



# West Virginia Board of Social Work Examiners

Post Office Box 5477 • Charleston, West Virginia • 25361  
Telephone (304) 558-8816



## STATEMENT OF NEED FOR APPROVAL OF LEGISLATIVE RULE

*The Honorable Gaston Caperton, III*  
Governor

*Margaret P. Bishop, ACSW, LCSW*  
Charleston

*Susan Casto, LGSW*  
Parkersburg

*Adrian Dowell, LSW*  
Bluefield

*Barbara L. Gazdik, LGSW*  
Wheeling

*Samuel A. Hickman, LCSW*  
Acting Chair  
Dunbar

*Louis Palma, LSW*  
Welch

*Lottie Russell*  
Consumer Representative  
Dunbar

*Judith Williams*  
Administrative Aide

Legislative rule titled "Organization and Procedures of the West Virginia Board of Social Work Examiners" reflects the current procedures used when applying for a Social Work license in the State of West Virginia since the establishment of this agency's office in November 1990.

Prior to the establishment of this office, licensure application and procedures were handled by other entities.

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APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Organization and Procedures Of The West Virginia Board of Social Work Examiners

Type of Rule: x Legislative            Interpretive            Procedural

Agency/WV Board of Social Work Examiners Address PO Box 5477 Charleston, WV 25361

1. Effect of Proposed Rule	ANNUAL		FISCAL YEAR		
	Increase	Decrease	Current	Next	Thereafter
Estimated Total Cost	\$	\$	\$	\$	\$
Personal Services					
Current Expense	N/A		N/A	N/A	N/A
Repairs and Alterations					
Equipment					
Other					

2. Explanation of above estimates:

N/A

3. Objectives of these rules:

N/A

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4. Explanation of Overall Economic Impact of Proposed Rule.

A. Economic Impact on State Government.

N/A

B. Economic Impact on Political Subdivisions; Specific Industries;  
Specific groups of citizens.

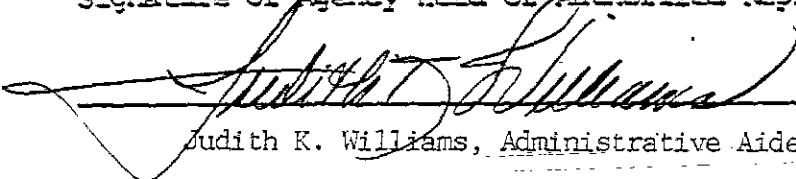
N/A

C. Economic Impact on Citizens/Public at Large.

N/A

Date: September 11, 1992

Signature of Agency Head or Authorized Representative

  
\_\_\_\_\_  
Judith K. Williams, Administrative Aide WBSWE

§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 legislative rules establish the organization 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 30-30-4d

1.3. Filing Date. --

1.4. Effective Date. --

§25-2-2. Organization (WV Code §30-30-4d)

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 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 booklets 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, Board members and from the West Virginia Department of Human Services, 1900 Washington Street E., Charleston, WV 25305. 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 booklet 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 American Association of State Social Work Boards Processing Center 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 ~~sixty (60)~~ seventy-five (75) days prior to the desired scheduled examination date.

3.5. The Board will 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 will be offered at least two (2) 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 will be available for a nominal fee from the Board of Social Work Examiners.

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