

# **WEST VIRGINIA LEGISLATURE**

## **2020 REGULAR SESSION**

### **Committee Substitute**

**for**

### **House Bill 4011**

BY DELEGATES LITTLE, HOWELL, COWLES, FOSTER,  
PORTERFIELD, HIGGINBOTHAM, MANDT, SHOTT, BUTLER  
AND ELLINGTON

[Originating in the Committee on Government  
Organization; January 20, 2020.]



1 A BILL to repeal §30-2-1, §30-2-2, §30-2-3, §30-2-4, §30-2-5, §30-2-5a, §30-2-6, §30-2-7, §30-  
2 2-8, §30-2-9, §30-2-10, §30-2-11, §30-2-12, §30-2-13, §30-2-14, §30-2-15, and §30-2-16  
3 of the code of West Virginia, 1931, as amended; to repeal §30-6-1, §30-6-2, §30-6-3, §30-  
4 6-4, §30-6-5, §30-6-6, §30-6-7, §30-6-8, §30-6-9, §30-6-10, §30-6-11, §30-6-12, §30-6-  
5 13, §30-6-14, §30-6-15, §30-6-16, §30-6-17, §30-6-18, §30-6-19, §30-6-20, §30-6-21,  
6 §30-6-22, §30-6-22a, §30-6-23, §30-6-24, §30-6-25, §30-6-26, §30-6-27, §30-6-28, §30-  
7 6-29, §30-6-30, and §30-6-31 of said code; to repeal §30-9-1, §30-9-2, §30-9-3, §30-9-4,  
8 §30-9-5, §30-9-6, §30-9-7, §30-9-8, §30-9-9, §30-9-10, §30-9-11, §30-9-12, §30-9-13,  
9 §30-9-14, §30-9-15, §30-9-16, §30-9-17, §30-9-18, §30-9-19, §30-9-20, §30-9-21, §30-9-  
10 22, §30-9-23, §30-9-24, §30-9-25, §30-9-26, §30-9-27, §30-9-28, §30-9-29, §30-9-30,  
11 §30-9-31, §30-9-33, and §30-9-34 of said code; to repeal §30-12-1, §30-12-2, §30-12-3,  
12 §30-12-4, §30-12-5, §30-12-6, §30-12-7, §30-12-8, §30-12-9, §30-12-10, §30-12-11, §30-  
13 12-11a, §30-12-12, §30-12-13, and §30-12-14 of said code; to repeal §30-13-1, §30-13-  
14 2, §30-13-3, §30-13-4, §30-13-5, §30-13-6, §30-13-7, §30-13-8, §30-13-9, §30-13-10,  
15 §30-13-11, §30-13-12, §30-13-13, §30-13-13a, §30-13-14, §30-13-15, §30-13-16, §30-  
16 13-17, §30-13-18, §30-13-19, §30-13-20, §30-13-21, §30-13-22, §30-13-23, and §30-13-  
17 24; to repeal §30-13A-1, §30-13A-2, §30-13A-3, §30-13A-4, §30-13A-5, §30-13A-6, §30-  
18 13A-7, §30-13A-8, §30-13A-9, §30-13A-10, §30-13A-11, §30-13A-12, §30-13A-13, §30-  
19 13A-14, §30-13A-15, §30-13A-16, §30-13A-17, §30-13A-18, §30-13A-19, §30-13A-20,  
20 §30-13A-21, §30-13A-22, §30-13A-23, §30-13A-24, and §30-13A-25 of said code; to  
21 repeal §30-17-1, §30-17-2, §30-17-3, §30-17-4, §30-17-5, §30-17-6, §30-17-7, §30-17-8,  
22 §30-17-9, §30-17-10, §30-17-11, §30-17-12, §30-17-13, §30-17-14, §30-17-15, §30-17-  
23 16, §30-17-17, and §30-17-18, §30-17-19 of said code; to repeal §30-18-1, §30-18-2, §30-  
24 18-3, §30-18-4, §30-18-5, §30-18-6, §30-18-7, §30-18-8, §30-18-9, §30-18-10, §30-18-  
25 11, §30-18-12, and §30-18-13 of said code; to repeal §30-19-1, §30-19-2, §30-19-3, §30-  
26 19-4, §30-19-5, §30-19-6, §30-19-7, §30-19-8, §30-19-9, §30-19-10, §30-19-11, §30-19-

27 12, §30-19-13, §30-19-14, §30-19-15, §30-19-16, and §30-19-17 of said code; to repeal  
28 §30-22-1, §30-22-2, §30-22-3, §30-22-4, §30-22-5, §30-22-6, §30-22-7, §30-22-8, §30-  
29 22-9, §30-22-10, §30-22-11, §30-22-12, §30-22-13, §30-22-14, §30-22-15, §30-22-16,  
30 §30-22-17, §30-22-18, §30-22-19, §30-22-20, §30-22-21, §30-22-22, §30-22-23, §30-22-  
31 24, §30-22-25, §30-22-26, §30-22-27, and §30-22-28 of said code; to repeal §30-25-1,  
32 §30-25-2, §30-25-3, §30-25-4, §30-25-5, §30-25-6, §30-25-7, §30-25-8, §30-25-9, §30-  
33 25-10, §30-25-11, §30-25-12, §30-25-13, §30-25-14, §30-25-15, §30-25-16, §30-25-17,  
34 and §30-25-18 of said code; to repeal §30-27-1, §30-27-2, §30-27-3, §30-27-4, §30-27-5,  
35 §30-27-6, §30-27-7, §30-27-8, §30-27-8a, §30-27-8b, §30-27-9, §30-27-10, §30-27-11,  
36 §30-27-11a, §30-27-12, §30-27-13, §30-27-14, §30-27-15, §30-27-16, §30-27-17, §30-  
37 27-18, §30-27-19, §30-27-20, §30-27-21, §30-27-22, §30-27-23, and §30-27-24 of said  
38 code; to repeal §30-29-1, §30-29-2, §30-29-3, §30-29-4, §30-29-5, §30-29-6, §30-29-7,  
39 §30-29-8, §30-29-9, §30-29-10, §30-29-11, §30-29-12, and §30-29-13 of said code; to  
40 repeal §30-38-1, §30-38-2, §30-38-3, §30-38-4, §30-38-5, §30-38-6, §30-38-7, §30-38-8,  
41 §30-38-9, §30-38-10, §30-38-11, §30-38-12, §30-38-13, §30-38-14, §30-38-15, §30-38-  
42 16, §30-38-17, §30-38-18, and §30-38-19 of said code; to repeal §30-38A-1, §30-38A-2,  
43 §30-38A-3, §30-38A-4, §30-38A-5, §30-38A-6, §30-38A-7, §30-38A-8, §30-38A-9, §30-  
44 38A-10, §30-38A-11, §30-38A-12, §30-38A-13, §30-38A-14, §30-38A-15, §30-38A-16,  
45 and §30-38A-17 of said code; to repeal §30-39-1, §30-39-2, §30-39-3, §30-39-4, §30-39-  
46 5, §30-39-6, §30-39-7, §30-39-8, §30-39-9, §30-39-10, §30-39-11, §30-39-12, §30-39-13,  
47 §30-39-14, §30-39-15, §30-39-16, §30-39-17, §30-39-18, §30-39-19, §30-39-20, and 30-  
48 39-21 of said code; to repeal §30-40-1, §30-40-2, §30-40-3, §30-40-4, §30-40-5, §30-40-  
49 6, §30-40-7, §30-40-8, §30-40-9, §30-40-10, §30-40-11, §30-40-12, §30-40-13, §30-40-  
50 14, §30-40-15, §30-40-16, §30-40-17, §30-40-18, §30-40-19, §30-40-20, §30-40-21, §30-  
51 40-22, §30-40-23, §30-40-24, §30-40-25, §30-40-26, and §30-40-27 of said code; to  
52 amend and reenact §30-1-5 and §30-1-19 of said code; to amend said code by adding

53 thereto a new article, designated §30A-1-1, §30A-1-2, §30A-1-3, §30A-1-4, §30A-1-5,  
54 §30A-1-6, §30A-1-7, §30A-1-8, §30A-1-9, §30A-1-10, §30A-1-11, §30A-1-12, §30A-1-13,  
55 §30A-1-14, §30A-1-15, §30A-1-16, §30A-1-17, §30A-1-18, §30A-1-19, §30A-1-20, §30A-  
56 1-21, §30A-1-22, §30A-1-23, §30A-1-24, §30A-1-25, §30A-1-26, §30A-1-27, §30A-1-28,  
57 §30A-1-29, and §30A-1-30; to amend said code by adding thereto a new article,  
58 designated §30A-1B-1, §30A-1B-2, §30A-1B-3, §30A-1B-4, §30A-1B-5, §30A-1B-6,  
59 §30A-1B-7, and §30A-1B-8; to amend said code by adding thereto a new article,  
60 designated §30A-1C-1, §30A-1C-2, §30A-1C-3, and §30A-1C-4; to amend said code by  
61 adding thereto a new article, designated §30A-2-1, §30A-2-2, §30A-2-3, §30A-2-4, §30A-  
62 2-5, §30A-2-6, §30A-2-7, §30A-2-8, §30A-2-9, §30A-2-10, §30A-2-11, §30A-2-12, §30A-  
63 2-13, §30A-2-14, §30A-2-15, §30A-2-16, §30A-2-17, §30A-2-18, §30A-2-19, §30A-2-20,  
64 §30A-2-21, §30A-2-22, §30A-2-23, §30A-2-24, §30A-2-25, §30A-2-26, §30A-2-27, §30A-  
65 2-28, §30A-2-29, §30A-2-30, §30A-2-31, §30A-2-32, and §30A-2-33; to amend said code  
66 by adding thereto a new article, designated §30A-3-1, §30A-3-2, §30A-3-3, §30A-3-4,  
67 §30A-3-5, §30A-3-6, §30A-3-7, §30A-3-8, §30A-3-9, §30A-3-10, §30A-3-11, §30A-3-11a,  
68 §30A-3-12, §30A-3-13, and §30A-3-14; to amend said code by adding thereto a new  
69 article, designated §30A-4-1, §30A-4-2, §30A-4-3, §30A-4-4, §30A-4-5, §30A-4-6, §30A-  
70 4-7, §30A-4-8, §30A-4-9, §30A-4-10, §30A-4-11, §30A-4-12, §30A-4-13, §30A-4-13a,  
71 §30A-4-14, §30A-4-15, §30A-4-16, §30A-4-17, §30A-4-18, §30A-4-19, §30A-4-20, §30A-  
72 4-21, §30A-4-22, §30A-4-23, and §30A-4-24; to amend said code by adding thereto a new  
73 article, designated §30A-5-1, §30A-5-2, §30A-5-3, §30A-5-4, §30A-5-5, §30A-5-6, §30A-  
74 5-7, §30A-5-8, §30A-5-9, §30A-5-10, §30A-5-11, §30A-5-12, §30A-5-13, §30A-5-14,  
75 §30A-5-15, §30A-5-16, and §30A-5-17; to amend said code by adding thereto a new  
76 article, designated §30A-6-1, §30A-6-2, §30A-6-3, §30A-6-4, §30A-6-5, §30A-6-6, §30A-  
77 6-7, §30A-6-8, §30A-6-9, §30A-6-10, §30A-6-11, §30A-6-12, §30A-6-13, §30A-6-14,  
78 §30A-6-15, §30A-6-16, §30A-6-17, §30A-6-18, §30A-6-19, §30A-6-20, §30A-6-21, §30A-

79 6-22, §30A-6-23, §30A-6-24, and §30A-6-25; to amend said code by adding thereto a new  
80 article, designated §30A-7-1, §30A-7-2, §30A-7-3, §30A-7-4, §30A-7-5, §30A-7-6, §30A-  
81 7-7, §30A-7-8, §30A-7-9, §30A-7-10, §30A-7-11, §30A-7-12, §30A-7-13, §30A-7-14,  
82 §30A-7-15, §30A-7-16, §30A-7-17, §30A-7-18, §30A-7-19, §30A-7-20, §30A-7-21, §30A-  
83 7-22, §30A-7-23, §30A-7-24, §30A-7-25, §30A-7-26, §30A-7-27, and §30A-7-28; to  
84 amend said code by adding thereto a new article, designated §30A-8-1, §30A-8-2, §30A-  
85 8-3, §30A-8-4, §30A-8-5, §30A-8-6, §30A-8-7, §30A-8-8, §30A-8-9, §30A-8-10, §30A-8-  
86 11, §30A-8-12, §30A-8-13, §30A-8-14, §30A-8-15, §30A-8-16, §30A-8-17, §30A-8-18,  
87 and §30A-8-19; to amend said code by adding thereto a new article, designated §30A-9-  
88 1, §30A-9-2, §30A-9-3, §30A-9-4, §30A-9-5, §30A-9-6, §30A-9-7, §30A-9-8, §30A-9-9,  
89 §30A-9-10, §30A-9-11, §30A-9-12, §30A-9-13, §30A-9-14, §30A-9-15, §30A-9-16, §30A-  
90 9-17, and §30A-9-18; to amend said code by adding thereto a new article, designated  
91 §30A-10-1, §30A-10-2, §30A-10-3, §30A-10-4, §30A-10-5, §30A-10-6, §30A-10-7, §30A-  
92 10-8, §30A-10-9, §30A-10-10, §30A-10-11, §30A-10-12, §30A-10-13, §30A-10-14, §30A-  
93 10-15, §30A-10-16, §30A-10-17, §30A-10-18, §30A-10-19, §30A-10-20, §30A-10-21,  
94 §30A-10-22, §30A-10-22a, §30A-10-23, §30A-10-24, §30A-10-25, §30A-10-26, §30A-10-  
95 27, §30A-10-28, §30A-10-29, §30A-10-30, and §30A-10-31; to amend said code by  
96 adding thereto a new article, designated §30A-11-1, §30A-11-2, §30A-11-3, §30A-11-4,  
97 §30A-11-5, §30A-11-6, §30A-11-7, §30A-11-8, §30A-11-9, §30A-11-10, §30A-11-12,  
98 §30A-11-13, §30A-11-14, §30A-11-15, §30A-11-16, §30A-11-17, §30A-11-18, and §30A-  
99 11-19; to amend said code by adding thereto a new article, designated §30A-12-1, §30A-  
100 12-2, §30A-12-3, §30A-12-4, §30A-12-5, §30A-12-6, §30A-12-7, §30A-12-8, §30A-12-9,  
101 §30A-12-10, §30A-12-11, §30A-12-12, §30A-12-13, §30A-12-14, §30A-12-15, §30A-12-  
102 16, and §30A-12-17; to amend said code by adding thereto a new article, designated  
103 §30B-1-1, §30B-1-2, §30B-1-3, §30B-1-4, §30B-1-5, §30B-1-6, §30B-1-7, §30B-1-8,  
104 §30B-1-9, §30B-1-10, §30B-1-11, §30B-1-12, §30B-1-13, §30B-1-14, §30B-1-15, §30B-

105 1-16, §30B-1-17, §30B-1-18, §30B-1-19, §30B-1-20, §30B-1-21, §30B-1-22, §30B-1-23,  
106 §30B-1-24, §30B-1-25, §30B-1-26, §30B-1-27, §30B-1-28, and §30B-1-29; to amend said  
107 code by adding thereto a new article, designated §30B-1B-1, §30B-1B-2, §30B-1B-3,  
108 §30B-1B-4, §30B-1B-5, §30B-1B-6, §30B-1B-7, and §30B-1B-8; to amend said code by  
109 adding thereto a new article, designated §30B-1C-1, §30B-1C-2, §30B-1C-3, and §30B-  
110 1C-4; to amend said code by adding thereto a new article, designated §30B-2-1, §30B-2-  
111 2, §30B-2-3, §30B-2-4, §30B-2-5, §30B-2-6, §30B-2-7, §30B-2-8, §30B-2-8a, §30B-2-8b,  
112 §30B-2-9, §30B-2-10, §30B-2-11, §30B-2-11a, §30B-2-12, §30B-2-13, §30B-2-14, §30B-  
113 2-15, §30B-2-16, §30B-2-17, §30B-2-18, §30B-2-19, §30B-2-20, §30B-2-21, §30B-2-22,  
114 §30B-2-23, and §30B-2-24; to amend said code by adding thereto a new article,  
115 designated §30B-3-1, §30B-3-2, §30B-3-3, §30B-3-4, §30B-3-5, §30B-3-6, §30B-3-7,  
116 §30B-3-8, §30B-3-9, §30B-3-10, §30B-3-11, §30B-3-12, and §30B-3-13; to amend said  
117 code by adding thereto a new article, designated §30B-4-1, §30B-4-2, §30B-4-3, §30B-4-  
118 4, §30B-4-5, §30B-4-6, §30B-4-7, §30B-4-8, §30B-4-9, §30B-4-10, §30B-4-11, §30B-4-  
119 12, and §30B-4-13; to amend said code by adding there to a new article, designated §30B-  
120 5-1, §30B-5-2, §30B-5-3, §30B-5-4, §30B-5-5, §30B-5-6, §30B-5-7, §30B-5-8, §30B-5-9,  
121 §30B-5-10, §30B-5-11, §30B-5-12, §30B-5-13, §30B-5-14, §30B-5-15, §30B-5-16, §30B-  
122 5-17, §30B-5-18, §30B-5-19, §30B-5-20, §30B-5-21, §30B-5-22, §30B-5-23, §30B-5-24,  
123 §30B-5-25, §30B-5-26, and §30B-5-27; to amend said code by adding thereto a new  
124 article, designated §30B-6-1, §30B-6-2, §30B-6-3, §30B-6-4, §30B-6-5, §30B-6-6, §30B-  
125 6-7, §30B-6-8, §30B-6-9, §30B-6-10, §30B-6-11, §30B-6-12, §30B-6-13, §30B-6-14,  
126 §30B-6-15, §30B-6-16, §30B-6-17, §§30B-6-18, §30B-6-19, §30B-6-20, and §30B-6-21  
127 all relating to reorganizing various boards and authorities for the licensing and oversight  
128 of trades, occupations, and professions; dividing current articles and practice acts from  
129 one chapter into three chapters, organized by occupational subject matter, education  
130 criteria, and other common requirements; repealing provisions relating to administrative

131 licensing of attorneys; retaining articles for the licensing authorities for all medically related  
132 professions and occupations in Chapter 30; requiring any licensing board with knowledge  
133 of violations of the practice acts in any of the three chapters to report this information to  
134 the appropriate licensing authority; authorizing licensing authorities to combine  
135 administrative functions with any other licensing authority, regardless of the chapter of the  
136 code; placing articles for the licensing authorities for nonmedical occupations that require  
137 a minimum of a baccalaureate degree in a new Chapter 30A; adding a new article  
138 conforming the authorities, duties, restrictions, and procedural requirements of these  
139 articles with those in the original Chapter 30; adding a new article conforming the  
140 provisions of the articles in Chapter 30A with those in the original Chapter 30 which provide  
141 for consideration of military training and experience, and for suspension of fees and  
142 continuing education requirements for members of the armed forces on active duty and  
143 for spouses accompanying such members; adding a new article conforming the provisions  
144 of these articles with those in the original Chapter 30 which provide for recognition of  
145 training and apprenticeship programs and requiring the proposal of legislative rules  
146 therefor; continuing rules previously promulgated by the boards; placing articles for the  
147 licensing authorities for nonmedical occupations that do not require a minimum of a  
148 baccalaureate degree in a new Chapter 30B; and adding a new article conforming the  
149 authorities, duties, restrictions, and procedural requirements of these articles with those  
150 in the original Chapter 30; adding a new article conforming the provisions of the articles in  
151 Chapter 30B with those in the original Chapter 30 which provide for consideration of  
152 military training and experience, and for suspension of fees and continuing education  
153 requirements for members of the armed forces on active duty and for spouses  
154 accompanying such members; adding a new article conforming the provisions of these  
155 articles with those in the original Chapter 30 which provide for recognition of training and

156 apprenticeship programs and requiring the proposal of legislative rules therefor; and  
157 continuing rules previously promulgated by the boards.

*Be it enacted by the Legislature of West Virginia:*

**CHAPTER 30. HEALTH-RELATED PROFESSIONS AND  
OCCUPATIONS.**

**ARTICLE 1. GENERAL PROVISIONS APPLICABLE TO ALL STATE BOARDS OF  
EXAMINATION OR REGISTRATION REFERRED TO IN CHAPTER.**

**§30-1-5. Meetings; quorum; investigatory powers; duties.**

1 (a) Every board referred to in this chapter shall hold at least one meeting each year, at  
2 such time and place as it may prescribe by rule, for the examination of applicants who desire to  
3 practice their respective professions or occupations in this state and to transact any other  
4 business which may legally come before it. The board may hold additional meetings as may be  
5 necessary, which shall be called by the secretary at the direction of the president or upon the  
6 written request of any three members. A majority of the members of the board constitutes a  
7 quorum for the transaction of its business.

8 (b) The board may compel the attendance of witnesses, to issue subpoenas, to conduct  
9 investigations and hire an investigator and to take testimony and other evidence concerning any  
10 matter within its jurisdiction. The president and secretary of the board may administer oaths for  
11 these purposes.

12 (c) Every board referred to in this chapter shall investigate and resolve complaints which  
13 it receives and shall, within six months of the complaint being filed, send a status report to the  
14 party filing the complaint and the respondent by certified mail with a signed return receipt and  
15 within one year of the status report's return receipt date issue a final ruling, unless the party filing  
16 the complaint and the board agree in writing to extend the time for the final ruling. The time period  
17 for final ruling shall be tolled for any delay requested or caused by the respondent or by counsel

18 for the respondent and in no event shall a complaint proceeding be dismissed for exceeding the  
19 time standards in this section when such overage is the result of procedural delay or obstructive  
20 action by the accused or his or her counsel or agents.

21 (d) Every board shall provide public access to the record of the disposition of the  
22 complaints which it receives in accordance with the provisions of Chapter 29B of this code, and  
23 shall provide public access on a website to all completed disciplinary actions in which discipline  
24 was ordered. If a board is unable to provide access, the Attorney General shall provide a link to  
25 this information on the consumer protection division website, together with a link to the website of  
26 all other boards subject to this chapter. Every board shall report violations of individual practice  
27 acts contained in this chapter, Chapter 30A, and Chapter 30B of this code to the board by which  
28 the individual may be licensed and shall do so in a timely manner upon receiving notice of the  
29 violations. Every person licensed or registered by a board shall report to the board which licenses  
30 or registers him or her a known or observed violation of the practice act or the board's rules by  
31 any other person licensed or registered by the same board and shall do so in a timely manner.  
32 Law-enforcement agencies or their personnel and courts shall report in a timely manner to the  
33 appropriate board any violations of individual practice acts by any individual.

34 (e) Whenever a board referred to in this chapter obtains information that a person subject  
35 to its authority has engaged in, is engaging in or is about to engage in any act which constitutes  
36 or will constitute a violation of the provisions of this chapter which are administered and enforced  
37 by that board, it may apply to the circuit court for an order enjoining the act. Upon a showing that  
38 the person has engaged, is engaging or is about to engage in any such act, the court shall order  
39 an injunction, restraining order or other order as the court may deem appropriate.

**§30-1-19. Combining board staff functions.**

1 (a) Any board referred to in this chapter may combine administrative staff functions with  
2 any other board or boards referred to in this chapter, Chapter 30A, or Chapter 30B of this code,  
3 pursuant to the provisions of subsection (b) of this section, to carry out the administrative duties

4 of the boards as set forth in this article, the practice acts of each board set forth in this chapter  
5 and the legislative rules of each board: *Provided*, That each board retains responsibility for  
6 fulfilling its statutory duties.

7 (b) Before combining administrative staff functions pursuant to subsection (a) of this  
8 section, the boards shall, in consultation with the office of the Attorney General, enter into a  
9 memorandum of understanding with the following provisions:

10 (1) The names of the boards combining administrative staff functions;

11 (2) The administrative staff functions being combined, including the staffs' titles and duties  
12 relative to each board;

13 (3) The prorata share of expenses that each board will be responsible for paying, including  
14 salaries, office rent, office supplies, telephone, fax and computer services, travel expenses and  
15 any other expenses anticipated by the boards;

16 (4) A description of how decisions will be made by the boards, including employment of  
17 staff, the staff's functions and duties, and any other necessary decisions;

18 (5) A description of how modifications may be made to the terms of the agreement; and

19 (6) Any other provisions necessary to set forth the agreement of the boards.

20 (c) The boards that combine administrative staff functions pursuant to this section, may  
21 promulgate rules in accordance with the provisions of §29A-3-1 *et seq.* of this code, to make any  
22 necessary changes to facilitate the combining of administrative staff functions. The boards may  
23 also promulgate emergency rules pursuant to the provisions of §29A-3-15 of this code, to correct  
24 any conflicts with a board's current rules.

## **CHAPTER 30A. BACCALAUREATE-LEVEL PROFESSIONS.**

### **ARTICLE 1. GENERAL PROVISIONS APPLICABLE TO ALL STATE BOARDS OF EXAMINATION OR REGISTRATION REFERRED TO IN CHAPTER.**

#### **§30A-1-1. Application of article.**

1 Unless otherwise specifically provided, every board of examination or registration referred  
2 to in this chapter shall conform to the requirements prescribed in the following sections of this  
3 article.

**§30A-1-2. Legislative findings and declaration.**

1 The Legislature hereby finds and declares that as a matter of public policy the practice of  
2 the professions referred to in this chapter is a privilege and is not a natural right of individuals.  
3 The fundamental purpose of licensure and registration is to protect the public, and any license,  
4 registration, certificate, or other authorization to practice issued pursuant to this chapter is a  
5 revocable privilege.

**§30A-1-3. Oath.**

1 Every person appointed as a member of any board referred to in this article, before  
2 proceeding to exercise the authority or discharge the duties of the office, shall take the oath  
3 prescribed by section five of article IV of the state Constitution, and shall file the certificate thereof  
4 with the Secretary of State.

**§30A-1-4. Required orientation session.**

1 (a) The Auditor shall provide at least one seminar each year for state licensing boards to  
2 inform the boards of the duties and requirements imposed by state law and rules. All state  
3 agencies shall cooperate with and assist in providing the seminar if the Auditor requests.

4 (b) The seminar may include the following topics:

5 (1) Powers and duties of the boards and board members;

6 (2) The financial procedures for boards;

7 (3) Purchasing requirements;

8 (4) Open meeting requirements;

9 (5) Ethics;

10 (6) Rule-making procedures;

11 (7) Procedures for the handling of complaints, investigations, and administrative hearings;

12 (8) Disciplinary actions available to boards;

13 (9) Records management procedures;

14 (10) Annual reports; and

15 (11) Any other topics the Auditor determines necessary or informative.

16 (c) (1) The board members and the executive director or the chief financial officer of a  
17 board newly created under the provisions of this chapter shall attend a seminar provided under  
18 this section within one year of the creation of the board.

19 (2) The chairperson, the executive director, or the chief financial officer of the board shall  
20 annually attend a seminar provided under this section.

21 (3) Each board member shall attend at least one seminar provided under this section  
22 during each term of office.

23 (d) The Auditor may charge a registration fee for the seminar to cover the cost of providing  
24 the seminar. The fee may be paid from funds available to a board and a board may approve an  
25 expense reimbursement for the attendance of its members, executive director, and the chief  
26 financial officer of the board.

27 (e) Prior to January 1, of each year, the Auditor shall provide to the chairs of the Joint  
28 Standing Committee on Government Organization a list of:

29 (1) The names and titles of the persons who attended the seminar;

30 (2) The boards represented; and

31 (3) The number and dates of the seminars offered by the Auditor during the previous year.

