

**WEST VIRGINIA
SECRETARY OF STATE**

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #5

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SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: Board of Examiners of Psychologists TITLE NUMBER: 17

CITE AUTHORITY: WV Code 30-21

RULE TYPE: PROCEDURAL _____ INTERPRETIVE XXX

EXEMPT LEGISLATIVE RULE _____

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES XX, NO _____

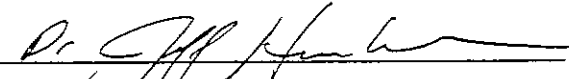
IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 3

TITLE OF RULE BEING AMENDED: Qualifications For Licensure

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

TITLE OF RULE BEING ADOPTED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS December 23, 1988


Dr. Jeff Harlow

TITLE 17
INTERPRETIVE RULES
PSYCHOLOGISTS

SERIES 3
QUALIFICATIONS FOR LICENSURE AS A PSYCHOLOGIST

§17-3-1. General.

1.1. Scope. -- These interpretive rules define the qualifications of training, experience, supervision, professional ethics and responsibilities required for licensing as a psychologist.

1.2. Authority. -- W. Va. Code §30-21-2(e)(1, 2, 3, 4, 5, 6, 7), §30-21-3, §30-21-7, §30-21-7(a)(2, 4), §30-21-

1.3. Filing Date. -- June 7, 1985

1.4. Effective Date. -- June 7, 1985

§17-3-2. Adequacy of course study.

2.1. A degree shall be deemed to be in psychology if the course of study was taken in a department of psychology, a department of educational psychology or a department of education and psychology, or any university department whose official designation contained the words "Psychology" or "Psychological" but not otherwise.

2.2. The term "Accredited" is interpreted to mean universities that meet standards such as the North Central Association of Schools and Colleges. In any case, the degree must come from a university whose academic standards are no lower than those of the State of West Virginia's two (2) graduate degree-granting institutions--West Virginia University and Marshall University. The Board reserves the right to investigate the credentials of a university in its attempt to evaluate an applicant's training.

2.3. When the degree is at the master's level (West Virginia Code, subdivision (3), subsection (a), section seven, article twenty-one, chapter thirty), the law clearly states that the applicant must hold a "Master's Degree in Psychology." It is expected that a minimum of twenty-four (24) semester hours of graduate credit, in courses clearly identified by title and course content as being psychological in nature, would have been required by a department in a university granting such a degree. Course study for the master's degree in psychology shall be deemed adequate if eighty percent of the required courses to earn the master's degree, excluding the practicum and master's thesis, are earned through on-campus classes of the degree granting university.

2.4. When the degree is at the doctoral level (West Virginia Code, subdivision (3), subsection (a), section seven, article twenty-one, chapter thirty), the law clearly specifies the Ph. D., or its equivalent. It is expected that, of the required course hours for the doctorate beyond the requirements for the master's degree shown on the applicant's transcripts, at least half are clearly identified by title and course content as being psychological in nature, and can be shown to have been taught by a psychologist.

2.5. The Board may interpret to be a psychology course a certain course, not labeled as psychology, but which in its opinion is psychological in content and has been taught by a psychologist.

2.6. It should be evident that applications based on an equivalent degree may require a longer period of time to process because of the need to obtain information such as that described in Subsections 2.4 and 2.5 of these rules.

2.7. Graduates of foreign universities are excluded from the provisions of this regulation and the criteria for the evaluation of their formal education consists of documents and evidence tending to establish that their formal education is equivalent to a doctoral degree in psychology or educational psychology granted by a school approved by the Board.

2.8 For doctoral applications, course study shall be deemed adequate if eighty percent of the required courses to earn the doctoral degree, excluding internship, practicum, master's thesis, and dissertation hours shall have been earned through on-campus classes of the degree granting university.

§17-3-3. Adequacy of experience.

3.1. Acceptable experience must have involved the "Practice of Psychology," as defined in section two (e), article twenty-one, chapter thirty, and must have been performed competently at a professional level in order to be considered satisfactory in scope and quality. Experience limited to essentially repetitious and routine tasks at the preprofessional level will not be accepted, e.g., administering and scoring structured tests, computing statistics by hand or machine or assisting an instructor in psychology courses. Satisfactory professional experiences include tasks which depend upon the application of skills, concepts and principles made available during the applicant's formal

professional education, e.g., administering and interpreting unstructured psychological tests; providing clients or patients assistance in solving their professional or personal problems; designing original research projects; analyzing and reporting research data; or teaching a psychology course.

3.2. It is expected that the work described in Section 3.1 of these rules would have been done under the supervision of a psychologist with training and experience equivalent to that required by this state for licensing and would have had particular competence in the skills and knowledge in which the applicant was engaged. It is further expected that such supervision would have been conducted according to standards at least equivalent to those described in Section 6 of this Series of rules and regulations.

