

KEN HECHLER
Secretary of State

MARY P. RATLIFF
Deputy Secretary of State

A. RENEE COE
Deputy Secretary of State

CATHERINE FREROTTE
Executive Assistant

Telephone: (304) 558-6000
Corporations: (304) 558-8000



STATE OF WEST VIRGINIA

SECRETARY OF STATE

Building 1, Suite 157-K
1900 Kanawha Blvd., East
Charleston, WV 25305-0770

WILLIAM H. HARRINGTON
Chief of Staff

JUDY COOPER
Director, Administrative Law

DONALD H. WILKES
Director, Corporations

(Plus all the volunteer
help we can get)

FAX: (304) 558-0900

May 28, 1993

Bill Thompson
Social Work Examiners
Building 1, Room WB9
1900 Kanawha Blvd., E
Charleston, WV 25305

HB 100 authorizing, **Title 25, Series 1, Qualifications for Licensure as a Social Worker**, passed the Legislature on **May 26, 1993**. It is now awaiting the Governor's signature.

You have sixty (60) days after the Governor signs HB 100, to final file the legislative rule with the Secretary of State's office. To final file your legislative rule, fill in the blanks on the enclosed form #6, the "Final Filing" form and file the form with our office. Authorization for your legislative rule is cited in **HB 100** section **64-9-35**. The agency may set the effective date of the legislative rule up to ninety (90) days from the date the legislative rule is final filed with the Secretary of State's office. Please have an authorized signature on the bottom line.

*****IMPORTANT: IF YOUR AGENCY HAS COMPLETED THE LEGISLATIVE RULE ON A COMPUTER SYSTEM THAT USES A 3 1/2" OR 5 1/4" DISK, PLEASE SUBMIT A CLEAN COPY, WITH ALL UNDERLINING AND STRIKE-THROUGHS TAKEN OUT, TO OUR OFFICE WHEN FINAL FILING THE RULE. STATE ON THE DISK THE FORMAT THE RULE IS IN AND THE TITLE IT IS FILED UNDER. THIS WILL MAKE IT QUICKER FOR US TO ENTER YOUR RULES ON THE LEGISLATIVE DATA BASE. REMEMBER THE TEXT OF THE COMPUTER FILED RULE MUST BE IDENTICAL - WORD FOR WORD, COMMA FOR COMMA, WITH ALL UNDERLINING AND STRIKE-THROUGHS TAKEN OUT, AS THE HARD COPY AUTHORIZED BY THE LEGISLATURE.**

After the final rule is entered into the legislative data base, the rule will be sent to the agency for review and proofing. Following confirmation or corrections, as the case may be, the Secretary of State shall submit to the agency a final version of the rule for their records.

If you have any questions or need any assistance, please do not hesitate to call our office.

Thank You
Administrative Law Division

FILED

25-CSR-1

JAN 9 4 40 PM '93

TITLE 25

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

LEGISLATIVE RULES

BOARD OF SOCIAL WORK EXAMINERS

SERIES 1

QUALIFICATIONS FOR LICENSURE AS A SOCIAL WORKER

§ 25-1-1. General.

1.1. Scope.--These interpretive rules define and specify the qualifications, ethics, application and responsibilities for licensing as a social worker.

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

1.3. Filing date.--February 16, 1993

1.4. Effective Date.--July 1, 1993

§25-1-2. Definitions.

2.1 "Board" means the West Virginia Board of Social Work Examiners created pursuant to the provisions of W.Va. Code §30-30-3(a).

2.2 "Temporary Permit" means a provisional license certificate granted to an applicant qualified as a social worker, graduate social worker, or certified social work pursuant to W.Va. Code §30-30-9.

2.3 "Temporary License" means a provisional license certificate granted to an applicant qualified pursuant to W.Va. Code §30-30-5(a)(5), (b)(4), (6)(4).

2.4 "Provider" means an individual, agency, organization, or institution approved by the Board to offer continuing social work education programs.

2.4.1 "Approved provider" means an agency, organization, or institution which has made application and become approved by the Board to provide programs of continuing social work education under the auspice of the agency, organization, or institution.

2.4.2 - "Individually approved provider" mean an individual, agency, institution, or organization which has made application to the Board and become approved to provide a specific program of continuing social work education.

