

**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. -- June 10, 1986

1.4. Effective Date. -- July 10, 1986

**§25-2-2. Organization. (§30-30-4d)**

2.1. Meeting times. -- The Board shall meet at such times and places as it shall decide 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 are available from the Board of Social Work Examiners, P.O. Box 5477, Charleston, WV 25311, Board members and from the Department of Human Services, 1900 Washington Street E., Charleston, WV 25305.

3.2. Instructions for completion of the application

are included in the application booklet.

3.3. Application forms must be accompanied by three (3) reference forms, an employment verification form, and a certified check or money order for the fee must be sent to the American Association of State Social Work Boards Processing Center to file the application.

3.4. If the applicant is to register for the examination, the application must be postmarked not less than sixty (60) days prior to the 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 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.