

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #3

Do Not Mark In this Box

FILED
1997 OCT 26 AM 10:49

**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE
AND
FILING WITH THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE**

AGENCY: Board of Chiropractic Examiners TITLE NUMBER: 4

CITE AUTHORITY WV Code 30-16

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

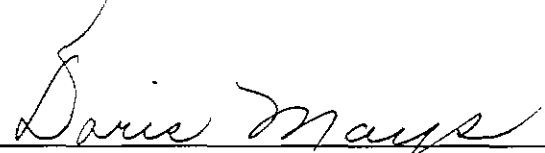
TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: Series 1

TITLE OF RULE BEING PROPOSED: Rules of the West Virginia

Board of Chiropractic Examiners

THE ABOVE PROPOSED LEGISLATIVE RULE HAVING GONE TO A PUBLIC HEARING OR A PUBLIC COMMENT PERIOD IS HEREBY APPROVED BY THE PROMULGATING AGENCY FOR FILING WITH THE SECRETARY OF STATE AND THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE FOR THEIR REVIEW.


Doris Mays, Exec. Sec'y

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Rules of the West Virginia Board of Chiropractic Examiners

Type of Rule: XXX Legislative Interpretive Procedural

Agency Bd. of Chiropractic Examiners Address 2703 3rd Ave
Huntington, WV 25702

1. Effect of Proposed Rule	ANNUAL		FISCAL YEAR		
	Increase	Decrease	Current	Next	Thereafter
Estimated Total Cost	\$	\$	\$	\$	\$
Personal Services					
Current Expense	6500.00		6500.00	same	same
Repairs and Alterations					
Equipment					
Other					

2. Explanation of above estimates:

This is a increase in fees of \$25. This affects about 260 licensees

3. Objectives of these rules:

The Board has no rules in effect. This proposal establishes board rules and increases the fees by \$25 per person to cover the national exam costs.

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4. Explanation of Overall Economic Impact of Proposed Rule.

A. Economic Impact on State Government.

\$ 6500. 00 increase in the Board's Revenue

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

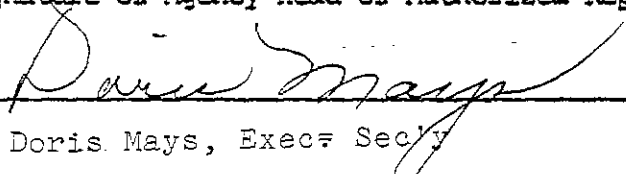
The \$25 increase per applicant

C. Economic Impact on Citizens/Public at Large.

None

Date: Oct. 26, 1987

Signature of Agency Head or Authorized Representative



Doris Mays, Exec. Sec'y

DATE: Oct. 26, 1987

TO: LEGISLATIVE RULE-MAKING REVIEW COMMITTEE

FROM: WV Bd. of Chiropractic Examiners

LEGISLATIVE RULE TITLE:

1. Authorizing statute(s) citation WV Code 30-16

2. a. Date filed in State Register with Notice of Hearing:

Aug 31, 1987

b. What other notice, including advertising, did you give of the hearing?

none

c. Date of hearing (s): Oct. 1, 1987

d. Attach list of persons who appeared at hearing, comments received, amendments, reasons for amendments.

Attached _____ No comments received xxx

e. Date you filed in State Register the agency approved proposed Legislative Rule following public hearing: (be exact) Oct. 26, 1987

f. Name and phone number of agency person to contact for additional information:

Doris Mays 522-2838

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STATE REGISTER

3. If the statute under which you promulgated the submitted rules requires certain findings and determinations to be made as a condition precedent to their promulgation:

a. Give the date upon which you filed in the State Register a notice of the time and place of a hearing for the taking of evidence and a general description of the issues to be decided.

N/A

b. Date of hearing: N/A

c. On what date did you file in the State Register the findings and determinations required together with the reasons therefor?

N/A

d. Attach findings and determinations and reasons:

Attached N/A

TITLE 4
LEGISLATIVE RULES
WEST VIRGINIA BOARD OF CHIROPRACTIC EXAMINERS

SERIES 1
RULES OF THE WEST VIRGINIA BOARD OF CHIROPRACTIC EXAMINERS

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1997 OCT 26 AM 10:51
SECRETARY OF STATE

4-1-1. General.

1.1. Scope. -- These rules establish the organization, operation and licensing of chiropractors by the West Virginia Board of Chiropractic Examiners.

