

**WEST VIRGINIA
SECRETARY OF STATE
JOE MANCHIN, III
ADMINISTRATIVE LAW DIVISION**

Form #2

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FILED

2001 JUN 21 P 1:04

OFFICE WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: WV BOARD OF SOCIAL WORK EXAMINERS TITLE NUMBER: 25

RULE TYPE: Legislative CITE AUTHORITY: 30-1-6.(c), 30-30-3.(e)(1)(4), 30-30-11.

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: 3

TITLE OF RULE BEING PROPOSED: Fee Schedule

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 July 21, 2001 AT 12:00 P.M. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:

WV Board of Social Work Examiners

PO Box 5459

Charleston, WV 25361

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


Authorized Signature

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

SUMMARY OF PROPOSED RULE
SERIES 3-WV BOARD OF SOCIAL WORK EXAMINERS

FEE SCHEDULE

The Board of Social Work Examiners is proposing that a separate rule regarding fees for licensing be submitted. This section was included in the original Legislative Rule. The rule being proposed includes the provision of a fee increase for biennial and renewed licenses of twenty (\$20) dollars over a two-year period. The Board has not requested a substantial fee since July 1993.

A license is issued for two full years and is renewable every two years there after. There are no changes in other fee areas and the language remains the same as well as the fee schedule for other services.

STATEMENT OF CIRCUMSTANCES

PROPOSED RULE

TITLE 25-SERIES 3 FEE SCHEDULE

The Board proposes a separate rule for the fee schedule that was previously included in our Title 25-Series 1 Legislative Rule. With this rule we are requesting a fee increase in initial license, license renewal, and late fees. Licenses are issued for a two-year period and renewable every two years.

The Board has not requested a substantial fee increase since 1993. Our expenditures have increased by over 55% steadily during the last eight years. The most urgent need is to be able to fund a special investigator to research complaints, conduct interviews, gather evidence, and offer their findings to the Board for resolution. Our anticipated expenditures during the current fiscal year project that our operating cash balance as of June 30, 2002 may be less than \$15,000. We rely on this account balance amount to carry us into the following fiscal year and do not realize any sizeable income until the January renewal process is in full swing.

We anticipate having to update *computer equipment* and/or software and are in the planning stages of *creating a website*.

A fee increase is necessary in order for the Board to be able to meet the rising costs of agency operation, have the financial resources to contract with a special complaint investigator, and address the needs of the professional and general public.

■
APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Fee Schedule

Type of Rule: Legislative Interpretive Procedural

Agency: WV Board of Social Work Examiners

Address: PO Box 5459

Charleston, WV 25369 (physical address: Capitol Complex-Bldg 1-Room WB9)

Contact Person: Judy Williams, Director: williju@mail.wvnet.edu
Telephone: 558-8816 Fax: 558-4189

1. Effect of Proposed rule:

	ANNUAL FISCAL YEAR				
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
ESTIMATED TOTAL COST	40,000		-0-	15,000	25,000
PERSONAL SERVICES	5,000		-0-	2,500	2,500
CURRENT EXPENSE	27,000		-0-	10,000	17,000
REPAIRS & ALTERATIONS	-0-		-0-	-0-	-0-
EQUIPMENT	5,000		-0-	2,000	3,000
OTHER	3,000		-0-	1,500	1,500

2. Explanation of Above Estimates: Increase in annual renewal fee will not affect those who are renewing their license this January 2002 until January 2004. The greater increase is expected to occur in 2004. Expenditures are expected to continue to increase as well. However, the additional income should provide the necessary funds to pay for a special investigator and meet rising costs.
3. Objectives of These Rules: Meet expenditures/hire a special investigator to research complaints and provide findings of fact to the Board/create a website and update computer equipment and software.

Rule Title: Fee Schedule

4. Explanation of Overall Economic Impact of Proposed Rule:

A. Economic Impact on State Government: Expect no impact on State Government

B. Economic Impact on Political Subdivisions; Specific Industries; Specific Groups of Citizens: Social Workers will pay an additional \$20.00 every two years to obtain and maintain their professional social work license.