2.5 "Continuing social work education" means a program promoting social work skills, values, knowledge, and/or ethical considerations in the practice of social work, including, but not limited to, educational programs in the following areas: theoretical concepts; interventive techniques; functional skills; methods of social work practice; management, supervision, and administration in social work practice and human service programs; methods of social research; aspects of human behavior, growth and development; aspects of social change and social action; aspects of social and organizational planning and development; social and public policy development and implementation; social work education; restoration of the capacity for social functioning; controlling social problems, and altering societal conditions as a means toward enabling people to attain their maximum potential.

2.6 "Continuing social work education program" means a formally organized educational program sponsored by a continuing social work education provider approved by the Board offered in the form of a class, course, workshop, seminar, staff development or training activity, or formally structured discussion. Programs shall be designed to enhance the social work skills, values, knowledge, and/or ethical considerations of a licensee in his or her social work practice.

2.7 "Social work methods of practice" means a continuing social work educational program of basic, intermediate, or advanced social work interventive techniques.

2.8 "Social work ethics education" means a continuing social work educational program of fundamental values and ethical behaviors which constitute guidelines of professional behavior as delineated in the Code of Ethics of the National Association of Social Workers.

2.9 "Code of ethics" means the established, modified, or revised Code of Ethics of the National Association of Social Workers, Washington, D.C.

2.10 "Supervisor" means a certified social worker who has agreed to provide supervision to a temporary licensee for the purposes of helping the person integrate social work skills, values, knowledge, and ethical considerations gained through continuing social work education and the practice of the profession of social work.

2.11. "Respondent" means the person against whom the complaint is being made.

2.12. "Complainant" means the person who is filing a complaint.

2.13. "Professional misconduct" means any conduct which is cited in the West Virginia Code, Section §30-30-7, and conduct which is not in compliance with the Code of Ethics of the National Association of Social Workers.

§25-1-3. Qualifications for license.

3.1 The Board shall grant a license as a social worker, graduate social worker, or certified social worker to an applicant who is qualified pursuant to W.Va. Code §30-30-5.

3.1.1 "Inactive status" means a licensee who has formally requested and received approval from the Board for a temporary period of inactive license during which the inactive licensee shall not perform the duties of a social worker under the provisions of W.Va. Code §30-30-2(b), 30-30-2(c) and 30-30-2(d).

3.1.2 "Emeritus status" means a licensee who has retired from the active practice of social work pursuant to the provisions of W.Va. Code §30-30(2)(b), (2)(c), (2)(d) and who shall not be required to meet the continuing social work education requirements pursuant to W.Va. Code §30-30-10.

3.2 The Board shall grant a temporary permit to any candidate who is qualified pursuant to the provisions of W.Va. Code §30-30-9. Social work degree candidates enrolled in a social work program at a college or university accredited by the Council on Social Work Education shall be eligible to register for the examination approved by the Board for certification purposes when enrolled in the final coursework leading the the confiration of the degree, provided:

3.2.1. That the social work program director or dean provide a written statement to the Board that the applicant is expected to matriculate, and;

3.2.2. That the applicant shall not be granted a license until an official college transcript is provided to the Board indicating that the degree is confirred, and;

3.2.3 That all other requirements for licensure are met.

3.3 Temporary license. -- The Board shall grant a temporary license to applicants according to the provisions of W.Va. Code §30-30-5(a)(5), 30-30-5(b)(4). Additionally, the Board shall grant a temporary license to applicants according to the provisions of W.Va. Code §30-30-6(4).

3.3.1. The applicant shall obtain the approval of the Board to a specific plan for meeting the requirements of temporary licensure prior to the issuance of a license.

3.3.2. Persons holding a temporary license shall pass an examination approved by the Board for certification purposes in order to qualify for continuance of temporary license.

3.3.3. Persons holding a temporary license shall provide a sworn statement to the Board upon receiving a temporary license and in six month increments thereafter that they are complying with the written plan and meeting all other requirements for temporary license.

3.3.4. Supervisors of persons holding a temporary license shall, upon request, provide a sworn statement to the Board:

(a) That they are licensed in West Virginia as a certified social worker;

(b) That they have agreed to provide face-to-face supervision to an identified temporary licensee in an amount not less than the equivalent of one (1) hour per month on at least a quarterly basis;

(c) Whether the temporary licensee has satisfactorily complied with all regulations for temporary license.

