

**WEST VIRGINIA  
SECRETARY OF STATE  
NATALIE E. TENNANT  
ADMINISTRATIVE LAW DIVISION**

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2013 JUN -4 PM 1:51

Form #6

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: WV Board of Social Work TITLE NUMBER: 25

AMENDMENT TO AN EXISTING RULE: YES  NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 1

TITLE OF RULE BEING AMENDED: Qualifications for the Profession of Social Work

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: \_\_\_\_\_

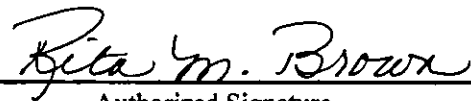
TITLE OF RULE BEING PROPOSED: \_\_\_\_\_

THE ABOVE RULE HAS BEEN AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE.

AUTHORIZATION IS CITED IN (house or senate bill number) HB 2689

SECTION §64-9-15(b), PASSED ON April 13, 2013

THIS RULE IS FILED WITH THE SECRETARY OF STATE. THIS RULE BECOMES EFFECTIVE ON THE  
FOLLOWING DATE: July 1, 2013



Authorized Signature

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

2013 JUN -4 P11 1:51

**SERIES 1  
QUALIFICATIONS FOR THE PROFESSION OF SOCIAL WORK**

**§25-1-1. General.**

1.1. Scope. -- This rule specifies the qualifications, and responsibilities for licensing as a social worker, alternative license candidates.

1.2. Authority. -- W. Va. Code §30-30-6.

1.3. Filing Date. -- June 4, 2013

1.4. Effective Date. -- July 1, 2013

**§25-1-2. Definitions.**

2.1. "Board" means the West Virginia Board of Social Work.

2.2. "Clinical supervisor" means a licensed independent clinical social worker providing supervision to an individual attempting to become qualified as a licensed independent clinical social worker.

2.3. "Emeritus status" means a social work license held by an individual formally recognized by the Board to have over twenty (20) years of social work practice and who is retired from the active practice of the profession of social work.

2.4. "Examination" means an examination approved by the Board for certification purposes, developed and administrated by the Association of Social Work Boards.

2.5. "Inactive status" means a social work license that is formally recognized after the receipt and approval of an application to be inactive. During this time the licensee is barred from the practice of social work during which he or she is exempt from continuing education provisions.

2.6. "Temporary social work permit" means a six-month certificate granted by the Board to an applicant qualified by education with an earned bachelor or masters degree in social work accredited by the Council on Social Work Education and who has not yet demonstrated passage of an examination required by the Board.

2.7. "Provisional license" means a restricted license certificate granted to an applicant qualified through alternative education provisions of W.Va. Code §30-30-16 and specified within this Rule. A provisional social worker is not a licensed social worker and may not use any initials suggesting he or she is an LSW, LGSW, LCSW, or LICSW.

2.8. Provisional licensing "Supervisor" means a qualified licensed social worker, certified social worker, or independent clinical social worker who has agreed to provide supervision to a provisional licensee to assist in the integration of social work skills, values, knowledge, and ethical considerations gained through continuing social work education programs and through the social work practice experience and who will evaluate progress towards satisfaction of coursework and other provisions during the four-year period of continuous employment.

### **§25-1-3. Qualifications for License.**

3.1. An applicant qualified under the provisions of W.Va. Code §30-30-1 et. seq. may receive a social work license from the Board as a social worker, graduate social worker, certified social worker, or independent clinical social worker, or apply for an inactive or emeritus status license. A provisional licensee is not eligible for a temporary social work permit, inactive or emeritus status license.

3.1.1. A licensed social worker may apply to place their license on inactive status by making a formal application to the Board. Upon receiving the approval of the Board the inactive licensee shall not perform the duties of a social worker and is exempt in earning continuing education during this period.

3.1.1.(a) A licensee may remove a license from inactive status and return to active practice by formally requesting and receiving the approval of the Board. The applicant shall provide a sworn statement indicating that he or she has never been convicted of a felony, has not engaged in behavior which constitutes professional misconduct, and intends to meet all requirements to maintain the license following activation

3.1.2. A licensed social worker may receive an emeritus status license by making a formal application to the Board and providing documentation twenty (20) years of social work practice experience and retirement from the active practice of social work. An emeritus licensee is not required to comply with the continuing social work education requirements. Upon receipt of the Board's approval in writing, an emeritus status licensee may engage in the active practice of the profession of social work, including supervision, for up to twenty (20) hours per week.

3.2. An applicant may receive a temporary social work permit by making a formal application and receiving the approval of the Board. An eligible applicant for a temporary permit may include:

(a) A candidate who has earned either an undergraduate or graduate social work degree from a college or university accredited by the Council on Social Work Education that has not yet passed an examination approved by the Board;

(b) A candidate enrolled in their final semester of either an undergraduate or graduate social work program from a college or university accredited by the Council on Social Work Education provided that the social work program director provide a written statement to the Board that the applicant is expected to matriculate.

3.2.1. Once an applicant has received a Temporary Permit from the Board, the applicant may register for and take the examination at any point during that six month permit period.