C. Economic Impact on Citizens/Public at Large. No impact is expected or warranted by this proposal.

Date: June 19, 2001

Signature of Agency Head or Authorized Representative:

Steve M. Brown / Chair

**TITLE 25
LEGISLATIVE RULE
BOARD OF SOCIAL WORK EXAMINERS**

**SERIES 3
FEE SCHEDULE**

FILED

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OFFICE WEST VIRGINIA
SECRETARY OF STATE

§25-3-1. General.

1.1. Scope. -- This rule specifies the fees required for licensing as a social worker, certification as a continuing education, and fees for other services provided by the Board.

1.2. Authority. -- W. Va. Code §§30-1-6.(c), §§30-30-3.(e)(1)(4), §§30-30-11.

1.3. Filing Date. --

1.4. Effective Date. --

§25-3-2. Fee Schedule.

2.1 Fees paid to the Board are not refundable.

2.1.1. All fees, with the exception of those for examination, are payable to the West Virginia Board of Social Work Examiners (WVBSWE).

2.1.2. The fee for the late payment of any required fee is thirty dollars (\$30) in addition to the amount of the required fee. The Board applies a late payment fee when a payment is more than thirty-days (30) delinquent, based on the date of receipt of an application, expiration date of a license or permit, or other recognizable date of transaction.

2.1.3. The fee for a payment made by a check returned due to insufficient funds, denial of a credit card charge or similar failure to negotiate payment is the lesser of twenty-dollars (\$25) or the actual amount charged to the Board for the transaction by its designated agent.

2.2. License fees.

2.2.1. The fee for issuance of initial biennial license certificate is seventy-five dollars (\$75).

2.2.2 The fee for biennial license renewal is sixty-five dollars (\$65).

2.2.3 The fee for a social work permit is thirty dollars (\$30.00).

2.2.4. The fee for a temporary license is seventy-five dollars (\$75).

2.2.5. The fee for a replacement license due to loss or name change request is twenty-five dollars (\$25.00).

2.2.6. The fee for biennial renewal of an emeritus status license is

forty dollars (\$40).

2.2.7. The fee for activation of a biennial inactive status license is seventy-five dollars (\$75).

2.2.8. The fee for upgrade to a higher level of license is fifty-five dollars (\$55).

2.3. Examination fees.

2.3.1. The fee for the examination required by the Board is established by and payable to the Association of Social Work Boards (ASWB) or its designee.

2.4 Application fees.

2.4.1. The application fee to become a certified provider of continuing social work education is one hundred dollars (\$100.00).

2.4.2. The application fee to become an individually approved provider of continuing social work education is thirty dollars (\$30.00) for each program application.

2.4.3. The fee to specially monitor the continuing education records and activities of an individually approved provider for the purpose of quality assurance is twenty-five dollars (\$25.00) for one event in each biennial and fifty dollars (\$50) for more than one event in each biennial.

2.5. Fees for certified providers of continuing education.

2.5.1. The fee to re-certify as a certified provider of continuing education is one hundred dollars (\$100)

(a). A certified provider who does not pay the fee to re-certify within thirty (30) days of notice from the Board of certified provider status expiration shall forfeit all rights and privileges as a certified provider of continuing education as defined by the Board.

(b). A certified provider who does not complete a recording form provided by the board for the purpose of determining eligibility for re-certification as a certified provider of continuing education shall not be re-certified, regardless of fee payment status, until a satisfactory determination of eligibility to re-certify has been made by the Board or its designee.

2.5.2. The fee to specially monitor the continuing education records and activities of a certified provider for the purpose of quality assurance is twenty-five dollars (\$25.00) for one event in each biennial and fifty dollars (\$50) for more than one event in each biennial.

2.6. Other fees.

2.6.1. The fee for complying with a request for public information, such as for print or electronic information or data relating to the Board, its members, services, or licensed social workers is calculated based upon the actual cost of materials, employee time, and procedures required to comply with the request.

(a). No fees shall be applied for compliance with initial requests for routine information regarding license application, continuation or renewal processes, or for the Board's annual report.

(b). Requests for additional or bulk quantities may require payment of a fee.