32 (f) Ex officio members who are elected or appointed state officers or employees and  
33 members of boards that have purely advisory functions with respect to a department or agency  
34 of the state are exempt from the requirements of this section.

**§30A-1-5. Officers.**

1           (a) Every board referred to in this chapter shall elect annually from its members a president  
2 and a secretary who shall hold their offices for one year, but shall continue to hold their offices  
3 until their successors are elected.

4           (b) The officers of the boards referred to in this chapter shall register annually with the  
5 Governor, the Legislative Auditor, and the Secretary of State.

**§30A-1-6. Official seal; rules and regulations.**

1           Every such board shall adopt an official seal which shall be affixed to all licenses or  
2 certificates of registration issued by it, and shall make such rules, not inconsistent with law, as  
3 are necessary to regulate its proceedings and to carry out the purposes and enforce the provisions  
4 of this chapter applicable to such board.

**§30A-1-7. Lay members of professional boards.**

1           (a) Notwithstanding any provisions of this code to the contrary, the Governor shall appoint  
2 at least one lay person to represent the interests of the public on every licensing board which is  
3 referred to in this chapter. If the total number of members on any of these boards after the  
4 appointment of one lay person is an even number, one additional lay person shall be appointed.  
5 Lay members shall serve in addition to any other members otherwise provided for by law or rule.  
6 Lay members shall be at least 18 years of age, shall be of good moral character, and shall be  
7 competent to represent and safeguard the interests of the public. Each lay member is empowered  
8 to participate in and vote on all transactions and business of the board, committee, or group to  
9 which he or she is appointed.

10           (b) Any person whose addition to a board as a lay member under the provisions of this  
11 section results in the addition of an odd number of lay additions to the board shall serve for a term  
12 ending in an odd-numbered year on the date in that year on which terms of the professional  
13 members expire.

14           (c) Any person whose addition to a board as a lay member under the provisions of this  
15 section results in the addition of an even number of lay additions to the board shall serve for a

16 term ending in an even-numbered year on the date in that year on which terms of the professional  
17 members expire.

**§30A-1-8. Meetings; quorum; investigatory powers; duties.**

1 (a) Every board referred to in this chapter shall hold at least one meeting each year, at  
2 such time and place as it may prescribe by rule, for the examination of applicants who desire to  
3 practice their respective occupations or trades in this state and to transact any other business  
4 which may legally come before it. The board may hold additional meetings as may be necessary,  
5 which shall be called by the secretary at the direction of the president or upon the written request  
6 of any three members. A majority of the appointed and qualified members of the board constitutes  
7 a quorum for the transaction of its business.

8 (b) The board may compel the attendance of witnesses, to issue subpoenas, to conduct  
9 investigations and hire an investigator, and to take testimony and other evidence concerning any  
10 matter within its jurisdiction. The president and secretary of the board may administer oaths for  
11 these purposes.

12 (c) Every board referred to in this chapter shall investigate and resolve complaints which  
13 it receives and shall, within six months of the complaint being filed, send a status report to the  
14 party filing the complaint and the respondent by certified mail with a signed return receipt and  
15 within one year of the status report's return receipt date issue a final ruling, unless the party filing  
16 the complaint and the board agree in writing to extend the time for the final ruling. The time period  
17 for final ruling shall be tolled for any delay requested or caused by the respondent or by counsel  
18 for the respondent and in no event shall a complaint proceeding be dismissed for exceeding the  
19 time standards in this section when such overage is the result of procedural delay or obstructive  
20 action by the accused or his or her counsel or agents.

21 (d) Every board shall provide public access to the record of the disposition of the  
22 complaints which it receives in accordance with the provisions of Chapter 29B of this code, and  
23 shall provide public access on a website to all completed disciplinary actions in which discipline

24 was ordered. If a board is unable to provide access, the Attorney General shall provide a link to  
25 this information on the consumer protection division website, together with a link to the website of  
26 all other boards subject to this chapter. Every board shall report violations of individual practice  
27 acts contained in this chapter, Chapter 30, and Chapter 30B of this code to the board by which  
28 the individual may be licensed and shall do so in a timely manner upon receiving notice of the  
29 violations. Every person licensed or registered by a board shall report to the board which licenses  
30 or registers him or her a known or observed violation of the practice act or the board's rules by  
31 any other person licensed or registered by the same board and shall do so in a timely manner.  
32 Law-enforcement agencies or their personnel and courts shall report in a timely manner to the  
33 appropriate board any violations of individual practice acts by any individual.

34 (e) Whenever a board referred to in this chapter obtains information that a person subject  
35 to its authority has engaged in, is engaging in or is about to engage in any act which constitutes  
36 or will constitute a violation of the provisions of this chapter which are administered and enforced  
37 by that board, it may apply to the circuit court for an order enjoining the act. Upon a showing that  
38 the person has engaged, is engaging or is about to engage in any such act, the court shall order  
39 an injunction, restraining order, or other order as the court may deem appropriate.

**§30A-1-9. Reporting of fraud and misappropriation of funds.**

1 (a) Whenever a board referred to in this chapter obtains information that an employee,  
2 officer or member of the board may have misappropriated funds, engaged in fraud, or otherwise  
3 violated a law relating to the public trust, the board shall timely report such information or  
4 allegation in writing to the commission on special investigations, established in §4-5-1 et seq. of  
5 this code.

6 (b) The reporting of such information under subsection (a) of this section shall not prevent,  
7 relieve, or replace a report to a law-enforcement agency, if appropriate or warranted.

**§30A-1-10. Application for license or registration; examination fee; establishment of**  
**application deadline and fees by legislative rule; prohibiting discrimination.**

1           (a) An applicant for an authorization to practice under the provisions of this chapter shall  
2 apply in writing to the proper board and submit the applicable fees.

3           (b) Each board may establish, by legislative rule, a deadline for an application for an  
4 examination.

5           (c) Notwithstanding the specific fees set forth in this chapter, each board may set fees by  
6 legislative rule that are sufficient to enable the board to effectively carry out its duties and  
7 responsibilities. At least 30 days prior to proposing a rule on fees, the board shall notify its  
8 membership of the proposed rule by:

9           (1) Mailing a copy of the proposed rule to its membership; or

10           (2) Posting the proposed rule on its website and notifying its membership of the website  
11 posting by:

12           (A) Mailing a postcard;

13           (B) Emailing a notice; or

14           (C) Placing a notice in its newsletter.

15           (d) In addition to any other information required by the board, an applicant's social security  
16 number shall be recorded on an application: *Provided*, That the board shall redact the social  
17 security number on any copies provided to the public.

18           (e) A board may not discriminate against an applicant because of political or religious  
19 opinion or affiliation, marital status, race, color, gender, creed, age, national origin, disability, or  
20 other protected group status.

21           (f) A board may deny an applicant an authorization to practice in this state if an applicant's  
22 authorization to practice in another jurisdiction has been revoked. The denial may be made by  
23 the board without a hearing unless the applicant requests a hearing within 30 days of the denial.  
24 A hearing must be conducted pursuant to the provisions of this article or the provisions contained  
25 in the rules of the board.

**§30A-1-11. Contents of license or certificate of registration.**

1 Every license or certificate of registration issued by each board shall bear a serial or  
2 license number, the full name of the applicant, the date of issuance, and the seal of the board:  
3 Provided, That licenses or certificates of registration issued or renewed on or after July 1, 2020,  
4 will indicate both the date of issuance and the date of expiration. The licenses or certificates of  
5 registration shall be signed by the board's president and secretary or executive secretary. No  
6 license or certificate of registration granted or issued under the provisions of this chapter may be  
7 assigned or transferred to another person.

**§30A-1-12. Continuing education.**

1 Each board referred to in this chapter shall establish continuing education requirements  
2 as a prerequisite to license renewal. A board shall develop continuing education criteria  
3 appropriate to its discipline, which shall include, but not be limited to, course content, course  
4 approval, hours required, and reporting periods.

**§30A-1-13. Denial, suspension or revocation of a license or registration; probation;**  
**proceedings; effect of suspension or revocation; transcript; report; judicial**  
**review.**

1 (a) Every board referred to in this chapter may suspend or revoke the license of any person  
2 who has been convicted of a felony or who has been found to have engaged in conduct, practices,  
3 or acts constituting professional negligence or a willful departure from accepted standards of  
4 professional conduct. Where any person has been convicted of a felony or has been found to  
5 have engaged in such conduct, practices, or acts, every board referred to in this chapter may also  
6 enter into consent decrees, to reprimand, to enter into probation orders, to levy fines not to exceed  
7 \$1,000 per day per violation, or any of these, singly or in combination. Each board may also  
8 assess administrative costs. Any costs which are assessed shall be placed in the special account  
9 of the board and any fine which is levied shall be deposited in the state Treasury's General  
10 Revenue Fund.

11 (b) For purposes of this section, the word “felony” means a felony or crime punishable as  
12 a felony under the laws of this state, any other state, or the United States.

13 (c) Every board referred to in this chapter may propose rules for legislative approval in  
14 accordance with the provisions of §29A-3-1 et seq. of this code to delineate conduct, practices or  
15 acts which, in the judgment of the board, constitute professional negligence, a willful departure  
16 from accepted standards of professional conduct, or which may render an individual unqualified  
17 or unfit for licensure, registration, or other authorization to practice.

18 (d) Every board referred to in this chapter may revoke the license or registration of an  
19 individual licensed or otherwise lawfully practicing within this state whose license or registration  
20 in any other state, territory, jurisdiction or foreign nation has been revoked by the licensing  
21 authority thereof.

22 (e) Notwithstanding any other provision of law to the contrary, no certificate, license,  
23 registration, or authority issued under the provisions of this chapter may be suspended or revoked  
24 without a prior hearing before the board or court which issued the certificate, license, registration  
25 or authority, except:

26 (1) A board is authorized to suspend or revoke a certificate, license, registration, or  
27 authority prior to a hearing if the person’s continuation in practice constitutes an immediate danger  
28 to the public; or

29 (2) After due diligence, if a board cannot locate a person licensed under the provisions of  
30 this chapter within 60 days of a complaint being filed against the licensee, then the board may  
31 suspend the license, certificate, registration, or authority of the person without holding a hearing.  
32 After due diligence, if a Board still cannot locate the person licensed under the provisions of this  
33 chapter 30 days after the suspension of the person’s license, certificate, registration, or authority,  
34 then the board may revoke the license, certificate, registration, or authority of the person without  
35 holding a hearing.

36 (f) In all proceedings before a board or court for the suspension or revocation of any  
37 certificate, license, registration, or authority issued under the provisions of this chapter, a  
38 statement of the charges against the holder of the certificate, license, registration, or authority  
39 and a notice of the time and place of hearing shall be served upon the person as a notice is served  
40 under §56-2-1 of this code at least 30 days prior to the hearing and he or she may appear with  
41 witnesses and be heard in person, by counsel, or both. The board may take oral or written proof,  
42 for or against the accused, as it may consider advisable. If upon hearing the board finds that the  
43 charges are true, it may suspend or revoke the certificate, license, registration, or authority and  
44 suspension or revocation shall take from the person all rights and privileges acquired thereby.

45 (g) Pursuant to the provisions of §29A-5-1 of this code, informal disposition may also be  
46 made by the board of any contested case by stipulation, agreed settlement, consent order, or  
47 default. Further, the board may suspend its decision and place a licensee found by the board to  
48 be in violation of the applicable practice on probation.

49 (h) Any person denied a license, certificate, registration, or authority who believes the  
50 denial was in violation of this article or the article under which the license, certificate, registration,  
51 or authority is authorized shall be entitled to a hearing on the action denying the license,  
52 certificate, registration, or authority. Hearings under this subsection are in accordance with the  
53 provisions for hearings which are set forth in this section.

54 (i) A stenographic report of each proceeding on the denial, suspension, or revocation of a  
55 certificate, license, registration, or authority shall be made at the expense of the board and a  
56 transcript of the hearing retained in its files. The board shall make a written report of its findings,  
57 which shall constitute part of the record.

58 (j) All proceedings under the provisions of this section are subject to review by the  
59 Supreme Court of Appeals.

60 (k) On or before July 1, 2020, every board referred to in this chapter shall adopt procedural  
61 rules in accordance with the provisions of §29A-3-1 et seq. of this code, which shall specify a

62 procedure for the investigation and resolution of all complaints against persons licensed under  
63 this chapter.

**§30A-1-14. Reinstatement of license.**

1 (a) Every board referred to in this chapter is authorized to consider the reinstatement of  
2 any license or registration that has been suspended, revoked, or not renewed, upon a showing  
3 that the applicant can resume practicing with reasonable skill and safety.

4 (b) Each board may adopt a procedural rule in accordance with the provisions of §29A-3-  
5 1 et seq. of this code, specifying forms and procedures for application for reinstatement.

**§30A-1-15. Mediation of complaints.**

1 (a) Any board referred to in this chapter may, on its own motion or by stipulation of the  
2 parties, refer any complaints against persons licensed under this chapter to mediation.

3 (b) Any board may maintain a list of mediators with expertise in professional disciplinary  
4 matters or may obtain a list from the West Virginia center for dispute resolution or the West  
5 Virginia State Bar's mediator referral service. The board shall designate a mediator from the list  
6 by neutral rotation.

7 (c) The mediation is not considered a proceeding open to the public and any reports and  
8 records introduced at the mediation are not part of the public record. The mediator and all  
9 participants in the mediation shall maintain and preserve the confidentiality of all proceedings and  
10 records. The mediator may not be subpoenaed or called to testify or otherwise be subject to  
11 process requiring disclosure of confidential information in any proceeding relating to or arising out  
12 of the disciplinary or licensure matter mediated: *Provided*, That any confidentiality agreement and  
13 any written agreement made and signed by the parties as a result of mediation may be used in  
14 any proceedings subsequently instituted to enforce the written agreement. The agreements may  
15 be used in other proceedings if the parties agree to the use in writing.

16 (d) The mediation may not be used to delay any disciplinary proceeding.

**§30A-1-16. Review by circuit court and supreme court of board's refusal to issue; suspension or revocation of license or registration.**

1        A person, who has been refused a license or registration for any cause other than failure  
2 to pass the examination given by the board, or whose certificate, license, registration, or authority  
3 has been suspended or revoked, may, within 30 days after the decision of the board, present his  
4 or her petition in writing to the circuit court of the county in which such person resides, or to the  
5 judge of such court in vacation, praying for the review and reversal of such decision. Before  
6 presenting his or her petition to the court or judge, the petitioner shall mail copies thereof to the  
7 president and secretary, respectively, of the board. Upon receipt of such copy the secretary shall  
8 forthwith transmit to the clerk of such court the record of the proceeding before the board. The  
9 court or judge shall fix a time for the review of said proceeding at his or her earliest convenience.  
10 Notice in writing of the time and place of such hearing shall be given to the president and secretary  
11 of the board at least 10 days before the date set therefor. The court or judge shall, without a jury,  
12 hear and determine the case upon the record of the proceedings before the board. The court or  
13 judge may enter an order affirming, revising, or reversing the decision of the board if it appears  
14 that the decision was clearly wrong. Prior to the entry of such order, no order shall be made or  
15 entered by the court to stay or supersede any suspension, revocation, or cancellation of any such  
16 certificate, license, registration, or authority. The judgment of the circuit court may be reviewed  
17 upon appeal in the Supreme Court of Appeals.

**§30A-1-17. Disposition of money fines; legislative audit; review of board's fee structure.**

1        (a) The secretary of every board referred to in this chapter shall receive and account for  
2 all money which it derives pursuant to the provisions of this chapter which are applicable to it.  
3 With the exception of money received as fines, each board shall pay all money which is collected  
4 into a separate special fund of the State Treasury which has been established for each board.  
5 This money shall be used exclusively by each board for purposes of administration and  
6 enforcement of its duties pursuant to this chapter. Any money received as fines shall be deposited

7 into the General Revenue Fund of the State Treasury. When the special fund of any board  
8 accumulates to an amount which exceeds twice the annual budget of the board or \$10,000,  
9 whichever is greater, the State Treasurer shall:

10 (1) Transfer the excess amount to the state General Revenue Fund; and

11 (2) Notify the Legislative Auditor that the transfer has been made.

12 (b) (1) Every licensing board which is authorized by the provisions of this chapter shall be  
13 subject to audit by the office of the Legislative Auditor.

14 (2) Within a reasonable time after the State Treasurer notifies the Legislative Auditor of a  
15 transfer required to be made under this section, the Legislative Auditor shall conduct a review of  
16 the fee structure of the applicable board to determine if the amount of the board's fees generate  
17 excessive revenue, when compared to the board's normal expenses. If the Legislative Auditor  
18 finds that excess revenue is generated, he or she shall report his or her findings to the  
19 Legislature's Joint Standing Committee on Government Organization, along with  
20 recommendations on how the fees can be adjusted to generate only the amount the board  
21 reasonably needs to operate under this chapter.

**§30A-1-18. Compensation of members; expenses.**

1 (a) Each member of every board in this chapter is entitled to receive compensation for  
2 attending official meetings or engaging in official duties not to exceed the amount paid to members  
3 of the Legislature for their interim duties as recommended by the Citizens Legislative  
4 Compensation Commission and authorized by law. A board member may not receive  
5 compensation for travel days that are not on the same day as the official meeting or official duties.

6 (b) The limitations contained in this section do not apply if they conflict with provisions of  
7 this chapter relating to a particular board.

8 (c) A board may reimburse actual and necessary expenses incurred for each day or  
9 portion of a day engaged in the discharge of official duties in a manner consistent with guidelines  
10 of the Travel Management Office of the Department of Administration.

11 (d) No member of any board in this chapter may receive compensation as an employee  
12 of the board.

**§30A-1-19. Record of proceedings; register of applicants; certified copies of records prima  
facie evidence; report to Governor and Legislature; public access.**

1 (a) The secretary of every board shall keep a record of its proceedings and a register of  
2 all applicants for license or registration, showing for each the date of his or her application, his or  
3 her name, age, educational, and other qualifications, place of residence, whether an examination  
4 was required, whether the applicant was rejected or a certificate of license or registration granted,  
5 the date of this action, the license or registration number, all renewals of the license or registration,  
6 if required, and any suspension or revocation thereof. The books and register of the board shall  
7 be open to public inspection at all reasonable times, and the books and register, or a copy of any  
8 part thereof, certified by the secretary and attested by the seal of the board, shall be prima facie  
9 evidence of all matters recorded therein.

10 (b) On or before January 1, of each year in which the Legislature meets in regular session,  
11 the board shall submit to the Governor and to the Legislature a report of its activities for the  
12 preceding two years, containing the following information for that period:

- 13 (1) The total receipts and disbursements for each year;  
14 (2) A list of amounts received in each year for the following categories of receipts:  
15 (A) License applications, registrations, and renewals;  
16 (B) Examination fees, if applicable;  
17 (C) Other fees, including late fees, copying charges and fees for printed certificates;  
18 (D) Fines or penalties;  
19 (E) Expense reimbursements from disciplinary actions; and  
20 (F) Grants, special appropriations or other sources of revenue not from fees;  
21 (3) A list of amounts spent in each year for the following categories of expenditures:  
22 (A) Personal services;

23 (B) Board member per diem compensation;

24 (C) Travel expenses and automobile mileage;

25 (D) Professional contracts;

26 (E) Rent;

27 (F) Office supplies;

28 (G) Postage;

29 (H) Entertainment and hosting;

30 (I) Insurance; and

31 (J) Bank costs;

32 (4) A complete list of the names of all persons newly licensed or registered;

33 (5) A table or list showing numbers of licensees or registrants by West Virginia county of

34 practice or, for out-of-state licensees or registrants, by state of residence, and by specialty, if

35 appropriate to the particular profession;

36 (6) Complaints filed and investigations opened by the board, with a brief classification of

37 the nature of the complaint, together with the dates of compliance with the time requirements of

38 §30A-1-8(c) of this code, and the disposition, if any;

39 (7) In addition to complaints reported under the preceding subsection, complaints resolved

40 and investigations closed by the board, with a brief classification of the nature of the complaint,

41 together with the dates of compliance with the time requirements of §30A-1-8(c) of this code, and

42 the disposition, if any; and

43 (8) Copies of the agendas for, and minutes of, board and committee or subcommittee

44 meetings.

45 The report shall be certified by the president and the secretary of the board, and a copy

46 of the report shall be filed with the Secretary of State and with the legislative librarian.

47 (c) To promote public access, the secretary of every board shall ensure that the address

48 and telephone number of the board are included every year in the state government listings of

49 the Charleston area telephone directory. Every board shall regularly evaluate the feasibility of  
50 adopting additional methods of providing public access, including, but not limited to, listings in  
51 additional telephone directories, toll-free telephone numbers, facsimile, and computer-based  
52 communications.

**§30A-1-20. Roster of licensed or registered practitioners.**

1 The secretary of every board shall prepare and maintain a complete roster of the names  
2 and office addresses of all persons licensed, or registered, and practicing in this state the  
3 profession or occupation to which such board relates, arranged alphabetically by name and also  
4 by the cities or counties in which their offices are situated. Each board shall make the roster  
5 available upon request to any member of the public.

**§30A-1-21. Remission of certain fees.**

1 Every board of examination or registration referred to in this chapter is hereby authorized,  
2 under such rules and regulations as may be adopted by each board, to remit all annual license or  
3 annual registration fees required to be paid by any licensee or registrant under its supervision  
4 during such time as such licensee or registrant is serving with the Armed Forces of the United  
5 States of America, and to retain the name of such licensee or registrant in good standing on the  
6 roster of said board during said time.

**§30A-1-22. Liability limitations of peer review committees and professional standards**  
**review committees.**

1 No member of a peer review committee or a professional standards review committee of  
2 a state or local professional organization, including, but not limited to, committees established to  
3 review the practices of real estate brokers, real estate agents, or real estate appraisers shall be  
4 deemed liable to any person for any action taken or recommendation made within the scope of  
5 the functions of the committee, if the committee member acts without malice and in the reasonable  
6 belief that such action or recommendation is warranted by the facts known to him or her after

7 reasonable effort to obtain the facts of the matter as to which such action is taken or  
8 recommendation is made.

**§30A-1-23. Annual reports.**

1 (a) A licensing board, organized under the provisions of this chapter, may submit its annual  
2 report on electronic media to be filed in the same manner as a printed annual report, or transmitted  
3 electronically via the Internet. Any report filed in an electronic format shall be considered as having  
4 satisfied the filing requirements.

5 (b) If a board chooses to submit its annual report electronically, it shall transmit an  
6 electronic copy to the legislative manager.

**§30A-1-24. Retired, volunteer and inactive status licenses.**

1 (a) Every board referred to in this chapter may propose rules for legislative approval in  
2 accordance with the provisions of §29A-3-1 et seq. of this code, to establish licensure criteria and  
3 continuing education requirements for retired, volunteer, and inactive licenses.

4 (b) If a board which establishes licensure criteria as authorized in this section does not  
5 establish specific continuing education requirements, the retired, volunteer, or inactive licensees  
6 shall comply with the same continuing education requirements as established by the respective  
7 boards for an active license.

**§30A-1-25. Combining board staff functions.**

1 (a) Any board referred to in this chapter may combine administrative staff functions with  
2 any other board or boards referred to in this chapter, Chapter 30, or Chapter 30B of this code,  
3 pursuant to the provisions of subsection (b) of this section, to carry out the administrative duties  
4 of the boards as set forth in this article, the practice acts of each board set forth in this chapter  
5 and the legislative rules of each board: *Provided*, That each board retains responsibility for  
6 fulfilling its statutory duties.

7 (b) Before combining administrative staff functions pursuant to subsection (a) of this  
8 section, the boards shall, in consultation with the office of the Attorney General, enter into a  
9 memorandum of understanding with the following provisions:

10 (1) The names of the boards combining administrative staff functions;

11 (2) The administrative staff functions being combined, including the staffs' titles and duties  
12 relative to each board;

13 (3) The prorata share of expenses that each board will be responsible for paying, including  
14 salaries, office rent, office supplies, telephone, fax and computer services, travel expenses, and  
15 any other expenses anticipated by the boards;

16 (4) A description of how decisions will be made by the boards, including employment of  
17 staff, the staff's functions and duties, and any other necessary decisions;

18 (5) A description of how modifications may be made to the terms of the agreement; and

19 (6) Any other provisions necessary to set forth the agreement of the boards.

20 (c) The boards that combine administrative staff functions pursuant to this section, may  
21 promulgate rules in accordance with the provisions of Chapter 29A of this code, to make any  
22 necessary changes to facilitate the combining of administrative staff functions. The boards may  
23 also promulgate emergency rules pursuant to the provisions of §29A-3-15 of this code, to correct  
24 any conflicts with a board's current rules.

**§30A-1-26. Exemption from licensure for practice for a charitable function.**

1 (a) A person holding an unrestricted license, certificate, registration, or permit granted by  
2 another state or jurisdiction to practice a trade or occupation licensed under this chapter may  
3 serve as a volunteer without compensation for a charitable function for a period not to exceed 10  
4 days, subject to the approval process described in this section: *Provided*, That a person who has  
5 received any completed disciplinary actions in which discipline was ordered in any of the three  
6 most recent years, or is the subject of any pending disciplinary actions is not eligible for this  
7 charitable exemption from licensure.

8           (b) The person shall notify the board of the nature of the volunteer charitable practice, the  
9 specific dates the person will participate in the charitable practice, and shall provide to the board  
10 a list of all professional and occupational licenses, registrations, permits, or certificates held in  
11 each state or jurisdiction for the previous three years.

12           (c) Upon a review of the information required by this section, the board shall provide a  
13 temporary authorization to a qualified volunteer to participate in the volunteer activity for the  
14 duration not to exceed 10 days. Each board shall keep a record of each authorization issued  
15 pursuant to his section.

16           (d) The board may not charge a fee to authorize this charitable practice.  
17

**§30A-1-27. Lobbying.**

1           No board may employ or contract with any person whose job functions or obligations  
2 include lobbying on behalf of the board: *Provided*, That the director, board counsel, and appointed  
3 board members may lobby on behalf of the board.

**§30A-1-28. Waiver of initial licensing fees for certain individuals; definitions.**

1           (a) As used in this section:

2           (1) "Initial" means obtaining a license in West Virginia for the occupation sought for the  
3 first time;

4           (2) "Low-income individuals" means individuals in the local labor market as defined in §21-  
5 1C-2 of this code whose household adjusted gross income is below 130 percent of the federal  
6 poverty line. This term also includes any person enrolled in a state or federal public assistance  
7 program including, but not limited to, the Temporary Assistance for Needy Families Program,  
8 Medicaid, or the Supplemental Nutrition Assistance Program; and

9           (3) "Military families" means any person who serves as an active member of the armed  
10 forces of the United States, the National Guard, or a reserve component as described in 38 U.S.C.

11 § 101, honorably discharged veterans of those forces, and their spouses. This term also includes  
12 surviving spouses of deceased service members who have not remarried.

13 (b) Each board or licensing authority referred to in this chapter shall waive all initial  
14 occupational licensing fees for the following classes of individuals:

15 (1) Low-income individuals; and

16 (2) Military families.

17 (c) Individuals seeking a waiver of initial occupational licensing fees must apply to the  
18 appropriate board or licensing authority in a format prescribed by the board or licensing authority.  
19 The board or licensing authority shall process the application within 30 days of receiving it from  
20 the applicant.

21 (d) The board or licensing authority shall propose rules for legislative approval in  
22 accordance with §29A-3-1 et seq. of this code to implement the provisions of this section.

