

**WEST VIRGINIA
SECRETARY OF STATE
BETTY IRELAND
ADMINISTRATIVE LAW DIVISION**

Form #2

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WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: West Virginia Board of Exam. for Reg. Prof. Nurses TITLE NUMBER: 19

RULE TYPE: Legislative CITE AUTHORITY: §30-1-4 and §30-7-4

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 3

TITLE OF RULE BEING AMENDED: Requirements for Registration and Licensure

IF NO, SERIES NUMBER OF 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 May 25, 2006 AT 4:00 P.M. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

West Virginia RN Board
101 Dec Drive, Suite 102
Charleston, WV 25311

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


Authorized Signature

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

#6.40

Laura S. Rhodes, M.S.N., R.N.
Executive Director

email:rnboard@state.wv.us
web address:www.wvrbboard.com



TELEPHONE:
(304) 558-3596
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STATE OF WEST VIRGINIA
BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES
101 Dee Drive, Suite 102
Charleston, WV 25311-1620

March 27, 2006

The Honorable Betty Ireland
Secretary of State
Building 1, Suite 157-K
1900 Kanawha Blvd
Charleston, WV 25305-0770

RE: Proposed Rule Revisions

Dear Secretary Ireland:

The West Virginia Board of Examiners for Registered Professional Nurses in session March 16 and 17, 2006 approved revisions to WV 19 CSR 3 Requirements for Registration and Licensure. This letter serves to provide the required brief summary for the proposed changes.

The proposed changes include: 1) change the time period candidates must wait before repeating the licensure exam from ninety (90) days to forty-five (45) days; 2) re-orders language to make the requirements for licensure and applying for the exam clearer for applicants educated in the United States or its Territories, outside the United States and its Territories, and Veteran equivalent education; 3) includes a requirement for English as a spoken language for graduates of programs outside the United States and its Territories; 4) includes a requirement for criminal background checks on applicants for licensure by exam and by endorsement; 5) adds two additional definitions of professional misconduct; and, 6) changes the expiration date of the license from December 31 of each year to October 31 of each year.

Should you have any questions or desire more information please contact me.

For the Board,

A handwritten signature in cursive script that reads "Laura Skidmore Rhodes".

Laura Skidmore Rhodes, MSN, RN
Executive Director

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: WV 19 CSR 3 Requirements for Registration and Licensure

Type of Rule: Legislative Interpretive Procedural

Agency: West Virginia Board of Exam. for Reg. Prof. Nurses

Address: 101 Dee Drive, Suite 102
Charleston, WV 25311

Phone Number: 304-558-3596 Email: rnboard@state.wv.us

Fiscal Note Summary

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

The changes to Series 3 will have a cost of approximately \$5,000.00 for required changes in the Board's current database system and the costs of a part-time (.5 FTE) to maintain the criminal background records.

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	25,000.00	20,000.00
Personal Services	0.00	20,000.00	20,000.00
Current Expenses	0.00	5,000.00	0.00
Repairs & Alterations	0.00	0.00	0.00
Assets	0.00	0.00	0.00
Other	0.00	0.00	0.00
2. Estimated Total Revenues	0.00	0.00	0.00

Rule Title: _____

Rule Title: WV 19 CSR 3 Requirements for Registration and Licensure

3. Explanation of above estimates (including long-range effect):

Please include any increase or decrease in fees in your estimated total revenues.

There are no fee increases and no change in revenue. The one time fee for adjustments to the database licensing system is to incorporate data collection capabilities for the criminal background checks and to change the expiration date from December 31 to October 31 of each year. The labor related costs are associated with the managing the record keeping and processing of criminal background information.

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.

Date: March 27, 2006

Signature of Agency Head or Authorized Representative

**TITLE 19
LEGISLATIVE RULES
WEST VIRGINIA BOARD OF EXAMINERS FOR
REGISTERED PROFESSIONAL NURSES**

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SERIES 3

WEST VIRGINIA
SECRETARY OF STATE

**REQUIREMENTS FOR REGISTRATION AND LICENSURE AND CONDUCT
CONSTITUTING PROFESSIONAL MISCONDUCT**

§ 19-3-1. General.

- 1.1. Scope. -- This rule establishes the requirements for registration and licensure of a registered professional nurse.
- 1.2. Authority. -- West Virginia Code §30-7-4 and §30-1-4.
- 1.3. Filing Date. --
- 1.4. Effective Date. --

§ 19-3-2. Definitions.

