

**WEST VIRGINIA
SECRETARY OF STATE**

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #4

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OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF RULE MODIFICATION OF A PROPOSED RULE

AGENCY: Board of Examiners in Counseling TITLE NUMBER: 27

CITE AUTHORITY 30-31-5 (a) (2)

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 1

TITLE OF RULE BEING AMENDED: Licensing Rule

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE PROPOSED LEGISLATIVE RULE, FOLLOWING REVIEW BY THE LEGISLATIVE RULE MAKING REVIEW COMMITTEE IS HEREBY MODIFIED AS A RESULT OF REVIEW AND COMMENT BY THE LEGISLATIVE RULE-MAKING REVIEW COMMITTEE. THE ATTACHED MODIFICATIONS ARE FILED WITH THE SECRETARY OF STATE.

William E. Mulvey



FILED

Nov 24 11 59 AM '97

WEST VIRGINIA LEGISLATURE
Legislative Rule-Making Review Committee

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

State Capitol - Room MB-49
Charleston, West Virginia 25305
(304) 347-4840

Senator: Mike Ross, Co-Chairman
Delegate: Mark Hunt, Co-Chairman
Counsel: Debra A. Graham

Joseph A. Altizer, Associate Counsel
Rita Pauley, Associate Counsel
Audrey R. Ross, Admin. Assistant

November 18, 1997

NOTICE OF ACTION TAKEN BY LEGISLATIVE RULE-MAKING REVIEW COMMITTEE

TO: Ken Hechler, Secretary of State, State Register

TO: Dr. William E. Mullett, Chair
West Virginia Board of Examiners
in Counseling
100 Angus E. Peyton Drive
South Charleston, WV 25303

FROM: Legislative Rule-Making Review Committee

PROPOSED RULE: *Licensing Rule (27CSRL)*

The Legislative Rule-Making Review Committee recommends that the West Virginia Legislature:

1. Authorize the agency to promulgate the Legislative Rule
(a) as originally filed
(b) as modified by the agency
2. Authorize the agency to promulgate part of the Legislative rule;
a statement of reasons for such recommendation is attached. _____
3. Authorize the agency to promulgate the Legislative rule with
certain amendments; amendments and a statement of reasons
for such recommendation is attached. _____
4. Authorize the agency to promulgate the Legislative rule as
modified with certain amendments; amendments and a
statement of reasons for such recommendation is attached. _____
5. Recommends that the rule be withdrawn; a statement of
reasons for such recommendation is attached. _____

Pursuant to Code 29A-3-11(c), this notice has been filed in the State Register and with the agency proposing the rule.

TITLE 27
LEGISLATIVE RULE
BOARD OF EXAMINERS IN COUNSELING

SERIES 1
LICENSING RULE

§27-1-1. General.

1.1. **Scope.** -- ~~These legislative rules establish~~ This legislative rule establishes standards for professional counselors to follow in applying, qualifying, maintaining, and renewing required licensure. ~~They should be read in pari materia (together) with the West Virginia Code. The W. Va. Code §30-31 et seq. applies to all rules, regulations, guidelines, investigations, orders, appeals promulgated by the Board or pursuant to Board action and to all substantive and procedural matters related thereunto.~~

1.2. **Authority.** -- W. Va. Code §30-31-5(a)(2).

1.3. **Filing Date.** --

1.4. **Effective Date.** --

§27-1-2. Definitions.

2.1. The following ~~meanings~~ definitions apply to all rules promulgated by the Board of Examiners in Counseling, ~~unless in a specific paragraph under one of these rules the word or term is explicitly defined or used in a different manner.~~

2.2. "Application" means a written application providing all required information on forms prescribed by the Board and filed with the Board secretary.

2.3. "Counseling experience" means the applicant's primary professional responsibility that was in direct provision of counseling services or supervision of a counseling program.

2.4. A "year of counseling experience" means at least 1200 clock hours providing counseling services for a fee or a salary, practicing counseling in a supervised practicum or internship, or doing volunteer work under Board approved supervision in a structured organizational counseling setting.

