

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #3

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

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

AGENCY: WV MASSAGE Therapy Licensure Bd TITLE NUMBER: 194

CITE AUTHORITY: 30-37-1 and 30-37-6

AMENDMENT TO AN EXISTING RULE: YES NO

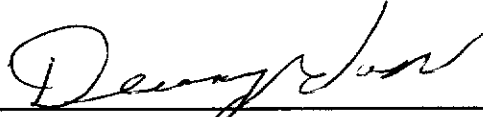
IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: 3

TITLE OF RULE BEING PROPOSED: Disciplinary AND Complaint
Procedures for massage Therapists.

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

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: 8-30-2000

TO: LEGISLATIVE RULE-MAKING REVIEW COMMITTEE

FROM: (Agency Name, Address & Phone No) WV Massage Therapy Licensure Board
1101 6th Ave , Suite 222
Huntington, WV 25701

LEGISLATIVE RULE TITLE: Title 194

1. Authorizing statute(s) citation _____
30-37-1 and 30-37-6

2. a. Date filed in State Register with Notice of Hearing or Public Comment Period:
6-26-2000

b. What other notice, including advertising, did you give of the hearing?
Sent to Board and all Licensed massage Therapists

c. Date of Public Hearing(s) *or* Public Comment Period ended:
7-28-2000

d. Attach list of persons who appeared at hearing, comments received, amendments, reasons for amendments.
Attached _____ No comments received X

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

8-31-2000

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

Louise Franklin/ Executive Secretary 304-528-5551
1101 6th Ave, Suite 222
Huntington, WV 25701

- 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)

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.

N/A

b. Date of hearing or comment period:

N/A

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

N/A

d. Attach findings and determinations and reasons:

Attached

WV Secretary of State
Ken Hechler
Administrative Division

To whom it may concern,

This is to inform you that these rules will handle disciplinary and complaint procedure concerning Licensed Massage Therapists in the State West Virginia.

This is a summary of findings.

Facts and circumstances.

This was required by HB 4062.

WEST VIRGINIA MASSAGE THERAPY LICENSURE BOARD
1101 6th Ave., Suite 222
HUNTINGTON, WV 25701

PHONE: 304-528-5551

Lorena Sue Boyce, LMT
Fairmont

Linda Harrington
Wallace

Henri Roca III, MD, LMT
Huntington

J.A. Burgess, D.O.
Hedgesville

Dewayne Vass, LMT, Chair
Princeton


August 30, 2000

WV Secretary of State
Ken Hechler
Administrative Division

To whom it may concern,

This is to inform you that these rules will handle disciplinary and complaint procedure concerning Licensed Massage Therapists in the State of West Virginia.

Sincerely,


Louise Franklin
Executive Secretary



APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Title 194

Type of Rule: Legislative Interpretive Procedural

Agency: Louise Franklin/ WV Massage Therapy Licensure Board

Address: 1101 6th Ave, Ste 222, Huntington, WV 25701

Phone: 304-528-5551

1. Effect of Proposed rule:

N/A

	ANNUAL FISCAL YEAR				
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
ESTIMATED TOTAL COST					
PERSONAL SERVICES					
CURRENT EXPENSE					
REPAIRS & ALTERATIONS					
EQUIPMENT					
OTHER					

2. Explanation of Above Estimates:

N/A

3. Objectives of These Rules:

To handle disciplinary and complaint procedures for Licensed Massage Therapists.

Rule Title: Title 194

4. Explanation of Overall Economic Impact of Proposed Rule:

A. Economic Impact on State Government: N/A
N/A

B. Economic Impact on Political Subdivisions; Specific Industries; Specific Groups of Citizens:
N/A

C. Economic Impact on Citizens/Public at Large.
N/A

Date: 9-30-00

Signature of Agency Head or Authorized Representative:

Louise Franklin / Executive Sec.

**TITLE 194
LEGISLATIVE RULE
BOARD OF MASSAGE THERAPY**

**SERIES 3
DISCIPLINARY AND COMPLAINT PROCEDURES FOR MASSAGE
THERAPISTS**

§194-3-1. General.

1.1. Scope. -- These procedural rules establish procedures for the investigation and resolution of complaints against massage therapists.

1.2. Authority. -- W. Va. Code §§30-1-1 and §30-37-6 which permits the Board to propose rules and fees for licensure, renewal of licensure continuing education requirements standards of practice and all related matters.

1.3. Filing Date. -- July 1, 2000

1.4. Effective Date. --

3-2. Application.

This rule applies to all licensed massage therapists.

3-3. Definitions.

The following words and phrases as used in this rule have the following meanings, unless the context otherwise requires:

3.1 "Licensee" means an individual who holds a license to practice massage therapy issued by the Board.

3.2. "Board" means the West Virginia Massage Therapy Licensure Board.

3.3. "License" means a license issued by the Board pursuant to W. Va. Code §30-37-1 .

3-4. Causes for Denial, Probation, Limitation, Discipline, Suspension or Revocation of Licenses of Massage Therapists.

The Board may deny an application for license, place a licensee on probation, limit or restrict a license, suspend a license or revoke any license issued by the Board, upon satisfactory proof that a licensee has been convicted of a felony or is, in his or her professional capacity, engaged in conduct or committed other acts, practices or acts constituting professional negligence or a willful departure from accepted standards of professional conduct in violation of W. Va. Code §30-37-8 or the rules of the Board.