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

- 2.1. "Certificate of registration" means a document issued by the board upon original licensure by examination in West Virginia;
- 2.2. "Direct Supervision" means the activity of a registered professional nurse with an unencumbered license in West Virginia being present at all times in the same assigned physical work area as the person being supervised."
- 2.3. "Good Professional Character" means the integrated pattern of personal, academic and occupational behaviors which, in the judgment of the board, indicates that an individual is able to consistently conform his or her conduct to the requirements of W.Va. Code § 30-7-1 et seq., the board's rules and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability and integrity.
- 2.4. "Impaired" means the condition of a licensee whose performance or behavior is altered through the use of alcohol, drugs, or other means.
- 2.5. "Licensure card" means the wallet-sized document issued annually to indicate current registration or re-registration.
- 2.6. "National Council Licensure Examination" (NCLEX-RN) means the licensure examination for registered nurses which is owned and controlled by the national council of state boards of nursing.

- 2.7. "Structured treatment program" means a program for physical, psychological, social and/or spiritual rehabilitation, if the program has been expressly approved by the board.
- 2.8. "Temporary permit" means a permit authorizing the holder to practice registered professional nursing in this state until the permit is no longer effective or the holder is granted a license by the board. The holder of a temporary permit is subject to all provisions of West Virginia Code § 30-7-1 et.seq., and all other relevant sections of the West Virginia Code and rules promulgated by the board.

§ 19-3-3. Application for Examination.

3.1. Qualifications-for application

3.1.a. ~~Preliminary education of applicant. An applicant for a license to practice as a registered professional nurse in West Virginia~~ Applicants educated in the United States or United States Territories shall meet the following requirements:

3.1.a.1. ~~shall have completed an approved four-year high school course of study or an equivalent course of study, as determined by the appropriate educational agency;~~

3.1.a.1. ~~Personal qualifications of applicant. An applicant shall be of good moral character.~~

3.1.a.2. ~~Educational qualifications of applicant. An applicant shall have completed the basic curriculum in a program in nursing education approved by the board, or in a school accredited or approved by a comparable board or other recognized authority in another jurisdiction. He or she must hold a diploma from that school and be recommended to the board by the faculty of the school of nursing; and,~~

3.1.a.3. ~~shall be subject to a criminal history records check. Each applicant shall furnish to the agency or designated agency a full set of fingerprints for purposes of conducting a criminal history record check. Records shall be checked through the criminal identification bureau of the West Virginia State Police and a similar agency within the applicant's state of residence. The Board shall complete a national background check through a company specializing in this service and determined by the Board. An applicant is exempt from this requirement if a criminal history records check was conducted within the twelve (12) months preceding the date of application to the board, if the results were unremarkable and are verified by a source acceptable to the board other than the applicant~~

3.1.b. ~~Veteran applicants seeking licensure 3-1-d-f in lieu of the educational qualifications specified in subdivision 3.1.c. of this rule, and applicant~~ qualifying under West Virginia Code §30-24-1 et. seq. shall meet the following requirements:

3.1.b.1 shall have completed an approved four-year high school

course of study or an equivalent course of study, as determined by the appropriate educational agency;

3.1.b.2. shall be of good moral character;

3.1.b.3 3.1.d.1. An applicant shall have served on active duty in the medical corps of any of the armed forces of the United States for at least one (1) year within the three (3) year period immediately preceding the date of application and shall have successfully completed the course of instruction required to qualify her or him for rating as a medical specialist advanced, medical service technician or advanced hospital corpsman technician, or other equivalent rating in her or his particular branch of the armed forces;

3.1.d.2: 3.1.b.4. The applicant shall be honorably discharged from military service; and,

3.1.b.5 shall be subject to a criminal history records check. Each applicant shall furnish to the agency or designated agency a full set of fingerprints for purposes of conducting a criminal history record check. Records shall be checked through the criminal identification bureau of the West Virginia State Police and a similar agency within the applicant's state of residence. The Board shall complete a national background check through a company specializing in this service and determined by the Board. An applicant is exempt from this requirement if a criminal history records check was conducted within the twelve (12) months preceding the date of application to the board, if the results were unremarkable and are verified by a source acceptable to the board other than the applicant.