**§30A-1-29. Use of criminal records as disqualification from authorization to practice.**

1 (a) Definitions. — For the purposes of this section:

2 (1) “Board” means the board, authority, or other agency authorized by the provisions of  
3 this chapter to issue licenses, certifications, registrations, or other authorizations to engage in a  
4 particular profession or occupation.

5 (2) “License” or “licensure” means the official authorization to engage in a profession or  
6 occupation issued by a board, pursuant to the requirements of this chapter.

7 (3) “Unreversed”, as that term refers to a criminal conviction, means that a conviction has  
8 not been set aside, vacated, pardoned, or expunged.

9 (b) (1) Boards subject to the requirements of this section may not disqualify an applicant  
10 from initial licensure to engage in a profession or occupation because of a prior criminal conviction  
11 that remains unreversed unless that conviction is for a crime that bears a rational nexus to the  
12 profession or occupation requiring licensure. In determining whether a criminal conviction bears  
13 a rational nexus to a profession or occupation, the board shall consider at a minimum:

14 (A) The nature and seriousness of the crime for which the individual was convicted;

15 (B) The passage of time since the commission of the crime;

16 (C) The relationship of the crime to the ability, capacity, and fitness required to perform  
17 the duties and discharge the responsibilities of the profession or occupation; and

18 (D) Any evidence of rehabilitation or treatment undertaken by the individual.

19 (2) Because the term “moral turpitude” is vague and subject to inconsistent applications,  
20 boards subject to the requirements of this section may not rely upon the description of a crime for  
21 which an applicant has been convicted as one of “moral turpitude” as a basis for denying  
22 licensure: *Provided*, That if the prior conviction for the underlying crime bears a rational nexus to  
23 the profession or occupation requiring licensure, the board may consider the conviction according  
24 to the requirements of subdivision (1) of this subsection.

25 (3) Notwithstanding any other provision of this chapter to the contrary, if an applicant is  
26 disqualified from licensure because of a prior criminal conviction, a board shall permit the  
27 applicant to apply for initial licensure if:

28 (A) A period of five years has elapsed from the date of conviction or the date of release  
29 from incarceration, whichever is later;

30 (B) The individual has not been convicted of any other crime during the period of time  
31 following the disqualifying offense; and

32 (C) The conviction was not for an offense of a violent or sexual nature: *Provided*, That a  
33 conviction for an offense of a violent or sexual nature may subject an individual to a longer period  
34 of disqualification from licensure, to be determined by the individual board.

35 (4) An individual with a criminal record who has not previously applied for licensure may  
36 petition the appropriate board at any time for a determination of whether the individual’s criminal  
37 record will disqualify the individual from obtaining a license. This petition shall include sufficient  
38 details about the individual’s criminal record to enable the board to identify the jurisdiction where  
39 the conviction occurred, the date of the conviction, and the specific nature of the conviction. The

40 board shall provide the determination within 60 days of receiving the petition from the applicant.

41 The board may charge a fee to recoup its costs for each petition.

42 (5) The requirements of this section do not apply to the criteria that boards may consider  
43 when making determinations regarding relicensure or discipline of licensees.

44 (c) Every board subject to the provisions of this section shall propose rules or amendments  
45 to existing rules for legislative approval to comply with the provisions of this section. These rules  
46 or amendments to rules shall be proposed pursuant to the provisions of §29A-3-1 et seq. of this  
47 code within the applicable time limit to be considered by the Legislature during its regular session  
48 in the year 2020.

**§30A-1-30. Continuation of Rules.**

1 All rules of the boards organized in this Chapter as previously authorized under Chapter  
2 30 of this code that are in effect on June 30, 2020, shall continue in full force and effect until  
3 amended, replaced, or repealed by the Board.

**ARTICLE 1B. PROVISIONS APPLICABLE TO MILITARY MEMBERS AND THEIR**  
**SPOUSES.**

**§30A-1B-1. Legislative findings and declarations.**

1 The Legislature finds that:

2 (1) In recognition of the enormous sacrifices made by members of the Armed Forces of  
3 the United States of America and their families in voluntary service to this state and our nation,  
4 the citizens of West Virginia must endeavor to find new and innovative ways to improve the lives  
5 of military families and support their personal and professional growth;

6 (2) Many current and former members of the United States Armed Forces have acquired  
7 extensive academic, professional and occupational training, and experience in various  
8 professions and occupations while serving in the Armed Forces, comparable to or exceeding that

9 required in this state to register for examination or qualify for licensure, certification, or registration  
10 for similar or related occupations and professions;

11 (3) Military families are ten times more likely to move from one state to another than their  
12 civilian counterparts, and 35 percent of military spouses work in professions that require state  
13 licenses, certifications, or registrations;

14 (4) Armed forces members who return to this state after being called to active duty service,  
15 and spouses accompanying armed forces members outside of this state or to this state for active  
16 duty, are frequently delayed in beginning employment as professionals because of issues with  
17 obtaining licenses, certifications, or registrations upon arrival or return to West Virginia;

18 (5) The boards in this chapter have the particular expertise necessary to evaluate and  
19 determine the adequacy of military education, training and experience for licensure, certification,  
20 or registration and to adopt procedures that ease the burden of transition for military families  
21 through waivers, temporary licensing, or otherwise, while ensuring competency of professionals  
22 and protecting the citizens of the state from harm.

**§30A-1B-2. Consideration of military education, training and experience for licensure or registration, generally.**

1 Notwithstanding any law to the contrary, all boards referred to in this chapter shall, upon  
2 presentation of satisfactory evidence by an applicant for licensure, certification, or registration,  
3 consider the individual's education, training, or experience as a member of the Armed Forces or  
4 Reserves of the United States, the National Guard of any state, or the military reserves of any  
5 state, as part of the evaluation process toward the qualifications to receive, or take examination  
6 for, that respective professional license, certification, or registration.

**§30A-1B-3. Licensure, certification, or registration of persons on military active duty outside this state; extension of licenses or registration; waiver of certain license, certification, or registration requirements.**

1 (a) During periods when the licensee, certificate holder, or registrant is on active duty as  
2 a member of the Armed Forces of the United States and deployed outside of this state, and for  
3 six months after discharge from active duty, his or her license, certification, or registration shall  
4 continue in good standing and shall be renewed, upon receipt of a waiver request pursuant to  
5 subsection (b) of this section:

6 (1) Without meeting continuing education requirements for the license, certification, or  
7 registration when:

8 (A) Circumstances associated with the military duty prevent the obtaining of continuing  
9 education, or

10 (B) The licensee, certificate holder or registrant performs the profession or occupation as  
11 part of his or her military duties, as may be evidenced by annotation on Defense Department  
12 Form 214 (DD214), National Guard Bureau Form 22 (NGB22) or other official record; and

13 (2) Without payment of fees for the renewal of the license, certification, or registration.

14 (b) The licensee, certificate holder, or registrant shall submit a waiver request to the  
15 appropriate board, informing the board of circumstances which include, but are not limited to,  
16 being deployed outside of this state.

**§30A-1B-4. Licensure, certification, or registration of spouses of persons on military active  
duty outside this state; extension of licenses or registration; waiver of certain  
license, certification, or registration requirements.**

1 (a) During periods when the licensee, certificate holder, or registrant is accompanying his  
2 or her spouse who is on active duty as a member of the Armed Forces of the United States and  
3 deployed outside of this state, and for six months after his or her spouse is discharged from active  
4 duty, his or her license, certification, or registration shall continue in good standing and shall be  
5 renewed, upon receipt of a waiver request pursuant to subsection (b) of this section:

6 (1) Without meeting continuing education requirements for the license, certification, or  
7 registration when:

8 (A) Circumstances associated with accompanying his or her spouse who is on active duty  
9 prevent the obtaining of continuing education, or

10 (B) The licensee, certificate holder or registrant presents evidence that he or she performs  
11 or performed the profession or occupation while accompanying his or her spouse on active duty;  
12 and

13 (2) Without payment of fees for the maintenance or renewal of the license, certification, or  
14 registration.

15 (b) The licensee, certificate holder or registrant shall submit a waiver request to the  
16 appropriate board informing the board of circumstances which include, but are not limited to,  
17 accompanying a spouse who is deployed outside of this state.

**§30A-1B-5. Temporary licensure, certification, or registration of spouses of persons on**  
**military active duty; waiver of certain license, certification, or registration**  
**fees.**

1 (a) Notwithstanding any law to the contrary, the spouse of a person who is on active duty  
2 as a member of the Armed Forces of the United States shall be issued a temporary license,  
3 certification, or registration by a board referred to in this chapter within 30 days of submitting the  
4 following to the board:

5 (1) A completed application for temporary license, certification, or registration, as  
6 developed by the board;

7 (2) The required application fee;

8 (3) Proof that the applicant is married to a member of the Armed Forces of the United  
9 States who is on active duty; and

10 (4) Proof that the applicant holds a valid license, certification, or registration for the  
11 profession issued by another state, the District of Columbia, or a possession or territory of the  
12 United States, and whose license, certification, or registration is not and has not been the subject  
13 of disciplinary action in that jurisdiction.

14 (b) Notwithstanding subsection (a), a board may require the applicant to submit to a  
15 criminal history records check, to be paid for by the applicant, and the board may deny a request  
16 for a temporary license, certification, or registration if the criminal history records check provides  
17 reason to believe that the applicant does not meet the requirements of the board or presents a  
18 safety risk to the public.

19 (c) A temporary license expires six months after the date of issuance and is not renewable.

20 (d) An applicant under this section may submit an application for waiver of the temporary  
21 license application fee, and the board shall grant the waiver if the applicant has paid a fee for his  
22 or her previous license, certification, or registration in another state, the District of Columbia, or a  
23 possession or territory of the United States, within six months immediately prior to submitting an  
24 application for temporary license, certification, or registration. The applicant shall provide proof of  
25 the date and amount of the previous payment.

**§30A-1B-6. Rule-making authority.**

1 The Boards referred to in this chapter may propose rules for legislative approval in  
2 accordance with the provisions of §29A-3-1 et seq. of this code to implement the provisions of  
3 this article. Proposed rules may:

4 (1) Establish criteria or requirements for military education, training, and experience that  
5 qualify the applicant to take an examination for licensure, certification, or registration, or for a  
6 waiver of any examination requirement to be licensed, certified, or registered; and

7 (2) Implement the provisions of this article while ensuring competency, protecting the  
8 citizens of this state from harm, and addressing issues specific to each profession.

**§30A-1B-7. Data collection.**

1 (a) The boards referred to in this chapter shall require an applicant to state on the  
2 application form that he or she is an active duty member of the Armed Forces of the United States  
3 or is a spouse of an active duty member of the Armed Forces of the United States.

4           (b) The boards referred to in this chapter shall include the following information in their  
5 annual reports, as required in §30A-1-23 of this code:

6           (1) The number of licenses, certificates and/or registrations issued pursuant to this article;

7           (2) The amount of fees waived pursuant to this article;

8           (3) The number of persons who had continuing education requirements waived pursuant  
9 to this article; and

10          (4) The number of temporary licenses issued pursuant to this article.

**§30A-1B-8. Liberality of construction.**

1           This article shall be liberally construed and applied to promote the public interest.

**ARTICLE 1C. CAREER TRAINING EDUCATION AND APPRENTICESHIPS.**

**§30A-1C-1. Declaration of purpose.**

1           The provisions of this article are intended to facilitate certification and/or licensure for  
2 workers who acquire training via career technical education provided by West Virginia public  
3 schools or an employer-sponsored apprenticeship and employer-sponsored training programs.

**§30A-1C-2. Definitions.**

1           As used in this article and the legislative rules promulgated pursuant to this article:

2           “Apprentice” means someone who is enrolled in an apprenticeship program.

3           “Apprenticeship program” means a program offered by an employer to provide supervised  
4 on-the-job training to employees approved by the United States Department of Labor.

5           “Employer-sponsored training program” means a program approved in accordance with a  
6 rule promulgated by the respective board of examination or registration in accordance with their  
7 authority granted to by this chapter.

8           “License” means a valid and current certification or license issued by a regulatory board  
9 or commission in this chapter.

10          “Career technical education” means programs of study, clusters, and pathways approved  
11 by the West Virginia Board of Education pursuant to state board policy.

**§30A-1C-3. Recognition of training and apprenticeship programs.**

1 Beginning July 1, 2019, applicants for certification or licensure pursuant to this chapter  
2 shall be permitted to apply training hours earned via career technical education provided by West  
3 Virginia public schools or an apprenticeship program or employer-sponsored training program  
4 towards the requirements for certification and/or licensure in the same occupation in accordance  
5 with the standards and procedures authorized in accordance with this article.

**§30A-1C-4. Rule-making authority.**

1 The licensing boards and commissions in this chapter shall, after consultation with the  
2 State Superintendent of Schools, propose rules for legislative approval, in accordance with the  
3 provisions of §29A-3-1 et seq. of this code for the implementation and enforcement of the  
4 provisions of this article. The rules shall provide at least the following:

5 (1) Standards and procedures for recognizing training hours acquired through career  
6 technical education provided by West Virginia public schools and applying those hours to  
7 requirements for testing and/or certification and/or licensure.

8 (2) Standards and procedures for recognizing training hours acquired through  
9 apprenticeship programs and employer-sponsored training programs and applying those hours  
10 to requirements for testing and/or certification and/or licensure.

**ARTICLE 2. ACCOUNTANTS.**

**§30A-2-1. License required to practice.**

1 To protect the public interest in receiving accurate and reliable financial information and  
2 assurance, certified public accountants, public accountants, and accounting firms are required to  
3 be licensed as provided in this article.

**§30A-2-2. Definitions.**

4 As used in this article, the following words and terms have the following meanings, unless  
5 the context or associated language clearly indicates otherwise:

6           (1) “Affiliated entity” means an entity that controls, is controlled by, or is under common  
7 control with, a firm. For purposes of this definition, an entity controls another entity if the entity  
8 directly or indirectly or acting in concert with one or more other affiliated entities, or through one  
9 or more subsidiaries, owns, controls, holds with power to vote, or holds proxies representing,  
10 more than 50 percent of the voting interest in such entity.

11           (2) “Assurance” means any act or action, whether written or oral, expressing an opinion  
12 or conclusion about the reliability of a financial statement or about its conformity with any financial  
13 accounting standards.

14           (3) “Attest services” means providing the following services:

15           (A) Any audit or other engagement to be performed in accordance with the statements on  
16 Auditing Standards (SAS);

17           (B) Any review of a financial statement to be performed in accordance with the statements  
18 on Standards for Accounting and Review Services (SSARS);

19           (C) Any examination of prospective financial information to be performed in accordance  
20 with applicable Statements on Standards for Attestation Engagements (SSAE);

21           (D) Any engagement to be performed in accordance with the Auditing Standards of the  
22 Public Company Accounting Oversight Board (PCAOB); or

23           (E) Any examination, review or agreed upon procedures engagement to be performed in  
24 accordance with the statements on Standards for Attestation Engagements (SSAE), other than  
25 an examination described in paragraph (C) of this subdivision.

26           (4) “Audit” means expressing an opinion about the fairness of presentation of financial  
27 statements in accordance with the statements on Auditing Standards.

28           (5) “Authorization” means an authorization issued pursuant to this article that entitles a  
29 permit holder or an individual practitioner to perform attest or compilation services.

30           (6) “Board” means the West Virginia Board of Accountancy.

31 (7) "Business entity" means any corporation, partnership, limited partnership, limited  
32 liability partnership, professional limited liability partnership, limited liability company, professional  
33 limited liability company, joint venture, business trust or any other form of business organization.

34 The term "business entity" includes a firm.

35 (8) "Certificate" means a certificate as a certified public accountant issued or renewed by  
36 the board pursuant to this article or corresponding provisions of prior law.

37 (9) "Certified public accountant" or "CPA" means the holder of a certificate.

38 (10) "Client" means a person or entity that agrees with a licensee or licensee's employer  
39 to receive any professional service.

40 (11) "Commission" means compensation, except a referral fee, for recommending or  
41 referring any product or service to be supplied by another person.

42 (12) "Compilation services" means providing a service performed in accordance with the  
43 statements on Standards for Accounting and Review Services that presents, in the form of a  
44 financial statement, information that is the representation of management without an expression  
45 of assurance on the statement: *Provided*, That this definition does not apply to the use of the term  
46 "compilation" in §30A-2-31 of this code.

47 (13) "Contingent fee" means a fee established for the performance of any service pursuant  
48 to an arrangement in which no fee will be charged unless a specified finding or result is attained,  
49 or in which the amount of the fee is otherwise dependent upon the finding or result of the service.  
50 A fee fixed by a court, taxing authority or other public authority is not a contingent fee.

51 (14) "Examination", when used with reference to prospective financial statements, means  
52 expressing an opinion about the fairness of presentation of financial information in accordance  
53 with the statements on Standards for Attestation Engagements.

54 (15) "Financial statement" means a writing or other presentation, including accompanying  
55 notes, which presents, in whole or in part, historical or prospective financial position, results of  
56 operations or changes in financial position of any person, corporation, partnership or other entity.

57 (16) "Firm" means any business entity, including, but not limited to, accounting  
58 corporations and professional limited liability companies, in which two or more certified public  
59 accountants or public accountants hold an ownership or membership interest, in terms of the  
60 financial interests and voting rights of all partners, officers, shareholders, members or managers,  
61 and the primary business activity of which is the provision of professional services to the public  
62 by certified public accountants or public accountants.

63 (17) "Firm ownership requirements" means, with respect to:

64 (A) Any professional limited liability company organized pursuant to §31B-13-1 et seq. of  
65 this code, consisting of one or more licensed certified public accountants or licensed public  
66 accountants;

67 (B) Any other firm where:

68 (i) A simple majority of ownership of the firm, in terms of financial interests and voting  
69 rights of all partners, officers, shareholders, members or managers, belongs either to:

70 (I) Certified public accountants holding a certificate under §30A-2-12 of this code or the  
71 equivalent provision of another state; or

72 (II) Public accountants who have met the continuing professional education requirements  
73 of §30A-2-12(b) of this code and who are not subject to the exemption or limitation set forth in  
74 therein or similar provisions of another state.

75 (ii) All owners of the firm who are not certified public accountants or public accountants  
76 are active participants in the firm or in affiliated entities.

77 (18) "Foreign" means any country other than the United States.

78 (19) "Good moral character" means lack of a history of dishonesty or felonious activity.

79 (20) "Home office" means the client's office address.

80 (21) "Individual practitioner" means a certified public accountant or a public accountant  
81 who offers professional services to the public but who does not practice in a firm.

82 (22) "License" means a certificate, permit, registration, or authorization.

83 (23) "Licensee" means the holder of a license.

84 (24) "Manager" means a manager of a professional limited liability company.

85 (25) "Member" means a member of a professional limited liability company.

86 (26) "Nonlicensee" means a person or business entity that does not hold a license.

87 (27) "Out-of-state certificate" means a valid certificate as a certified public accountant or  
88 equivalent designation issued or renewed under the laws of another state: *Provided*, That "out-  
89 of-state certificate" does not include any certificate as a certified public accountant or equivalent  
90 designation that was issued or renewed solely by virtue of a holder's prior status as a public  
91 accountant or its equivalent in the state of issuance and not by virtue of the holder's having met  
92 the certification requirements of the state of issuance.

93 (28) "Out-of-state permit" means a valid permit as a firm of certified public accountants or  
94 another designation equivalent to a permit issued or renewed by the board and that is issued or  
95 renewed under the laws of another state.

96 (29) "Peer Review" means a study, appraisal, or review of one or more aspects of the  
97 professional work of a licensee by a person who holds a certificate or an out-of-state certificate  
98 and who is not affiliated with the licensee being reviewed.

99 (30) "Permit" means a permit issued to a firm pursuant to this article.

100 (31) "Principal place of business" means the licensee's office location in the state where  
101 the licensee holds a certificate or registration.

102 (32) "Professional services" means those services that involve the specialized knowledge  
103 and skills of a certified public accountant or a public accountant delivered by any means, including  
104 but not limited to, in person, by mail, telephone or by electronic means.

105 (33) "Public accountant" means a person holding a registration who is not a certified public  
106 accountant.

107 (34) "Referral fee" means compensation for recommending or referring any service of a  
108 licensee to any person.

109 (35) "Registration" means a registration as a public accountant issued by the board  
110 pursuant to prior law governing the registration of public accountants and renewed by the board  
111 pursuant to this article.

112 (36) "Report", when used with reference to financial statements, means an opinion or  
113 disclaimer of opinion or other form of language or representation which states or implies any form  
114 of assurance or denial of assurance.

115 (37) "Rule" means any rule proposed for legislative approval by the board pursuant to this  
116 article.

117 (38) "State" means any state of the United States, the District of Columbia, Puerto Rico,  
118 the U.S. Virgin Islands or Guam.

119 (39) "Substantial equivalency" or "substantially equivalent" means or refers to a  
120 determination by the board or its designee that the education, examination, and experience  
121 requirements contained in the statutes or rules of another state are comparable to or exceed the  
122 education, examination, and experience requirements contained in the Uniform Accountancy Act,  
123 or that an individual certified public accountant's education, examination, and experience  
124 qualifications are comparable to or exceed the education, examination, and experience  
125 requirements contained in the Uniform Accountancy Act.

126 (40) "Substantial equivalency practitioner" means any individual whose principal place of  
127 business is not in this state, who holds a certificate from another state and has complied with the  
128 provisions of §30A-2-16 of this code.

129 (41) "Uniform Accountancy Act" means the Uniform Accountancy Act, fifth edition, revised  
130 (July 2007), jointly published by the American Institute of Certified Public Accountants and the  
131 National Association of State Boards of Accountancy.

**§30A-2-3. Board of accountancy; appointment; terms, qualifications of members; removal**  
**of members; compensation of members; civil liability protection for members.**

1 (a) The West Virginia board of accountancy is hereby continued.

2           (b) (1) Commencing with the board terms beginning July 1, 2001, the board shall consist  
3 of seven members appointed for terms of three years by the Governor with the advice and consent  
4 of the Senate. Five members must be certified public accountants; one member must be a public  
5 accountant so long as 25 or more public accountants are registered by the board, but if there are  
6 fewer than 25 public accountants registered by the board, then the member may be either a public  
7 accountant or a certified public accountant; and one member must be a citizen member who is a  
8 resident of this state, who is not licensed under the provisions of this article and who also is not a  
9 bookkeeper, enrolled agent or a person who provides or offers to provide to the public any  
10 bookkeeping, tax preparation, financial advisory, or insurance service: *Provided*, That the  
11 members of the board in office on July 1, 2001, shall continue to serve until their respective terms  
12 expire.

13           (2) Each licensed member of the board, at the time of his or her appointment, must have  
14 held a license in this state for a period of not less than five years immediately preceding the  
15 appointment and each member must be a resident of this state during the appointment term.

16           (3) Each appointment of a public accountant, whether for a full term or to fill a vacancy,  
17 must be made by the Governor from among three nominees selected by the West Virginia Public  
18 Accountants Association and each appointment of a certified public accountant, whether for a full  
19 term or to fill a vacancy, must be made by the Governor from among three nominees selected by  
20 the West Virginia Society of Certified Public Accountants: *Provided*, That when the appointment  
21 of a certified public accountant is to fill the seat held on July 1, 2001, by a public accountant, then  
22 the appointment, whether for a full term or to fill a vacancy, must be made by the Governor from  
23 among three nominees selected by the West Virginia Public Accountants Association. When the  
24 appointment is for a full term, the nominations must be submitted to the Governor not later than  
25 eight months prior to the date on which the appointment will become effective. When the  
26 appointment is to fill a vacancy, the nominations must be submitted to the Governor within 10  
27 days after a request for the nominations has been made by the Governor to the president of the

28 West Virginia Society of Certified Public Accountants or president of the West Virginia Public  
29 Accountants Association. If the society or the association fails to submit to the Governor  
30 nominations for an appointment in accordance with the requirements of this section, the Governor  
31 may make the appointment without the nominations.

32 (c) No member may serve more than two consecutive full terms, and any member having  
33 served two full terms may not be appointed for one year after completion of his or her second full  
34 term. A member shall continue to serve until his or her successor has been appointed and  
35 qualified.

36 (d) If a board member is unable to complete a term, the Governor shall appoint a person  
37 of similar qualifications to complete the unexpired term: *Provided*, That if the board member is a  
38 certified public accountant or public accountant, the Governor shall appoint a person from any  
39 nominees submitted pursuant to subdivision (3), subsection (b) of this section. Each vacancy  
40 occurring on the board must be filled by appointment within 60 days after the vacancy is created.

41 (e) The Governor may remove any member from the board for neglect of duty,  
42 incompetency, or official misconduct.

43 (f) Any member of the board shall immediately and automatically forfeit his or her  
44 membership if he or she has his or her certificate or registration suspended or revoked by the  
45 board, is convicted of a felony under the laws of any state or the United States, or becomes a  
46 nonresident of this state.

47 (g) Each member of the board shall receive compensation and expense reimbursement  
48 in accordance with §30A-1-18 of this code.

49 (h) Board members are exempt from civil liability for any decision made or any act done  
50 in good faith in the performance of any duty or the exercise of any power granted under this article.

**§30A-2-4. Powers of the board.**

1 The board has all the powers set forth in §30A-1-1 *et seq.* of this code, and in addition  
2 may:

3           (1) Sue and be sued in its official name as an agency of this state;

4           (2) Hire, fix the compensation of, and discharge the employees necessary for the  
5 administration of this article;

6           (3) Examine and determine the qualifications of any applicant for a license;

7           (4) Issue, renew, deny, suspend, revoke, or reinstate licenses and take disciplinary action  
8 against licensees;

9           (5) Investigate alleged violations of the provisions of this article, reasonable rules  
10 promulgated hereunder and orders and final decisions of the board;

11           (6) Conduct hearings upon charges calling for the revocation or suspension of a license  
12 or take disciplinary action against a licensee, firm, or substantial equivalency practitioner;

13           (7) Cooperate with the appropriate authorities in other states in the investigation and  
14 enforcement of violations of this article or comparable acts of other states;

15           (8) Propose rules in accordance with the provisions of §29A-3-1 et seq. of this code; and

16           (9) Take all other actions necessary and proper to effectuate the purposes of this article.

**§30A-2-5. Rule-making authority.**

1           (a) The board shall propose rules for legislative approval in accordance with the provisions  
2 of §29A-3-1 et seq. of this code of this code to implement the provisions of this article, including,  
3 but not limited to, the following:

4           (1) The education required of an applicant;

5           (2) The experience required of an applicant;

6           (3) The examination administered under this article;

7           (4) Issuing or renewing a certificate, registration, permit or authorization;

8           (5) Denying, suspending, revoking, or reinstating a certificate, registration, permit or  
9 authorization;

10           (6) The conduct of investigations;

11           (7) Firm ownership requirements;

- 12           (8) Accounting corporations;  
13           (9) Substantial equivalency requirements;  
14           (10) Continuing professional education requirements for licensees, including exemptions;  
15           (11) Peer review requirements;  
16           (12) Professional conduct requirements;  
17           (13) Identifying professional services required to be performed in accordance with the  
18 applicable statements on standards;  
19           (14) Use of the titles "certified public accountant," "CPA," "public accountant" and "PA";  
20           (15) Use of commissions, referral fees and contingent fees;  
21           (16) Fees for the issuance and renewal of a certificate, registration, permit or authorization  
22 and other fees authorized by this article; and  
23           (17) Other rules the board considers necessary and proper for implementing the  
24 provisions of this article.  
25           (b) All rules in effect on July 1, 2001, will remain in effect until they are superseded.