3.4. License with waiver of examination (reciprocal license) -- The board shall grant a license to an applicant who meets all requirements for licensure except examination pursuant to the provisions of W.Va. Code §30-30-(5)(3), (6)(1), (6)(2).

3.5. Inactive status -- The Board shall grant inactive status and exempt from the responsibilities of licensees a licensee who provides a sworn statement that he or she is no longer employed as a social worker in the State of West Virginia and does not provide social work services within the borders of or to citizens of the State of West Virginia -- W.Va. Code §30-30-(3)(5).

3.6. Removal of inactive status -- The Board shall remove inactive status and restore the rights, privileges, and responsibilities of licensure to a licensee previously approved for inactive status following receipt of a sworn statement that the licensee shall be employed in the practice of social work in the State of West Virginia or in a capacity requiring the provision of social work services within the borders of or to citizens of the State of West Virginia and meets all requirements for licensure outlined herein.

3.7. Emeritus status -- The Board shall grant emeritus status and exempt from continuing social work educational requirements a licensee who has been employed in the practice of social work for a minimum of twenty (20) years and who has retired from the active practice of social work -- W.Va. Code §30-30-(3)(5). Upon receipt of Board approval in writing, emeritus status licensees may continue in the active practice of social work, including supervision of licensees, for up to twenty (20) hours per week.

§25-1-4. Code of Ethics.

4.1. The Board adopts the National Association of Social Workers Code of Ethics and incorporates them by reference.

4.2. Failure of any licensee to comply with this Code of Ethics may be considered grounds for disciplinary action.

§25-1-5. Application.

5.1. Application for social work licensure or examination or for providers of continuing social work education shall be made on the forms promulgated by the Board. Application forms may be obtained by writing to: West Virginia Board of Social Work Examiners, P.O. Box 5477, Charleston, WV 25361.

§25-1-6. Fee Schedule. -- [§30-30-3(e) (4), 10, 11].

6.1 Licenses.

6.1.1. There is no fee required for the issuance of the initial license certificate.

6.1.2. The fee for biennial license renewal is forty dollars (\$40.00).

6.1.3. The fee for a temporary license is fifty dollars (\$50.00).

6.1.4. The fee for replacement of a lost license is ten dollars (\$10.00).

6.1.5. The fee for biennial renewal of an emeritus status license is twenty dollars (\$20).

6.2. Examinations.

6.2.1. The fee for the examination approved by the Board for certification purposes is established by and payable to the testing agency approved by the Board to offer the examination.

6.2.2. The fee for screening for waiver of examination is fifty dollars (\$50)

6.2.3. The fee for all services other than examination are payable to the Board.

6.3. Applications.

6.3.1. The application fee for a temporary permit is twenty-five dollars (\$25.00).

6.3.2. The application fee for removal of an inactive status is fifty dollars (\$50).

6.3.3. The fees paid to the Board are not refundable (W.Va. Code §30-30-11).
(\$50.00).

6.4. Applications for Continuing Education Providers and Programs.

6.4.1. The fee for the processing of an application by an agency, institution, or organization to become an approved provider of continuing social work education is one hundred dollars (\$100.00).

6.4.2. The fee for the processing of an application by an individual, agency, institution, or organization to become an individually approved provider of continuing social work education is twenty-five dollars (\$25.00).

6.4.3. The fee for the monitoring of continuing social work education programs offered by approved providers or individually approved providers of continuing social work education is twenty-five dollars (\$25.00) for one event in each biennial and fifty dollars (\$50) for more than one event in each biennial.

6.4.4. The fee for filling a request for public information, data, or other service relating to the Board, its members, or licensed social workers shall be based on actual materials, staff time, and services required to fill such requests.

§25-1-7. Contested case hearing procedures.

7.1. All procedures for contested cases shall be governed by W.Va. Code §29A-5-1, et seq and such other future procedures which may be promulgated by the Board pursuant to W.Va. Code §29A-5-1, et seq.

§25-1-8. Responsibilities of Licensees

8.1. All licensees shall notify the Board upon any change of his or her name, address, telephone number, or temporary license supervisor [§30-30-3e(3)].

8.2. All licensees shall report any reasonable belief of professional misconduct by any licensee to the Board.

8.3. All licensees shall abide by the provisions of the Code of Ethics of the National Association of Social Workers.

8.4. All licensees or prospective licensees shall make application for license, renewal, or other services on forms promulgated by the Board.