3.1.c. Applicants educated outside the United States or United States Territory shall meet the following requirements:

3.1.c.1. shall have completed an approved four-year high school course of study or an equivalent course of study, as determined by the appropriate educational agency;

3.1.c.2. be of good moral character;

3.1.c.3 submit a copy of the certificate issued by the commission on graduates of foreign nursing schools (CGFNS), as specified in WV 19 CSR 4, Qualification of Graduates of Foreign Nursing Schools for Admission to the Professional Nurse Licensing Examination;

3.1.c.4. submit a copy of the transcript from a professional nursing education program, translated in the English language;

3.1.c.5. submit satisfactory documentation of the English language proficiency by one of the following methods:

3.1.c.5.A. submit evidence that the nursing education, text

books, and majority of the clinical experiences were in English;

3.1.c.5.B. submit an original report showing a score of at least 530 for the written exam or 200 for the computer exam on the Test of English as a Foreign Language (TOEFL) plus a score of at least 50 on the Test of Spoken English (TSE); or,

3.1.c.5.B.1 submit an original report showing a score of at least 700 on the Test of English for International Communication (TOEIC) plus a score of at least 50 on the Test of Spoken English (TSE); and

3.1.c.5.C. Provide a VisaScreen certificate; and,

3.1.c.6. shall be subject to a criminal history records check. Each applicant shall furnish to the agency or designated agency a full set of fingerprints for purposes of conducting a criminal history record check. Records shall be checked through the criminal identification bureau of the West Virginia State Police and a similar agency within the applicant's state of residence. The Board shall complete a national background check through a company specializing in this service and determined by the Board. An applicant is exempt from this requirement if a criminal history records check was conducted within the twelve (12) months preceding the date of application to the board, if the results were unremarkable and are verified by a source acceptable to the board other than the applicant.

3.2. Filing of Application.

3.2.a. Applicant educated in the United States.

3.2.a.1. An applicant for licensure by examination shall meet the requirements set forth in subsection 3.1.a. of this section and submit the following information to the board office:

3.2.a.1.A. A completed board application forty-five (45) days prior to the date the applicant wishes to take the examination;

3.2.a.1.B. The required fee for licensure by examination ~~of fifty-one dollars and fifty cents (\$51.50). Provided that after July 1, 2002 the fees shall be as set forth in a separate rule WV 19 CSR 12, Fees set forth in the board's rule Fees, 19 CSR 12.~~ Payment shall be in the form of a cashier's check or money order, and made payable to the West Virginia board of examiners for registered professional nurses. Application fees are not refundable, nor applicable to other test dates;

- 3.2.a.1.C. One (1) passport type identification photograph of the applicant signed on the front by both the applicant and the director of the nursing education program completed by the applicant; and
- 3.2.a.1.D. An final official transcript showing the type of degree and date conferred shall be sent directly to the office of the board from a board approved nursing education program. The final official transcript may be submitted after the forty-five (45) day filing deadline, but shall be submitted ~~at least two weeks~~ prior to the examination date. The Board will not consider an application for approval until the final, official transcript is received in the board office.
- 3.2.a.2. An applicant for licensure by examination shall submit an application directly to the contracted test service for the national council licensure examination (NCLEX-RN) with the application fee forty-five (45) days prior to the date the applicant wishes to take the examination.
- 3.2.a.3. The authorization to test for any one application is valid for ninety (90) days, and may not be extended.
- 3.2.b. Applicant educated outside the United States or United States Territories in another country:
- 3.2.b.1. An applicant who was educated outside the United States or United States Territories in another country and who seeks licensure by examination shall submit the following information:
- 3.2.b.1.A. A completed board application forty-five (45) days prior to the date the applicant wishes to sit for the examination;
- 3.2.b.1.B. The required fee for licensure by examination of ~~fifty-one dollars and fifty cents (\$51.50)~~. ~~Provided that after July 1, 2002 the fees shall be~~ as set forth in a separate rule WV 19 CSR 12, Fees. Payment shall be in the form of a cashier's check or money order, and made payable to the West Virginia board

of examiners for registered professional nurses. Application fees are not refundable, nor applicable to other test dates; and

3.2.b.1.C. One (1) passport type identification photograph of the applicant signed on the front by the applicant;

~~3.2.b.1.D. A copy of the certificate issued by the commission on graduates of foreign nursing schools (CGFNS), as specified in WV 19 CSR 4, Qualification of Graduates of Foreign Nursing Schools for Admission to the Professional Nurse Licensing Examination; and~~

~~3.2.b.1.E. A copy of the transcript from a professional nursing education program, translated in the English language, if requested by the board.~~

3.2.b.2. An applicant for licensure by examination shall submit directly to the current test service under contract with national council, a completed national council licensure examination (NCLEX-RN) application with the application fee forty-five (45) days prior to the date the applicant wishes to take the examination.

3.2.b.3. The authorization to test for any one application is valid for ninety (90) days, and may not be extended.

3.2.c. Veteran ~~a~~ Applicant pursuant to West Virginia Code §30-24-1 *et. seq.* (veterans).