3.2.2. The degree candidate may not receive a social work license until an official college transcript is provided to the Board indicating that the undergraduate or graduate social work degree is conferred, and all other requirements for licensure are met.

3.3. An applicant may learn if he or she is eligible for a provisional license by completing an application provided by the Board. To meet the educational requirement for a provisional license, an applicant shall have earned a four-year academic degree from a recognized, academically accredited college in a field related to social work. Related fields include sociology, psychology, counseling, criminal justice or other related fields as determined by the Board. The Board shall send an invoice for the provisional license certificate only after it has determined an applicant's eligibility and received written evidence of qualified supervision and employment in a critical social work workforce shortage position, area or setting requiring a social work license.

3.3.1. Prior to the issuance of eligibility to pursue a provisional license, an applicant shall submit to the Board:

(a). An official transcript showing the applicant completed a four-year academic degree from a recognized, academically accredited college in a field related to social work as determined by the Board;

(b). Documentation showing the applicant has met the requirements set forth in W.Va. Code §30-30-16.

3.3.2. Prior to the issuance of a provisional license to perform social work within the legal scope of practice the applicant must submit a provisional license agreement contract on a form provided by the board. Along with the contract, the applicant must submit evidence of full time social work employment under a provisional license supervisor.

3.3.3. Upon approval of the provisional license agreement contract and other provisions have been met, the Board will issue a provisional license certificate for a two year period. The provisional licensee must meet all provisions and requirements as set forth in WV Code 30-30-16 and within this article 3.3. If all guidelines are met, the provisional licensee will renew their provisional license for a final two year period, upon which time the provisional licensee will apply for conversion of their provisional to a formal license as a fully licensed social worker.

3.3.4. As defined in §W.Va. Code 30-30-16(b)(2) a Provisional licensee must complete twelve credit hours of core social work study from a program accredited by the council on social work education (CSWE), specifically post Bachelor classes in conjunction with the school, within the four-year provisional license period. Successful completion means receiving a passing grade.

(a). The only exception to the core social work courses is if a provisional licensee is enrolled in a CSWE accredited Bachelor or Master of Social Work Program.

3.3.5. In addition to the twelve required hours of approved core social work courses, the provisional licensee will be responsible for earning an additional twenty (20) hours of Board approved continuing social work education per two years. A provisional licensee may earn up to ten (10) of the twenty (20) hours through Board approved online education hours.

3.3.6. A provisional licensee must provide a sworn statement to the Board annually to indicate he or she is complying with all requirements to maintain the provisional license, required social work continuing education, quarterly face to face supervision sessions, and documentation, by way of school transcript, of the required social work courses taken.

3.3.7. Prior to conversion of a provisional license to a formal license as a social worker, the provisional licensee must provide final documentation that all requirements, as outlined in W.Va. Code §30-30-16 and in section 3.3 of this rule have been met. The provisional licensee shall show documented proof that he or she has:

(a). Pass an examination approved by the Board;

(b). Completed and has documentation of four years of continuous, supervised employment in the field of social work in the form of an official letter from the employer(s) during the tenure of the provisional license;

(c). Has documentation by way of a college transcript that the provisional licensee has met the requirements of attendance and passage of twelve (12) hours of core social work classes through a

CSWE approved social work program;

(d). Provide documentation that the provisional licensee has earned continuing social work education contact hours totaling at least twenty (20) hours every two years.

3.3.8. An employer or prospective employer shall make application to the Board for approval to hire provisional licensees. The application shall include:

(a). Written documentation that a reasonable effort to recruit and hire a licensed social worker, graduate social worker, certified social worker or independent clinical social worker was made prior to submitting an application to employ a provisional licensee and;

(b). Written evidence of the critical need to hire the provisional applicant.

3.3.9. A provisional licensing supervisor of a provisional licensee shall annually provide the Board a statement of whether the provisional licensee has satisfactorily performed the duties of a social worker while under the supervision of the supervisor.

3.3.10. An employer is responsible for reporting the resignation or termination of any provisional license employee within no more than thirty (30) days of the action.

3.3.11. A provisional licensing supervisor may be a licensed social worker, licensed graduate social worker, licensed certified social worker or licensed independent clinical social worker licensed in good standing in the State of West Virginia, provided that the licensed social worker:

(a). Has made application and received Board approval to become a provisional licensing supervisor;

(b) Has earned a council on social work education accredited Bachelor of Social Work or Master of Social Work degree and has completed two years post graduate social work experience;

(c). Shall provide a resume with application that documents continuous employment in the social work field for no less than two years;

(d). Is of good moral character documented by three letters of professional recommendations to be included in the application;

(e). Has not been a subject of disciplinary action from the WV Board of Social Work or any other licensing jurisdiction in any state and;

(f). Shall provide any further documentation that may be required from the Board.

3.3.12. The supervisor of a provisional licensee shall provide annually a sworn statement to the Board indicating:

(a). The supervisor has engaged in face-to-face supervision with a provisional one time every three months following license issue and whenever make-up sessions are held; and

(b). The provisional licensee has satisfactorily performed the duties of a social worker while under his or her supervision.