**§30A-2-6. Fees; special fund; administrative fines.**

- 1           (a) All fees and other moneys, except administrative fines, received by the board must be  
2 deposited in the separate special fund which has been established for the board in the State  
3 Treasury and must be used for the administration of this article. Except as may be provided in  
4 §30A-1-17 of this code, the board shall retain the amounts in the special fund from year to year.  
5 No compensation or expense incurred under this article is a charge against the General Revenue  
6 Fund.  
7           (b) Any amounts received as administrative fines imposed pursuant to this article must be  
8 deposited into the General Revenue Fund of the State Treasury.

**§30A-2-7. Issuance of certificate; certificates issued prior to the first day of July, 2001.**

- 1           (a) The board shall issue an original certificate to an applicant who demonstrates that:  
2           (1) He or she has met one of the following qualifications for a certificate:

3 (A) He or she meets the qualifications for a certificate set forth in §30A-2-8 of this code;

4 (B) He or she holds an out-of-state certificate and meets the requirements of §30A-2-9 of  
5 this code;

6 (C) He or she holds an out-of-state certificate, does not meet the requirements §30A-2-9  
7 of this code, but does meet the requirements of §30A-2-10 of this code; or

8 (D) He or she holds a substantially equivalent foreign designation and meets the  
9 requirements of §30A-2-10 of this code; and

10 (2) He or she has submitted an application, in writing, on a form prescribed by the board:  
11 Provided, That the application must require an applicant to list all states in which he or she has  
12 applied for or holds an out-of-state certificate and any past denial, revocation or suspension of an  
13 out-of-state certificate;

14 (3) He or she is trustworthy and of good moral character;

15 (4) He or she has paid the appropriate fee prescribed by the board;

16 (5) He or she has submitted to a state and national criminal history record check, as set  
17 forth in this subdivision.

18 (A) This requirement is found not to be against public policy.

19 (B) The criminal history record check shall be based on fingerprints submitted to the West  
20 Virginia State Police or its assigned agent for forwarding to the Federal Bureau of Investigation.

21 (C) The applicant shall meet all requirements necessary to accomplish the state and  
22 national criminal history record check, including:

23 (i) Submitting fingerprints for the purposes set forth in this subsection; and

24 (ii) Authorizing the board, the West Virginia State Police and the Federal Bureau of  
25 Investigation to use all records submitted and produced for the purpose of screening the applicant  
26 for a certificate.

27 (D) The results of the state and national criminal history record check may not be released  
28 to or by a private entity except:

29 (i) To the individual who is the subject of the criminal history record check;

30 (ii) With the written authorization of the individual who is the subject of the criminal history  
31 record check; or

32 (iii) Pursuant to a court order.

33 (E) The criminal history record check and related records are not public records for the  
34 purposes of Chapter 29B of this code.

35 (F) The applicant shall pay the actual costs of the fingerprinting and criminal history record  
36 check.

37 (G) The board may propose rules to implement the provisions of this section for legislative  
38 approval in accordance with §29A-3-1 et seq. of this code. The rules must be consistent with  
39 standards established by the Federal Bureau of Investigation and the National Crime Prevention  
40 and Privacy Compact as authorized by 42 U. S. C. § 14611, et seq.

41 (b) Certificates will initially be issued for a period to expire on June 30 following the date  
42 of issue.

43 (c) A certificate issued by the board prior to July 1, 2001, will for all purposes be considered  
44 a certificate issued under this section: *Provided*, That a person holding a certificate issued prior  
45 to July 1, 2001, must renew the certificate pursuant to §30A-1-12 of this code.

**§30A-2-8. Education, examination, and experience certificate requirements.**

1 The board shall issue a certificate to an applicant of good moral character who meets the  
2 following requirements:

3 (1) At least 150 semester hours of college education including a baccalaureate or higher  
4 degree conferred by a college or university, the total education program to include an accounting  
5 concentration or equivalent, as determined by the board to be appropriate;

6 (2) Passage of the uniform certified public accountant examination published by the  
7 American Institute of Certified Public Accountants or its successor and any additional examination

8 required by the board by rule that tests the applicant's knowledge of subjects related to the  
9 practice of accounting: *Provided*, That before applying for the examination required by this  
10 subsection, an applicant is required to have met the baccalaureate degree requirement but not  
11 the 150 semester hour requirement of subsection (1) of this section; and

12 (3) At least one year of experience in providing any type of service or advice involving the  
13 use of accounting, attest, compilation, management advisory, financial advisory, tax or consulting  
14 skills. The experience requirement may be satisfied by employment in private practice,  
15 government, industry, not-for-profit organization, academia, or public practice. An applicant's  
16 experience must be verified by a licensee and must meet requirements specified by rule.

**§30A-2-9. Substantial equivalency certificate requirements.**

1 The board shall issue a certificate to an applicant who holds a valid out-of-state certificate  
2 if the state of issuance extends similar privileges to holders of certificates under circumstances  
3 similar to those described in this section and if the board determines that:

4 (1) The state of issuance of the out-of-state certificate has certified public accountant  
5 certification requirements that are substantially equivalent to the certified public accountant  
6 certification requirements of the uniform accountancy act; or

7 (2) The applicant has individual qualifications that are substantially equivalent to the  
8 certified public accountant certification requirements of the uniform accountancy act.

**§30A-2-10. Not substantially equivalent certificate requirements.**

1 The board shall issue a certificate to an applicant of good moral character who holds a  
2 valid out-of-state certificate but who does not qualify for a certificate under the provisions of §30A-  
3 2-9 of this code if the applicant meets the education, experience, examination and continuing  
4 education requirements specified by the board by rule.

**§30A-2-11. Foreign designation certificate requirements.**

1 The board shall issue a certificate to an applicant of good moral character who holds a  
2 foreign designation in public accountancy if:

3 (1) The foreign authority that granted the designation regulates the practice of public  
4 accountancy and allows a person holding a certificate issued by this state to obtain the foreign  
5 authority's comparable designation; and

6 (2) The applicant meets the education, examination, experience, and continuing education  
7 requirements specified by the board by rule.

**§30A-2-12. Certificate renewal; conditions of renewal.**

1 (a) The board shall renew a certificate for a one-year period beginning on July 1, of each  
2 year after its issuance in accordance with renewal procedures and fees specified by rule:  
3 *Provided*, That an applicant for renewal of a certificate shall list on his or her application all states  
4 and foreign jurisdictions in which he or she has applied for or held an out-of-state certificate or  
5 foreign designation and any denial, revocation or suspension of an out-of-state certificate or  
6 foreign designation.

7 (b) The board shall require as a condition for the renewal of a certificate that each certified  
8 public accountant participate in continuing professional education in accordance with the  
9 requirements specified by rule, subject to the following exemptions and limitations:

10 (1) The board shall by rule exempt from the continuing professional education  
11 requirements set forth in this subsection any certified public accountant who does not perform or  
12 offer to perform any professional service to the public, either directly or indirectly through his or  
13 her employer.

14 (2) Any certified public accountant receiving the exemption from continuing professional  
15 education requirements must place the word "inactive" adjacent to his or her "CPA" title on any  
16 business card, telephone directory listing, letterhead or any other similar document or device, with  
17 the exception of the licensee's certificate on which the "CPA" title appears: *Provided*, That a  
18 certified public accountant receiving the exemption from continuing professional education  
19 requirements who has completely discontinued his or her performance of professional services,  
20 who has no active management or supervisory responsibilities in a firm, and who is at least 62

21 years of age is not required to place the word “inactive” or any other word adjacent to his or her  
22 “CPA” title on any business card, telephone directory listing, letterhead or any other similar  
23 document or device.

24 (3) The board may by rule phase in continuing professional education requirements over  
25 a period of three years for any certified public accountant who, as of July 1, 2001, has not been  
26 subject to continuing professional education requirements and who subsequently elects to  
27 perform or offers to perform any professional service to the public during a subsequent certificate  
28 renewal period within the three-year phase-in period.

**§30A-2-13. Duty to inform board of denials, suspensions, revocations, limitations.**

1 Each licensee must notify the board, within 30 days of its occurrence, of any denial,  
2 suspension, or revocation of or any limitation placed on a license or out-of-state certificate.

**§30A-2-14. Holder of out-of-state certificate establishing principal place of business in state.**

1 A holder of an out-of-state certificate who intends to establish his or her principal place of  
2 business in this state must first apply for the issuance of a certificate.

**§30A-2-15. Public accountants.**

1 A person who on July 1, 2001, holds a registration as a public accountant issued under  
2 prior law is entitled to have the registration renewed under the same terms, upon fulfillment of the  
3 same continuing professional education requirements, on the same renewal schedule and subject  
4 to the same restrictions and the payment of the same fees that are required for the renewal of a  
5 certificate under §30A-2-12 of this code. Any registration not so renewed will expire on June 30,  
6 2002.

**§30A-2-16. Substantial equivalency practice privileges.**

1 (a) An individual whose principal place of business is not in this state and who holds an  
2 out-of-state certificate has all the rights and privileges of a certificate holder of this state without  
3 the need to obtain a certificate if:

4           (1) The state that issued the out-of-state certificate has certification requirements that are  
5 substantially equivalent to the certification requirements of the Uniform Accountancy Act; or

6           (2) The individual holds a valid license as a certified public accountant from any state  
7 which the National Association of State Boards of Accountancy National Qualification Appraisal  
8 Service has not verified to be in substantial equivalence with the CPA licensure requirements of  
9 the Uniform Accountancy Act and the individual has obtained from the National Association of  
10 State Boards of Accountancy National Qualification Appraisal Service verification that his or her  
11 CPA qualifications are substantially equivalent to the CPA licensure requirements of the Uniform  
12 Accountancy Act. Any individual who qualifies for practice privileges pursuant to this subdivision  
13 before January 1, 2012, and who passed the uniform CPA examination and holds a valid license  
14 issued by any other state is exempt from the education requirement in the Uniform Accountancy  
15 Act for purposes of this section.

16           (b) An individual who offers or renders professional services under this section shall be  
17 granted practice privileges in this state, and no notice, fee, or other submission is required of any  
18 such individual. Such an individual is subject to the requirements in subsection (c) of this section.

19           (c) (1) Any individual performing or offering to perform any services in the state as a  
20 substantial equivalency practitioner and the firm which employs that out-of-state certificate holder  
21 are simultaneously subject to the jurisdiction of the board concerning all matters within the scope  
22 of this article and are required to comply with the provisions of this article and applicable rules.

23           (2) The state board of accountancy of the state of issuance of any substantial equivalency  
24 practitioner's certificate is appointed as his or her agent upon which process may be served in an  
25 action or proceeding by the board.

26           (d) In the event the certificate from the state of the individual's principal place of business  
27 is no longer valid, the individual will cease offering or rendering professional services in this state  
28 individually and on behalf of a firm.

29 (e) Subject to the provisions of subsection (f) of this section, an individual who qualifies  
30 for the practice privileges under this section may only perform any of the following services, for  
31 any entity with its home office in this state, through a firm which has obtained a permit issued  
32 under §30A-2-17 of this code and an authorization issued under §30A-2-19 of this code:

33 (1) A financial statement audit or other engagement to be performed in accordance with  
34 the statements on Auditing Standards;

35 (2) An examination of prospective financial information to be performed in accordance with  
36 the statements on Standards for Attestation Engagements; or

37 (3) An engagement to be performed in accordance with the Auditing Standards of the  
38 Public Company Accounting Oversight Board.

39 (f) An individual practitioner who is also a substantial equivalency practitioner may provide  
40 the services set out in subsection (e) of this section without obtaining a permit issued under §30A-  
41 2-17 of this code, but must obtain the authorization issued under §30A-2-19 of this code.

42 (g) A certificate holder of this state offering or rendering services or using their CPA title  
43 in another state is subject to disciplinary action in this state for an act committed in another state  
44 for which the certificate holder would be subject to discipline in that other state.

45 (h) The board shall investigate any complaint made by the board of accountancy of  
46 another state.

**§30A-2-17. Issuance and renewal of permits.**

1 (a) The board shall grant or renew permits to firm applicants that demonstrate their  
2 qualifications in accordance with this section.

3 (b) Firms meeting the following criteria must hold a permit issued under this section:

4 (1) Any firm with an office in this state performing attest or compilation services;

5 (2) Any firm with an office in this state that uses the title “CPA” or “CPA firm”; or

6 (3) Any firm that does not have an office in this state but performs attest services described  
7 in §30A-2-2(3)(A), (C), or (D) of this code for a client having its home office in this state.

8           (c) A firm that does not have an office in this state may perform services described in  
9 §30A-2-2(3)(B) or §30A-2-2(12) of this code, for a client having its home office in this state and  
10 may use the title “CPA” or “CPA firm” without a permit issued under this section only if it meets  
11 firm ownership requirements and is undergoing a peer review program that conforms with  
12 applicable rules, and performs the services through an individual with practice privileges under  
13 §30A-1-16 of this code.

14           (d) A firm that does not have an office in this state and does not perform attest services or  
15 compilation services for a client having its home office in this state may perform other professional  
16 services while using the title “CPA” or “CPA firm” in this state without a permit issued under this  
17 section only if it performs the services through an individual with practice privileges under §30A-  
18 2-16 of this code: *Provided*, That the firm may lawfully perform the services in the state where the  
19 individuals with practice privileges have their principal place of business.

20           (e) Applicants for a permit must demonstrate that:

21           (1) Each partner, officer, shareholder, member, or manager of the firm whose principal  
22 place of business is in this state and who performs or offers to perform professional services in  
23 this state holds a certificate or a registration; and

24           (2) The firm meets firm ownership requirements.

25           (f) An application for the issuance of a permit must be made in the form specified by the  
26 board by rule and must include the following information:

27           (1) The names of all partners, officers, shareholders, members, or managers of the firm  
28 whose principal place of business is in this state;

29           (2) The location of each office of the firm within this state and the name of the certified  
30 public accountant or public accountant in charge of each office; and

31           (3) Any issuance, denial, revocation, or suspension of an out-of-state permit.

32           (g) Permits will initially be issued for a period to expire on June 30 following the date of  
33 issue.

34 (h) The board shall renew a permit for a one-year period beginning on July 1, of each year  
35 after initial issuance in accordance with the requirements for initial issuance of a permit in this  
36 section.

37 (i) The board shall charge an application fee for the initial issuance or renewal of a permit  
38 in an amount specified by rule.

**§30A-2-18. Notification of changes in firm ownership; revocation of permit.**

1 (a) A permit holder must notify the board in writing, within 30 days after its occurrence, of  
2 any change in the identities of partners, officers, shareholders, members or managers whose  
3 principal place of business is in this state, any change in the number or location of offices within  
4 this state, any change in the identity of the persons in charge of those offices, and any issuance,  
5 denial, revocation or suspension of a permit or equivalent designation by any other state.

6 (b) The board shall suspend or revoke the permit of any firm that ceases to meet firm  
7 ownership requirements due to changes in firm ownership or personnel due to the death or  
8 retirement of a partner, officer, shareholder, member or manager and that fails to take corrective  
9 action in the manner and during the time period specified by rule.

**§30A-2-19. Issuance and renewal of authorizations.**

1 (a) Commencing with July 1, 2001, no person or business entity may provide attest or  
2 compilation services without having first obtained an authorization issued by the board. An  
3 applicant may apply to provide attest services or compilation services or both. This requirement  
4 does not apply to individuals performing attest or compilation services based on the practice  
5 privilege under §30A-2-16 of this code except as required under subsection (e) of that section, or  
6 to business entities performing attest or compilation services that are not required to obtain a  
7 permit under §30A-2-16(c) or (d) of this code. Any substantial equivalency practitioner who issues  
8 a compilation report as an individual practitioner or on behalf of a business entity may do so  
9 without obtaining an authorization under this section so long as such individual does so in  
10 accordance with the requirements set out in subdivisions (1) and (2), subsection (f) of this section.

11 (b) Applications for the issuance of authorizations must be made in the form specified by  
12 the board by rule.

13 (c) Authorizations will initially be issued for a period to expire on June 30 following the date  
14 of initial issuance.

15 (d) The board shall issue an authorization to a permit holder that demonstrates that:

16 (1) Any certified public accountant, public accountant or substantial equivalency  
17 practitioner who signs or authorizes someone to sign an attest or compilation report on behalf of  
18 the permit holder meets the competency requirements set forth in the professional standards for  
19 those services specified by rule;

20 (2) All attest and compilation services rendered by the permit holder in this state are  
21 verified by a certified public accountant, substantial equivalency practitioner or a public  
22 accountant; and

23 (3) The permit holder is undergoing a peer review program that conforms with applicable  
24 rules.

25 (e) A firm may simultaneously apply for the issuance or renewal of a permit and the  
26 issuance or renewal of an authorization by demonstrating that the firm meets the requirements of  
27 §30A-2-17 of this code and subsection (d) of this section.

28 (f) The board shall issue an authorization to an individual practitioner who demonstrates  
29 that he or she:

30 (1) Signs an attest or compilation report as a certified public accountant, public accountant,  
31 or substantial equivalency practitioner, as applicable and meets the competency requirements  
32 set forth in the professional standards for those services specified by rule; and

33 (2) Is undergoing a peer review program that conforms with applicable rules.

34 (g) The board shall renew an authorization for a one year period beginning on July 1, of  
35 each year after initial issuance in accordance with the requirements for initial issuance of an  
36 authorization in this section.

37 (h) The board shall charge an application fee for the initial issuance or renewal of an  
38 authorization in an amount specified by rule.

**§30A-2-20. Refuse to issue or renew; suspension, revocation of license; disciplinary action.**

1 (a) The board may refuse to issue, refuse to renew, suspend, revoke or limit any license  
2 or practice privilege of any licensee, substantial equivalency practitioner or firm and may take  
3 disciplinary action against a licensee or substantial equivalency practitioner practicing in this state  
4 who, after hearing, has been adjudged by the board as unqualified because of any of the following  
5 reasons:

6 (1) Fraud or deceit in obtaining or maintaining a license or substantial equivalency practice  
7 privilege;

8 (2) Cancellation, revocation, suspension or refusal to renew an out-of-state certificate, an  
9 out-of-state permit or substantial equivalency practice privilege for disciplinary reasons in any  
10 other state for any cause other than a failure to pay an annual fee for the renewal of an out-of-  
11 state certificate or out-of-state permit in the other state;

12 (3) Failure by any licensee to maintain compliance with requirements for issuance or  
13 renewal of a license or to timely notify the board as required under §30A-2-18 of this code;

14 (4) Revocation or suspension of the right of a licensee or substantial equivalency  
15 practitioner to practice before any state or federal agency;

16 (5) Dishonesty, fraud, professional negligence in the performance of services as a  
17 licensee or substantial equivalency practitioner or in the filing or failure to file the licensee's or  
18 substantial equivalency practitioner's own income tax returns, or a willful departure from accepted  
19 standards of professional conduct applicable to licensees and substantial equivalency  
20 practitioners;

21 (6) Violation of any provision of this article or any rule, including the violation of any  
22 professional standard or rule of professional conduct;

23 (7) Conviction of a felony or any crime an element of which is dishonesty or fraud under  
24 the laws of the United States or this state, or conviction of any similar crime under the laws of any  
25 other state if the underlying act or omission involved would have constituted a crime under the  
26 laws of this state;

27 (8) Performance of any fraudulent act by any licensee or substantial equivalency  
28 practitioner;

29 (9) Any conduct adversely reflecting upon the licensee's or substantial equivalency  
30 practitioner's fitness to perform professional services;

31 (10) Making any false or misleading statement or verification in support of an application  
32 for a license filed by another person or firm; or

33 (11) Engaging in the unlawful practice of law as defined by the West Virginia Supreme  
34 Court of Appeals.

35 (b) If the board suspends, revokes, refuses to issue, refuses to renew or limits any license  
36 or practice privilege, the board shall give written notice of the denial, including a statement of  
37 charges setting forth the reasons for the denial, and notice of the date, time and place for hearing.  
38 The hearing must be held in accordance with the provisions of §30A-2-22 of this code.

39 (c) Disciplinary action includes, but is not limited to, a reprimand, censure, probation,  
40 administrative fine not to exceed \$1,000 per day per violation, and mandatory attendance at  
41 continuing professional education seminars.

**§30A-2-21. Complaints; investigation.**

1 (a) Upon receipt of a written complaint filed against any licensee, substantial equivalency  
2 practitioner or firm, the board shall provide a copy of the complaint to the licensee, substantial  
3 equivalency practitioner or firm.

4 (b) The board may investigate the complaint. If the board finds upon investigation that  
5 probable cause exists that the licensee, substantial equivalency practitioner or firm has violated  
6 any provision of this article or the rules, the board shall serve the licensee, substantial equivalency

7 practitioner or firm with a written statement of charges and a notice specifying the date, time and  
8 place of hearing. The hearing must be held in accordance with §30A-2-22 of this code.

9 (c) The board may review the publicly available professional work of a licensee, substantial  
10 equivalency practitioner, or firm on a general and random basis, without any requirement of a  
11 formal complaint or suspicion of impropriety. If the board discovers reasonable grounds, the board  
12 may conduct an investigation and upon its own motion, may file a written statement of charges,  
13 including a notice specifying the date, time and place of hearing, against the licensee, firm or  
14 substantial equivalency practitioner.

**§30A-2-22. Hearing; judicial review; notification to out-of-state board of accountancy;**  
**costs of proceedings.**

1 (a) A hearing on a statement of charges must be held in accordance with the provisions  
2 for hearing set forth in §30A-1-13 of this code and procedures specified by rule.

3 (b) Any licensee, substantial equivalency practitioner or firm adversely affected by any  
4 decision of the board entered after a hearing may obtain judicial review of the decision in  
5 accordance with §29A-5-4 of this code, and may appeal any ruling resulting from judicial review  
6 in accordance with §29A-5-1 et seq. of this code.

7 (c) If the board renders a decision refusing to issue, refusing to renew, suspending or  
8 revoking a license, or the board takes disciplinary action, the board shall determine whether the  
9 licensee, substantial equivalency practitioner or firm holds an out-of-state certificate or permit,  
10 and if so, the board shall notify the board of accountancy of the state of issuance of its decision  
11 in the manner, under the circumstances and within the time specified by rule.

12 (d) In addition to other sanctions imposed, the board shall require a licensee, firm, or  
13 substantial equivalency practitioner to pay the costs of the proceeding.

**§30A-2-23. Reinstatement.**

1 If the board has suspended, revoked or refused to renew a license or has revoked the  
2 practice privileges of a substantial equivalency practitioner, the licensee, firm, or substantial

3 equivalency practitioner against whom action has been taken under the provisions of this article,  
4 must be afforded an opportunity to demonstrate the qualifications to resume practice. The  
5 application for reinstatement must be in writing and is subject to the procedures specified by rule.

**§30A-2-24. Licensees' working papers; clients' records.**

1 (a) Any statement, record, schedule, working paper, and memorandum made by a  
2 licensee or a partner, shareholder, officer, director, member, manager, or employee of a licensee  
3 incident to, or in the course of, rendering services to a client while a licensee, remains the property  
4 of the licensee in the absence of an express agreement between the licensee and the client to  
5 the contrary: *Provided*, That this subsection does not apply to a report submitted by the licensee  
6 to the client or to a statement, record, schedule, working paper or memorandum provided by the  
7 client to the licensee or to a partner, shareholder, officer, director, member, manager or employee  
8 of a licensee.

9 (b) No statement, record, schedule, working paper, or memorandum made by a licensee  
10 or a partner, shareholder, officer, director, member, manager, or employee of a licensee incident  
11 to, or in the course of, rendering services to a client while a licensee may be sold, transferred or  
12 bequeathed, without the consent of the client or the client's personal representative or assignee,  
13 to anyone other than one or more surviving partners, stockholders, members or new partners,  
14 new stockholders, or new members of the licensee, or any combined or merged firm or successor  
15 in interest to the licensee.

16 (c) Nothing in this section may be construed to prohibit any temporary transfer of a  
17 workpaper or other material necessary in the course of carrying out a peer review or as otherwise  
18 interfering with the disclosure of information as authorized by rule.

19 (d) In addition to any statement, record, schedule, working paper, memorandum or report  
20 required to be furnished or returned to a client in accordance with subsection (a) of this section,  
21 a licensee shall furnish to a client or former client, upon request made within a reasonable time  
22 after original issuance of the document in question:

- 23           (1) A copy of the tax return of the client;  
24           (2) A copy of any report or other document issued by the licensee to or for the client and  
25 not formally withdrawn or disavowed by the licensee prior to the request;  
26           (3) A copy of any working paper, to the extent that it would ordinarily constitute part of the  
27 client's records and is not otherwise available to the client; and  
28           (4) Any accounting or other record belonging to, or obtained from or on behalf of, a client  
29 that the licensee removed from the client's premises or received for the client's account: *Provided,*  
30 That a licensee may make and retain copies of the documents of the client when they form the  
31 basis for work done by the licensee.  
32           (e) Nothing in this section requires a licensee to keep any workpaper beyond the period  
33 prescribed in any other applicable statute.

**§30A-2-25. Commissions, referral fees, and contingent fees.**

- 1           (a) To the extent specified by rule, a licensee may for a contingent fee represent a client  
2 before a taxing authority within the scope of practice of public accounting: *Provided,* That this  
3 provision may not be construed either to limit or to expand the scope of practice of public  
4 accounting, and may not be construed to permit the unauthorized practice of law.  
5           (b) All agreements or arrangements in which a licensee is to be paid a commission, referral  
6 fee or contingent fee must be in writing, state the method by which the fee is to be determined,  
7 must be signed by both the licensee and the client, and must be delivered to the client before the  
8 performance of any services or the delivery of any product to which the commission, referral fee  
9 or contingent fee relates. A contingent fee arrangement must state the method of calculation of  
10 the fee, including the percentage or percentages which accrue to the licensee in the event of all  
11 foreseeable outcomes, the expenses to be deducted from any recovery, collection or other  
12 amount on which the fee may be based, and whether the expenses are to be deducted before or  
13 after the contingent fee is calculated.

**§30A-2-26. Unlawful acts.**

1 (a) No authorization holder or substantial equivalency practitioner may perform attest or  
2 compilation services in a manner other than pursuant to the statements on standards relating to  
3 those services specified by rule.

4 (b) (1) No licensee or substantial equivalency practitioner or firm may, for a commission  
5 or referral fee, recommend or refer to a client any product or service or refer any product or service  
6 to be supplied by a client, or perform for a contingent fee any professional services for or receive  
7 a referral fee, commission or contingent fee from a client for whom the licensee, the substantial  
8 equivalency practitioner or firm works or associates or in which either of them owns an interest or  
9 who performs for that client:

10 (A) An audit or review of a financial statement;

11 (B) A compilation of a financial statement when the licensee or substantial equivalency  
12 practitioner expects, or reasonably might expect, that a third party will use the financial statement  
13 and the compilation report does not disclose a lack of independence; or

14 (C) An examination of prospective financial information.

15 (2) The prohibition in subdivision one of this subsection applies only during the period in  
16 which the licensee or substantial equivalency practitioner is engaged to perform any of the  
17 services listed in subdivision (1) of this subsection and the period covered by any historical  
18 financial statements involved in any of those listed services.

19 (c) No licensee or substantial equivalency practitioner may for a contingent fee prepare  
20 an original or amended tax return or claim for a tax refund or serve as an expert witness.

21 (d) No licensee may use a professional or firm name or designation that: (1) Is deceptive  
22 or misleading about the legal form of the firm, or about the persons who are partners, officers,  
23 members, managers or shareholders of the firm, or about any other matter; or (2) contains a name  
24 or term other than past or present partners, officers, members, managers, or shareholders of the  
25 firm or of a predecessor firm engaged in the practice of accounting.