3.2.c.1. An applicant for licensure by examination who qualifies under West Virginia Code §30-24-1 *et. seq.* (veterans) shall submit the following information to the board office:

3.2.c.1.A. A completed board application forty-five (45) days prior to the date the applicant wishes to take the examination;

3.2.c.1.B. The required fee for licensure by examination ~~of fifty-one dollars and fifty cents (\$51.50). Provided that after July 1, 2002 the fees shall be~~ as set forth in a separate rule WV, 19 CSR 12, Fecs.

Payment shall be in the form of a cashier's check or money order, and made payable to the West Virginia board of examiners for registered professional nurses. Application fees are not refundable, nor applicable to other test dates;

3.2.c.1.C. One (1) passport type identification photograph of the applicant signed on the front by the applicant and the dean or director of the nursing program completed;

3.2.c.1.D. An official copy of military form DD214 directly from the national personnel records center; and

3.2.c.1.E. Any additional information requested by the board including but not be limited to:

3.2.c.1.E.1. Copies of certificates of completion for military education including course and occupation credit recommendations; and,

3.2.c.1.E.2. Course outlines for military education documenting nursing science content in the training program.

3.2.c.2. An applicant for licensure by examination who qualifies under West Virginia Code §30-24-1 et. seq. shall submit directly to the current test service under contract with national council a completed national council licensure examination (NCLEX-RN) application with the application fee forty-five (45) days prior to the date the applicant wishes to take the examination.

3.2.c.3. The authorization to test for any one application is valid for ninety (90) days, and may not be extended.

§ 19-3-4. Temporary permit to practice as a registered professional nurse.

4.1. A temporary permit issued to an applicant awaiting initial examination for

licensure as a registered professional nurse is valid until three (3) days from the date the applicant's licensing examination results are mailed from the office of the board.

- 4.2. The board may issue a temporary permit to an applicant for examination following graduation from a state approved nursing education program. The temporary permit expires ninety (90) days following graduation, or at the time licensure examination results are announced, whichever comes first. A temporary permit is not renewable.
- 4.3. The board shall not issue a temporary permit which permits the holder to practice registered professional nursing while awaiting initial examination for licensure and the reporting of the results of the examination until it has received and approved an application for licensure by examination.
- 4.4. The holder of a temporary permit is subject to all provisions of West Virginia Code § 30-7-1 et.seq. and all other relevant provisions of the West Virginia Code and rules promulgated by the board.
- 4.5. The holder of a temporary permit shall work under the direct supervision of a licensee, until the applicant has successfully passed the NCLEX-RN and a license is issued.

§ 19-3-5.Licensure Examination.

- 5.1. The licensure examination is the national council licensure examination for registered nurses (NCLEX-RN) which is owned and controlled by the National Council of State Boards of Nursing, Inc.
- 5.2. The board shall determine the availability of the examination dates, times, and places of administration.

§ 19-3-6.Failure to pass licensure examination.

- 6.1. An applicant for licensure by examination who fails to attain a passing score on the examination shall, upon notification of examination results, immediately return any temporary permit to practice registered professional nursing to the office of the board.
- 6.2. In considering an application for licensure by examination, the number of times the applicant has taken the licensing examination shall include each time that the applicant has taken an examination for licensure as a registered professional nurse in any jurisdiction.

- 6.3. In the event an applicant fails the licensure examination two times, he or she may petition the board for permission to repeat the licensure examination. The board may deny approval for an applicant to repeat an examination after two failures if more than two years has lapsed since the applicant graduated from a nursing education program. In addition, the board may deny approval to repeat the examination after two failures if the applicant cannot show in the petition to repeat the examination more than two times that any further education has been taken by the applicant to correct deficiencies in his or her nursing knowledge.
- 6.4. An examination applicant may not repeat the licensure examination more than four times per year, nor more often than every ~~ninety (90)~~ forty five (45) days, ~~even if the examination is available from the testing service at more frequent intervals.~~
- 6.5. A repeat examination applicant shall complete the application for examination as specified in subsection 3.2. of this rule and be subject to other requirements as established by the board.

§ 19-3-7.Licensure by endorsement.