1.2. Authority. -- WV Code 30-16-1 et seq.

1.3 Filing Date, --

1.4. Effective Date. --

4-1-2. Method of public notice

2.1. Pursuant to chapter thirty, West Virginia Code, and prior to the adoption, amendment or recession of any rule by the West Virginia Board of Chiropractic Examiners, the secretary shall give public notice of the date set for public hearing on such rules. Such notice will be in accordance with the rules of chapter thirty and article three, chapter twenty-nine-A of the West Virginia Code, and will be by advertising one (1) newspaper of general circulation in the cities of Charleston, Wheeling and Huntington at least thirty (30) days prior to the date set for public hearing,

4-1-3. Payment of fees.

The payment of any and all fees to the West Virginia Board of Chiropractic Examiners shall be by certified check or money order or other acceptable means.

4-1-4. Officers and their duties.

4.1. The officers of the West Virginia Board of Chiropractic Examiners shall consist of the chairman, vice chairman and secretary.

4.2. The chairman shall be elected from the membership of the West Virginia Board of Chiropractic Examiners for a term of one (1) year. His duties shall be to preside over all meetings of the Board. In his absence the vice chairman will act in his place.

4.3. The secretary may be elected or appointed by the Board. The secretary's term of office will be at the pleasure of the Board. In the absence of the secretary the Board shall appoint a temporary secretary to act in that position for the duration of the secretary's absence. The duties of the secretary will be to keep a recording of proceedings and actions of the Board, to submit a monthly report of the activities of his office to the Board; to maintain a diary of all in/out correspondence (mail and/or telephone) and submit this as part of his monthly report of activities; and such other duties as are prescribed by law and/or the Board.

4-1-5. Agents of the West Virginia Board of Chiropractic Examiners.

The Board may hire clerical help as needed to carry out the duties of the Board. Said personell to be paid wages not to exceed those wages paid to state help for similar work.

4-1-6. Meeting of the Board.

6.1. The West Virginia Board of Chiropractic Examiners will hold (2) meetings per year on the third

Thursday of May and November. Location to be designated by the Board.

6.2. The Board may hold such special meetings as it may deem necessary to the conduct of its business. The time, place and date of such meetings shall be at the discretion of the Board and/or its chairman. All members of the Board shall be notified in advance thereof. A letter to the Secretary of State shall be sent stating date, time and place of meeting or special meetings.

6.3. All meetings of the Board shall be conducted in accordance with Robert's Rules of Order.

6.4. At the regular meeting of the Board any interested persons who are affected by the business of the Board may enter into discussion with the Board.

6.5. At all special meetings of the Board anyone not a member of the Board will be prohibited to enter into discussion with the Board, unless invited by a member of the Board, or unless said person has requested permission to enter into discussion with the Board. Such request must be in writing to the Secretary of the Board and will state the nature of business to be discussed. The date, time and place of such discussion will be at the discretion of the chairman. The secretary shall give such person(s) prior notification as to date, time and place of such meeting.

6.6. Any person(s) desiring notification of all regular and special meetings of the Board may receive same by making a request in writing to the secretary.

4-1-7. Pre-professional requirements for licensure by examination.

See section four, article sixteen, chapter thirty of the West Virginia Code.

4-1-8. Application for licensure.

8.1. Application for licensure and/or examination shall include evidence of good moral character, and shall include a head and shoulder photograph of the applicant, as prescribed by the Board.

8.2. Certified transcripts of grades attesting to the applicant's having met all the educational requirements set forth in section four, article sixteen, chapter thirty of the West Virginia Code, shall be sent directly to the Board by the schools and/or colleges he /she has attended.

8.3. All applications, require forms and fees for licensure examinations must be filed with the secretary of the Board at least six (6) weeks prior to the date of the examination. Fees shall be submitted in the form of certified check or money order or other acceptable means.

4-1-9. Examination for licensure.

9.1. The examination for a license to practice chiropractic shall cover the following subject: Anatomy, physiology, chemistry, pathology, bacteriology, hygiene, diagnosis, gynecology, X-ray, geriatrics, principles of chiropractic and jurisprudence. The list of subjects may be regrouped at the discretion of the Board.

9.2. The Board shall issue certificates of license to all applicants who shall successfully pass the said examination, but no license shall be issued under this section until person applying therefor shall have paid to the a fee of (\$100.00)

9.3. All applicants shall be required to secure an average grade of seventy-five percent (75%) in all subjects: Provided, That sixty percent (60%) shall be the minimum grade in any subject. Applicants may retake those parts of the examination in which they failed to achieve a grade of sixty percent (60%) The applicant shall pay all expenses incurred by the Board for retake of any examination.