2.4.1. If during a twelve-month period, the applicant is engaged in practice for fewer than 1200 clock hours, ~~credit will be granted~~ the Board will grant

credit for a fraction of a year's experience represented by the number of hours actually practiced.

2.4.2. The Board will not credit an applicant with more than one year of experience in any twelve-month period.

2.4.3. The applicant is responsible for documentation of clock hours.

§27-1-3. **Application Materials.**

3.1. ~~Application materials to be completed before consideration for licensing include:~~ The applicant shall submit the following before the Board will consider the applicant for licensure.

3.1.1. ~~Completed application forms;~~ A completed application form;

3.1.2. A notarized affidavit;

3.1.3. A non-refundable application fee of \$50.00 by check or money order;

3.1.4. Official transcripts sent directly from college(s) or university(ies);

3.1.5. Three (3) completed professional recommendation forms from individuals licensed as professional counselors, clinical psychologists, clinical social workers, or psychiatrists.

3.1.6. Three (3) personal reference letters to satisfy the Board that the applicant is of good moral character and merits the public trust. The letters' authors must not be persons completing the recommendation forms;

3.1.7. A verification of supervision form. This form may serve as one of the professional recommendations;

3.1.8. Verification of a successful score on a certification examination in counseling approved by the Board. The applicant shall have obtained the successful score within five (5) years prior to the submission of the application.

§27-1-4. **Classification of Applicants.**

4.1. ~~An applicant for licensure in counseling in West Virginia shall file proper application for such licensure~~ the application materials required under section 1 of this rule and meet the requirements set forth in this W. Va. Code §30-31-7 and this rule, set forth in this document (Title 27, Legislative Rules).

4.2. An applicant for licensure ~~who is currently certified or licensed in another jurisdiction, where it is adjudged by the Board that the applicant was se certified or licensed by equivalent procedures with comparable examination standards,~~ shall file proper application. ~~but may have the national certification examination waived. The national certification examination may be waived .~~ It is the applicant's responsibility to provide the documentation necessary for the Board to make an appropriate decision on reciprocity.

§27-1-5. **Qualifications of Applicants.**

5.1. Education: The education requirements for the licensure of applicants are set forth in W. Va. Code §30-31-7. ~~The Board further clarifies and prescribes~~ To meet those requirements, an applicant shall have one of the following degrees;

5.1.1. A master's or doctoral degree in counseling from an institution ~~aeereditied with program accrediting-~~ by the ~~Counsel- Council~~ Council on Accreditation of Counseling and Related Educational Programs (CACREP), the National Council on Accreditation for Teacher Education (NCATE), the North Central Association of Colleges and Schools (NCACS), the Southern Association of Colleges and Schools (SACS), or a comparable accrediting body. ~~which is a graduate the degree with a major in community agency counseling, mental health counseling, pastoral counseling, rehabilitation counseling, school counseling, or similar title which includes the word "counseling," and which includes the core of coursework representative of professional counseling programs at the time of its completion.~~ Acceptable graduate degrees include a specialization in community agency counseling, mental health counseling, pastoral counseling, rehabilitation counseling, and school counseling. Similar degrees that include the word "counseling" and include the core of coursework representative of professional counseling programs at the time of its completion may be accepted.

5.1.2.(a) A master's or doctoral degree in a field closely related to counseling from an institution ~~aeereditied with program accrediting~~ by the Council on Accreditation of Counseling and Related Educational Programs (CACREP), the National Council on Accreditation for Teacher Education (NCATE), the North Central Association of Colleges and Schools (NCACS), the Southern Association of Colleges and Schools (SACS), or a comparable accrediting body. ~~which is a~~ The graduate degree that includes shall include graduate core coursework, either as part of the degree or after the award of the degree, in each of the following three areas or their equivalent, as determined by the Board:

A. 1. Counseling theories: includes a study of basic theories and principles of counseling and philosophic basis-~~basis~~ of the helping relationship;