26 (e) No person or firm that does not hold an authorization to perform attest services, or is  
27 not otherwise exempt from the authorization requirement, may perform or offer to perform attest  
28 services, and no person or firm that does not hold an authorization to perform compilation  
29 services, or is not otherwise exempt from the authorization requirement, may perform or offer to  
30 perform compilation services.

31 (f) No individual practitioner who holds an authorization may perform or offer to perform  
32 attest services for a client of his or her employer through or on behalf of his or her employer.

33 (g) No person who is not a certified public accountant, a public accountant, or a substantial  
34 equivalency practitioner may:

35 (1) Issue a report on financial statements of any other person, business entity, or  
36 governmental unit or otherwise render or offer to render any attest or compilation service:  
37 Provided, That this subdivision does not prohibit any act of a public official or public employee in  
38 the performance of that person's duties or the performance by any person of other services  
39 involving the use of accounting skills, including the preparation of tax returns, management  
40 advisory services, and the preparation of financial statements without the issuance of reports  
41 thereon: Provided, however, That this subdivision does not prohibit any person who is not a  
42 certified public accountant, a public accountant or a substantial equivalency practitioner to  
43 prepare financial statements or issue nonattest transmittals of information thereon that do not  
44 purport to have been performed in accordance with the applicable statements on standards;

45 (2) Claim to hold a certificate, registration or authorization or make any other claim of  
46 licensure or approval related to the preparation of financial statements or the issuance of reports  
47 thereon that is false or misleading;

48 (3) Claim to have used "generally accepted accounting principles," "generally accepted  
49 accounting standards," "public accountancy standards," "public accountancy principles,"  
50 "generally accepted auditing principles" or "generally accepted auditing standards" in connection  
51 with the preparation of any financial statement, or use any of these terms to describe any complete

52 or partial variation from those standards or principles or to imply complete or partial conformity  
53 with those standards or principles;

54 (4) State or imply that he or she is tested, competent, qualified, or proficient in financial  
55 standards established by the American institute of certified public accountants or any agency  
56 thereof, the governmental accounting standards board or any agency thereof, the securities and  
57 exchange commission or any agency thereof, the financial accounting standards board or any  
58 agency thereof, or any successor entity to any of these entities;

59 (5) Assume or use the titles “certified accountant,” “chartered accountant,” “enrolled  
60 accountant,” “licensed accountant,” “registered accountant,” “Auditor,” “independent Auditor” or  
61 any other title or designation that a reasonable person may confuse with the titles “certified public  
62 accountant” or “public accountant,” or assume or use the abbreviations “CA,” “LA,” “RA,” or similar  
63 abbreviation that a reasonable person may confuse with the abbreviations “CPA” or “PA”:  
64 Provided, That the title “Enrolled Agent” and the abbreviation “EA” may only be used by individuals  
65 so designated by the Internal Revenue Service;

66 (6) Use language in any statement relating to the financial affairs of a person or entity that  
67 is conventionally used by a licensee in a report on a financial statement;

68 (7) Use the words “audit,” “audit report,” “independent audit,” “examine,” “examination,”  
69 “opinion” or “review” in a report on a financial statement;

70 (8) Assume or use any title that includes the words “accountant,” “Auditor,” or “accounting”  
71 in connection with any other language (including the language of a report) that implies that the  
72 person or business entity holds a license or has special competence in accounting or auditing:  
73 Provided, That this subdivision does not prohibit any officer, partner, member, manager or  
74 employee of any business entity from affixing that person’s own signature to any statement in  
75 reference to the financial affairs of the business entity with any wording designating the position,  
76 title, or office that the person holds therein, nor does it prohibit any act of a public official or  
77 employee in the performance of the person’s duties;

78 (9) Use or assume the title “certified public accountant,” the abbreviation “CPA,” or any  
79 other title, designation, word, combination of letters, abbreviation, sign, card, or device that may  
80 lead a reasonable person to believe that the person is a certified public accountant or the holder  
81 of an out-of-state certificate; or

82 (10) Assume or use the title “public accountant,” the abbreviation “PA,” or any other title,  
83 designation, word, combination of letters, abbreviation, sign, card, or device that may lead a  
84 reasonable person to believe that the person is a public accountant.

85 (h) Only a business entity that holds a permit or is exempt from the permit requirement  
86 under §30A-2-17(c) or (d) of code, may assume or use the designations “certified public  
87 accountants,” “CPA firm,” “public accountants,” or “PA firm” or the abbreviations “CPAs,” or “PAs,”  
88 or any other title, designation, word, combination of letters, abbreviation, sign, card, or device that  
89 may lead a reasonable person to believe that the business entity is a firm or holds a permit.

90 (i) The display or uttering by a person of any printed, engraved or written instrument,  
91 bearing the name of the person in conjunction with any of the claims, titles, words, or phrases  
92 listed in this section is, for purposes of this section, prima facie evidence that the person has  
93 engaged in the acts.

94 (j) Notwithstanding any provision in this section to the contrary, it is not a violation of this  
95 section for a firm or business entity which does not hold a permit under §30A-2-17 of this code or  
96 an authorization under §30A-2-19 of this code and which does not have an office in this state to  
97 provide its professional services in this state so long as it complies with §30A-2-17(c) or (d) of this  
98 code, whichever is applicable, and with any applicable provision of §30A-2-19 of this code.

**§30A-2-27. Injunctions against unlawful acts.**

1 When, as a result of an investigation under this article or otherwise, the board or any other  
2 interested person believes that any person or business entity has engaged, is engaging, or is  
3 about to engage in any acts or practices that constitute or will constitute a violation of §30A-2-26  
4 of this code, the board or any other interested person may make application to any court of

5 competent jurisdiction for an order enjoining the acts or practices, and upon a showing that the  
6 person or business entity has engaged or is about to engage in any act or practice, an injunction,  
7 restraining order, or another appropriate order may be granted by the court without bond.

**§30A-2-28. Criminal proceedings; penalties.**

1 (a) When, by reason of an investigation under §30A-2-19 of this code or otherwise, the  
2 board has reason to believe that any person or firm has knowingly engaged in acts or practices  
3 that constitute a violation of §30A-2-26 of this code, the board may bring its information to the  
4 attention of the Attorney General or other appropriate law-enforcement officer who may cause  
5 appropriate criminal proceedings to be brought thereon.

6 (b) Any person or firm who knowingly violates any provision of §30A-2-26 of this code is  
7 guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000 or  
8 imprisoned in the county or regional jail not more than one year, or both fined and imprisoned.

**§30A-2-29. Single act evidence of practice.**

1 In any action or proceeding brought under §30A-2-27 or §30A-2-28 of this code or any  
2 proceeding initiated under §30A-2-21 of this code, evidence of the commission of a single act  
3 prohibited by this article is sufficient to justify a penalty, injunction, restraining order, or conviction,  
4 respectively, without evidence of a general course of conduct.

**§30A-2-30. Accounting corporations.**

1 (a) All accounting corporations created prior to July 1, 2001, are hereby continued.

2 (b) On or after July 1, 2001, one or more certified public accountants or public accountants  
3 may organize and become a shareholder or shareholders of an accounting corporation domiciled  
4 within this state under the terms and conditions and subject to the limitations and restrictions  
5 specified by rule.

6 (c) When the Secretary of State receives a certification of authorization to act as an  
7 accounting corporation, he or she shall attach the authorization to the corporation application and,

8 upon compliance with the applicable provisions of Chapter 31 of this code, the Secretary of State  
9 shall issue to the incorporators a certificate of incorporation for the accounting corporation.

**§30A-2-31. Inapplicability of article.**

1 (a) Nothing contained in this article may be construed to prevent any person from  
2 describing himself or herself as an “accountant” or a “bookkeeper” or from stating that he or she  
3 practices accountancy or bookkeeping; nor, subject to certification and registration requirements  
4 herein imposed, may this article be construed to prevent any person from: (1) Performing services  
5 involving the use of accounting skills; (2) rendering tax services, management advisory or  
6 consulting services; (3) keeping of books of account and related accounting records; or (4)  
7 preparing, compiling or assembling financial statements without the expression of an assurance.

8 (b) The prohibitions of this section and the other provisions of this article may not be  
9 construed to preclude a person or business entity not holding a certificate or registration from  
10 using the following or substantially similar language: “I (We) have compiled the accompanying  
11 (financial statements) of (name of entity) as of (time period) for the (period) then ended. A  
12 compilation is limited to presenting in the form of financial statements information that is the  
13 representation of management (owners). I (We) have not audited or reviewed the accompanying  
14 financial statements and, accordingly, do not express an opinion or any other form of assurance  
15 on them. Management has elected to omit substantially all (or certain) required disclosures (and  
16 the statement of changes in financial position). If omitted disclosures were included in the financial  
17 statements, they might influence the user’s conclusions about the (entity’s) financial position,  
18 results of operations and changes in financial position. Accordingly, these financial statements  
19 are not designed for those who are not informed about these matters.”

20 (c) Nothing contained in this article may be construed to prohibit an employee from  
21 furnishing services to his or her employer.

22 (d) Nothing in this article prohibits a practicing attorney or group of attorneys from  
23 preparing or presenting records or documents customarily prepared by an attorney or group of  
24 attorneys in connection with the attorney's professional work in the practice of law.

**§30A-2-32. Mandatory training in federal antitrust law and state action immunity.**

1 It shall be required of the West Virginia Board of Accountancy, and their representatives  
2 from the Attorney General's office, to obtain initial training on the subject of federal antitrust law  
3 and state action immunity by July 1, 2016, and thereafter on an annual basis. The purpose of the  
4 training is to provide those members with the knowledge to be able to identify the risks of any  
5 action that may be taken by the board that could be construed as possible antitrust violations.

**§30A-2-33. Indemnification.**

1 In the event that a lawsuit is filed alleging violation of federal antitrust laws, the board may  
2 indemnify its board members and current and former employees for expenses reasonably  
3 incurred in connection with judicial or administrative proceedings to which they are or may  
4 become parties by reason of the performance of their official duties

**ARTICLE 3. ARCHITECTS.**

**§30A-3-1. Board of architects.**

1 The West Virginia Board of Architects is hereby continued as previously authorized in  
2 Chapter 30 of this code. In order to safeguard the life, health, property, and public welfare of the  
3 people of this state and to protect the people against the unauthorized, unqualified, and improper  
4 practice of architecture, the West Virginia board of architects, heretofore created, shall continue  
5 in existence and shall consist of seven members, five of whom shall be architects, appointed by  
6 the Governor by and with the advice and consent of the Senate, and two of whom shall be lay  
7 members, not of the same political party affiliation, appointed by the Governor by and with the  
8 advice and consent of the Senate. Each member who is an architect shall have been engaged in  
9 the active practice of his or her profession in the State of West Virginia for not fewer than 10 years  
10 previous to his or her appointment. The members of the board in office on the date this article

11 takes effect, in the year 2020, shall, unless sooner removed, continue to serve until their  
12 respective terms expire and until their successors have been appointed and have qualified. Each  
13 member shall be appointed for a term of five years.

14 The board shall pay each member the same compensation and expense reimbursement  
15 as is paid to members of the Legislature for their interim duties as recommended by the citizens  
16 legislative compensation commission and authorized by law for each day or portion thereof  
17 engaged in the discharge of official duties.

18 Pursuant to the provisions of Chapter 29A of this code, the board, in addition to the  
19 authority, powers and duties granted to it by this article, has the authority to promulgate rules  
20 relating to the regulation of the practice of architecture and may include rules pertaining to the  
21 registration of architects. Any disciplinary proceedings held by the board shall be held in  
22 accordance with the provisions of the administrative procedures act for contested cases pursuant  
23 to the provisions of §29A-5-1 et seq. of this code.

**§30A-3-2. Definitions.**

1 The following words as used in this article, unless the context otherwise requires, have  
2 the following meanings:

3 (1) "Architect" means any person who engages in the practice of architecture as  
4 hereinafter defined.

5 (2) "Board" means the West Virginia board of architects established by §30A-3-1 of this  
6 code.

7 (3) "Direct supervision" means that degree of supervision by a person overseeing the work  
8 of another person whereby the supervisor has both control over and detailed professional  
9 knowledge of the work prepared under his or her supervision.

10 (4) "Good moral character" means such character as will enable a person to discharge the  
11 fiduciary duties of an architect to his or her client and to the public for the protection of health,

12 safety, and welfare. Evidence of inability to discharge such duties include the commission of an  
13 offense justifying discipline under §30A-3-8 of this code.

14 (5) "Practice of architecture" means rendering or offering to render those services,  
15 hereinafter described, in connection with the design and construction, enlargement, or alteration  
16 of a building or group of buildings and the space within and surrounding such buildings, which  
17 have as their principal purpose human occupancy or habitation; the services referred to include  
18 planning, providing preliminary studies, designs, drawings, specifications, and other technical  
19 submissions and administration of construction contracts.

20 (6) "Registered architect" means an architect holding a current registration.

21 (7) "Registration" means the certificate of registration issued by board.

22 (8) "Technical submissions" means designs, drawings, specifications, studies, and other  
23 technical reports prepared in the course of practicing architecture.

**§30A-3-3. Fees.**

1 (a) Notwithstanding any other provision of the law to the contrary, the board is authorized  
2 and empowered to establish by legislative rule in accordance with the provisions of §29A-3-1 et  
3 seq. of this code a schedule of fees to be charged to applicants. The board shall charge for:  
4 Examination, reexamination, renewal of certificates, restoration of expired certificates, reciprocal  
5 registration, and for any other matters deemed appropriate by the board.

6 (b) Until such time as the board establishes otherwise, the fees previously set by legislative  
7 rule remain in effect.

**§30A-3-4. Registration qualifications.**

1 Every person applying to the board for initial registration shall submit an application  
2 accompanied by the fee established in accordance with §30A-3-3 of this code with satisfactory  
3 evidence that such person holds an accredited professional degree in architecture or has  
4 completed such other education as the board considers equivalent to an accredited professional  
5 degree and with satisfactory evidence that such person has completed such practical training in

6 architectural work as the board requires. If an applicant is qualified, the board shall, by means of  
7 a written examination, examine the applicant on such technical and professional subjects as  
8 prescribed by it. None of the examination materials are public records as defined in §29B-1-1 et  
9 seq. of this code. The board may exempt from such written examination an applicant who holds  
10 certification issued by the national council of architectural registration boards. The board may  
11 adopt as its own rules governing practical training and education those guidelines published from  
12 time to time by the national council of architectural registration boards. The board may also adopt  
13 the examinations and grading procedures of the national council of architectural registration board  
14 and the accreditation decisions of the national architectural accrediting board. The board shall  
15 issue its registration to each applicant who is found to be of good moral character and who  
16 satisfies the requirements set forth in this section. The registration is effective upon issuance.

**§30A-3-5. Registration renewal.**

1 The board shall mail each year to every registered architect an application for renewal of  
2 registration. The application, properly filled out and accompanied by the renewal fee established  
3 in accordance with §30A-3-3 of this code, shall be returned to the board on or before the date  
4 established by the board. After verification of the facts stated in the renewal application, the board  
5 shall issue a registration which is valid for one year, expiring on June 30 of each year. Any holder  
6 of a registration who fails to renew his or her application on or before the prescribed date, before  
7 again engaging in the practice of architecture within the state, is required to apply for  
8 reinstatement, pay the prescribed fee and, in circumstances considered appropriate by the board,  
9 may be required to be reexamined.

**§30A-3-6. Certificate of registration.**

1 Every registered architect having a place of business or employment within the state shall  
2 display his or her certificate of registration in a conspicuous place in such place of business or  
3 employment. A new certificate of registration, to replace a lost, destroyed, or mutilated certificate,

4 shall be issued by the board upon payment of a fee established in accordance with §30A-3-3 of  
5 this code and such certificate shall be stamped or marked “duplicate.”

**§30A-3-7. Seal.**

1 (a) Every registered architect shall have a seal of a design authorized by the board by  
2 rule. All technical submissions prepared by such architect, or under his or her direct supervision,  
3 shall be stamped with the impression of his or her seal. No architect holding a registration may  
4 impress his or her seal on any technical submissions unless they were prepared under his or her  
5 direct supervision: *Provided*, That in the case of the portions of such technical submissions  
6 prepared under the direct supervision of persons consulting with or employed by the architect,  
7 the architect may sign or seal those portions of the technical submission if the architect has  
8 reviewed such portions and has coordinated their preparation.

9 (b) No public official charged with the enforcement duties of a municipal building inspector  
10 may accept or approve any technical submissions involving the practice of architecture unless  
11 the technical submissions have been stamped as required by this section or by a registered  
12 engineer or the applicant has certified thereon the applicability of a specific exception under §30A-  
13 2-12 of this code permitting the preparation of such technical submissions by a person not  
14 registered thereunder. A building permit issued with respect to technical submissions which do  
15 not conform with the requirements of this section is invalid.

**§30A-3-8. Disciplinary powers.**

1 The board may revoke, suspend or annul a registration, or impose a civil penalty in an  
2 amount not more than \$2,000 for each violation, upon satisfactory proof to the board that any  
3 person has violated the provisions of this article or any rules promulgated by the board under this  
4 article. In hearing matters arising under this section, the board may take into account suitable  
5 evidence of reform.

**§30A-3-9. Disciplinary proceedings.**

1 Charges against any person involving any matter coming within the jurisdiction of the  
2 board shall be in writing and shall be filed with the board. Such charges, at the discretion of the  
3 board, shall be heard within a reasonable time after being so filed. The accused person has the  
4 right at such hearing to appear personally, with or without counsel, to cross-examine adverse  
5 witnesses and to produce evidence and witnesses in his or her defense. The board shall set the  
6 time and place for such hearing and shall cause a copy of the charges, together with a notice of  
7 the time and place fixed for the hearing, to be sent by registered mail to the accused person, at  
8 his or her latest place of residence or business known to the board, at least 30 days before such  
9 date. If after such hearing the board finds the accused person has violated any of the provisions  
10 of this article or any of the rules promulgated by the board, it may issue any order described in  
11 §30A-3-8 of this code. If the board finds no such violation, then it shall enter an order dismissing  
12 the charges. If the order revokes, suspends, or annuls an architect's registration, the board shall  
13 so notify, in writing, the Secretary of State and the clerk of the municipality in the state wherein  
14 such architect has a place of business, if any.

15 The board may reissue a registration to any person whose registration has been revoked.  
16 Application for the reissuance of the registration shall be made in such a manner as the board  
17 may direct and shall be accompanied by a fee established in accordance with §30A-3-3 of this  
18 code.

**§30A-3-10. Registration; prima facie evidence.**

1 Every registration issued and remaining in force is prima facie evidence in all courts of the  
2 state that the person named therein is legally registered as an architect for the period for which it  
3 is issued and of all other facts stated therein.

**§30A-3-11. Prohibition.**

1 Except as hereinafter set forth in §30A-3-12 of this code, no person may directly or  
2 indirectly engage in the practice of architecture in the state or use the title "architect," "registered  
3 architect," "architectural designer," or display or use any words, letters, figures, titles, sign, card,

4 advertisement or other symbol or device indicating that such person is an architect or is practicing  
5 architecture, unless he or she is registered under the provisions of this article. No person may aid  
6 or abet any person, not registered under the provisions of this chapter, in the practice of  
7 architecture.

**§30A-3-11a. Construction administration services required.**

1 (a) The owner of any real property who allows a project to be constructed on such real  
2 property shall be engaged in the practice of architecture unless such owner may have employed  
3 or may have caused others to have employed a registered architect or registered engineer to  
4 furnish “construction administration services” with respect to such project.

5 (b) For purposes of this section, the following terms shall have the following meanings:

6 (1) “Building official” means the person appointed by the municipality or state subdivision  
7 having jurisdiction over the project to have principal responsibility for the safety of the project as  
8 finally built.

9 (2) “Construction administration services” comprises at the following services: (A) Visiting  
10 the construction site on a regular basis as is necessary to determine that the work is proceeding  
11 generally in accordance with the technical submissions submitted to the building official at the  
12 time the building permit was issued; (B) processing shop drawings, samples, and other submittals  
13 required of the contractor by the terms of construction contract documents; and (C) notifying an  
14 owner and the building official of any code violations, changes which affect code compliance, the  
15 use of any materials, assemblies, components, or equipment prohibited by a code, major or  
16 substantial changes between such technical submissions which he or she identifies as  
17 constituting a hazard to the public, which he or she observes in the course of performing his or  
18 her duties.

19 (3) “Owner” means with respect to any real property and of the following persons: (A) The  
20 holder of a mortgage secured by such real property; (B) the holder, directly or indirectly, of an  
21 equity interest in such real property exceeding 10 percent of the aggregate equity interests in

22 such real property; (C) the record owner of such real property; or (D) the lessee of all or any  
23 portion of such real property when the lease covers all of that portion of such real property upon  
24 which the project is being constructed, the lessee has significant approval rights with respect to  
25 the project, and the lease, at the time the construction of the project begins, has a remaining term  
26 of not less than 10 years.

27 (4) "Project" means the construction, enlargement, or alteration of a building, other than a  
28 building exempted by the provisions of §30A-3-12 of this code, which has as its principal purpose  
29 human occupancy or habitation.

30 (c) If the registered engineer or registered architect who sealed the technical submissions  
31 which were submitted to the building official at the time the building permit was issued has not  
32 been employed to furnish construction administration services at the time such registered  
33 architect or registered engineer issued such technical submissions, he or she shall note on such  
34 technical submissions that he or she has not been so employed. If he or she is not employed to  
35 furnish construction administration services when construction of the project begins, he or she  
36 shall file, not later than 30 days after such construction begins, with the board and with the building  
37 official, on a form prescribed by the board, a notice setting forth the names of the owner or owners  
38 known to him or her, the address of the project, and the name, if known to him or her, of the  
39 registered architect employed to perform construction administration services. If he or she  
40 believes that no registered architect or registered engineer has been so employed, he or she shall  
41 so state on the form. Any registered architect or registered engineer who fails to place the note  
42 on his or her technical submissions or to file such notice, as required by this paragraph, shall have  
43 violated the provisions of this chapter and shall be subject to discipline as set forth herein.

44 (d) If the board determines, with respect to a particular project or class of projects, that the  
45 public is adequately protected without the necessity of a registered architect or registered  
46 engineer performing construction administrative services, the board may waive the requirements  
47 of this section with respect to such project or class of projects.

**§30A-3-12. Exceptions.**

1           Nothing in this article may be construed to prevent:

2           (a) Any of the activities that, apart from this exemption, would constitute the practice of  
3 architecture, if performed in connection with any of the following:

4           (1) A detached single family dwelling and any sheds, storage buildings, and garages  
5 incidental thereto;

6           (2) A multifamily residential structure not in excess of three stories excluding any  
7 basement area;

8           (3) Farm buildings, including barns, silos, sheds, or housing for farm equipment and  
9 machinery, livestock, poultry, or storage, if such structures are designed to be occupied by no  
10 more than 10 persons;

11           (4) Any alteration, renovation or remodeling of a building, if such alteration, renovation or  
12 remodeling does not affect structural or other safety features of the building or if the work  
13 contemplated by the design does not require the issuance of a permit under any applicable  
14 building code;

15           (5) Preengineered buildings, including mobile classrooms purchased by county school  
16 boards; and

17           (6) A commercial structure which is to contain not more than 7,600 square feet and not in  
18 excess of one story excluding any basement area.

19           (b) The preparation of any detailed or shop drawings required to be furnished by a  
20 contractor, or the administration of construction contracts by persons customarily engaged in  
21 contracting work.

22           (c) The preparation of technical submissions or the administration of construction  
23 contracts by employees of a person or organization lawfully engaged in the practice of  
24 architecture when such employees are acting under the direct supervision of a registered  
25 architect.

26 (d) Officers and employees of the United States of America from engaging in the practice  
27 of architecture as employees of said United States of America.

28 (e) A partnership, corporation, or other business entity from performing or holding itself  
29 out as able to perform any of the services involved in the practice of architecture, provided such  
30 practice is actually carried on under the direct supervision of architects registered in the State of  
31 West Virginia.

32 (f) A nonresident, who holds a certificate to practice architecture in the state in which he  
33 or she resides and in addition holds the certification issued by the national council of architectural  
34 registration boards, from agreeing to perform or holding herself or himself out as able to perform  
35 any of the professional services involved in the practice of architecture: *Provided*, That he or she  
36 may not perform any of the professional services involved in the practice of architecture until  
37 registered as hereinbefore provided and he or she notifies the board in writing if, prior to  
38 registration, he or she engages in any of the activities permitted by this paragraph.

39 (g) The practice of landscape architecture as defined in §30A-7-4 of this code.

**§30A-3-13. Enforcement.**

1 The board shall enforce the provisions of this article and of the rules adopted hereunder.  
2 If any person refuses to obey any decision or order of the board, the board or, upon the request  
3 of the board, the Attorney General or the appropriate prosecuting attorney, may file an action for  
4 the enforcement of such decision or order, including injunctive relief, in the circuit court of the  
5 county of residence of such person. After due hearing, the court shall order the enforcement of  
6 such decision or order, or any part thereof, if legally and properly made by the board and, where  
7 appropriate, injunctive relief.

**§30A-3-14. Penalties.**

1 Whoever violates any provision of this article is guilty of a misdemeanor, and, upon  
2 conviction thereof, shall be fined not more than \$1,000 or imprisoned in the county jail for not  
3 more than 12 months, or both fined and imprisoned.

**ARTICLE 4. ENGINEERS.**

**§30A-4-1. Legislative findings; intent.**

1        The Legislature hereby determines the need to regulate the practice of engineering; to  
2 provide for the registration of qualified persons as professional engineers and the certification of  
3 engineer interns; to define the terms “engineer”, “professional engineer”, “engineer intern” and  
4 “practice of engineering”; to create a state board of registration for professional engineers and  
5 provide for the appointment and compensation of its members; to fix the term of members of the  
6 board and define its powers and duties; to set forth the minimum qualifications and other  
7 requirements for registration as an engineer and certification as an engineer intern; to establish  
8 registration fees with expiration and renewal requirements; to impose certain duties upon the state  
9 and political subdivisions thereof in connection with public works; and to provide for the  
10 enforcement of this article and penalties for its violation.

**§30A-4-2. General provisions.**

1        In order to safeguard life, health, and property, and to promote the public welfare, the  
2 practice of engineering in this state is hereby declared to be subject to regulation in the public  
3 interest. It is unlawful for any person to practice or to offer to practice engineering in this state, as  
4 defined in the provisions of this article, or to use in connection with his or her name or otherwise  
5 assume or advertise any title or description tending to convey the impression that he or she is a  
6 registered or licensed engineer, unless the person has been duly registered or exempted under  
7 the provisions of this article. Engineering is hereby declared a learned profession and its  
8 practitioners are held accountable to the state and the public by professional standards in keeping  
9 with the ethics and practice of other learned professions in this state. The practice of engineering  
10 is a privilege granted by the state.

**§30A-4-3. Definitions.**

1        Unless the context in which used clearly requires a different meaning as used in this  
2 article:

3           (a) "Board" means the West Virginia state board of registration for professional engineers  
4 as provided for in this article.

5           (b) "Consulting engineer" means a professional engineer whose principal occupation is  
6 the independent practice of engineering; whose livelihood is obtained by offering engineering  
7 services to the public; who serves clients as an independent fiduciary; who is devoid of public,  
8 commercial, and product affiliation that might tend to infer a conflict of interest; and who is  
9 cognizant of their public and legal responsibilities and is capable of discharging them.