- 7.1. An applicant for permanent licensure by endorsement shall:
 - 7.1.a. ~~complete and submit to the board an application for licensure by endorsement along with the non-refundable fee of thirty dollars (\$30.00) in the form of a money order or cashier's check Provided that after July 1, 2002 the fees shall be set forth in WV 19 CSR 12, Fees. Applicants for licensure by endorsement shall be currently licensed in another state and shall have passed the licensure examination that was used in the state of West Virginia at the time of his or her graduation from a professional nursing education program.~~
 - 7.1.b. complete and submit to the board an accurately completed application for licensure by endorsement;
 - 7.1.c. submit the non-refundable fee set forth in WV 19 CSR 12, Fees;
 - 7.1.d. have submitted a verification of licensure from the state in which they were originally licensed and the state in which they are currently employed if it is different than the original state of licensure. If these boards participate in the licensure verification system as maintained by the National Council of State Boards of Nursing the licensee shall follow the process of verification to another state in accordance with the procedures set in place for that system.

7.2. Temporary permit for endorsement applicant.

The holder of a temporary permit is subject to all provisions of West Virginia Code §30-7-1 et. seq. and all other relevant sections of the West Virginia Code and rules promulgated by the board.

- 7.2.a. A complete endorsement application shall be on file in the board office prior to the issuance of a temporary permit including the notarized form, identification photograph, and endorsement application fee .
- 7.2.b. The board shall not issue a temporary permit until a complete board application for a temporary permit for an endorsement applicant is on file in the board office including the form and the ~~ten dollar (\$10.00) fee.~~ ~~Provided that after July 1, 2002 the fees shall be set forth in WV 19 CSR 12, Fees.~~
- 7.2.c. The temporary permit expires ninety (90) days from the date of issuance and the expiration date shall be printed on the temporary permit.
- 7.2.d. The holder of the temporary permit shall immediately return the temporary permit upon request of the board. A temporary permit holder who fails to complete the endorsement application for full licensure is not entitled to an extension of the temporary permit. An applicant must provide a satisfactory explanation to the board prior to any subsequent request for endorsement by the applicant if the ninety (90) day period expires prior to the completion of the required procedure for licensure by endorsement by an applicant licensed as a registered professional nurse in another state, territory, or foreign country. The applicant shall repeat the process for endorsement in its entirety if the explanation is considered acceptable by the board.
- 7.2.c. A temporary permit is not renewable, and the board shall not extend the initial ninety (90) day period.
- 7.2.f. The holder of any temporary permit to practice registered professional nursing shall furnish the board with his or her address and telephone number, and the name, address, and telephone number of his or her employer at all times while the permit is effective.
- 7.2.g. The board shall not issue a temporary permit if it determines upon satisfactory proof that the applicant has in any way falsified his or her qualifications for the temporary permit.

- 7.2.h. The board shall not issue the temporary permit if it is presented with satisfactory proof that the applicant has any action pending against his or her license to practice registered professional nursing in another state, territory, or foreign country, or if the license is encumbered in any way
- 7.2.i. A temporary permit becomes void during the ninety (90) days if the board determines, upon satisfactory proof, that it will deny the applicant full licensure for any of the causes set forth in West Virginia Code §30-7-6. The board may also revoke the temporary permit at any time.

§ 19-3-8.Change of name and/or address.

- 8.1. ~~Change of name~~ If a licensee legally changes his or her name through marriage, divorce court order or other means, he or she shall send this information to the office of the board. The information shall include both the full prior name and the new name, in a properly executed affidavit; or a certified copy of the marriage certificate or divorce decree. The licensee shall submit ~~this affidavit~~ these documents along with the fee of five dollars (\$5.00). ~~Provided that after July 1, 2002 the fees shall be set forth in WV 19 CSR 12, Fees.~~
- 8.2. ~~Change of residence/ mailing address.~~ A licensee shall also notify the board of any change in residence or mailing address within thirty (30) days of the change. This notification shall be submitted in writing to the board office by facsimile, electronic communication or postal service.

§ 19-3-9.Renewal of license.

- 9.1. ~~Annual renewal of license: The renewal period for registered professional nursing licenses is annual and occurs from January 1 to December 31 of each year. The fee for licensure renewal is twenty-five dollars (\$25.00). Provided that after July 1, 2002 the fees shall be set forth in rule WV 19 CSR 12, Fees. Each license issued by this board expires on October 31 of each year. In order to continue practicing a licensee shall renew his or her license annually. The deadline for receipt of the renewal application and fee is thirty days after receipt of the renewal application. A license for which a renewal application is received after October 31 is lapsed.~~
- 9.1.a. The board shall consider the application for renewal of the license of each licensee upon receipt of:
- 9.1.a.1. an accurately completed application for renewal of the
license:

- Board:
- 9.1.a.2. submission of additional documents as determined by the
 - 9.1.a.3. verification that he or she meets the continuing competence requirements specified in WV 19 CSR 11, Continuing Education;
 - 9.1.a.4. all additional requirements set forth by the Board; and,
 - 9.1.a.5. the fee for renewal as set forth in WV 19 CSR 12. Fees .