8.5. All licensees shall pay the established fee for an application, license, renewal, or other service as a condition of their request for an application, license, renewal, or other service(W.Va. Code §30-30-10.).

8.6. All licensees shall, at the time of renewal of license:

8.6.1. Submit satisfactory evidence that he or she has completed the continuing social work educational requirement specified by the Board during the tenure of his or her license (W.Va. Code §30-30-10.). The requirements for completion of continuing social work education are specified in §25-1-8 of these legislative rules.

8.6.2 Execute a sworn statement on a form provided by the Board that his or her license has not been revoked and is not currently suspended by the Board, by any another state licensing agency, or by a licensing agency in another state or territory of the United States (W.Va. Code §30-30-10.).

**§25-1-9. Continuing social work education requirements for licensees --
W.Va. Code §30-30-(3)(e)(5), (10).**

8.1. All licensee shall obtain fifty (50) contact hours (the equivalent of five (5) CEU's) of continuing social work education within each two (2) year license period, except:

8.1.1. All temporary licensees shall obtain eighty (80) contact hours of continuing education within each two (2) year license period.

(a) All temporary licensees shall earn five (5) contact hours of social work ethics and twenty (20) contact hours of social work methods of practice offered by approved providers during each biennial license renewal period;

(b) All temporary licensees shall earn the required contact hours in social work ethics and methods of practice as professional meetings and other formally organized learning programs.

8.1.2. All inactive status licensees shall not be required to obtain continuing social work education contact hours while his or her license is placed in inactive status.

8.1.3. All emertis status licensees shall not be required to obtain continuing social work education contact hours.

8.2. Computation of contact hours; Record keeping; Reporting of earned contact hours; and Board monitoring of continuing social work educational requirement.

8.2.1. A contact or instructional hour shall be a minimum of fifty (50) minutes in length.

(a) Time spent outside of the program for study, assigned reading, writing assignments or other related activities required for completion of the program, travel time,

meeting time devoted to business or committee activity, entertainment, or social activities such as refreshment breaks and meals. Meals or a portion thereof may be included in the computation time only when occurring during an integral part of the educational program.

8.2.2. Each licensee shall maintain and submit a written record of his or her continuing social work educational program activity to the Board as evidence of completion of the continuing education requirement.

(a) Reports shall be submitted on a form promulgated by the Board or provider.

(b) All licensees shall submit to the Board, upon request, additional evidence of completion of continuing social work education programs for the purpose of monitoring the quality of programs and accuracy of reports. Receipts, program notes, certificates, sworn statements of provider representatives, or other proof of program attendance may be accepted.

(c) All licensees shall maintain a summary of individual professional activities which describes the activity, date completed, total number of contact hours, complete reference to any text, journal, or publication read or utilized, and how the activity has enhanced the social work skills, values, knowledge, or ethical considerations of the licensee in his or her practice setting. This summary shall be maintained in the licensee's records and provided to the Board upon request.

(d) All licensees shall submit records of earned continuing education contact hours prior to sixty (60) days after the license has expired or within sixty (60) days of a termination or suspension period (W.Va. Code §30-30-10).

(e) Contact hours earned for programs completed during the final forty-five (45) days of an active license may be applied to the subsequent license renewal period, provided, that the licensee has met the continuing education requirement for renewal of the subsequent license prior to forty-five (45) days before the expiration of the active license for completion and resubmission.

(e) Incomplete written records may be returned to a licensee.

8.3. Continuing social work education may be earned as follows:

8.3.1. Professional meetings and other formally organized learning programs.

(a) Professional meetings and other formally organized learning events may be offered as approved continuing social work educational programs only by approved providers.

(b) Programs in this category shall be, upon documentation of completion, accepted as a licensee's earned continuing social work education contact hours.

(c) A minimum of thirty (30) contact hours may be earned as professional meetings and other formally organized learning programs.

8.3.2. Individual professional activities.

(a) Only twenty (20) hours of the continuing education requirement earned as individual professional activities may be applied to the fifty (50) contact hours required for license renewal.

(b) Individual professional activities may be self-directed, professional social work study activities designed to improve the social work skills, values, knowledge, or ethical considerations of the licensee within his or her practice setting, including: writing for professional publication or presentation; reading professional literature; teaching or training assignments if not part of primary job duties; independent study, research, or tutorial projects; programs or presentations on professional social work issues; preparation for initial consultation if not employed or under contract; professional meetings and formally organized educational programs not approved by the Board which increase the social work skills, values, knowledge, or ethical considerations of the licensee in his or her practice setting.