B. 2. Counseling techniques: includes individual counseling practices, methods, facilitative skills, and the application of these skills;

C. 3. ~~Either a supervised practicum or a supervised internship~~ Human growth and development: includes the nature and needs of individuals at all developmental levels, following psychological, sociological and physiological approaches. Also includes human behavior (normal and abnormal), personality theory, learning theory, dynamics of stress, and medical/functional implications of disability;

D. 4. Social and cultural foundations: includes studies of social change, ethnic groups, subcultures, mores, urban and rural societies, population patterns, use of leisure time, work, and differing life patterns;

E. 5. Individual appraisal: includes individual differences, methods of data-gathering and interpretation, individual and group testing, and case study;

F. 6. Professional responsibilities: includes goals and objectives of professional counseling organizations, codes of ethics, legal considerations, standards of preparation, certification and licensing, advocacy, confidentiality, and the role identity of counselors;

G 7. Supervised practicum: includes the provision of counseling to bona fide clients and groups seeking services from counselors under the direction of a graduate faculty member who is a licensed professional counselor or related mental health professional, and must include critiquing of counseling either observed or recorded on audio or video tape and;

H. 8. Supervised internship: includes actual on-the-job experience in professional counseling under the tutelage of an on-site supervisor who is a licensed professional counselor or related mental health professional.

~~1. A supervised practicum is the provision of counseling to bonafide clients and groups seeking services from counselors. A practicum in all cases must be under the direction of a graduate faculty member who is a licensed professional counselor or related mental health professional, and must include critiquing of counseling either observed or recorded on audio or video tape.~~

~~2. A supervised internship is an actual on the job experience in professional counseling under the tutelage of an on-site supervisor who is a licensed professional counselor or related mental health professional.~~

DI. 5.1.2(b).In addition, an applicant in addition to 5.1.2(a) with a master's or doctoral degree in a field closely related to counseling must present at least one graduate course or equivalent, as determined by the Board, in five of the following ~~nine~~ eight areas:

1. ~~Human growth and development: includes nature and needs of individuals at all developmental levels, following psychological, sociological, and physiological approaches. Also includes human behavior (normal and abnormal), personality theory, learning theory, dynamics of stress, and medical/functional implications of disability; Addictions counseling;~~

2. ~~Social and cultural foundations: includes studies of social change, ethnic groups, subcultures, mores, urban and rural societies, population patterns, use of leisure time, work, and differing life patterns; Crisis intervention;~~

3. ~~Group dynamics, processes, counseling, and consulting: includes theories, practices, methods, dynamics, facilitative skills, and supervised practice;~~

4. ~~Life-style and career development: includes vocational-choice theory, relationship between career choice and life-style, occupational and educational information, career decision-making processes, career development exploration, and placement techniques;~~

5. ~~Individual appraisal: includes individual differences, methods of data-gathering and interpretation, individual and group testing, and case study; Marriage, couples, and/or family counseling/therapy;~~

6. ~~Research and evaluation: includes statistics, research design, research proposals, and evaluation;~~

7. ~~Professional responsibilities: includes goals and objectives of professional counseling organizations, codes of ethics, legal considerations, standards of preparation, certification and licensing, advocacy, confidentiality, and the role identity of counselors; Principles of etiology, diagnosis, treatment planning, and prevention of mental and emotional disorders and dysfunctional behavior; or~~

8. ~~Community resources and rehabilitation services: includes development and implementation of community resource references and materials for client referral;~~

9. ~~Supervision: includes the theory and practice of supervision with experiential components.~~

5.1.3 The applicant must demonstrate that his or her coursework meets the educational requirements contained in this rule. If a course title does not clearly indicate the content area of courses named in this Rule, the applicant must also provide the college catalog description of the course and the name of the instructor of the course.

5.1.4. The applicant shall complete the educational requirements contained in this Rule ~~must be completed~~ prior to the date of application applying for licensure.