3-5. Complaint procedures.

5.1. Any person, firm, corporation, member of the Board, or public officer may make a complaint to the Board in writing or in person which charges a massage therapist or applicant with a violation of W. Va. Code § 30-37-8 or of the rules of the Board. The Board may accept an anonymous complaint if the information provided is adequate to begin an investigation. The Board may provide a form for that purpose, but a complaint may be filed in any written form. In addition to describing the alleged violation which prompted the complaint, the complaint should contain the following:

5.1.1. The name and address of the massage therapist against whom the complaint is lodged;

5.1.2. The date of care;

5.1.3. The name of any person who may treated the patient after the alleged incident; and,

5.1.4. The name of any health care institution in which the patient was an inpatient or outpatient after or during the alleged incident.

5.2. A complaint against a massage therapist shall allege that such person has been convicted of a felony or is, in his or her professional capacity, engaging in conduct or committed other acts, practices or acts constituting professional negligence or a willful departure from accepted standards of professional conduct in violation of W. Va. Code §30-37-8 or the rules of the Board.

5.3. Complainants are immune from liability for the allegations contained in their complaints filed with the Board unless the complaint is filed in bad faith or for a malicious purpose.

5.4. The Board shall maintain a complaint log which records the receipt

of each complaint, its nature and its disposition.

5.5. The Board shall maintain a separate file on each complaint received, and each file shall have a number assigned to it.

5.6. Upon receipt of a complaint, the Board shall issue one of the following acknowledgments to the complainant:

5.6.1. That the matter will be reviewed by the Board;

5.6.2. That the complaint is outside the jurisdiction of the Board, with suggestions as to how the complainant might best obtain a resolution of his or her problem; or,

5.6.3. That more information will be required in order to adequately review the individual complaint.

5.7. The Board shall send a copy of the complaint, including any supporting documentation, by certified mail to the licensee or applicant in question for his or her written comment, and he or she shall submit a written response to the Board within thirty (30) days of the date of such correspondence, or waive the right to do so.

5.8. Requests for comment on complaints sent to licensees or applicants shall be considered properly served when sent to their last known address. It is the responsibility of the licensee or applicant or applicants to keep the Board informed of his or her current address.

5.9. Upon receipt of a licensee's or applicant's comments in response to a complaint, the Board shall promptly send a copy of the same, including any supporting documentation, to the complainant.

5.10. After receipt and review of a complaint, unless the complaint is determined to fall within the provisions of subdivision 5.6.2 of this rule, the Board shall cause to be conducted any reasonable inquiry or investigation it considers necessary to determine the truth and the validity of the allegations set forth in the complaint. The review of complaints and any view or investigation thereof may, at the discretion of the Board, be assigned to a committee of the Board.

5.11. At any point in its investigation of a complaint the Board may, at its discretion, assign the matter to an ethics investigator or investigating member or committee for review and investigation.

5.12. Upon receipt of a complaint the Board may designate an Ethics

investigator or investigating member or committee for the Board ,who shall act as a representative of the Board shall, within sixty (60) days, review and investigate the same and provide the Board with a report. The report shall contain a statement of the allegations, a statement of facts, and an analysis of the complaint , the records reviewed and a statement of the Executive Secretary or Counsel of the Board findings .

5.13. To facilitate the disposition of a complaint, the Board or the committee may request any person to attend an informal conference, or to appear at a regular meeting of the Board, at any time prior to the Board entering any order with respect to the complaint. The Board or the committee shall give notice of the conference, which notice shall include a statement of issues to be informally discussed. Statements made at a conference may not be introduced at any subsequent hearing on the merits without the consent of all parties to the hearing. No prejudice shall attach for failure to attend a conference pursuant to a request.

5.14. The Board, its president, the investigating committee or chairperson may issue subpoenas and subpoenas duces tecum to complete the Board's investigation and to determine the truth or validity of complaints. The Council of the Board may request the Board or its president to issue a subpoena or subpoena duces tecum . Any such request shall be accompanied by a brief statement specifying the necessity for the same.

5.15. At any point in the course of an investigation or inquiry into a complaint, the Board may determine that there is not and will not be sufficient evidence to warrant further proceedings, or that the complaint fails to allege misconduct for which a massage therapist, may be sanctioned by the Board: Provided, that in the event the review and investigation of a complaint is assigned to the committee or Executive Secretary or Counsel of the Board shall make their respective findings and recommendations to the Board prior to the Board dismissing the complaint. Any closure or dismissal of a complaint shall be in writing and all parties shall be informed thereof.

3-6. Contested Case Hearings.

6.1. The Board may refuse to renew a license or suspend a license if it determines there is probable cause to believe that a massage therapist conduct, practices or acts constitute an immediate danger to the public.

3-7. Appeals.

7.1. Any applicant who has had his or her application for a license denied by order of the Board may appeal the order within thirty (30) days of that action in accordance with the contested case hearing procedures set forth in W. Va. Code §29A-6-1 et seq. and the rules of the Board: Provided, that the appeal shall not include cases in which the Board denies a license or certificate after an examination to test the knowledge or the ability of the applicant where the controversy concerns whether the examination was fair or whether the applicant passed the examination.