8.3.3. Training related to the policies and procedures of an agency may not be used to fulfill any continuing education requirement.

8.3.4. A list of approved providers is available from the Board.

**§25-1-9. Continuing social work education requirements for providers --
W.Va. Code §30-30-(3)(e)(5).**

9.1. Continuing social work education providers providing continuing social work educational programs shall be approved by the Board and shall be known as approved provider or individually approved provider.

9.1.1. Approved providers shall receive an approved provider number issued by the Board before providing continuing social work educational programs.

(a) Formally organized learning programs offered to licensees by approved providers shall be organized in a formal or structured learning environment involving face-to-face or other instructional methods or educational technologies allowing interaction with the instructor or facilitator.

9.1.2. Individually approved providers may apply to and receive the approval of the Board before providing continuing social work educational programs.

(a) Each applicant shall apply three (3) months prior to the first scheduled program on a form promulgated by the Board.

9.2. Programs may be approved only when a licensed social worker holding a degree in social work from a college or university accredited by the Council on Social Work Education is responsible for the coordination of the program to assure its professional relevancy and adherence to social work ethical considerations.

9.3. All approved programs in social work ethics shall incorporate at least one (1) hour of presentation on the Code of Ethics of the National Association of Social Workers.

9.4. All applications shall document the following:

9.4.1. A system for maintaining records;

9.4.2. Methods for the selection and evaluation of qualified instructors;

9.4.3. Participant performance requirements, if any; and,

9.4.4. Indication that the facility(ies) selected as the site(s) for the program are fully accessible under the requirements of the American's With Disabilities Act.

9.5. Providers shall maintain written records of each program provided. The records shall:

9.5.1. Define the relationship of the program to enhancement of social work practice, values, skills, or knowledge, and social work ethical considerations;

9.5.2. List the learning objectives of the program and the relationship between the program content and objectives;

9.5.3. Identify the license level(s) for which the program is designed and any prerequisites;

9.5.4. Indicate the competency of the instructor(s) in the subject matter;

9.5.5. Identify the means and results of program content evaluation by participants;

9.5.6. Indicate the program agenda, clearly indicating starting and ending times and refreshment and lunch break; and,

9.5.6. List the date(s) of the program.

9.6. Each provider shall maintain a record of the individual licensee's attendance for a period of at least four (4) years.

9.7. The Board may deny approval for an application or recind provider status when the provider or applicant does not adhere to continuing social work education provider requirements.

9.8. The Board may monitor and evaluate continuing education providers and the continuing education records of individual licensees to determine compliance with these rules.

9.9. The Board chair shall appoint a continuing education committee to coordinate continuing education activities.

§25-1-10. Disciplinary Proceedings

10.1. Professional misconduct is conduct by a licensee within the last five (5) years that included, but is not limited to, the following:

10.1.1. Conviction of a felony.

10.1.2. Inability to perform the functions of his or her professional duty by reasons of alcohol or drug abuse, mental or physical illness or other infirmity or impairment.

10.1.3. Gross negligence in the practice of social work.

10.1.4. Assisting or participating with a person not licensed under this article in the false representation that the person is licensed.

10.1.5. Failure to obtain a license renewal after expiration or revocation of same with continued representation that he or she is duly licensed hereunder.

10.1.6. Obtaining or attempting to obtaining a license or renewal thereof by bribery or false representations.

10.1.7. Knowingly making a false statement on any form or written statement submitted to the Board.

10.1.8. Noncompliance with the West Virginia Social Work Code of Ethics.

10.2. Any individual may file a complaint by contacting the Board. A complaint form shall be sent to the complainant.

10.3. Acknowledgement of a complaint.

10.3.1. Within thirty (30) days of receipt of a complaint the Board shall mail a written acknowledgement of receipt of the complaint to complainant by registered or certified mail, return receipt requested.

10.3.2. Within ninety (90) days of receipt of a complaint, the Board shall notify the complainant whether the Board has found that there is a reasonable basis for the complaint.