9.4. No applicant will be permitted to retake parts of the examination more than twice. Any applicant failing to pass these reexaminations may resubmit in full an application, as described in Section 8 of these rules, to retake the entire examination.

9.5. The Board shall be empowered to employ a proctor to supervise the applicants during the time the examination is in progress. The proctor shall have the authority to report any applicant suspected of fraud, deception or any other form of cheating during the course of the examination, and such a report shall be grounds of refusing a license to an applicant. The proctor shall be paid a fee to be set by the Board for his or her services. Sed fee not to exceed the hourly rate paid to other clerical help employed by the Board.

4-1-10. Licensure of national board diplomates.

10.1. The West Virginia Board of Chiropractic Examiners may recognize holders of certificates from the National Board of Chiropractic Examiners for the purposes of reciprocity; Provided, That the certificate holder has met the education requirements as specified in the statute governing the practice of chiropractic in West Virginia.

10.2. In addition to the application and documents as required in Section 8 of these rules, these applicants shall have transcripts of grades and verification of the diplomate status sent directly to the West Virginia Board of Chiropractic Examiners for an interview and a clinical proficiency examination.

10.3. All applicants applying with diplomate status shall pay to the Board one hundred dollars(\$100)

4-1-11. Licensure by endorsement/reciprocity.

An application for license by endorsement and/or reciprocity with other states which have requirements for lincensure equal to West Virginia's may be made on forms prescribed by the Board. Such applicants will be required to appear before the West Virginia Board of Chiropractic Examiners for an interview and a clinical proficiency examination. Education requirements as set forth in section four, article sixteen, chapter thirty of the West Virginia Code, will be adhered to. Such applicants shall pay to the Board one hundred dollars (\$100).

4-1-12. Review of applications.

All applications for licensure shall be reviewed by the Board at a meeting of the Board. No application shall be accepted or rejected without the concurrence of the majority of the board members.

4-1-13. License renewal qualifications.

13.1 All educational programs conducted in West Virginia for purposes of meeting the license renewal requirements must have prior approval of the West Virginia Board of Chiropractic Examiners. Such programs shall consist of minimum total fo twelve (12) fifty (50) minute hours and minimum of two (2) days per year. Such programs must be conducted by a faculty member(s) of Board approved school or college of chiropractic (approved schools or colleges of chiropractic will be those which have status with an accrediting agency recognized by the United States Department of Health, Education and Welfare as an acceptable accrediting agency for granting accreditation in chiropractic education), unless otherwise approved by the Board. The Board, at its discretion, may also approved programs conducted by recognized authorities from fields other than chiropractic.

13.2. The method of recording attendance at such seminars will be the responsibility of the sponsoring group. It will also be the responsibility of said group to provide the Board with a list of those in attendance at such siminars.

13.3 Newly graduated doctors of chiropractic who receive their initial license in the year of their graduation will not need to meet the above education requirements for that fiscal yeal(July 1 to July L). However, such persons shall be required to meet all other aspects of license renewal as defined in section seve, article sixteen, chapter thirty of the West Virginia Code.

4-1-14. Scope of practice.

14.1. In the conduct of the practice of chiropractic no chiropractor shall perform any service that is beyond the scope of his education, training and experience.

14.2. The practice of chiropractic will include and permit the use of such diagnostic and treatment procedures as are taught by Board approved chiropractic colleges except as prohibited by law and/or the Rules and Regulations of the Board, and according to section twelve, article sixteen, chapter thirty of the West Virginia Code.

4-1-15. Conduct of practice.

15.1. No person holding a license to practice chiropractic shall conduct such practice under any name other than his own unless practicing as an employee of a clinic, center or institution.

15.2. All licensees, practicing chiropractic in West Virginia, shall use the word(s) "Chiropractic" or "Chiropractor" or "Chiropractic Physician" or the initials "D.C." in conjunction with their names on all signs, letterheads, business cards and/or similar items of identification.

15.3. Every licensee practicing in West Virginia shall publicly and prominently display the license issued him by the West Virginia Board of Chiropractic Examiners or a photostatic copy thereof in all offices, clinics, corporations, centers and/or similar places of business wherein he is practicing.