Provided, the license issued by renewal after the implementation of the October 31 renewal date shall have a prorated fee of the current renewal fee.

9.2. Request for inactive status.

9.2.a. A licensee who is not practicing, and who has no disciplinary action pending against his or her license, may request his or her name be entered on the inactive list by the executive secretary of the board by completing the renewal application furnished by the board and indicating his or her desire to be placed on inactive status. The board shall then designate the licensee's records "inactive". No fee is required for inactive status and no license is issued. The board may provide the inactive licensee, upon application, payment of the current fee, and completion of required continuing education, an active license to practice registered professional nursing in West Virginia. The board may inquire into activities and events during the term of the inactive license period.

9.3. Request for permanently retired status.

9.3.a. A licensee who has permanently retired from the practice of nursing in all states may upon request be designated as a "Retired Registered Professional Nurse" and shall receive an identification card with such designation. The designation shall only be granted one time. The recipient of the designation shall not practice as a registered professional nurse in any state and shall not in any way indicate to any persons that they are licensed to practice as a registered professional nurse. If the individual identified as the "Retired Registered Professional Nurse" does practice in any form, voluntarily or for pay, as a registered professional nurse he or she shall be guilty of practicing nursing without a license and shall be subject to the appropriate penalties contained in law and rule. If at any time the individual designated as the "Retired Registered Professional Nurse" desires to return to the practice of nursing, he or she shall submit the reinstatement application along with the current fee and shall meet all reinstatement requirements.

§ 19-3-10.Reinstatement of lapsed license.

10.1. Non-renewal of license.

If a licensee fails to renew his or her license before the current license expires,

the license shall lapse.

- 10.2. The fee to reinstate a lapsed license is fifty dollars (\$50.00), and is in addition to the regular renewal fee of twenty-five dollars (\$25.00). ~~Provided that after July 1, 2002 the fees shall be set forth in rule WV 19 CSR 12, Fees.~~

10.3. Any person practicing registered professional nursing during the time his or her license has lapsed shall be considered an illegal practitioner and shall be subject to the penalties provided for violation of §30-7-et seq.

§ 19-3-11.Verification of licensure to another state board of nursing.

- 11.1. The board shall furnish a certified statement verifying West Virginia licensure to the board responsible for the licensure of registered professional nurses in another state upon submission of a written request by the licensee for the verification and payment of a thirty dollar (\$30.00) fee set forth in the rule WV 19 CSR 12, Fees. If the licensee is a graduate of a school which has closed and his or her records are on file in the board office, the board shall provide a copy of school records upon written request and payment of five dollars (\$5.00) for copying. ~~Provided that after July 1, 2002 the fees shall be set forth in the rule WV 19 CSR 12, Fees.~~

§19-3-12.Loss of certificate of registration or current licensure card.

- 12.1. To replace a lost or destroyed certificate of registration, the licensee shall send an affidavit certifying the loss or destruction of the certificate of registration and a fee of five dollars (\$5.00) to the board. ~~Provided that after July 1, 2002 the fees shall be set forth in rule WV 19 CSR 12, Fees.~~
- 12.2. To replace a lost or destroyed current licensure card, the licensee shall send an affidavit certifying the loss and at the fee of five dollars (\$5.00) to the board. ~~Provided that after July 1, 2002 the fees shall be set forth in the rule WV 19 CSR 12, Fees.~~
- 12.3. The board may publish notice of the issuance of a duplicate certificate of registration or current licensure card at the board's discretion.

§19-3-13.Penalty for presentation of non-negotiable check.

- 13.1. The board shall assess a fee as set forth in the rule WV19CSR 12, Fees not to exceed twenty dollars (\$20.00) to any individual who presents a check payable to the board that is later returned by the bank as non-negotiable. The presenter of the non-negotiable check shall redeem the non-negotiable check within

fourteen (14) days of notification by certified mail. This fee is in addition to any reinstatement or other fee which may additionally become due because the applicant or licensee submits an application or registration form after a board deadline. The applicant, licensee, or other person who presents a non-negotiable check shall redeem it with cash, a money order, or a cashier's check. ~~Provided that after July 1, 2002 the fees shall be set forth in the rule WV 19 CSR 12, Fees.~~

- 13.2. The board shall designate the license or temporary permit of a registered professional nurse as invalid if fees are not paid within 14 days for a non-negotiable check submitted with an application for renewal or reinstatement or any other application form.