10.3.3. The respondent shall be notified by registered or certified mail, return receipt requested.

10.4. Upon finding that there is a reasonable basis for the complaint, the Board shall

conduct an investigation to determine if there is sufficient evidence of a violation of the regulations herein to merit a hearing. The investigation shall be conducted as follows:

10.4.1. The Chairperson shall appoint one member of the Board to act as investigator.

10.4.2. The investigator shall forward by registered or certified mail, return receipt requested, a copy of the complaint to the respondent and request that respondent submit, within fifteen (15) days, a reply to the complaint.

10.4.3. The investigator shall prepare a report summarizing information gathered from complainant, respondent, and other witnesses: said report shall be submitted to the Board along with recommendation of the investigator.

10.4.4. The Board, after review of the report, shall determine the existence of probable cause by majority vote of all present, except the investigator shall be disqualified from voting in all proceedings arising from the complaint investigated.

10.4.5. When the Board determines that probable cause exists, the Board shall notify both respondent and complainant of such determination by registered or certified mail, return receipt requested. The notice forwarded to the respondent shall include the following information:

(a) That respondent's license shall be suspended or revoked thirty (30) days from the date of notice unless an administrative hearing has been requested;

(b) That the respondent has the right to a hearing;

(c) That respondent has the right to subpoena and present witnesses and documents in his or her behalf; and,

(d) That respondent has the right to be represented by a retained counsel and to cross-examine witnesses.

10.5. All procedures for contested case hearings shall be governed by W.Va. Code §29A-5-1, et seq and such other future procedures which may be promulgated by the Board pursuant to W.Va. Code §29A-5-1, et seq.

10.6. The Board may impose any of the following sanctions upon finding that a licensee has engaged in professional misconduct:

10.6.1. Refuse to renew a license.

10.6.2. Suspend an existing license for a set period of time or impose that requirements for reinstatement are met.

10.6.3. Revoke an existing license.

10.7. A person representing her or himself as a social worker who does not have a license, or a person engaged in the private, independent practice of social work without a license is guilty of a misdemeanor and shall be subject to penalties pursuant to W.Va. Code §30-30-4(a), (4)(b), (4)(c), (4)(d).

10.8. After finding that a social worker has engaged in professional misconduct and after the expiration of the period of appeals, the Board may share its findings with any other licensing agency, the American Association of State Social Work Boards, the National Association of Social Workers, community organizations, employers of social workers, the public, and other agencies, institutions, and organizations.

§25 CSR 2

**TITLE 25
PROCEDURAL RULES
BOARD OF SOCIAL WORK EXAMINERS**

**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. -- June 10, 1986
- 1.4. Effective Date. -- July 10, 1986
- 1.5. Revision Filing Date -- September 28, 1992
- 1.6. Revision Effective Date -- September 28, 1992

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

- 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, P.O. Box 5477, 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 reference forms, an employment verification form, 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) must be sent to 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 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 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.

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.

SENATE BILL NO. 239

(By Senator Manchin

[Introduced March 1, 1993; referred to the
Committee on Government Organization; and then
to the Committee on the Judiciary.]

1
2
3
4
5
6
7
8
9
10 A BILL to amend article nine, chapter sixty-four of the code of
11 West Virginia, one thousand nine hundred thirty-one, as
12 amended, by adding thereto a new section, designated section
13 thirty-four, relating to authorizing the board of social work
14 examiners to promulgate legislative rules relating to
15 qualifications for licensure as a social worker.

16 Be it enacted by the Legislature of West Virginia:

17 That article nine, chapter sixty-four of the code of West
18 Virginia, one thousand nine hundred thirty-one, as amended, be
19 amended by adding thereto a new section, designated section
20 thirty-four, to read as follows:

21 ARTICLE 9. AUTHORIZATION FOR MISCELLANEOUS AGENCIES AND BOARDS
22 TO PROMULGATE LEGISLATIVE RULES.

23 §64-9-34. Board of social work examiners.

1 The legislative rules filed in the state register on the
2 thirtieth day of October, one thousand nine hundred ninety-two,
3 modified by the board of social work examiners to meet the
4 objections of the legislative rule-making review committee and
5 refiled in the state register on the sixteenth day of February,
6 one thousand nine hundred ninety-three, relating to the board of
7 social work examiners (qualifications for licensure as a social
8 worker), are authorized.

9

10 NOTE: The purpose of this bill is to authorize the Board of
11 Social Work Examiners to promulgate legislative rules relating to
12 qualifications for licensure as a social worker.

13

14 This section is new; therefore, strike-throughs and
15 underscoring have been omitted.