15.4. In the conduct of practice, no person holding a license to practice chiropractic shall:

(a) Knowingly maintain a professional connection or association with a person who is in violation of the chapter or rules of the Board or with a person who knowingly aids, assists, procures or advises an unlicensed person to practice chiropractic contrary to the chapter or rules of the Board;

(b) Fail to pay license renewal fees specified in the chapter;

(c) All practitioners shall conform to and abide by the ethical code which follows; The scope of a Code of Chiropractic Ethics comprises duties and obligations of chiropractors and patients, the duties and obligations of chiropractors to each other and the reciprocal obligations of chiropractors to each other and the public. The transcendent principles upon which chiropractic ethics are based are these:

(1) The ultimate end and object of the chiropractor's effort should be: "The greatest good for the patient."

(2) The rules of conduct of chiropractor and patient, and of chiropractors toward each other, should be but facets of the Golden Rule: "Therefore all things whatsoever ye would that men should do to you, do ye even so to them."

4-1-16. Addresses of Licensees.

Every licensee practicing in West Virginia shall inform the Board of the addresses whereat he is practicing and shall inform the Board of any change of addresses or removals from a place of practice. A licensee's failure to receive notification of license renewal due to his failing to advise the Board of a change of address shall not constitute an error on the part of the Board, nor shall it exonerate the licensee from making such renewal as set forth in section seven, article sixteen, chapter thirty of the West Virginia Code.

4-1-17. Chiropractic corporations.

The West Virginia Board of Chiropractic Examiners requires that chiropractors under its licensing authority must obtain its prior authorization before beginning to act as a chiropractor corporation and requires a fifty dollars (\$50) for each application for authorization to form a chiropractic corporation. See section seventeen, article sixteen, chapter thirty of the West Virginia Code.

4-1-18. Procedure for suspension or revocation of license.

See section eight, article sixteen, chapter thirty of the West Virginia Code.

4-1-19. Federation of chiropractic licensing boards.

This Board shall become a member of the Federation of Chiropractic Licensing Boards. At the annual meeting of the West Virginia Board of Chiropractic Examiners the members of the Board shall appoint at least one (1) of its members as a representative to this Federation and at least (1) member as an alternative representative.

4-1-20. Advertising.

In order to extend the sphere of respect, recognition and integrity of the profession, the individual doctor of Chiropractic shall refrain from advertising or soliciting for patronage that harms the public. The Board prohibits advertising that:

- (a) Is false, fraudulent, deceptive or misleading.
- (b) Represents intimidation or undue pressure
- (c) Guarantees any cure;
- (d) Constitutes bait and switch tactics;
 1. something free, as bait, to get patient into the office
 2. something free, as bait, then the procedure is swithched and charges are leived on the patient for related procedüres not expected by the patient during the same office visit.
- (e) Makes claims of professional superiority which cannot be substantiated.
- (f) Does not make it clear that services are being offered by a chiropractor, doctor of chiropractor, chiropractic physician, etc.

The following shall be deemed appropriate means of informing the public of the availability of professional services:

(a) Informational advertising not contrary to the foregoing prohibitions.

(b) Advertising in a newspaper, periodical or professional directory of fixed prices, or a stated range of prices for specific routine professional services; Provided, That such advertisement clearly states whether additional charges may be incurred for related services which may be required in individual cases.

LGM

TO: LRMRC
FROM: Doris Mays, Exec. Sec'y Bd. of Chiropractic Examiners

When the administrative procedures act was amended in 1982 the law required that all existing rules be re-filed on or before January 1, 1983. The rules of the Board were re-filed in Feb. 1983. This was too late to qualify. So the Board has no rules in effect at this time. These rules are needed to operate the agency and increase the fees to cover the costs of the National Exam used by the Board.

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The West Virginia Board of Chiropractic Examiners

William F. Nease, D.C.
Chairman
2703 Third Avenue
Huntington, WV 25702

Lowell M. Williams, D.C.
Vice Chairman
102 Central Avenue
Moorefield, WV 26836

B. Thomas Ross, D.C.
Secretary
1229 6th Avenue
Huntington, WV 25701



Doris G. Mays
Executive Secretary
2703 Third Avenue
Huntington, WV 25702

Ruth Lemmon
Lay-Member
P. O. Box 2028
Charleston, WV 25327

David K. Heydinger, M.D.
State Director of Health
1800 Washington St. East
Charleston, WV 25305

Oct. 15, 1987

To Whom It May Concern;

There were no complaints, corrections, suggestions etc. received in our office on Title 4, Legislative, WV Code 30-10.

Doris Mays, exec. sec'y
West Virginia Board of
Chiropractic Examiners

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OCT 20 11 29 51
DEPT. OF HEALTH

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