§19-3-14 Professional Misconduct

- 14.1. Conduct, including, but not limited to the following, if proven by a preponderance of evidence, constitutes professional misconduct subject to disciplinary action pursuant to West Virginia Code § 30-7-11(f). The applicant or licensee:
 - 14.1.a. failed to adhere to common and current standards for professional nursing practice, including but not limited to standards established by a national professional nursing organization, nursing research, nursing education, or the Board;
 - 14.1.b. failed to adhere to established standards in the practice setting to safeguard patient care;
 - 14.1.c. knowingly committed an act which could adversely affect the physical or psychological welfare of a patient;
 - 14.1.d. abandoned patients by terminating responsibility for nursing care, intervention, or observation without properly notifying appropriate personnel and ensuring the safety of patients;
 - 14.1.e. practiced or offered to practice beyond the scope permitted by law or accepted and performed professional responsibilities that the licensee knows or has reason to know that he or she is not licensed, qualified, or competent to perform;
 - 14.1.f. impersonated another licensed practitioner;
 - 14.1.g. permitted another person to use the licensee's license for any purpose;
 - 14.1.h. permitted, aided, or abetted an unlicensed, uncertified, or unregistered person to perform activities requiring a license, certificate, or registration;
 - 14.1.i. delegated professional responsibilities to a person when the licensee delegating the responsibilities knows or has reason to know that person is not qualified by training, experience or licensure to perform them;

- 14.1.j. practiced registered professional nursing while his or her license is suspended, lapsed, or inactive;
- 14.1.k. failed to comply with terms and conditions as may be imposed by the Board based upon previous disciplinary action of the Board;
- 14.1.l. practiced professional nursing while the ability to safely and effectively practice is compromised by alcohol or drugs;
- 14.1.m. is addicted to a controlled substance;
- 14.1.n. is a chronic or persistent alcoholic;
- 14.1.o. engaged in dishonorable, unethical or unprofessional conduct of a character likely to deceive, defraud or harm the public or any member of the public; thus, not exercising good professional character;
- 14.1.p. practiced professional nursing while the ability to safely and effectively practice was compromised by physical or mental disability;
- 14.1.q. refused or failed to report for a physical or mental examination, including but not limited to laboratory or other tests, requested by the board;
- 14.1.r. provided false or incorrect information to an employer or potential employer regarding the status of a license, or failed to inform an employer or potential employer of a change in the status of a license;
- 14.1.s. knowingly falsified an application for employment;
- 14.1.t. knowingly provided false information regarding completion of educational programs;
- 14.1.u. falsified patient records, or intentionally charted incorrectly, or failed to document appropriately to maintain an accurate record for each patient;
- 14.1.v. improperly, incompletely, or illegibly documented the delivery of nursing care, including but not limited to treatment or medication;
- 14.1.w. knowingly made or filed a false report;
- 14.1.x. knowingly or negligently failed to file a report or record required by state or federal law;
- 14.1.y. willfully impeded or obstructed the filing of a report or record required by state or federal law;
- 14.1.z. induced another person to file a false report or obstructed the filing of a report required by state or federal law;
- 14.1.aa. failed to report to the board within thirty (30) days, knowledge of a violation by a registered professional nurse of W. Va. Code §§ 30-7-1 et seq., 30-15-1 et seq., this rule, any other applicable state law or rule or any applicable federal law or regulation;
- 14.1.bb. failed to report through proper channels a violation of any applicable state law or rule, any applicable federal law or regulation or the incompetent, unethical, illegal, or impaired

- 14.1.cc. practice of another person who provided health care;
impeded or obstructed an investigation by the Board by failing to comply or respond to requests for action or information, whether the failure was known or negligent;
- 14.1.dd. violated any provision of West Virginia Code §30-7-1 et seq., or rules governing the practice of registered professional nursing, or a rule or order of the board, or failed to comply with a subpoena or subpoena duces tecum issued by the board;
- 14.1.cc. failed to register or notify the board of any changes of name or mailing address;
- 14.1.ff. failed to accept certified mail from the board, when mailed to the licensee's last address on record in the board's office;
- 14.1.gg. failed to disclose to the board a criminal conviction in any jurisdiction;
- 14.1.hh. was convicted of a misdemeanor with substantial relationship to the practice of registered professional nursing, in a court of competent jurisdiction.
- 14.1.ii. failed to disclose information when required by the board concerning treatment or counseling for substance abuse, or participation in any professional peer assistance program;
- 14.1.jj. provided false information on any application, or any other document submitted to the board for the purpose of licensure, advanced practice recognition, or prescriptive authority;
- 14.1.kk. misappropriated medications, supplies, or personal items of a patient or employer;
- 14.1.ll. self-administered or otherwise took into his or her body any prescription drug in any way not in accordance with a legal, valid prescription or used any illicit drug;
- 14.1.mm. prescribed, dispensed, administered, mixed or otherwise prepared a prescription drug, including any controlled substance under state or federal law, not in accordance with accepted nursing practice standards or not in accordance with the board's rule Limited Prescriptive Authority For Nurses in Advanced Practice, 19 CSR 8;
- 14.1.nn. physically or verbally abused, or failed to provide adequate protection or safety for an incapacitated individual in the context of a nurse-patient/client relationship;
- 14.1.oo. used the nurse-patient/client relationship to exploit a patient or client;
- 14.1.pp. engaged a patient or client in sexual activity or became romantically involved with a patient or client while still responsible for the care of that patient or client;
- 14.1.qq. failed to maintain appropriate professional boundaries in the nurse-