5.1.5. The applicant ~~will~~ shall verify his graduate record by authorizing the college(s) or university(ies) to forward an official transcript directly to the Board office.

5.2. Supervised professional experience: The applicant is required to have two years of supervised professional experience in counseling ~~, including at least one year's experience after earning the aforementioned master's degree in counseling or equivalent,~~ after earning the master's degree in counseling or equivalent as determined by the Board; or have earned a doctoral degree in counseling, or equivalent as determined by the Board, and have at least one year of supervised professional experience in counseling after earning the ~~aforementioned~~ doctoral degree.

5.2.1. The applicant ~~is required~~ shall to remain under professional supervision satisfactory to the Board, and may not be called a licensed professional counselor, solicit clients, bill for services, or in any way be represented as a licensed professional counselor, until ~~such time that~~ the applicant is duly licensed by ~~said~~ the Board.

5.2.2. The professional supervisor shall determine the applicant's activities and the amount of supervision required. A minimum of one hour of individual supervision is required for every 20 hours of practice.

5.2.3. The applicant ~~is required to~~ shall provide the Board with verification of completion of supervised professional experience ~~via the format in the manner~~ determined by the Board.

5.2.4. ~~Prior to July 1, 2001,~~ The the professional supervisor may provide post-graduate degree supervision for prospective applicants in the field of professional counseling provided he or she is licensed for a period of two years as a professional counselor, clinical psychologist, clinical social worker, or psychiatrist.

5.2.5 For the purposes of this section, beginning July 1, 2001, an approved professional supervisor means any Licensed Professional Counselor, or other qualifies supervisor as determined by the Board, who has five years counseling experience and documents to the Board the completion of that he or she has completed training in counseling supervision that included content and experiences relevant to the supervision of counselors. The supervisor shall provide the Board a statement detailing the person's supervision philosophy, orientation, and experience.

5.3. Standardized certification examination in counseling: The applicant is ~~required to provide~~ shall provide the Board with verification that he or she has attained

of a successful score on a certification examination in counseling approved by the Board. The successful score must be attained within five (5) years prior to the submission of the application.

§27-1-6. Issuance of License.

6.1. Each license issued by the Board shall contain the licensee's name, license number, and date of issuance.

6.2. Official licenses shall be signed by the Chairperson and Secretary of the Board, and be affixed with the official seal of the Board.

6.3. All licenses issued by the Board shall remain the property of the Board and must be surrendered on demand.

6.4. Once all requirements for licensure have been determined, the Board shall mail notification of the license to the applicant's last known address.

6.5. The Board ~~will~~ shall replace a license that is lost, damaged, or is in need of revision upon written request from the ~~licensees~~-licensee and payment of the license replacement fee.

6.6 Counselors concede that denial or revocation of licensure in another state, or from another board in West Virginia, or from another credential or jurisdiction, shall also make them liable for denial or revocation of licensure by this Board.

§27-1-7. Fees.

7.1. The following fee structure ~~hereby is~~ established by the Board:

Application processing	\$50.00
Examination	80.00
Renewal	25.00
Reciprocity application processing	50.00
Examination score endorsement	20.00
Name change	20.00 5.00
Endorsement to another jurisdiction	20.00
Duplicate wall hanging	20.00 10.00
Copies per page	0.50 0.75

~~*The fee is variable and dependent depends on the national examining body.~~

7.2 Examination fee shall be the current rate of the national exam cost and an appropriate fee to proctor and process the examination.

§27-1-8. **Licensure.**

8.1. A license authorizing the holder to engage in the practice of counseling shall be issued by the Board to each successful applicant for licensure as a licensed professional counselor.

§27-1-9. **Professional Disclosure.**

9.1. Licensees ~~are required to~~ shall display a professional disclosure statement at the place where they perform services ~~are performed~~ and to make a copy of the statement available to clients upon request.