3.3. The term "Year" shall mean twelve (12) average work months, including leaves for vacation with pay during which the individual was engaged in employment on a full-time per week basis, except that in the case of academic employment the term "Year" shall mean the number of months normally associated with full-time employment in that institution.

3.3.1. In the case of full-time employment, the work schedule of the employing agency, clinic, institution or organization will be accepted as meeting the requirement.

3.3.2. In the case of part-time employment credit for such periods of employment shall be extended on a pro rata basis, in such a manner that the number of hours actually worked per week will be divided by forty (40), and the resulting fraction shall be applied to the number of months of employment reported to determine the number of months to be credited to this applicant. Example: Applicant employed from July 1, 1970, through October 31, 1971, on an average of twenty (20) hours per week, total period--sixteen (16) months at one-half time. Applicant is credited with eight (8) months of experience.

3.4. The law specifies that when the degree held is a master's, five (5) years experience acceptable to the Board subsequent to receiving said degree will be required. When experience which meets all of the above requirements and which was obtained simultaneously to pursuing graduate work toward the doctorate is presented as part of the experience requirement, the following will serve as guidelines: During a period in which the candidate was enrolled for ten to thirteen

(10-13) semester hours, up to twenty (20) hours per week experience could be credited; when enrolled for six to nine (6-9) semester hours: Up to forty (40) hours per week work experience could be credited.

3.5. The law specifies that when the degree held is a Ph. D., one (1) year of experience acceptable to the Board subsequent to receiving said degree will be required.

3.6. If all requirements have been met for a degree and the only reason that the awarding of the degree has been delayed is that the University's scheduled time for conferring degrees is one (1) or more months later, and if the candidate has begun work which meets the standards described in Subsection 3.1 and 3.2 of these rules, the work experience can be counted from the time that all requirements for the degree were met. In such cases verification from the department chairman or program advisor that such a situation existed for the candidate will be requested.

3.7. Independent private practice shall not be considered an acceptable professional experience for purpose of the experience requirement. Independent is interpreted to mean private practice wherein the practitioner does not maintain regular consultative relationships in regard to the handling of his case load.

§17-3-4. Professional ethics.

The Board hereby adopts the Code of Ethics of the American Psychological Association as part of its rules, all provisions in said code to have effect as if they were specifically promulgated regulations of the Board.

§17-3-5. Responsibilities of licensees.

5.1. The holder of a license shall be responsible for familiarizing himself with the provisions of the law and the APA Code of Ethics and functioning within them.

5.2. In keeping with section eight, article twenty-one, chapter thirty, the holder shall conspicuously display the obtained license at his principal place of practice.

5.3. The holder shall be responsible for submitting a letter requesting renewal of his license together with the fee, at least one (1) month prior to the expira-

tion date.

5.4. The holder shall be responsible for keeping the Board Secretary informed of any changes in names, address, place of employment, types of psychological activities engaged in, and/or any other changes pertinent to his licensure.

5.5. The holder shall be responsible for submitting information and reports as described in Section 6 of this Series of rules regarding persons for whom he is providing supervision.

§17-3-6. Standards for the supervision of persons working under the direct and regular supervision of licensees.

6.1. Who needs supervision.

6.1.1. All individuals who provide psychological services and who are not either currently licensed or specifically exempted by law (West Virginia Code, subdivisions (1), (3) and (5), subsection (e), section two, article twenty-one, chapter thirty) should provide such services under the critical observation of a person who is competent to evaluate those services. Such individuals will fall into one (1) of three (3) categories;

6.1.1a. Individuals who are working for the purpose of gaining the experience required for a license;

6.1.1b. Assistants or technicians with less than a master's degree in psychology who would not qualify for licensing; or

6.1.1c. Students who engage in activities as part of a course of study in an institution of higher learning.

6.1.2. It is recognized that persons hired by the state, county or local governments would be of the 6.1.1a or 6.1.1b descriptions as given above.

6.2. Who may supervise.

6.2.1. A supervisor must be the holder of a current license or temporary permit issued by the West Virginia Board of Examiners of Psychologists.

6.2.2. The Board may revoke the privilege of supervising upon reasonable evidence of supervisor's incompetence; for example, during an investigation as to whether a license or temporary permit should be

revoked; or failure to provide adequate supervision, or failure to provide prompt evaluation of supervisee's performance.

6.2.3. A licensee is expected to limit his supervisory obligations to an extent which can be adequately managed.

6.3. Improper supervision prohibited; notification of Board.

6.3.1. No licensee shall enter into the direct and regular supervision of a person engaged in the practice of psychology unless he has satisfied himself that the conditions of such supervision meet the standards set forth in these requirements.

6.3.2. Licensees shall cease their supervision whenever persons supervised by them or firms or agencies employing such supervised individuals fail to comply with the standards set forth in these regulations, and upon discontinuing their supervision shall notify the Board in writing within ten (10) days of such discontinuation of supervision.