10           (c) "Engineer" means a person who is qualified to practice engineering by reason of special  
11 knowledge and use of the mathematical, physical, and engineering sciences and the principles  
12 and methods of engineering analysis and design, acquired by engineering education and  
13 engineering experience.

14           (d) "Engineer intern" means a person who has qualified for, taken, and has passed an  
15 examination in the fundamental engineering subjects, as provided in this article.

16           (e) "Practice of engineering" means any service or creative work, the adequate  
17 performance of which requires engineering education, training, and experience in the application  
18 of special knowledge of the mathematical, physical, and engineering sciences to such services  
19 or creative work as consultation, investigation, evaluation, planning, and design of engineering  
20 works and systems; planning the use of land and water; teaching of advanced engineering  
21 subjects, engineering surveys and studies; and the review of construction for the purpose of  
22 assuring compliance with drawings and specifications any of which embraces such services or  
23 work, either public or private, in connection with any utilities, structures, buildings, machines,  
24 equipment, processes, work systems, projects, and industrial or consumer products or equipment  
25 of a mechanical, electrical, hydraulic, pneumatic, or thermal nature, insofar as they involve  
26 safeguarding life, health or property, and including such other professional services as may be  
27 necessary to the planning, progress, and completion of any engineering services. Engineering

28 surveys include all survey activities required to support the sound conception, planning, design,  
29 construction, maintenance, and operation of engineered projects.

30 Any person who practices any branch of the profession of engineering or who, by verbal  
31 claim, sign, advertisement, letterhead, card, or in any other way represents himself or herself to  
32 be a professional engineer, or by using another title implies that he or she is a professional  
33 engineer or that he or she is registered under this article or who holds himself or herself out as  
34 able to perform, or who performs any engineering service or work or any other service designated  
35 by the practitioner which is recognized as engineering, is considered to practice or offer to practice  
36 engineering within the meaning and intent of this article.

37 (f) "Professional engineer" means a person who has been duly registered or licensed as  
38 a professional engineer by the board. The board may designate a professional engineer, on the  
39 basis of education, experience, and examination, as being licensed in a specific discipline or  
40 branch of engineering signifying the area in which the engineer has demonstrated competence.

41 (g) "Responsible charge" means direct control and personal supervision of engineering  
42 work.

43 (h) "Rules of professional responsibility for professional engineers" means those rules, if  
44 any, promulgated by the West Virginia state board of registration for professional engineers as  
45 authorized by this article.

**§30A-4-4. Board of registration for professional engineers; appointment and term.**

1 The West Virginia State Board of Registration for Professional Engineers is hereby  
2 continued as previously authorized in Chapter 30 of this code. There is hereby created the board  
3 of registration for professional engineers which shall hereafter be referred to as the board. The  
4 board shall be composed of five members appointed by the Governor, by and with the consent of  
5 the Senate, preferably from a list of names submitted by the West Virginia society of professional  
6 engineers. The members of the board shall be qualified and shall meet the requirements of §30A-  
7 4-5 of this code. The Governor shall present each board member with a certificate of appointment.

8 Each board member shall make and file an oath or affirmation with the Secretary of State to  
9 faithfully execute the duties of a member of the board. Members of the board shall serve a term  
10 of five years. Of the members first appointed, one shall serve a term of one year, one shall serve  
11 a term of two years, one shall serve a term of three years, one shall serve a term of four years  
12 and one shall serve a term of five years. Members are eligible for reappointment but no member  
13 may be appointed for more than three full consecutive terms. Each member shall hold office until  
14 the expiration of the term for which appointed or until a successor has been duly appointed and  
15 has qualified. In the event of a vacancy on the board due to resignation, death, or for any cause  
16 resulting in an unexpired term and if not filled within three months by the Governor, the board may  
17 appoint a member to serve in the vacancy until the Governor makes the appointment. Members  
18 of the former board whose terms have not expired shall fill the term on this board which  
19 corresponds with the length of the unexpired term of that member.

**§30A-4-5. Board qualifications.**

1 Each member of the board must be a citizen of the United States and a resident of this  
2 state. Each member shall have been engaged in the lawful practice of engineering as a  
3 professional engineer for at least 12 years; shall have been in responsible charge of engineering  
4 projects for at least five years; and shall be a registered professional engineer in this state.

**§30A-4-6. Compensation and expenses.**

1 Each member of the board shall receive compensation for time spent, and reimbursement  
2 for reasonable and necessary expenses incurred, in the performance of board-related duties  
3 pursuant to §30A-1-18 of this code.

**§30A-4-7. Removal of members and vacancies.**

1 The Governor may remove any member of the board for misconduct, incompetency,  
2 neglect of duty, or for any reason prescribed by law for removal of state officials. Vacancies in the  
3 membership of the board shall be filled for the unexpired term.

**§30A-4-8. Organization and meetings.**

1       The board shall hold at least one regular meeting each year. Special meetings may be  
2 held as the bylaws of the board provide. Each year the board shall elect the following officers: A  
3 president, a vice president, and a secretary, who shall serve at the will and pleasure of the board.  
4 A quorum of the board shall consist of not less than three professional engineer members.

**§30A-4-9. Board powers.**

1       (a) The board may adopt and amend bylaws not inconsistent with the Constitution and  
2 laws of this state. The board may promulgate and shall adopt “rules of professional responsibility  
3 for professional engineers”. These rules are binding to any person registered with the board under  
4 the provisions of this article. These rules are also applicable to firms holding a certificate of  
5 authorization as provided in §30A-4-17 of this code.

6       (b) The board may subpoena witnesses and compel their attendance and it may also  
7 subpoena books, papers, documents, or other pertinent data in any disciplinary matters or in any  
8 case involving an allegation of a violation of the provisions of this article. The board may apply to  
9 the circuit court of Kanawha county to enforce compliance with any subpoena it issues.

10       (c) The board may seek an injunction in circuit court to enforce the provisions of this article  
11 or to restrain a person or entity from violating a provision of this article. In pursuing injunctive relief  
12 under this section, the board shall not be required to prove that an adequate remedy at law does  
13 not exist or that substantial or irreparable damage would result from the continued violation. The  
14 members of the board may not be personally liable for any decisions made in good faith in  
15 pursuing injunctive relief.

16       (d) The board may require all applicants for registration to take and successfully pass an  
17 examination of their fitness and qualifications to become registered.

18       (e) The board may require that a registered professional engineer demonstrate continuing  
19 professional competency in engineering as a condition of renewal or reregistration.

20       (f) Board members are exempt from civil liability for any decision made or any act done in  
21 good faith in the performance of any duty or the exercise of any power granted under this article.

**§30A-4-10. Receipt of fees, fund established, disbursements.**

1       There is hereby established within the State Treasury a “board of professional engineers  
2 fund”. The board shall deposit all fees and other moneys received by the board into the fund. The  
3 moneys in the fund shall be used for expenses of the board and shall be requisitioned on the  
4 signatures of the president and secretary of the board. The secretary of the board shall annually  
5 furnish an accounting of all funds received and expended by the board to the Governor and to  
6 each house of the Legislature. The board may use the moneys in the fund to employ necessary  
7 staff, pay for membership fees to the national council of examiners for engineering and surveying,  
8 and for any other necessary and reasonable expense of the board: *Provided*, That the board may  
9 not issue warrants in excess of moneys in the fund.

**§30A-4-11. Records and reports.**

1       (a) The board shall keep a record of its proceedings and of all applications for registration.  
2 The record shall show: (1) The name, age, and last known address of each applicant; (2) the date  
3 of application; (3) place of business of such applicant; (4) education, experience, and other  
4 qualifications; (5) type of examination required; (6) whether or not the applicant was rejected; (7)  
5 whether or not a certificate of registration was granted; (8) the date of the action by the board;  
6 and (9) such information as may be deemed necessary by the board.

7       (b) The record of the board is prima facie evidence of the proceedings of the board and a  
8 transcript duly certified by the secretary shall be admissible as evidence with the same force and  
9 effect as if the original were produced.

10       (c) On July 1, of each year, the board shall submit to the Governor a report of its  
11 transactions of the preceding year and shall transmit to the Governor a complete statement of the  
12 receipts and expenditures of the board, attested to by affidavits of its chairman and secretary.

13       (d) Board records and papers of the following class are of a confidential nature and are  
14 not public records: Examination material for examinations not yet given, file records of  
15 examination problem solutions, letters of inquiry and reference concerning applicants, board

16 inquiry forms concerning applicants, investigation files where any investigation is still pending,  
17 and all other materials of like confidential nature.

**§30A-4-12. Roster.**

1 A complete roster with the names and the last known addresses of all registered  
2 professional engineers shall be published by the secretary of the board at intervals established  
3 by the board. Copies of this roster may be mailed to each person registered and shall be placed  
4 on file with the Secretary of State and may be distributed or sold to county and city officials and  
5 to the public.

**§30A-4-13. Requirements for registration of professional engineers and certification of  
engineer interns.**

1 (a) General requirements. – Every person who desires to be certified as an engineer intern  
2 or to be registered as a professional engineer in this state must comply with the following  
3 requirements:

4 (1) Submission of a completed application specified by the board and payment of the  
5 application fee specified by rule of the board;

6 (2) Be at least 18 years of age;

7 (3) Be of good moral character;

8 (4) Submit statements of reference as specified by rule of the board;

9 (5) Graduate from a four-year engineering curriculum accredited by the Engineering  
10 Accreditation Commission of the Accreditation Board for Engineering and Technology  
11 (EAC/ABET), or an equivalent as approved by the board as being of satisfactory standing; and

12 (6) Be free of any grounds for disqualification as set forth in §30A-4-21(a) of this code.

13 (b) Certification of an engineer intern. – In addition to the foregoing general requirements,  
14 an applicant must meet the following requirements to be certified as an engineer intern in this  
15 state:

16 (1) Satisfactorily complete the required examination on the fundamentals of engineering;

17 and

18 (2) Complete each additional requirement that the board may specify by legislative rule.

19 (c) *Registration of a professional engineer.* – In addition to the general requirements

20 specified in subsection (a) of this section, an applicant must meet the following requirements to

21 be certified as a professional engineer in this state:

22 (1) Meet all the requirements for certification as an engineer intern;

23 (2) Submit a record of four years or more of progressive experience in engineering work

24 of a grade and a character that indicates to the board that the applicant may be competent to

25 practice engineering;

26 (3) Satisfactorily complete the required examination on the principles and practice of

27 engineering;

28 (4) Complete each additional requirement that the board may specify by legislative rule.

29 (d) *Registration of a professional engineer through comity or reciprocal registration.* –

30 Notwithstanding the requirements of the foregoing subsection of this section, the board may issue

31 a license to an applicant who holds a valid license or other authorization to practice engineering

32 from another state, if the applicant satisfies the general requirements of subsection (a) of this

33 section, satisfies the additional requirements specified by rule of the board, and meets one of the

34 following requirements:

35 (1) Holds a license or other authorization to engage in the practice of engineering issued

36 by a proper authority of any jurisdiction, based on requirements that do not conflict with the

37 provisions of this article and possesses credentials that are, in the judgment of the board, of a

38 standard equivalent to or not lower than that specified in the applicable licensure act and rules in

39 effect in this state at the time such license was issued, upon application, which may include a

40 council record with NCEES; or

41 (2) Holds a valid council record with NCEES, which is the compilation of documents  
42 maintained by NCEES of an applicant's qualifications as a professional engineer, including official  
43 transcripts, engineering examination results, employment verifications, and references, which  
44 indicates that the applicant meets the requirements of this article.

45 (e) Certification or registration of qualified applicants. – The board shall issue a certification  
46 to a qualified applicant who meets the requirements for certification as an engineer intern and  
47 shall issue a professional engineer registration to a qualified applicant who meets the  
48 requirements for registration as a professional engineer.

49 (f) Continuation of existing registrations and certificates. – A registration or certificate  
50 issued by the board prior to July 1, 2013, shall for all purposes be considered a registration or  
51 certificate issued under this article: *Provided*, That a person registered or certified prior to July 1,  
52 2013, must renew the registration or certification pursuant to the provisions of this article and the  
53 rules of the board.

**§30A-4-13a. Designations of nonpracticing status.**

1 The board may designate a professional engineer as ineligible to practice or offer to  
2 practice engineering in this state using one of the following terms:

3 (1) Professional engineer-retired. – A registrant may apply for retired status upon  
4 certification that he or she is no longer practicing or offering to practice engineering in this state  
5 for remuneration.

6 (2) Professional engineer-inactive. – A registrant may request inactive status upon  
7 affirmation that he or she is no longer practicing or offering to practice engineering in this state.

8 (3) Professional engineer-lapsed. – A registrant's license is lapsed when the registrant  
9 does not respond to renewal notices or pay the required fees.

10 (4) Professional engineer-invalidated. – A registrant's license is invalidated when he or  
11 she is unable to provide sufficient proof that any condition of renewal set forth in this article or by  
12 board rule has been met.

**§30A-4-14. Application and registration fee.**

1 Every person seeking to become registered as a professional engineer or seeking to  
2 become certified as an engineer intern shall file an application on forms provided by the board.

3 The application shall be made under oath and shall include:

4 (a) The level of education of the applicant;

5 (b) A summary of the applicant's technical experience; and

6 (c) The names and complete mailing addresses of any references.

7 Applicants may not use the names of board members as references.

8 In lieu of information required on the board's application forms, the board may accept the  
9 verified information contained in a valid council record issued by the national council of examiners  
10 for engineering and surveying for professional engineer applicants.

11 The board shall set fees for all applicants for registration and certification by promulgating  
12 legislative rules under the provisions of §29A-3-1 et seq. of this code.

13 Fees of unsuccessful applicants and the fees of applicants who have been refused  
14 registration or certification for any purpose shall be retained by the board to cover administrative  
15 costs.

**§30A-4-15. Examinations.**

1 (a) The board has the power to establish, by legislative rule, the requirements for  
2 examination for registration as a professional engineer and certification as an engineer intern  
3 including, but not limited to, the following criteria: subject matter, prerequisites for testing, passing  
4 score, examination sites, and schedules, entities authorized to administer examinations,  
5 prerequisites for testing, and form of testing, including examination by electronic or other means.

6 (b) The board's rules for examination shall include the following minimum requirements:

7 (1) An examination to qualify to be an engineer intern, to test the applicant's knowledge  
8 and understanding of the fundamentals of engineering; and

9           (2) An examination to qualify as a professional engineer, to test the applicant's knowledge  
10 and understanding of the principles and practice of engineering.

11           (c) If the board determines that the safe and ethical practice of engineering in this state  
12 requires examination of matters specific to the law and practice in this state, the board may also  
13 establish criteria, by legislative rule, for an examination of the applicant's knowledge and  
14 understanding of this state's statutes, rules, professional ethics, and design requirements.

15           (d) A candidate for registration as a professional engineer who fails the examination of the  
16 principles and practice of engineering may retake the examination one time upon payment of the  
17 fee established by the board. In the event of a second failure, the candidate may not repeat the  
18 examination unless the examinee demonstrates to the board that he or she has pursued  
19 additional instruction or training to correct the candidate's deficit areas of knowledge.

20           (e) In the event that examination requirements, test administration procedures, scoring, or  
21 testing methods are modified by a board-approved testing entity providing standard tests for use  
22 by the board, the board has the authority to promulgate emergency rules to adopt and reflect  
23 those changes.

**§30A-4-16. Certificates and seals.**

1           (a) The board shall issue a certificate of registration to any applicant who, in the opinion  
2 of the board, has met the requirements of this article. The certificate of registration shall carry the  
3 designation "professional engineer". It shall give the full name of the registrant with their  
4 registration number and shall be signed by the chairman and the secretary under the seal of the  
5 board. The certificate of registration grants the recipient authority to practice in this state.

6           (b) An unexpired and unrevoked certificate is prima facie evidence that the person named  
7 on it is entitled to all rights, privileges, and responsibilities of a professional engineer.

8           (c) Every registrant shall obtain a seal for use in identifying his or her official professional  
9 work. The design of the seal shall be determined by the board and shall bear the registrant's  
10 name, registrant's registration number, the legend "registered professional engineer, state of

11 West Virginia”, and such other words or figures as the board may prescribe. The seal may be a  
12 rubber stamp. Whenever the seal is applied, the registrant’s written signature shall be adjacent to  
13 or across the seal. No further words or wording are required. A facsimile signature is not  
14 acceptable. Whenever presented to a client or any public or governmental agency, the seal,  
15 signature, and date shall be placed on all specifications, reports, drawings, plans, design  
16 information, and calculations in accordance with rules promulgated by the board. The seal and  
17 signature shall be used by registrants only when the work being stamped was under the  
18 registrant’s complete direction and control.

19 In the case of a registrant of another state using a temporary permit issued by this state,  
20 the registrant shall use the state of permanent registration seal and shall affix his or her signature  
21 and temporary permit number to all work. In the case of a registrant checking the work of an out-  
22 of-state registrant, the state registrant shall completely check and have complete dominion and  
23 control of the design. The complete dominion and control includes possession of the sealed and  
24 signed reproducible construction drawings with complete signed and sealed design calculations  
25 indicating all changes in design.

26 (d) The board shall issue to any applicant who, in the opinion of the board, has met the  
27 requirements of this article, an enrollment card as engineer intern, which indicates that his or her  
28 name has been recorded in the board office. The engineer intern enrollment card does not  
29 authorize the holder to practice as a professional engineer. It is unlawful for a registrant to affix or  
30 to permit his or her seal and signature to be affixed to any document after the expiration of his or  
31 her certificate or for the purpose of aiding or abetting any other person to evade or attempt to  
32 evade any provisions of this article.

**§30A-4-17. Certificates of authorization required; naming of engineering firms.**

1 (a) No person or firm is authorized to practice or offer to practice engineering in this state  
2 until the person or firm has been issued a certificate of authorization by the board.

3           (b) A person or firm desiring a certificate of authorization must file all the required  
4 information with the board on an application form specified by the board. The required information  
5 shall include the sworn statement of the engineer in responsible charge who is a professional  
6 engineer registered in this state. The board shall issue a certificate of authorization to an applicant  
7 who has met all the requirements and paid the fees set forth in board rules.

8           (c) No person or firm is relieved of responsibility for the conduct or acts of its agents,  
9 employees, officers, or partners due to compliance with the provisions of this article. No individual  
10 practicing engineering under the provisions of this article is relieved of responsibility for  
11 engineering services performed due to his or her employment or other relationship with a person  
12 or firm holding a certificate of authorization.

13           (d) An engineer who renders occasional, part-time or contract engineering services to or  
14 for a firm may not be designated as being in responsible charge for the professional activities of  
15 the firm unless that engineer is an owner or principal of the firm.

16           (e) The Secretary of State shall not issue a certificate of authority or business registration  
17 or license to an applicant whose business includes, among the objectives for which it is  
18 established, the words engineer, engineering or any modification or derivation thereof unless the  
19 board of registration for this profession has issued to the applicant a certificate of authorization or  
20 a letter indicating eligibility to receive the certificate. The certificate or letter from the board shall  
21 be filed with the application filed with the Secretary of State to do business in West Virginia.

22           (f) The Secretary of State shall decline to register a trade name or service mark which  
23 includes the words engineer, engineering, or modifications or derivatives thereof in its business  
24 name or logotype except those businesses holding a certificate of authorization issued under the  
25 provisions of this article.

26           (g) The certificate of authorization may be renewed or reinstated in accordance with board  
27 rule and upon payment of the required fees.

28           (h) Every holder of a certificate of authorization has a duty to notify the board promptly of  
29 any change in information previously submitted to the board in an application for a certificate of  
30 authorization.

**§30A-4-18. Renewals and reinstatement.**

1           (a) Certificates of registration and certificates of authorization expire on the last day of  
2 December of the year indicated on the certificate, and the holder of any certificate that is not timely  
3 renewed is ineligible to practice or offer to practice engineering in this state until the certificate  
4 has been reinstated in accordance with rules promulgated by the board.

5           (b) Certificates may be renewed only in accordance with board rule, which may include  
6 payment of a late fee for renewals not postmarked by December 31 of the year in which renewal  
7 is required. The board shall notify every person or firm holding an active certificate under this  
8 article of the certificate renewal requirements at least one month prior to the renewal date. The  
9 notice shall be made by mail or electronic means using the contact information provided to the  
10 board.

11           (c) A certificate that was not timely renewed or for other reason was given a nonpracticing  
12 status may be reinstated under rules promulgated by the board and may require reexamination  
13 and payment of fees set forth in board rules.

14           (d) Effective July 1, 2015, the board may renew certificates on a biennial basis.

15           (e) The board shall promulgate emergency rules pursuant to §29A-3-15 of this code to  
16 implement the provisions of this section.

**§30A-4-19. Reissuance of certificates.**

1           A new certificate of registration or certificate of authorization to replace any certificate lost,  
2 destroyed, or mutilated may be issued subject to the rules of the board. A charge established by  
3 rule shall be made for each new certificate.

**§30A-4-20. Public works.**

1 Government agencies, authorities, officials, and employees may not engage in the  
2 practice of engineering involving either public or private property unless the provisions of this  
3 article are met.

**§30A-4-21. Disciplinary action—Revocation, suspension, refusal to issue, restore or  
renew, probation, civil penalty, reprimand.**

1 (a) The board may suspend or revoke or refuse to issue, restore, or renew a certificate of  
2 registration of, or place on probation, impose a civil penalty or reprimand any professional  
3 engineer who has:

4 (1) Perpetrated any fraud or deceit in obtaining or attempting to obtain or renew a  
5 certificate of registration or certificate of authorization;

6 (2) Been negligent, incompetent, or committed an act of misconduct in the practice of  
7 engineering;

8 (3) Been convicted of or has entered a plea of nolo contendere to any crime under the  
9 laws of the United States or any state or territory thereof, which is a felony whether related to  
10 practice or not; and conviction of or entry of a plea of nolo contendere to any crime, whether a  
11 felony, misdemeanor, or otherwise, an essential element of which is dishonesty, or which is  
12 directly related to the practice of engineering;

13 (4) Failed to comply with any of the provisions of this article or any of the rules promulgated  
14 under it;

15 (5) Been disciplined by another state, territory, the District of Columbia, foreign country,  
16 the United States government, or any other governmental agency, if at least one of the grounds  
17 for discipline is the same or substantially equivalent to those grounds for discipline contained in  
18 this article;

19 (6) Failed within 30 days to provide information requested by the board as a result of a  
20 formal or informal complaint to the board which would indicate a violation of this article;

21 (7) Knowingly made false statements or signed false statements, certificates, or affidavits  
22 to induce payment;

23 (8) Aided or assisted another person in violating any provision of this article or the rules  
24 promulgated;

25 (9) Violated any terms of probation imposed by the board or using a seal or practicing  
26 engineering while the professional engineer's license is suspended, revoked, nonrenewed, or  
27 inactive;

28 (10) Signed or affixed the professional engineer's seal or permitted the professional  
29 engineer's seal or signature to be affixed to any specifications, reports, drawings, plans, design  
30 information, construction documents or calculations, or revisions which have not been prepared  
31 or completely checked by the professional engineer or under the professional engineer's direct  
32 supervision or control;

33 (11) Engaged in dishonorable, unethical, or unprofessional conduct of a character likely  
34 to deceive, defraud, or harm the public;

35 (12) Provided false testimony or information to the board; and

36 (13) Been habitually intoxicated or addicted to or by the use of drugs or alcohol.

37 (b) In addition to any other penalty provided in this article, the board may assess civil  
38 penalties against any person who violates any provision of this article or any rule promulgated by  
39 the board for each offense in an amount determined by the board.

40 (c) The board shall prepare and shall adopt "rules of professional responsibility for  
41 professional engineers". The board may revise and amend these "rules of professional  
42 responsibility for professional engineers" from time to time and shall notify each registrant in  
43 writing of any revisions or amendments.

44 (d) The board may:

45 (1) Revoke a certificate of authorization;

46 (2) Suspend a certificate of authorization of any firm for a period of time not exceeding two  
47 years where one or more of its officers or directors of the firm have been found guilty of any  
48 conduct which would authorize a revocation or suspension of his or her certificate of registration  
49 under the provisions of this article;

50 (3) Place the person or firm on probation for a period of time and make the person or firm  
51 subject to conditions as the board may specify;

52 (4) Assess a civil penalty and related costs for each count or separate offense in an  
53 amount set by the board.

**§30A-4-22. Disciplinary action — Procedures.**

1 (a) Any person may file a complaint with the board that a person or firm subject to the  
2 provisions of this article has committed a fraud, been deceitful, been grossly negligent,  
3 incompetent, guilty of misconduct, or has violated the “rules of professional responsibility for  
4 professional engineers”.

5 (b) All complaints, unless dismissed by the board as unfounded, trivial, or unless settled  
6 informally, shall be heard by the board within six months after the date each complaint was  
7 received by the board.

8 (c) The board shall fix the time and place for hearings on complaints and a copy of all  
9 charges, together with a notice of the time and place of hearing on the complaint the person or  
10 firm complained against or mailed to the last known address of the person or firm at least 30 days  
11 prior to the hearing. At the hearing, the person or firm shall have the right to appear in person or  
12 by counsel, or both, to cross-examine witnesses and to produce evidence and witnesses in his or  
13 her, or its defense. If the accused person or firm fails or refuses to appear, the board may proceed  
14 to hear the complaint and determine the validity of the charges.

15 (d) If after the hearing a majority of the board votes in favor of sustaining the charges, the  
16 board shall reprimand or assess a civil penalty against the person or firm complained against.  
17 The board may also suspend, revoke, refuse to issue, or refuse to restore or renew an individual's

18 certificate of registration or a firm's certificate of authorization. In addition, the board may place a  
19 registrant on probation.

20 (e) Any person or firm aggrieved by any action of the board in assessing a civil penalty,  
21 denying, suspending, refusing to issue, refusing to restore or renew, or revoking a certificate of  
22 registration or a certificate of authorization, may appeal the board's decision to the circuit court.

23 (f) Any civil penalty assessed as a result of a hearing shall be paid within 50 days after the  
24 decision becomes final.

25 (g) The board may, upon petition of a person or firm, reissue a certificate of registration or  
26 authorization, provided that a majority of the members of the board votes in favor of such  
27 issuance.

**§30A-4-23. Criminal offenses.**

1 Any person who practices or offers to practice engineering in this state without being  
2 registered in accordance with the provisions of this article, or any person, firm, partnership,  
3 organization, association, corporation, or other entity using or employing the words engineer,  
4 engineering, or any modification or derivative thereof in its name or form of business activity  
5 except as authorized in this article, or any person presenting or attempting to use the certificate  
6 of registration or the seal of another, or any person who gives any false or forged evidence of any  
7 kind to the board or to any member thereof in obtaining or attempting to obtain a certificate of  
8 registration, or any person who falsely impersonates any other registrant of like or different name,  
9 or any person who attempts to use an expired, suspended, or revoked or nonexistent certificate  
10 of registration, or who practices or offers to practice when not qualified, or any person who falsely  
11 claims that he or she is registered or authorized under this article, or any person who violates any  
12 of the provisions of this article is guilty of a misdemeanor, and, upon conviction thereof, shall be  
13 fined not more than \$500, or imprisoned in the county jail not more than six months, or both fined  
14 and imprisoned.

15           Any person who commits a second or subsequent offense under this section is guilty of a  
16 felony, and, upon conviction thereof, shall be imprisoned in the penitentiary not less than 10 nor  
17 more than 20 years.