9.2. The information to be included on the professional disclosure statement is as follows:

9.2.1. The name, title, business address, and business phone number of the licensee performing the service;

9.2.2. The formal professional education of the licensee, including academic degrees, the institutions awarding those degrees and the dates they were received.

A. "Formal professional education" means the licensee's academic training related to counseling which meets the educational requirements for licensure as a counselor.

B. Academic degrees that do not meet the requirements for licensure are not formal professional education as defined in this Rule and shall not be listed; and

9.2.3. The licensee's areas of competence in counseling and the services provided, based on training and experience, from the following list, as is appropriate: career counseling, consultation, diagnosis and treatment of mental and emotional disorders, employee assistance counseling, family counseling, human resources counseling, marriage counseling, mental health counseling, rehabilitation counseling, supervision, and vocational counseling.

9.3. The following legal and ethical principles apply to the licensee in providing the disclosure statement:

9.3.1. The provision of the professional disclosure statement is the sole responsibility of the licensee. The licensee shall submit a copy of the professional disclosure statement ~~must be submitted~~ to the Board upon request;

9.3.2. The purpose of professional disclosure is to provide sufficient information to aid the consumer public in making informed ~~judgements~~ judgments and choices on matters that concern it;

9.3.3. ~~When choosing areas of competence and services provided to be listed on their professional disclosure statement, the licensee should be guided by: "The member neither claims nor implies professional qualifications exceeding those possessed."~~ Areas of competence and provided services listed on the professional disclosure statement shall not exceed those professional qualifications possessed.

9.4. In listing areas of competence and services provided on the professional disclosure statement, ~~the licensee should~~ shall adhere to the scope of practice of professional counseling and delivery of services as defined in W. Va. Code §30-31-2, and as stated in Section 11 of this Rule.

§27-1-10. **Confidentiality/Disclosure**

The Disclosure of information and exceptions shall have the same meaning and intent as are set forth for each under W. Va. Code §30-31-13.

§27-1-11. **Code of Ethics.**

11.1. The Board ~~also~~ adopts the following additional standards of professional and ethical behavior for licensed professional counselors to be included with the Code of Ethics:

11.1.1. The licensed professional counselor shall maintain high standards of personal conduct in the capacity or identity as a counselor. The private conduct of the counselor is a personal matter to the same degree as any other person's, except when ~~such~~ that conduct compromises the fulfillment of the counselor's professional responsibility;

11.1.2. The licensed professional counselor shall not practice, condone, facilitate, or collaborate with any form of discrimination, and shall act to prevent and eliminate discrimination, against any person or group;

11.1.3. The licensed professional counselor shall not engage in any action that violates or diminishes the civil or legal rights of clients;

11.1.4. The licensed professional counselor shall under no circumstances be involved with the sexual exploitation of clients;

11.1.5. The licensed professional counselor shall not claim, either directly or by implication, professional qualifications that differ from his or her actual

qualifications. ~~including~~ This includes use of a degree or title which is not relevant to his or her professional training or which is issued by an institution which is not an accredited educational institution;

11.1.6. The licensed professional counselor shall not practice outside the areas of competence and services provided that are listed on his or her professional disclosure statement;

11.1.7. The licensed professional counselor shall not engage in activities resulting in personal gain based upon information accessible solely as a result of the confidential relationship, regardless of the absence of harm or detriment to the client; and

11.1.8. The licensed professional counselor shall not condone, facilitate, or collaborate in unethical practices, and ~~shall be~~ is obligated to report such practices to the West Virginia Board of Examiners in Counseling.

§27-1-12. Examination Failure.

12.1. Any applicant who fails the licensure examination may be examined as follows retake to examination:

12.1.1. ~~To be examined, an~~ The applicant must notify the Board no less than sixty (60) days prior to the scheduled examination that he or she intends to retake the exam.

12.1.2. An applicant may sit for an approved examination within an eighteen (18) month period of the date of the first failed examination without filing a new application and without presenting evidence of additional education or experience.

