOTE FOR PROPOSED RULES**

Applications-Title 25 Series 4

Rule Title: \_\_\_\_\_

Type of Rule:  Legislative  Interpretive  Procedural

Agency: WV Board of Social Work

Address: Physical: 1900 Kanawha Blvd. East-Building 1-Room WB-9

Public Mailing Address: P.O. Box 5459 Charleston, WV 25361  
Contact Person: Judith K. Williams, Executive Director

Phone Number: (304) 558-8816 Email: jwilliams@wvsocialworkboard.org

**Fiscal Note Summary**

Summarize in a clear and concise manner what impact this measure will have on costs and revenues of state government.

This rule in itself is not expected to have impact on revenue.

**Fiscal Note Detail**

Show over-all effect in Item 1 and 2 and, in Item 3, give an explanation of Breakdown by fiscal year, including long-range effect.

FISCAL YEAR			
Effect of Proposal	Current Increase/Decrease (use "-")	Next Increase/Decrease (use "-")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost	0.00	0.00	0.00
Personal Services	0.00	0.00	0.00
Current Expenses	0.00	0.00	0.00
Repairs & Alterations	0.00	0.00	0.00
Assets			
Other	0.00	0.00	0.00
2. Estimated Total Revenues	0.00	0.00	0.00

Rule Title: APPLICATIONS



Rule Title: \_\_\_\_\_

3. **Explanation of above estimates (including long-range effect):**  
Please include any increase or decrease in fees in your estimated total revenues.

No fee increase/decrease expected.

### MEMORANDUM

Please identify any areas of vagueness, technical defects, reasons the proposed rule would not have a fiscal impact, and/or any special issues not captured elsewhere on this form.

This rule defines the procedure on obtaining an application for social work licensure and for social work continuing education providers.

Date: December 20, 2012

Signature of Agency Head or Authorized Representative

  
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