18           The Attorney General may act as legal adviser to the board and render any legal  
19 assistance as may be necessary in carrying out the provisions of this article. The board may  
20 employ counsel and necessary assistance to aid in the enforcement of this article and the  
21 compensation and expenses of the council shall be paid from the funds of the board.

**§30A-4-24. Exemptions.**

1           This article may not be construed to prevent the practice by:

2           (a) Other professions. — The practice of any other legally recognized profession;

3           (b) Temporary permits. — The practice or offer to practice engineering by a person not a  
4 resident of or having no established place of business in this state, provided the person is legally  
5 qualified by registration to practice engineering, as defined in this article, in their own state or  
6 country. The person shall make application to the board in writing and after payment of a fee  
7 established by the board may be granted a written permit for a definite period of time not to exceed  
8 one year to do a specific job: *Provided*, That no right to practice engineering shall accrue to the  
9 applicant with respect to any other works not set forth in the permit; and

10           (c) Employees and subordinates. — The work of an employee or a subordinate of a person  
11 holding a certificate of registration under this article, or an employee of a person practicing  
12 lawfully: *Provided*, That the work does not include final engineering designs or decisions and is  
13 done under the direct supervision of and verified by a person holding a certificate of registration  
14 under this article or a person practicing lawfully. Any regular full-time employee of a person,  
15 partnership, corporation, or other business entity who is engaged solely and exclusively in  
16 performing services for such person, partnership, corporation, or other business entity, who is not  
17 required by any provision of the law other than this article to be a registered professional engineer  
18 and whose services are performed on, or in connection with, property owned or leased by such

19 person, partnership, corporation, or other business entity, or in which such person, partnership,  
20 corporation, or other business entity has an interest, estate, or possessory right, and are not  
21 offered or made available to the public. This exemption includes the use of job title and personal  
22 classification by such person, but no name, title or words may be used which tend to convey the  
23 impression that an unlicensed person is offering professional engineering services to the public.

## **ARTICLE 5. FORESTERS.**

### **§30A-5-1. Use of descriptive title restricted.**

1 (a) No person may use in connection with his or her name or otherwise assume, use or  
2 advertise any title or description tending to convey the impression that he or she is a registered  
3 forester or registered forestry technician unless he or she is certified in accordance with this  
4 article.

5 (b) Nothing contained in this article shall be construed as preventing any person, firm,  
6 partnership, or corporation from practicing forestry, managing woodlands or forests, removing any  
7 products or planting trees on any land, in any manner desired.

### **§30A-5-2. Applicable law.**

1 The practice of forestry and the state Board of Registration of Foresters are subject to  
2 §30A-1-1 et seq. of this chapter, this article, and any rules promulgated hereunder.

### **§30A-5-3. Definitions.**

1 As used in this article, the following words and terms have the following meanings:

2 (a) "Board" means the state Board of Registration of Foresters.

3 (b) "Certificate" means a certificate issued to practice as a registered forester or registered  
4 forestry technician.

5 (c) "Certification" means a certificate issued under the provisions of this article.

6 (d) "Certified" means a person holding a certification issued under the provisions of this  
7 article.

8           (e) “Forester” means a person who has acquired specialized forestry training by reason of  
9 his or her knowledge of the natural sciences, mathematics, silviculture, forest protection, forest  
10 management, forest economics, and forest utilization, acquired by professional forestry education  
11 and practical experience.

12           (f) “Forester-in-training” or “Forestry technician-in-training” means a person who  
13 possesses the necessary educational qualifications as prescribed in this article for certification,  
14 but who has not completed the experience requirements in the field of forestry as required for  
15 certification.

16           (g) “Forestry” means the professional practice embracing the science, business, and the  
17 art of creating, conserving, and managing forests and forestlands for the sustained use and  
18 enjoyment of their resources, material, or other forest produce.

19           (h) “Practice of forestry” means professional forestry services, including the consultation,  
20 investigation, evaluation, planning, or responsible supervision of any forestry activities when such  
21 professional service requires the application of forestry principles and techniques.

22           (i) “Permit” means a document issued as evidence of qualification to practice as a forester-  
23 in-training or forestry technician-in-training under this article.

24           (j) “Permittee” means a person holding a permit issued under the provisions of this article.

25           (k) “Registered Forester” means a forester certified under this article.

26           (l) “Registered Forestry Technician” means a forestry technician certified under this article.

**§30A-5-4. State Board of Registration of Foresters.**

1           (a) The State Board of Registration of Foresters is continued. The members of the board  
2 in office on July 1, 2009, shall, unless sooner removed, continue to serve until their respective  
3 terms expire and until their successors have been appointed and qualified.

4           (b) To be effective on July 1, 2009, the Governor shall appoint, by and with the advise and  
5 consent of the Senate, a registered forestry technician to replace the board member whose term  
6 ends on June 30, 2009.

7 (c) Commencing July 1, 2009, the board shall consist of the following five members:

8 (1) Four registered foresters; and

9 (2) One registered forestry technician.

10 (d) Each member shall be appointed by the Governor, by and with the consent of the  
11 Senate, from five nominees recommended by the West Virginia Division of the Society of  
12 American Foresters. The term is for five years.

13 (e) A member may not serve more than two consecutive full terms. A member having  
14 served two consecutive full terms may not be appointed for one year after completion of his or  
15 her second full term. A member may continue to serve until a successor has been appointed and  
16 qualified.

17 (f) Each member of the board shall be a resident of West Virginia during the appointment  
18 term.

19 (g) Each member must have been certified in this state for a period of not less than three  
20 years prior to his or her appointment and must have engaged in the practice of forestry for at least  
21 10 years.

22 (h) Each member shall maintain an active certification with the board.

23 (i) The Governor may remove any member from the board for neglect of duty,  
24 incompetency, or official misconduct.

25 (j) A member of the board immediately and automatically forfeits membership to the board  
26 if his or her certification has been suspended or revoked, is convicted of a felony under the laws  
27 of any jurisdiction, or becomes a nonresident of this state.

28 (k) The board shall elect annually one of its members as chairperson and one member as  
29 secretary who shall serve at the will and pleasure of the board.

30 (l) Each member of the board is entitled to compensation and expense reimbursement in  
31 accordance with §30A-1-1 et seq. of this code.

32 (m) A majority of the members serving on the board constitutes a quorum.

33 (n) The board shall hold at least two meetings annually. Other meetings shall be held at  
34 the call of the chairperson or upon the written request of two members, at such time and place as  
35 designated in the call or request.

36 (o) Prior to commencing his or her duties as a member of the board, each member shall  
37 take and subscribe to the oath required by section five, article four of the Constitution of this state.

**§30A-5-5. Powers and duties of the board.**

1 (a) The board has all the powers and duties set forth in this article, by rule, in §30A-1-1 et  
2 seq. of this code, and elsewhere in law.

3 (b) The board shall:

4 (1) Hold meetings, conduct hearings, and administer examinations;

5 (2) Establish requirements for a certification or permit;

6 (3) Establish procedures for submitting, approving, and rejecting applications for a  
7 certification or permit;

8 (4) Determine the qualifications of any applicant for a certification or permit;

9 (5) Prepare, conduct, administer, and grade written, oral, or written and oral examinations  
10 for a certificate;

11 (6) Determine the passing grade for the examinations;

12 (7) Maintain records of the examinations the board or a third party administers, including  
13 the number of persons taking the examination and the pass and fail rate;

14 (8) Maintain an office, and hire, discharge, establish the job requirements, and fix the  
15 compensation of employees and contracted employees necessary to enforce this article;

16 (9) Investigate alleged violations of this article, legislative rules, orders, and final decisions  
17 of the board;

18 (10) Conduct disciplinary hearings of persons regulated by the board;

19 (11) Determine disciplinary action and issue orders;

20 (12) Institute appropriate legal action for the enforcement of this article;

21 (13) Maintain an accurate registry of names and addresses of all persons regulated by the  
22 board;

23 (14) Keep accurate and complete records of its proceedings, and certify the same as may  
24 be necessary and appropriate;

25 (15) Establish, by legislative rule, the continuing education requirements for certificate  
26 holders and permittees; and

27 (16) Propose rules in accordance with §29A-3-1 et seq. of this code to implement this  
28 article.

29 (c) The board may:

30 (1) Contract with third parties to administer the examinations required under this article;

31 (2) Define, by legislative rule, the fees charged under this article;

32 (3) Issue, renew, deny, suspend, revoke, or reinstate a certification or permit;

33 (4) Sue and be sued in its official name as an agency of this state;

34 (5) Confer with the Attorney General or his or her assistant in connection with legal matters  
35 and questions; and

36 (6) Take all other actions proper to effectuate the purposes of this article.

**§30A-5-6. Rulemaking.**

1 (a) The board shall propose rules for legislative approval, in accordance with §29A-3-1 et  
2 seq. of this code, to implement this article, including:

3 (1) Standards and requirements for a certification and permit;

4 (2) Procedures for examinations and reexaminations;

5 (3) Requirements for third parties to prepare and/or administer examinations and  
6 reexaminations;

7 (4) Educational and experience requirements, and the passing grade on the examination;

8 (5) Standards for ethical conduct;

9 (6) Procedures for the issuance and renewal of a certification and permit;

- 10           (7) A fee schedule;  
11           (8) Continuing education requirements for a certificate holder and permittee;  
12           (9) Procedures for denying, suspending, revoking, reinstating, or limiting the practice of a  
13 certificate holder or permittee;  
14           (10) Requirements for inactive or revoked certificate and permit; and  
15           (11) Any other rules necessary to effectuate the provisions of this article.  
16           (b) All of the board's rules in effect on the effective date of this article shall remain in effect  
17 until amended or repealed, and references to former enactments of this act are interpreted to  
18 mean this article.

**§30A-5-7. Fees; special revenue account; administrative fines.**

- 1           (a) All fees and other moneys, except administrative fines, received by the board shall be  
2 deposited in a separate special revenue fund in the state Treasury designated the "Board of  
3 Foresters Fund", which fund is continued. The fund shall be used by the board for the  
4 administration of this article. Except as provided in §30A-1-1 et seq. of this code, the board shall  
5 retain the amounts in the special revenue account from year to year. No compensation or expense  
6 incurred under this article is a charge against the General Revenue Fund.  
7           (b) Any amounts received as administrative fines imposed pursuant to this article shall be  
8 deposited into the General Revenue Fund of the state Treasury.

**§30A-5-8. General requirements to be certified as a registered forester.**

- 1           (a) To be eligible to be certified as a registered forester, the applicant must:  
2           (1) Be of good moral character;  
3           (2) Have a high school diploma or its equivalent;  
4           (3) Have obtained either:  
5           (A) Completion of a four-year degree program or masters degree program in forest  
6 management, accredited by the Society of American Foresters, or other accrediting body as  
7 determined by the board, and have two years related experience in the field of forestry; or

8           (B) Completion of a two-year technical forestry program in a program accredited or  
9 recognized by the Society of American Foresters, completion of a bachelor's degree in a field  
10 used in the practice of forestry as approved by the board and four years related experience in the  
11 field of forestry;

12           (4) Successfully pass an examination approved by the board.

13           (b) Those persons licensed by the board as a forester as of the effective date of this  
14 section are not required to take the examination.

**§30A-5-9. General requirements to be registered forestry technician.**

1           To be eligible to be certified as a registered forestry technician, the applicant must:

2           (1) Be of good moral character;

3           (2) Have a high school diploma or its equivalent;

4           (3) Graduate from a two-year technical forestry program accredited or recognized by the  
5 Society of American Foresters;

6           (4) Complete four years of related experience in the field of forestry.

**§30A-5-10. Qualifications for permit as a forester-in-training or a forestry technician-in-**  
**training.**

1           (a) The board may issue a permit to practice as a forester-in-training or a forestry  
2 technician-in-training to an applicant who meets all the requirements for certification, except the  
3 experience requirements of paragraph (A) or (B), subdivision three, subsection (a), section eight  
4 or subdivision four, section nine.

5           (b) A permit to practice as a forester-in-training or forestry technician-in-training may be  
6 renewed annually for a period not to exceed five years. The board may extend the five year  
7 limitation if the board finds the applicant experienced an undue hardship which prevented the  
8 attainment of the required experience.

**§30A-5-11. License from another state.**

1       The board may issue a certification to a person as a registered forester in this state,  
2 without requiring an examination, to an applicant from another jurisdiction who:

3       (1) Is not a resident of this state;

4       (2) Is of good moral character;

5       (3) Holds a valid forestry license or other authorization to practice forestry in another  
6 jurisdiction which meets requirements that are substantially equivalent to the certification  
7 requirements set forth in this article;

8       (4) Is not currently being investigated by a disciplinary authority of this state or another  
9 jurisdiction, does not have charges pending against his or her authorization, and has never had  
10 his or her authorization revoked;

11       (5) Has not previously failed an examination for certification in this state;

12       (6) Has paid all the applicable fees; and

13       (7) Has completed such other action as required by the board.

**§30A-5-12. Renewal requirements.**

1       (a) All persons regulated under the provisions of this article shall annually before January  
2 1, renew his or her certification or permit by completing a form prescribed by the board and submit  
3 any other information required by the board.

4       (b) At least 30 days prior to July 1 of each year, the board shall mail to every person  
5 regulated under the provisions of this article an application for renewal.

6       (c) The board shall charge a fee for each renewal of a certification or permit and may  
7 charge a late fee for any renewal not paid in a timely manner.

8       (d) The board shall require as a condition for the renewal of a certification or permit that  
9 each person regulated under the provisions of this article complete continuing education.

10       (e) The board may deny an application for renewal for any reason which would justify the  
11 denial of an original application for a certification or permit.

**§30A-5-13. Complaints; investigations; due process procedure; grounds for disciplinary action.**

1       (a) The board may upon its own motion based on credible information, and shall upon the  
2 written complaint of any person, cause an investigation to be made to determine whether grounds  
3 exist for disciplinary action under this article or the legislative rules of the board.

4       (b) Upon initiation or receipt of the complaint, the board shall provide a copy of the  
5 complaint to the certificate holder or permittee.

6       (c) After reviewing any information obtained through an investigation, the board shall  
7 determine if probable cause exists that the certificate holder or permittee has violated subsection  
8 (g) of this section or rules promulgated pursuant to this article.

9       (d) Upon a finding that probable cause exists that the certificate holder or permittee has  
10 violated subsection (g) of this section or rules promulgated pursuant to this article, the board may  
11 enter into a consent decree or hold a hearing for the suspension or revocation of the certification  
12 or permit or the imposition of sanctions against the certificate holder or permittee. Any hearing  
13 shall be held in accordance with the provisions of this article.

14       (e) Any member of the board or the executive director of the board may issue subpoenas  
15 and subpoenas duces tecum to obtain testimony and documents to aid in the investigation of  
16 allegations against any person regulated by the article.

17       (f) Any member of the board or its executive director may sign a consent decree or other  
18 legal document on behalf of the board.

19       (g) The board may, after notice and opportunity for hearing, deny or refuse to renew,  
20 suspend, or revoke the certification or permit of, impose probationary conditions upon, or take  
21 disciplinary action against, any certificate holder or permittee for any of the following reasons once  
22 a violation has been proven by a preponderance of the evidence:

23       (1) Obtaining a certification or permit by fraud, misrepresentation, or concealment of  
24 material facts;

- 25           (2) Being convicted of a felony or other crime involving moral turpitude;  
26           (3) Being guilty of unprofessional conduct as defined by legislative rule of the board;  
27           (4) Violating this article or lawful order or rule of the board;  
28           (5) Having had a certificate or permit revoked or suspended, other disciplinary action  
29 taken, or an application for certification or permit or other authorization refused, revoked, or  
30 suspended by the proper authorities of another jurisdiction; or  
31           (6) Engaging in any act which has endangered or is likely to endanger the health, welfare,  
32 or safety of the public.  
33           (h) For the purposes of subsection (g) of this section, disciplinary action may include:  
34           (1) Reprimand;  
35           (2) Probation;  
36           (3) Administrative fine, not to exceed \$1,000 per day per violation;  
37           (4) Mandatory attendance at continuing education seminars or other training;  
38           (5) Practicing under supervision or other restriction;  
39           (6) Requiring the certificate holder or permittee to report to the board for periodic interviews  
40 for a specified period of time; or  
41           (7) Other corrective action considered by the board to be necessary to protect the public,  
42 including advising other parties whose legitimate interests may be at risk.

**§30A-5-14. Procedures for hearing; right of appeal.**

- 1           (a) Hearings shall be governed by §30A-1-13 of this code.  
2           (b) The board may conduct the hearing or elect to have an administrative law judge  
3 conduct the hearing.  
4           (c) If the hearing is conducted by an administrative law judge, at the conclusion of a  
5 hearing he or she shall prepare a proposed written order containing findings of fact and  
6 conclusions of law. The proposed order may contain proposed disciplinary actions if the board so  
7 directs. The board may accept, reject, or modify the decision of the administrative law judge.

8 (d) Any member or the executive director of the board has the authority to administer  
9 oaths, examine any person under oath, and issue subpoenas and subpoenas duces tecum.

10 (e) If, after a hearing, the board determines the certificate holder or permittee has violated  
11 this article or the board's rules, a formal written decision shall be prepared which contains findings  
12 of fact, conclusions of law and a specific description of the disciplinary actions imposed.

**§30A-5-15. Judicial review; appeal to Supreme Court of Appeals.**

1 Any certificate holder or permittee adversely affected by a decision of the board entered  
2 after a hearing may obtain judicial review of the decision in accordance with §29A-5-4 of this code,  
3 and may appeal any ruling resulting from judicial review in accordance with §29A-6-1 of this code.

**§30A-5-16. Criminal proceedings; penalties.**

1 (a) When, as a result of an investigation under this article or otherwise, the board has  
2 reason to believe that a certificate holder or permittee has committed a criminal offense under  
3 this article, the board may bring the information to the attention of an appropriate law-enforcement  
4 official.

5 (b) Effective July 15, 2009, a person violating a provision of this article is guilty of a  
6 misdemeanor and, upon conviction thereof, shall be fined not less than \$500 nor more than  
7 \$1,000 or confined in jail not more than six months, or both fined and confined.

**§30A-5-17. Single act evidence of practice.**

1 In any action brought or in any proceeding initiated under this article, evidence of the  
2 commission of a single act prohibited by this article is sufficient to justify a penalty, injunction,  
3 restraining order, or conviction without evidence of a general course of conduct.

**ARTICLE 6. LAND SURVEYORS.**

**§30A-6-1. Unlawful acts.**

1 (a) It is unlawful for any person to practice or offer to practice surveying in this state without  
2 a license issued under the provisions of this article, or advertise or use any title or description

3 tending to convey the impression that they are a surveyor, unless such person has been licensed  
4 under the provisions of this article.

5 (b) It is unlawful for any firm to practice or offer to practice surveying in this state without  
6 a certificate of authorization issued under the provisions of this article, or advertise or use any title  
7 or description tending to convey the impression that it is a surveying firm, unless such firm has  
8 been issued a certificate of authorization under the provisions of this article.

**§30A-6-2. Applicable law.**

1 The practice of surveying and the West Virginia Board of Professional Surveyors are  
2 subject to the provisions of §30A-1-1 et seq. of this code, the provisions of this article and the  
3 board's rules.

**§30A-6-3. Definitions.**

1 As used in this article, the following words and terms have the following meanings:

2 (a) "Applicant" means a person making application for a license or a firm making  
3 application for a certificate of authorization, under the provisions of this article.

4 (b) "Board" means the West Virginia Board of Professional Surveyors.

5 (c) "Boundary survey" means a survey, in which property lines and corners of a parcel of  
6 land have been established by a survey and a description of survey has been written and a plat  
7 has been prepared for the property.

8 (d) "Cadastral survey" means a survey representing the ownership, relative positions, and  
9 dimensions of land, objects, and estates.

10 (e) "Certificate holder" means a firm holding a certificate of authorization issued by the  
11 board.

12 (f) "Certificate of authorization" means a certificate issued under the provisions of this  
13 article to a firm providing surveying services.

14 (g) "Construction survey" means the laying of stakes for a construction project.

15 (h) "Direct supervision" means the responsible licensee is in direct control of all field and  
16 office surveying operations. Direct control does not necessarily require the actual physical  
17 presence of the responsible licensee at the site of the survey, nor prohibit the responsible licensee  
18 from maintaining simultaneous direct supervision of more than one survey.

19 (i) "Endorsee" means a person holding an endorsement to practice in a specialized field  
20 of surveying issued by the board under the provisions of this article.

21 (j) "Endorsement" means an authorization, in addition to a professional surveyor license,  
22 to practice in a specialized field of surveying issued by the board.

23 (k) "Firm" means any nongovernmental business entity, including an individual,  
24 association, partnership, or corporation, providing surveying services.

25 (l) "Geodetic control survey" means a survey involving the precise measurement of points  
26 on the earth's surface which form the framework or control for a large map or project.

27 (m) "Geographic information system (GIS)" means a system of hardware, software, and  
28 procedures designed to support the capture and management of spatially referenced information.

29 (n) "Hydrographic survey" means a survey that measures and determines the topographic  
30 features of water bodies and the adjacent land areas, including the width, depth, and course of  
31 water bodies and other relative features.

32 (o) "Inactive" means the status granted by the board to a licensee or endorsee.

33 (p) "Land information system (LIS)" means a system of hardware, software, and  
34 procedures designed to support the capture and management of spatially referenced information.

35 (q) "License" means a surveying license issued under the provisions of this article.

36 (r) "Licensee" means a person holding a surveying license issued under the provisions of  
37 this article.

38 (s) "Metes and bounds" means a description where the land or the associated effects on  
39 the land have been measured by starting at a known point and describing, in sequence, the lines

40 by direction and distance forming the boundaries of the land or a defined area relative to the  
41 physical land features, associated effects, or structural improvements on the land.

42 (t) "Monument" means a permanent marker, either boundary or nonboundary, used to  
43 establish corners or mark boundary lines of a parcel of land or reference the geospatial  
44 relationship of other objects.

45 (u) "Mortgage/loan inspection survey" means a survey in which property lines and corners  
46 have not been established.

47 (v) "Oil or gas well survey" means a survey and plat of a proposed oil or gas well, including  
48 the location of the well, the surface or mineral tract on which the well is located, the physical  
49 features surrounding the well, all creeks or streams near the well, and any other identifying  
50 characteristics of the land to specify the location of the well. An oil or gas well survey must be  
51 performed in accordance with other provisions of this code affecting oil and gas well surveys.

52 (w) "Partition survey" means a survey where the boundary lines of a newly created parcel  
53 of land are established and the new corners are monumented.

54 (x) "Photogrammetry" means the use of aerial photography, other imagery, and surveying  
55 principles to prepare scaled maps or other survey products reflecting the contours, features, and  
56 fixed works of the earth's surface.

57 (y) "Practice of surveying" means providing professional surveying services, including  
58 consulting, investigating, expert testimony, evaluating, planning, mapping, and surveying.

59 (z) "Responsible charge" means direct control of surveying work under the direct  
60 supervision of a licensee or person authorized in another state or country to engage in the practice  
61 of surveying.

62 (aa) "Retracement survey" means a survey where the boundary lines and corners of a  
63 parcel of land are reestablished from an existing legal or deed description.

64 (bb) "Strip" means a description of an area by reference to an alignment, usually a right-  
65 of-way or an easement, stating the number of feet on each side of the alignment, the relative

66 position of the alignment, a reference to the measurements and monuments where the alignment  
67 crosses a parcel of land and the source of title for each parcel of land the alignment crosses.

68 (cc) "Subdivision" means the division of a lot, tract, or parcel of land into two or more lots,  
69 tracts, or parcels of land.

70 (dd) "Surface mine survey" means a survey of the surface mine permit area, including the  
71 location of the surface mine, the surface or mineral tracts on which the surface mine is located,  
72 the physical features surrounding the surface mine, all creeks or streams near the surface mine,  
73 and any other identifying characteristics of the land to specify the location of the surface mine  
74 permit area. A surface mine survey must be performed in accordance with other provisions of this  
75 code affecting surface mine surveys.

76 (ee) "Survey" or "land survey" means to measure a parcel of land and ascertain its  
77 boundaries, corners, and contents or make any other authoritative measurements.

78 (ff) "Surveying" or "land surveying" means providing, or offering to provide, professional  
79 services using such sciences as mathematics, geodesy, and photogrammetry, and involving both:

80 (1) The making of geometric measurements and gathering related information pertaining  
81 to the physical or legal features of the earth, improvements on the earth, the space above, on or  
82 below the earth; and

83 (2) Providing, utilizing, or developing the same into survey products such as graphics,  
84 data, maps, plans, reports, descriptions, or projects. Professional services include acts of  
85 consultation, investigation, testimony evaluation, expert technical testimony, planning, mapping,  
86 assembling, and interpreting gathered measurements and information related to any one or more  
87 of the following:

88 (A) Determining by measurement the configuration or contour of the earth's surface or the  
89 position of fixed objects thereon.

90 (B) Determining by performing geodetic surveys the size and shape of the earth or the  
91 position of any point on the earth.

92 (C) Determining the position for any survey control monument or reference point.

93 (D) Creating, preparing, or modifying electronic, computerized, or other data relative to the  
94 performance of the activities in the above-described paragraphs (A) through (C), inclusive, of this  
95 subdivision.

96 (E) Locating, relocating, establishing, reestablishing, or retracing property lines or  
97 boundaries of any tract of land, road, right-of-way, or easement.

98 (F) Making any survey for the division, subdivision, or consolidation of any tract or tracts  
99 of land.

100 (G) Locating or laying out alignments, positions, or elevations for the construction of fixed  
101 works.

102 (H) Determining, by the use of principles of surveying, the position for any boundary or  
103 nonboundary survey monument or reference point, or establishing or replacing any such  
104 monument or reference point.

105 (I) Creating, preparing, or modifying electronic or computerized or other data relative to  
106 the performance of the activities in the above-described paragraphs (E) through (H), inclusive, of  
107 this subdivision.

108 (3) Any person who engages in surveying, who by verbal claim, sign, advertisement,  
109 letterhead, card, or in any other way represents themselves to be a professional surveyor, or who  
110 implies through the use of some other title that they are able to perform, or who does perform,  
111 any surveying service or work or any other service designated by the practitioner which is  
112 recognized as surveying, is practicing, or offering to practice, surveying within the meaning and  
113 intent of this article.

114 (gg) "Surveyor", "professional surveyor", or "land surveyor" means a person licensed to  
115 practice surveying under the provisions of this article.

116 (hh) "Surveyor, retired", "professional surveyor, retired", or "land surveyor, retired" means  
117 a licensed surveyor no longer practicing surveying, who has chosen to retire and has been  
118 granted the honorific title of "Professional Surveyor, Retired".

119 (ii) "Surveyor-in-charge" means a licensee designated by a firm to oversee the surveying  
120 activities and practices of the firm.

121 (ij) "Surveyor intern" means a person who has passed an examination covering the  
122 fundamentals of land surveying.

123 (kk) "Underground survey" means a survey that includes the measurement of underground  
124 mine workings and surface features relevant to the underground mine, the placing of survey points  
125 (spads) for mining direction, the performance of horizontal and vertical control surveys to  
126 determine the contours of a mine, the horizontal and vertical location of mine features, and the  
127 preparation of maps, reports, and documents, including mine progress maps and mine ventilation  
128 maps. An underground mine survey must be performed in accordance with other provisions of  
129 this code affecting underground mine surveys.

**§30A-6-4. Board of Professional Surveyors.**

1 (a) The "West Virginia Board of Professional Surveyors" is continued. Any member of the  
2 board, except the endorsed underground surveyor member, in office on July 1, 2010, may  
3 continue to serve until his or her successor has been appointed and qualified.