12.2. An applicant who fails the initial examination and fails two (2) subsequent examinations ~~shall be~~ is disqualified from retaking the examination until satisfactory documentation of additional education and experience has been received and approved by the Board.

§27-1-13. Expired License.

13.1. Persons whose licenses have expired and who continue to hold themselves out as counselors, or who engage in counseling without a license ~~shall be~~ is in violation of W. Va. Code §30-31-6.

§27-1-14. Renewal of License.

14.1. Any license issued by the Board expires during the month of July two years from the effective date of issuance or renewal. The provisions of W. Va. Code §30-31-8, shall apply to all applications for renewal of licenses.

14.2. ~~The renewal~~ An applicant must for renewal shall file the required licensure renewal forms in the manner prescribed by the Board and must shall pay the appropriate renewal fee set forth in subsection 7.1 of this rule.

14.3. The renewal applicant ~~must shall~~ demonstrate in the manner prescribed by the Board that the applicant has met the continuing professional education requirement of the license requirements set forth inn section 15 of this rule. The applicant shall have acquired the continuing professional education required for renewal ~~must have been acquired~~ during the time the his or her license was in effect.

14.4. The Board shall renew any license that has been expired for two years or less upon application by the former licensee, documentation that the continuing education requirement ~~for renewal has~~ set forth in section 15 of this rule have been met, and payment of the renewal fee. A person whose license has been expired for more than two years shall reapply for licensure ~~including~~ and shall take the appropriate licensure examination.

~~14.5. Upon Board receipt of the renewal application, the applicant's license remains in effect until such time as notification of renewal or revocation is issued.~~

§27-1-15. **Continuing Professional Education.**

15.1. The goals of the Board's continuing professional education requirements are to: Enable the licensee to maintain and/or expand professional expertness, become more aware of new professional developments and to provide responsible and quality service to clients and community.

15.2. ~~The requirements for license renewal are~~ Licensee shall obtain forty (40) continuing education clock hours (CECH) of approved continuing professional education within the two year renewal period in the program areas of counselor training listed in Section 5 of this Rule.

15.2.1. A "clock hour" (CECH) is one (1) hour spent in a program meeting the requirements ~~issued~~ set forth by this section by the Board and offered by an appropriate provider. Clock hours (CECH) exclude refreshment breaks, receptions, and other social gatherings, and meals that do not include an acceptable program.

15.2.2. The Board shall grant fifteen (15) continuing education clock hours (CECH) will be granted for one academic semester hour. Ten (10) continuing education clock hours (CECH) will be granted for one academic quarter hour.

~~15.2.3. Ten (10) clock hours will be granted for one continuing education unit.~~

~~15.2.4-15.2.3. The Board shall grant ten (10) continuing education clock hours (CECH) will be granted for a journal article directly related to the counseling profession qualifying by being published during the renewal period and being published in a refereed professional journal related to the counseling profession.~~

~~15.2.5 15.2.4. The Board shall grant thirty (30) continuing education clock hours (CECH) will be granted for a book qualifying by being that is published during the renewal period and being is directly related to the counseling professional profession.~~

~~15.2.6-15.2.5. The Board will grant ten (10) continuing education clock hours (CECH) to a presenter presenter of an approved graduate college course related to the counseling profession. No more than twenty (20) clock hours (CECH) shall be accepted during the two year renewal period.~~

~~15.2.7-15.2.6. The Board will shall grant one one-half (1/2) the total number of continuing education clock hours (CECH) presented to a presenter presenter of an approved continuing education course program related to the counseling profession for Licensed Professional Counselors.~~

~~15.2.8-15.2.7. The Board will shall not grant more than fifteen (15) continuing education clock hours (CECH) for continuing education hours earned within the employing agency presented by the employing agency personnel who meet the presenter qualifications. The continuing education programs shall be directly related to the counseling profession for Licensed Professional Counselors.~~

15.3. The Board shall grant approval for academic courses offered in accredited educational institutions by counseling degree programs. ~~are automatically granted approval.~~

15.4. The Board shall grant approval for programs sponsored by departments of accredited educational institutions; national, regional, state, or local human service professional organizations or associations; and public or private human service agencies or organizations. ~~may be granted approval.~~

15.4.1. Programs ~~must~~ shall be presented by competent individuals as documented by appropriate academic training, professional licensure or certification, or professionally recognized experience. Presenters should have identifiable involvement in human services.