- patient/client relationship;
- 14.1.rr. failed to report that his or her license to practice registered professional nursing in any other state, territory, jurisdiction or foreign nation was revoked, suspended, restricted or limited, or otherwise acted against, that he or she was subjected to any other disciplinary action by the licensing authority, or that he or she was denied licensure in any other state, territory, jurisdiction, or foreign nation;
- 14.1.ss. Violated the confidentiality of information or knowledge concerning a patient;
- 14.1.sstt. practiced registered professional nursing by way of telecommunications or otherwise, in any other state, territory, jurisdiction, or foreign nation, without a license to do so and not in accordance with the law of that state, territory jurisdiction, or foreign nation; or
- 14.1.ttuu. was found guilty for improper professional practice or professional misconduct by a duly authorized professional disciplinary agency or licensing or certifying body or board in this or another state or territory, where the conduct upon which the finding was based would, if committed in this state, constitute professional misconduct under the laws of this state, may serve as a basis for disciplinary action by this Board.
- 14.2. Upon a finding of probable cause that a basis for disciplinary action exists, the board may require a licensee or a person applying for licensure to practice as a registered professional nurse in this state to submit to a physical or psychological examination by a practitioner approved by the board. Any individual who applies for or accepts the privilege of practicing as a registered professional nurse in this state is considered to have given consent to submit to all such examinations when requested to do so in writing by the board and to have waived all objections to the admissibility of the testimony or examination report of any examining practitioner on the ground that the testimony or report is a privileged communication. If an applicant or licensee fails or refuses to submit to any examination under circumstances which the board finds are not beyond his or her control, that failure is prima facie evidence of his or her inability to practice as a registered professional nurse competently and in accordance with accepted standards for professional practice. A licensee or person applying for licensure as a registered professional nurse who is adversely affected by this provision may request a hearing within thirty days of any action taken by the board.
- 14.3. Based on the nature of the complaint filed against a licensee or based on the nature of the information received on an applicant, the board may require a criminal history records check of the licensee or the applicant to be paid for by

the licensee or applicant. The licensee or applicant under investigation shall furnish to the agency a full set of fingerprints for purposes of conducting a criminal history record check.. Records are checked through the criminal identification bureau of the West Virginia State Police, a similar agency within the licensee's state of residence, and the United States Federal Bureau of Investigation. The board may take disciplinary action against the licensee for refusing to submit to the criminal history records check or the board may deny licensure.

- 14.4. If the board finds that public health, safety and welfare requires emergency action and incorporates a finding to that effect into its order, the board shall order summary suspension of a license pending proceedings for revocation of the license or other action. The board shall promptly institute and determine further disciplinary action.

§19-3-15 Impaired Nurse Treatment Program

- 15.1. The board may permit a licensee or applicant for licensure who has been found guilty of prohibited conduct, to participate in a structured treatment program and meet other terms and conditions for continued licensure, in lieu of disciplinary action.
 - 15.1.a. The board may appoint a designee to monitor participation in a approved treatment program;
 - 15.1.b. The board may excuse an applicant or licensee that remains in compliance with the terms of an approved treatment program, to the satisfaction of the board's designee, from appearing before the board or hearing examiner to respond further to charges of misconduct;
 - 15.1.c. An applicant or licensee that fails to comply with the terms of an approved treatment program, to the satisfaction of the board's designee, may be subject to further disciplinary action to the fullest extent of the board's authority;
- 15.2. The board may establish or approve impaired nurse treatment programs.

§19-3-16 Expungement of Records.

- 16.1. The Disciplinary Review Committee shall expunge all complaints that it dismisses, upon request by the licensee, from the licensee's file after three (3) years, if no other complaint is received against the same licensee within the three (3) year period.