

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

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FILED

Oct 30 1 15 PM '92

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

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

AGENCY: WV Board of Social Work Examiners TITLE NUMBER: 25

CITE AUTHORITY: WV Code 30-30

RULE TYPE: PROCEDURAL INTERPRETIVE

EXEMPT LEGISLATIVE RULE
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES , NO

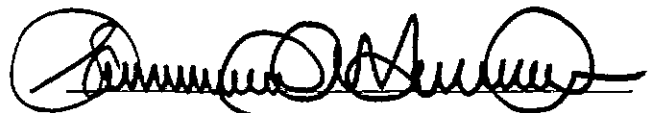
IF YES, SERIES NUMBER OF RULE BEING AMENDED: 2

TITLE OF RULE BEING AMENDED: Organization and Procedures of the
West Virginia Board of Social Work Examiners

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 11/30/92


Samuel Hickman, Acting Chair

§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 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. -- 10/30/92

1.4. Effective Date. -- 11/30/92

§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.