

*obsolete  
✓ 4/11 ✓ Feb 9, 1983  
to April 11, 1988*

TITLE 4  
LEGISLATIVE RULES  
WEST VIRGINIA BOARD OF CHIROPRACTIC EXAMINERS

SERIES 1  
RULES OF THE WEST VIRGINIA BOARD OF CHIROPRACTIC EXAMINERS

§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. -- W. Va. Code §30-16-1 et seq.

1.3. Filing Date. -- February 9, 1983

1.4. Effective Date. -- February 9, 1983

§4-1-2. Method of public notice.

2.1. Pursuant to chapter thirty, West Virginia Code, and prior to the adoption, amendment or rescission 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) time in 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 a 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 personnel 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 two (2) meetings per year on the third Tuesday 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 meetings 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 meetings 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 the 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 shoulders 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 has attended.

8.3. All applications, required forms and fees for licensure examinations must be filed with the secretary of the Board at least two (2) 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 chi-

ropractic 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 the person applying therefor shall have paid to the Board a fee of twenty-five dollars (\$25.00)

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 for refusing a license to an applicant. The proctor shall be paid a fee to be set by the Board for his or her services. Said 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. Such applicants will be required to appear before 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 licensure 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 of 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 a 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 approve 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 seminars.

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 year (July 1 to July 1). However, such persons shall be required to meet all other aspects of license renewal as defined in section seven, 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 this 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 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 me 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 fee of 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 one (1) other 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;
- (e) Makes claims of professional superiority which cannot be substantiated.

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.

**Editor's Note:** Section five, article two, chapter twenty-nine-a of the West Virginia Code, required

all agencies to refile their existing rules on or before January 1, 1983. Failure to do so resulted in such rules becoming void and unenforceable. The preceding rules of the Board of Chiropractic Examiners was refiled on February 9, 1983. Thus, their

validity is suspect. The Administrative Law Division includes these rules since they were on file, and this editor's note is not a statement of judgment on their validity but is for information only.