Licensees shall also notify the Board in writing whenever they discontinue supervision for any other reason, notification to be made within ten (10) days of the discontinuation of such supervision.

6.4. Minimum standards of supervision.

6.4.1. For people described in Section 6.1.1a of these rules.

6.4.1a. Such persons must be supervised directly by a licensed psychologist.

6.4.1b. A minimum of one (1) hour of individual supervision for every twenty (20) hours of psychological activities engaged in shall be required.

6.4.1c. When the supervising psychologist is not a full-time employee of the same firm or agency as the supervisee, the supervision must occur at least twice in each calendar month. The licensed psychologist, moreover, shall be available to his supervisee for telephone consultation at all times during regular business hours.

6.4.1d. All psychological reports or other professional opinions rendered by persons engaging in psychological activities without a license shall be countersigned by the licensed psychologist acting as their supervisor.

6.4.2. For people described in Section 6.1.1b of these rules.

6.4.2a. Such persons may function directly under a 6.1.1a person if this activity is made part of the discussion in the latter's relationship with his supervisor. In other words, the licensed psychologist who is supervising the 6.1.1a person is still ultimately responsible for the quality of the activities of persons under him.

6.4.2b. In such cases the 6.1.1a person should be a full-time employee of the agency or firm employing the assistant or technician.

6.4.2c. The licensee has the responsibility to keep himself informed of all the psychological activities engaged in by the assistant or technician.

6.4.2d. The licensee is expected to use his/her best professional judgment in determining how much time is necessary for the 6.1.1a person to spend with the assistant or technician to assure himself of the quality of services being performed.

6.4.3. For people described in Section 6.1.1c of these rules.

6.4.3a. It is expected that such students would work directly under the instructor of the course. Instructors who function only within their regularly assigned college or university functions need not be licensed. Those who function outside of those limitations, of course, must be licensed.

6.4.3b. In all cases, it is expected that ethical principles and procedures will be followed in dealing with the persons and materials which become part of such course.

6.5. Records of supervision required.

6.5.1. For people described in Section 6.1.1a of these rules.

6.5.1a. Supervisor shall be required to keep a diary listing the time and places of supervision separately for each supervisee as well as a brief notation of the subject matter of the supervision without identification of the characteristics of the client or clients who may have been discussed during such supervision.

6.5.1b. Firms or agencies employing psychologist(s) for the purpose of supervising persons practicing under these regulations shall be required to keep a diary listing the name of supervised persons, names of licensed psychologists furnishing supervision and the times when such supervision has occurred.

6.5.1c. A report of initiation of supervision shall be filed with the Board. In addition, reports from the supervisor are to be sent to the Board according to a format specified by the Board on a semiannual basis as follows: (1) September 1 to February 28 or 29 - report of activities due on April 1. (2) March 1 to August 31 - report of activities due on October 1.

6.5.1d. Whenever supervision is terminated, a final report is due within thirty (30) days of the termination date. The final report may also serve as one (1) of the semiannual reports.

6.5.2. For people described in Section 6.1.1b of these rules.

6.5.2a. On the semiannual schedule described above, the licensee will provide to the Board a list of assistants or technicians being supervised by him along with a brief designation of the principal responsibility for each such assistant.

6.5.2b. Supervisory times and topics need not be logged in the detailed way as required for 6.1.1a people. Similarly, individual semiannual reports of supervision are not expected as for 6.1.1a people.

KEN HECHLER
Secretary of State

MARY P. RATLIFF
Deputy Secretary of State

BARBARA STARCHER
Deputy Secretary of State

RICHARD S. STEPHENSON
Deputy Secretary of State

Telephone: (304) 345-4000
Corporations: 342-8000



STATE OF WEST VIRGINIA

SECRETARY OF STATE

Charleston 25305

WILLIAM H. HARRINGTON
Chief of Staff

RICH O. HARTMAN
Director, Administrative Law

DONALD R. WILKES
Director, Corporations

VIRGINIA SKEEN
Special Assistant

(Plus all the volunteer
help we can get)

TO: D. Jeff Harlow, Bd Psychologists
FROM: RICH O. HARTMAN, DIR. ADMIN. LAW DIV.
DATE: Jan 4, 1989

THE ATTACHED RULE(S) RECENTLY FILED BY YOUR AGENCY HAVE BEEN ENTERED INTO THE COMPUTER. PLEASE REVIEW AND PROOF AND RETURN WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS PLEASE SIGN THIS MEMO AND RETURN TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF YOUR RULE(S) FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

Series 3

THE ATTACHED RULE(S) HAVE BEEN REVIEWED AND ARE CORRECT.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

THE ATTACHED RULE(S) HAVE BEEN REVIEWED AND NEEDS CORRECTED. THESE CORRECTIONS HAVE BEEN MARKED.

SIGNED: *Jeff Harlow, Ph.D.*

TITLE OF PERSON SIGNING: *Chairperson*

DATE: *1 - 11 - 89*