3.3.13. A seasoned supervisor may supervise no more than fifteen (15) provisional licensees unless a written waiver has been granted by the Board allowing the supervisor to exceed this number. An

LSW licensing supervisor that is new to this privilege shall limit the number of persons to five (5) until determined otherwise by the Board.

3.4. An applicant may make up to four (4) attempts to pass the examination recognized by the Board. An applicant who fails to pass the examination after four (4) attempts shall petition the Board in writing prior to attempting the examination thereafter. The Board may approve, approve with conditions, or deny a petition.

3.5. The Board may require the applicant to submit recent professional references, or similar documentation of continuing eligibility, prior to removing a license from inactive status after a period of two or more years.

3.6. As set forth in W.Va. Code §30-30-8, a licensed independent clinical social worker may apply social work theory, methods, assessment, ethics and the professional use of self to the diagnosis, treatment and prevention of psychological dysfunction, disability or impairment, including emotional and mental disorders and developmental disabilities.

3.6.1. To be approved by the board to serve as a clinical supervisor, a West Virginia licensed independent clinical social worker, or a licensed clinical social worker from another jurisdiction, shall:

(a) Have completed no less than two years of clinical practice since the initial issuance of the clinical license;

(b) Submit a clinical supervision contract which identifies the clinical supervisor and the person being supervised, and sets forth the respective duties of employment. A clinical supervisor from another jurisdiction shall provide evidence of having a current, valid clinical social work license in good standing; and

(c) Maintain records of supervision, initialed by both parties, of each face-to-face session, for 100 hours, over the course of two years of full time employment or 3,000 hours of part time employment: *Provided*, That up to 30 of the 100 hours may be conducted by electronic means, so long as confidentiality is guaranteed and the communication is not open for view or comment by other parties.

#### **§25-1-4. Responsibilities of Licensees**

4.1. A licensee, provisional licensee or permittee shall notify the Board within thirty (30) days of any change of his or her legal name, primary address, telephone number or similar change of location or status, and, if required by the Board, of any change of supervisor or employer.

4.2. A licensee, provisional licensee or permittee shall notify the Board within thirty (30) days of witnessing what may constitute, in his or her best judgment, professional misconduct by another licensed social worker.

4.3. A licensee, provisional licensee or permittee shall abide by the provisions of the Code of Ethics of the National Association of Social Workers, which became effective on January 1, 1997.

4.4. Allegations of professional misconduct occurring prior to January 1, 1997 are judged against the version of the Code of Ethics in effect at the time of the alleged or proven professional misconduct.

4.5. A licensee or provisional licensee shall make application for a license, renewal of a license, or similar service on forms provided by the Board.

4.6. A licensee, provisional licensee or permittee or prospective licensee, provisional licensee or

permittee shall pay the appropriate fee as a condition of their application for license, renewal or other similar service.

4.7. At the time of renewal of license or provisional license, a licensee shall provide to the Board:

4.7.1. Written evidence of completion of mandatory continuing social work education during the tenure of the license as specified in this rule; and

4.7.2. A sworn statement, on a license renewal application provided by the Board, that the license has not been revoked or suspended by another state licensing agency, or by a licensing agency in another state or territory of the United States, and that he or she has never been convicted of a felony or misdemeanor.

4.8. No license, provisional license, permit or certificate of license granted or issued to an individual by the Board under the provisions of the Code of WV §30-30-1, et. seq. may be assigned to any other individual.

## Judy Cooper

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**From:** Amy Polen <amypolen@wvsocialworkboard.org>  
**Sent:** Tuesday, June 04, 2013 3:07 PM  
**To:** Judy Cooper  
**Subject:** FW: [SPAM] 25 CSR 1 - fix it

Just in case you need this "official" verification from Steven Thompson regarding our technical change in Series 1.

*Amy S. Polen*, Administrative Assistant

WV Board of Social Work  
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Charleston, WV 25361  
(304) 558-8816  
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**From:** Steven Thompson [<mailto:steven.thompson@wvhouse.gov>]  
**Sent:** Monday, June 03, 2013 11:22 AM  
**To:** [amypolen@wvsocialworkboard.org](mailto:amypolen@wvsocialworkboard.org)  
**Subject:** [SPAM] 25 CSR 1 - fix it

Good Morning Amy,

The House Government Organization Chief Counsel, and the Senate Judiciary Chief Counsel and Judy Cooper, all agree you can fix the rule by adding a few necessary connecting words to make the last sentence in 3.3 read in proper English.

I left a copy of the marked up page of the rule in your office this morning. You should find that we marked corrections (with our suggestion) to add the words "in a" between the words "employment" and "critical"; and after the word "shortage" remove the words "in a"; and after the word "position" follow it with a comma and the words "area or setting".

The sentence (fragment) will now read "... received written evidence of qualified supervision and employment in a critical social work workforce shortage position, area or setting requiring a social work license."

Again, the House and Senate Counsel and Judy Cooper all agree that you can make this change so the rule reads properly. This is a technical correction that properly reflects the policy as stated in the remainder of the rule and in WV Code §30-30-16.

If you have any questions, please feel free to call,

Steve Thompson, Legislative Analyst  
House Government Organization  
304-340-3192