15.4.2. Continuing education Pprograms ~~must~~ shall meet the professional needs of the intended clients.

15.4.3. Continuing education Pprograms ~~must~~ shall have a minimum duration of one ~~contact~~ clock hour.

15.4.4. Continuing education Pprograms ~~must~~ shall be disseminated via appropriate instructional methods, such as lecture, group discussion, or film.

15.4.5. Continuing education Pprograms ~~must~~ shall be offered in a place which is accessible to persons who are handicapped.

15.4.6. Continuing education Pprograms ~~must~~ shall provide participant certificates of completion which contain the following information:

- a. The title and date(s) of the continuing education program;
- b. The name of the sponsoring agency or organization;
- c. The name of the participant and the number of clock hours of continuing professional education earned; and
- d. The signatures of the instructor and the official representative of the sponsoring organization.

15.5. Each licensee shall provide the Board with evidence that the continuing professional education requirement for renewal has been satisfied.

15.5.1. Courses taken for credit at accredited educational institutions ~~must~~ shall be verified by transcripts. Completion of non-credit and audited courses ~~must~~ shall be verified by certificates of completion or by signed statements from the instructor.

15.5.2. All other continuing professional education shall be documented by copies of certificates of completion furnished by the provider. ~~Such~~ The certificates ~~must~~ shall contain the information required by subdivision 15.4.6. of this Rule. In addition, the licensee shall record his or her license number in an appropriate place on the certificate of completion.

15.5.3. Copies of publications for continuing professional education credit ~~must~~ shall be furnished to the Board. In the case of journal articles, a copy of the journal editorial review board page must be included to document that the journal is refereed.

§27-1-16. Relations with the Public and Other Professions.

16.1. Licensees shall neither misrepresent nor accept the misrepresentation by ~~others~~ other persons of the efficacy of their professional services.

16.2. Licensees shall not, under normal circumstances, offer professional services to clients receiving services from another professional except with the knowledge of the other professional.

16.3. Licensees shall not distribute advertisements, announcements, or information which is false, inaccurate, misleading, partial, out of context, or deceptive.

16.4. Licensees shall clearly state their licensure status by the use of title "LPC" or "Licensed Professional Counselor" in all advertisements or announcements.

16.5. Licensees shall display their original current license certificate in a prominent place in the primary location of their practice.

16.6. Licensees shall distinguish between public statements made as a private citizen and those made as a representative of the profession, and be aware that any statement they make may be interpreted as being representative of their profession.

16.7. Licensees who offer educational programs shall give clear statements regarding the purpose of the programs and shall refrain from participating in testing or counseling activities within the context of the educational situation without prior notification of intent.

16.8. Licensees shall not give or accept a commission, rebate, or other form of remuneration for referral of clients for professional services.

~~§27-1-17. Violations, Penalties, Orders, Actions, and Appeals.~~

~~See W. Va. Code §30-31-1, et. seq.~~

~~§27-1-18~~ **17 Notice of Board Meetings.**

~~18.1.~~ 17.1 All regularly scheduled meetings of the Board ~~will~~ shall be published in the STATE REGISTER at least five (5) days prior to the date of the meeting.

~~18.2.~~ 17.2 In the event of an emergency requiring immediate official action, the Board ~~will~~ shall file notice with the Secretary of State's office prior to the meeting, stating the time, place, and purpose of the meeting and the facts and circumstances of the emergency.

§27-1-19. 18 **Minutes of Board Meetings.**

~~19.1.~~ 18.1 The minutes of all Board meetings shall be recorded and open to public inspection in a binder located in the Board office during normal business hours by appointment.