4 (b) Prior to July 1, 2010, the Governor, by and with the advice and consent of the Senate,  
5 shall appoint one licensed professional surveyor with at least 10 years of experience in land  
6 surveying to replace the endorsed underground surveyor.

7 (c) Commencing July 1, 2010, the board shall consist of the following five members with  
8 staggered terms:

9 (1) Three licensed professional surveyors with at least 10 years of experience in land  
10 surveying;

11 (2) One person who has a license in another field of practice other than surveying and  
12 also who has a surveyor license by examination and has practiced surveying for at least 10 years;  
13 and

14 (3) One citizen member who is not regulated under the provisions of this article and does  
15 not perform any services related to the practice of surveying under the provisions of this article.

16 (d) Each licensed member of the board, at the time of his or her appointment, must have  
17 held a license in this state for a period of not less than three years immediately preceding the  
18 appointment.

19 (e) Each member must be appointed by the Governor, by and with the advice and consent  
20 of the Senate, and must be a resident of this state during the appointment term.

21 (f) The term of each board member is four years.

22 (g) No member may serve more than two consecutive full terms and any member having  
23 served two full terms may not be appointed for one year after completion of his or her second full  
24 term. A member shall continue to serve until his or her successor has been appointed and  
25 qualified.

26 (h) The Governor may remove any member from the board for neglect of duty,  
27 incompetency, or official misconduct.

28 (i) A licensed member of the board immediately and automatically forfeits membership to  
29 the board if his or her license to practice is suspended or revoked.

30 (j) A member of the board immediately and automatically forfeits membership to the board  
31 if he or she is convicted of a felony under the laws of any jurisdiction or becomes a nonresident  
32 of this state.

33 (k) The board shall designate one of its members as chairperson and one member as  
34 secretary-treasurer.

35 (l) Each member of the board is entitled to receive compensation and expense  
36 reimbursement in accordance with §30A-1-18 of this code.

37 (m) A majority of the members of the board shall constitute a quorum.

38 (n) The board shall hold at least one annual meeting. Other meetings shall be held at the  
39 call of the chairperson, or upon the written request of two members, at such time and place as  
40 designated in the call or request.

**§30A-6-5. Powers and duties of the board.**

1 The board has all the powers and duties set forth in §30A-1-1 *et seq.* of this code and also  
2 the following powers and duties:

3 (1) Hold meetings, conduct hearings, and administer examinations and reexaminations;

4 (2) Set the requirements for a license, endorsement, surveyor-in-charge, and certificate of  
5 authorization;

6 (3) Establish qualifications for licensure and procedures for submitting, approving, and  
7 disapproving applications for a license, endorsement, and certificate of authorization;

8 (4) Examine the qualifications of any applicant for a license and endorsement;

9 (5) Prepare, conduct, administer, and grade examinations and reexaminations required  
10 under the provisions of this article;

11 (6) Determine the passing grade for the examinations and reexaminations required under  
12 the provisions of this article;

13 (7) Administer, or contract with third parties to administer, the examinations and  
14 reexaminations required under the provisions of this article;

15 (8) Maintain records of the examinations and reexaminations the board or a third party  
16 administers, including the number of persons taking the examination or reexamination and the  
17 pass and fail rate;

18 (9) Maintain an accurate registry of names and addresses of all licensees and endorsees;

19 (10) Maintain an accurate registry of names and addresses of firms holding a certificate  
20 of authorization;

21 (11) Establish the standards for surveys;

22 (12) Define the fees charged under the provisions of this article;

23 (13) Issue, renew, deny, suspend, revoke, or reinstate licenses and endorsements, and  
24 discipline such persons;

25 (14) Issue, renew, deny, suspend, revoke, or reinstate certificates of authorization and  
26 discipline such firms;

27 (15) Establish and implement the continuing education requirements for licensees and  
28 endorsees;

29 (16) Sue and be sued in its official name as an agency of this state;

30 (17) Hire, set the job requirements for, fix the compensation of and discharge investigators  
31 and the employees necessary to enforce the provisions of this article;

32 (18) Investigate alleged violations of the provisions of this article, the rules promulgated  
33 hereunder, and orders and final decisions of the board;

34 (19) Conduct hearings upon charges calling for discipline of a licensee, endorsee or  
35 certificate holder, or revocation or suspension of a license, endorsement, or certificate of  
36 authorization;

37 (20) Set disciplinary action and issue orders;

38 (21) Propose rules in accordance with the provisions of §29A-3-1 et seq. of this code to  
39 implement the provisions of this article; and

40 (22) Take all other actions necessary and proper to effectuate the purposes of this article.

**§30A-6-6. Rule-making authority.**

1 (a) The board shall propose rules for legislative approval in accordance with the provisions  
2 of §29A-3-1 et seq. of this code to implement the provisions of this article, including:

3 (1) Setting the standards and requirements for licensure, endorsement, surveyor-in-  
4 charge, and certificate of authorization;

5 (2) Setting the procedure for examinations and reexaminations;

6           (3) Establishing requirements for third parties to administer examinations and  
7 reexaminations;

8           (4) Establishing procedures for the issuance and renewal of a license, endorsement, and  
9 certificate of authorization;

10           (5) Setting a schedule of fees;

11           (6) Establishing and implementing requirements for continuing education for licensees and  
12 endorsees;

13           (7) Evaluating the curriculum, experience, and the instructional hours required for a license  
14 and endorsement;

15           (8) Denying, suspending, revoking, reinstating, or limiting the practice of a licensee,  
16 endorsee, or certificate holder;

17           (9) Establishing electronic signature requirements;

18           (10) Establishing minimum standards for surveys;

19           (11) Establishing a process to record plats;

20           (12) Establishing seal and document certification standards; and

21           (13) Proposing any other rules or taking other action necessary to effectuate the provisions  
22 of this article.

23           (b) All rules in effect on July 1, 2010, shall remain in effect until they are amended,  
24 modified, repealed, or replaced.

**§30A-6-7. Fees; special revenue account; administrative fines.**

1           (a) All fees and other moneys, except administrative fines, received by the board shall be  
2 deposited in a separate special revenue fund in the State Treasury designated the “Board of  
3 Professional Surveyors Fund” which fund is continued. The fund shall be used by the board for  
4 the administration of this article. Except as may be provided in §30A-1-17 of this code, the board  
5 shall retain the amounts in the special revenue fund from year to year. No compensation or  
6 expense incurred under this article is a charge against the General Revenue Fund.

7           (b) Any amounts received as fines imposed pursuant to this article shall be deposited into  
8 the General Revenue Fund of the State Treasury.

**§30A-6-8. Education, experience, and examination requirements for a surveying license.**

1           (a) Before a person may apply for a surveying license, the person must have completed  
2 one of the following educational, experience, and examination requirements:

3           (1) Has a four-year degree or a bachelor degree in surveying approved by the board,  
4 which degree must include a minimum of 30 hours of surveying or surveying-related courses, has  
5 passed an examination in the fundamentals of land surveying, has two years or more of  
6 experience in surveying in responsible charge, has passed an examination in the principles and  
7 practice of land surveying and has passed the West Virginia examination;

8           (2) Has a four-year degree or a bachelor degree, has completed a minimum of 30 hours  
9 of surveying or surveying-related courses, has passed an examination in the fundamentals of land  
10 surveying, has four years or more of experience in surveying, including two years of experience  
11 in responsible charge under the direct supervision of a licensee or a person authorized in another  
12 jurisdiction to engage in the practice of surveying, has passed an examination in the principles  
13 and practice of land surveying and has passed the West Virginia examination; or

14           (3) Has a two-year degree or an associate degree in surveying or a related field approved  
15 by the board, which degree must include a minimum of 30 hours of surveying or surveying-related  
16 courses, has passed an examination in the fundamentals of land surveying, has four years or  
17 more of experience in surveying, including two years of experience in responsible charge under  
18 the direct supervision of a licensee or a person authorized in another state or country to engage  
19 in the practice of surveying, has passed an examination in the principles and practice of land  
20 surveying and has passed the West Virginia examination.

21           (b) A person graduating from a two-year or four-year approved surveying degree program  
22 with a grade point average of 3.0 or higher is permitted to take the examination in the  
23 fundamentals of land surveying during his or her final semester.

24 (c) A person must pass the examination in the fundamentals of land surveying and  
25 complete the work experience before he or she is allowed to take the examination in the principles  
26 and practice of land surveying and the West Virginia examination.

27 (d) The examination in the fundamentals of land surveying, the examination in the  
28 principles and practice of land surveying and the West Virginia examination shall each be held at  
29 least once each year at the time and place determined by the board. A person who fails to pass  
30 all or any part of an examination may apply for reexamination, as prescribed by the board, and  
31 shall furnish additional information and fees as required by the board.

32 (e) A person who began the education, experience, or examination requirements and were  
33 approved by the board prior to December 31, 2004, have until December 31, 2012, to complete  
34 such requirements for licensure.

**§30A-6-9. Surveying license requirements.**

1 (a) The board shall issue a surveying license to an applicant who meets the following  
2 requirements:

3 (1) Is of good moral character;

4 (2) Is at least 18 years of age;

5 (3) Is a citizen of the United States or is eligible for employment in the United States;

6 (4) Holds a high school diploma or its equivalent; and

7 (5) Has completed all of one of the education, experience, and examination requirements  
8 set out in §30A-6-8 of this code.

9 (b) An application for a surveying license shall be made on forms provided by the board  
10 and include the following:

11 (1) Name and address of the applicant;

12 (2) Applicant's education and experience;

13 (3) Location and date of passage of all the examinations;

14 (4) Names of five persons for reference, at least three of whom shall be licensees or  
15 persons authorized in another jurisdiction to engage in the practice of surveying, and who have  
16 knowledge of the applicant's work; and

17 (5) Any other information the board prescribes.

18 (c) An applicant shall pay all the applicable fees.

19 (d) A license to practice surveying issued by the board prior to July 1, 2010, shall for all  
20 purposes be considered a license issued under this article: *Provided*, That a person holding a  
21 license to practice surveying issued by the board prior to July 1, 2010, must renew the license  
22 pursuant to the provisions of this article.

**§30A-6-10. Scope of Practice.**

1 (a) A licensee may measure a parcel of land and ascertain its boundaries, corners, and  
2 contents or make any other authoritative measurements. The practice of surveying can be any of  
3 the following, but not limited to:

4 (1) The performance of a boundary, cadastral, construction, geodetic control,  
5 hydrographic, land, mortgage/loan inspection, oil, or gas well, partition, photogrammetry,  
6 retracement, subdivision, or surface mine survey; or

7 (2) The location, relocation, establishment, reestablishment, laying out or retracement of  
8 any property line or boundary of any parcel of land or of any road or utility right-of-way, easement,  
9 strip or alignment or elevation of any fixed works by a licensed surveyor.

10 (b) Activities that must be performed under the responsible charge of a professional  
11 surveyor, unless specifically exempted in subsection (c) of this section, include, but are not limited  
12 to, the following:

13 (1) The creation of maps and georeferenced databases representing authoritative  
14 locations for boundaries, the location of fixed works, or topography;

15 (2) Maps and georeferenced databases prepared by any person, firm, or government  
16 agency where that data is provided to the public as a survey product;

17           (3) Original data acquisition, or the resolution of conflicts between multiple data sources,  
18 when used for the authoritative location of features within the following data themes: Geodetic  
19 control, orthoimagery, elevation and hydrographic, fixed works, private and public boundaries,  
20 and cadastral information;

21           (4) Certification of positional accuracy of maps or measured survey data;

22           (5) Adjustment or authoritative interpretation of raw survey data;

23           (6) Geographic Information System (GIS) - based parcel or cadastral mapping used for  
24 authoritative boundary definition purposes wherein land title or development rights for individual  
25 parcels are, or may be, affected;

26           (7) Authoritative interpretation of maps, deeds, or other land title documents to resolve  
27 conflicting data elements;

28           (8) Acquisition of field data required to authoritatively position fixed works or cadastral data  
29 relative to geodetic control; and

30           (9) Analysis, adjustment, or transformation of cadastral data of the parcel layer(s) with  
31 respect to the geodetic control layer within a GIS resulting in the affirmation of positional accuracy.

32           (c) The following items are not included as activities within the practice of surveying:

33           (1) The creation of general maps:

34           (A) Prepared by private firms or government agencies for use as guides to motorists,  
35 boaters, aviators, or pedestrians;

36           (B) Prepared for publication in a gazetteer or atlas as an educational tool or reference  
37 publication;

38           (C) Prepared for or by education institutions for use in the curriculum of any course of  
39 study;

40           (D) Produced by any electronic or print media firm as an illustrative guide to the geographic  
41 location of any event; or

42 (E) Prepared by laypersons for conversational or illustrative purposes. This includes  
43 advertising material and users guides.

44 (2) The transcription of previously georeferenced data into a GIS or LIS by manual or  
45 electronic means, and the maintenance thereof, provided the data are clearly not intended to  
46 indicate the authoritative location of property boundaries, the precise definition of the shape or  
47 contour of the earth, and/or the precise location of fixed works of humans.

48 (3) The transcription of public record data, without modification except for graphical  
49 purposes, into a GIS- or LIS-based cadastre (tax maps and associated records) by manual or  
50 electronic means, and the maintenance of that cadastre, provided the data are clearly not  
51 intended to authoritatively represent property boundaries. This includes tax maps and zoning  
52 maps.

53 (4) The preparation of any document by any federal government agency that does not  
54 define real property boundaries. This includes civilian and military versions of quadrangle  
55 topographic maps, military maps, satellite imagery, and other such documents.

56 (5) The incorporation or use of documents or databases prepared by any federal agency  
57 into a GIS/LIS, including but not limited to federal census and demographic data, quadrangle  
58 topographic maps, and military maps.

59 (6) Inventory maps and databases created by any organization, in either hard-copy or  
60 electronic form, of physical features, facilities, or infrastructure that are wholly contained within  
61 properties to which they have rights or for which they have management responsibility. The  
62 distribution of these maps and/or databases outside the organization must contain appropriate  
63 metadata describing, at a minimum, the accuracy, method of compilation, data source(s) and  
64 date(s), and disclaimers of use clearly indicating that the data are not intended to be used as a  
65 survey product.

66 (7) Maps and databases depicting the distribution of natural resources or phenomena  
67 prepared by foresters, geologists, soil scientists, geophysicists, biologists, archeologists,  
68 historians, or other persons qualified to document such data.

69 (8) Maps and georeferenced databases depicting physical features and events prepared  
70 by any government agency where the access to that data is restricted by statute. This includes  
71 georeferenced data generated by law enforcement agencies involving crime statistics and  
72 criminal activities.

**§30A-6-11. Exemptions from licensing.**

1 (a) The following persons are exempt from licensure under the provisions of this article:

2 (1) Any employee of a person or firm, when such employee is engaged in the practice of  
3 land surveying exclusively for the person or firm, by which employed, or, if a corporation, its  
4 parents, affiliates or subsidiaries, and such person, firm, association or corporation does not hold  
5 himself, herself, or itself out to the public as being engaged in the business of land surveying.

6 (2) Any employee or officer of the United States, this state or any political subdivision  
7 thereof, or their agents, when such employee is engaged in the practice of land surveying  
8 exclusively for such governmental unit: *Provided*, That each county surveyor of lands first elected  
9 or first appointed after January 1, 2013, pursuant to section 1, article IX of the West Virginia  
10 Constitution, shall be a surveyor licensed pursuant to the provisions of this article and such  
11 licensee shall be in good standing.

12 (b) The minimum standards for surveys, established by the board, apply notwithstanding  
13 the exemptions provided by this section.

**§30A-6-12. Surveyor intern requirements.**

1 (a) To be recognized as a surveyor intern by the board, a person must meet the following  
2 requirements:

3 (1) Is of good moral character;

4 (2) Is at least 18 years of age;

5 (3) Is a citizen of the United States or is eligible for employment in the United States;

6 (4) Holds a high school diploma or its equivalent;

7 (5) Has completed one of the education requirements set out in §30A-6-8 of this code;

8 and

9 (6) Has passed an examination in the fundamentals of land surveying.

10 (b) A surveyor intern must pass the principles and practice of land surveying examination  
11 and the West Virginia examination within 10 years of passing the fundamentals of land surveying  
12 examination. If the examinations are not passed within 10 years, then the surveyor intern must  
13 retake the fundamentals of land surveying examination.

**§30A-6-13. License from another state.**

1 The board may issue a license to practice surveying in this state to an applicant of good  
2 moral character who holds a valid license or other authorization to practice surveying from another  
3 state if the applicant demonstrates that:

4 (1) He or she or she holds a license or other authorization to practice surveying in another  
5 state which was granted after completion of educational, experience, and examinations  
6 requirements substantially equivalent to those required in this state;

7 (2) He or she is not currently being investigated by a disciplinary authority of another state,  
8 does not have charges pending against his or her license or other authorization to practice  
9 surveying and has never had a license or other authorization to practice surveying revoked;

10 (3) He or she has not previously failed an examination for licensure in this state;

11 (4) He or she has paid all the applicable fees; and

12 (5) Has completed such other action as required by the board.

**§30A-6-14. License, endorsement, and certificate of authorization renewal requirements.**

1 (a) A licensee or endorsee wanting to continue in active practice shall, annually or  
2 biennially, on or before July 1, renew his or her license or endorsement and pay a renewal fee.

3           (b) A certificate holder wanting to continue in active practice shall, annually or biennially,  
4 on or before January 1, renew the certificate and pay a renewal fee.

5           (c) The board shall charge a fee for each renewal and a late fee for any renewal not paid  
6 by the due date.

7           (d) The board shall require as a condition of renewal that each licensee or endorsee  
8 complete continuing education.

9           (e) The board may deny an application for renewal for any reason which would justify the  
10 denial of an original application for a license, endorsement, or certificate of authorization.

11           (f) The board may authorize the waiving of the renewal fee of a licensee or endorsee  
12 during the period when he or she is on active duty with any branch of the armed services.

**§30A-6-15. Inactive license requirements.**

1           (a) A licensee who does not want to continue in active practice shall notify the board in  
2 writing and be granted inactive status.

3           (b) A person granted inactive status shall pay an inactive fee and is exempt from the  
4 continuing education requirements and cannot practice in this state.

5           (c) When an inactive licensee wants to return to active practice, he or she must complete  
6 all the continuing education requirements and pay all the applicable fees as determined by the  
7 board.

**§30A-6-16. Delinquent and expired license requirements.**

1           (a) If a license is not renewed when due, then the board shall automatically place the  
2 licensee on delinquent status.

3           (b) The fee for a person on delinquent status shall increase at a rate, determined by the  
4 board, for each month or fraction thereof that the renewal fee is not paid, up to a maximum of 36  
5 months.

6 (c) Within 36 months of being placed on delinquent status, if a licensee wants to return to  
7 active practice, he or she must complete all the continuing education requirements and pay all  
8 the applicable fees as determined by the board.

9 (d) After 36 months of being placed on delinquent status, a license is automatically placed  
10 on expired status and cannot be renewed. A person whose license has expired must reapply for  
11 a new license.

**§30A-6-17. Retired license requirements.**

1 (a) A licensee who does not want to continue practicing surveying and who has chosen to  
2 retire shall notify the board in writing and may be granted retired status.

3 (b) A person granted retired status shall be given the honorific title of “Professional  
4 Surveyor, Retired” and cannot practice in this state.

**§30A-6-18. Requirements for when a person fails an examination.**

1 (a) Any person failing any of the examinations for surveying is not permitted to work as a  
2 licensed surveyor under the provisions of this article until the person has passed all the  
3 examinations.

4 (b) A person failing the fundamentals of land surveying examination may still gain  
5 experience as required in §30A-6-8 of this code until he or she passes the examination.

6 (c) A person who has passed the fundamentals of land surveying examination, but failed  
7 the principles and practice examination or West Virginia examination may only work as a surveyor  
8 intern under the direct supervision of a licensee or a person authorized in another jurisdiction to  
9 engage in the practice of surveying until he or she passes all of the examinations.

**§30A-6-19. Display of license, endorsement, and certificate of authorization.**

1 (a) The board shall prescribe the form for a license, endorsement and certificate of  
2 authorization and may issue a duplicate license, endorsement, and certificate of authorization  
3 upon payment of a fee.

4           (b) A licensee, endorsee, and certificate holder shall conspicuously display his or her  
5 license, endorsement, or certificate of authorization at his or her principal place of practice.

**§30A-6-20. Certificate of authorization requirements.**

1           (a) Each firm practicing surveying in West Virginia shall have a certificate of authorization.

2           (b) The board shall issue a certificate of authorization to a firm that:

3           (1) Practices surveying in West Virginia;

4           (2) Provides proof that the firm has employed a surveyor-in-charge;

5           (3) Has paid all applicable fees; and

6           (4) Completes such other requirements as specified by the board.

**§30A-6-21. Surveyor-in-charge requirements.**

1           (a) A firm practicing surveying must operate all surveying activities under the supervision  
2 and management of a surveyor-in-charge who shall be a licensee who is licensed in this state.

3           (b) The designated surveyor-in-charge is responsible for the surveying work in this state  
4 provided by the firm.

5           (c) A licensee cannot be designated as a surveyor-in-charge for more than one firm without  
6 approval of the board.

7           (d) A licensee who performs part-time or consulting surveying services for a firm cannot  
8 be designated as a surveyor-in-charge for that firm unless the licensee is an officer, a majority  
9 interest holder or owner of the firm.

10          (e) The responsibilities of a surveyor-in-charge include:

11          (1) Renewal of the certificate of authorization;

12          (2) Notification to the board of any change in the surveyor-in-charge;

13          (3) Supervising the firm's employees, including licensees, and other personnel providing  
14 surveying services in this state; and

15          (4) Ensuring that the policies of the firm adhere to the provisions of this article.

16 (f) The board may authorize a licensee to supervise the work of an individual that is not  
17 an employee of the licensee, nor is employed by the same firm as the licensee. The potential  
18 supervisor must apply to the board for this authorization.

**§30A-6-22. Complaints; investigations; due process procedure; grounds for disciplinary  
action.**

1 (a) The board may upon its own motion based on credible information, and shall upon the  
2 written complaint of any person, cause an investigation to be made to determine whether grounds  
3 exist for disciplinary action under this article.

4 (b) Upon initiation or receipt of the complaint, the board shall provide a copy of the  
5 complaint to the licensee or certificate holder.

6 (c) After reviewing any information obtained through an investigation, the board shall  
7 determine if probable cause exists that the licensee or certificate holder has violated this article.

8 (d) Upon a finding that probable cause exists that the licensee or certificate holder has  
9 violated this article, the board may enter into a consent decree or hold a hearing for the  
10 suspension or revocation of the license or certificate of authorization or the imposition of sanctions  
11 against the licensee or certificate holder. Any hearing shall be held in accordance with the  
12 provisions of this article.

13 (e) Any member of the board or the executive secretary of the board may issue subpoenas  
14 and subpoenas duces tecum to obtain testimony and documents to aid in the investigation of  
15 allegations against any person regulated by the article.

16 (f) Any member of the board or its executive secretary may sign a consent decree or other  
17 legal document on behalf of the board.

18 (g) The board may, after notice and opportunity for hearing, deny or refuse to renew,  
19 suspend, restrict or revoke the license or certificate of authorization of, or impose probationary  
20 conditions upon or take disciplinary action against, any licensee or certificate holder for any of the  
21 following reasons once a violation has been proven by a preponderance of the evidence:

22 (1) Obtaining a license or certificate of authorization by fraud, misrepresentation, or  
23 concealment of material facts;

24 (2) Being convicted of a felony or other crime involving moral turpitude;

25 (3) Being guilty of unprofessional conduct which placed the public at risk;

26 (4) Intentional violation of a lawful order or legislative rule of the board;

27 (5) Having had a license or other authorization to practice revoked or suspended, or other  
28 disciplinary action taken by the proper authorities of another jurisdiction;

29 (6) Aiding or abetting unlicensed practice; or

30 (7) Engaging in an act while acting in a professional capacity which has endangered or is  
31 likely to endanger the health, welfare, or safety of the public.

32 (h) For the purposes of subsection (g) of this section, disciplinary action may include:

33 (1) Reprimand;

34 (2) Probation;

35 (3) Restrictions;

36 (4) Administrative fine, not to exceed \$1,000 per day per violation;

37 (5) Mandatory attendance at continuing education seminars or other training;

38 (6) Practicing under supervision or other restriction; or

39 (7) Requiring the licensee or certificate holder to report to the board for periodic interviews  
40 for a specified period of time.

41 (i) In addition to any other sanction imposed, the board may require a licensee or certificate  
42 holder to pay the costs of the proceeding.

**§30A-6-23. Procedures for hearing.**

1 (a) Hearings are governed by the provisions of §30A-1-13 of this code.

2 (b) The board may conduct the hearing or elect to have an administrative law judge  
3 conduct the hearing.

4 (c) If the hearing is conducted by an administrative law judge, at the conclusion of a  
5 hearing he or she shall prepare a proposed written order containing findings of fact and  
6 conclusions of law. The proposed order may contain proposed disciplinary actions if the board so  
7 directs. The board may accept, reject, or modify the decision of the administrative law judge.

8 (d) Any member or the executive secretary of the board has the authority to administer  
9 oaths, examine any person under oath and issue subpoenas and subpoenas duces tecum.

10 (e) If, after a hearing, the board determines the licensee or certificate holder has violated  
11 provisions of this article, a formal written decision shall be prepared which contains findings of  
12 fact, conclusions of law and a specific description of the disciplinary actions imposed.

**§30A-6-24. Judicial review.**

1 Any licensee or certificate holder adversely affected by a decision of the board entered  
2 after a hearing may obtain judicial review of the decision in accordance §29A-5-4 of this code,  
3 and may appeal any ruling resulting from judicial review in accordance with §29A-6-1 of this code.

**§30A-6-25. Criminal proceedings; penalties.**

1 (a) When, as a result of an investigation under this article or otherwise, the board has  
2 reason to believe that a person has knowingly violated the provisions of this article, the board  
3 may bring its information to the attention of the appropriate law-enforcement officer who may  
4 cause appropriate criminal proceedings to be brought.

5 (b) If a court of law finds that a person knowingly violated this article, any order of the  
6 board or any final decision of the board, then the person is guilty of a misdemeanor and, upon  
7 conviction thereof, shall be fined no less than \$100 and no more than \$1,000 for each violation,  
8 confinement in a regional correctional facility for up to 30 days for each violation, or both fined  
9 and confined.

**ARTICLE 7. LANDSCAPE ARCHITECTS.**

**§30A-7-1. License required to practice.**

1       The practice of landscape architecture requires education, training, and experience and  
2 should only be practiced by a licensed landscape architect. Therefore, the Legislature finds that  
3 in order to protect the health, safety, interest, and welfare of the public and to provide for the  
4 regulation of landscape architecture in this state, a person must have a license, as provided in  
5 this article, to practice as a landscape architect.

**§30A-7-2. Unlawful acts.**

1       (a) It is unlawful for any person to practice or offer to practice landscape architecture in  
2 this state without a license issued under the provisions of this article, or advertise or use any title  
3 or description tending to convey the impression that the person is a licensed landscape architect,  
4 unless such person has been duly licensed under the provisions of this article.

5       (b) It is unlawful for any firm to practice or offer to practice landscape architecture in this  
6 state without a certificate of authorization issued under the provisions of this article, or advertise  
7 or use any title or description tending to convey the impression that it is a landscape architectural  
8 firm, unless such firm has been issued a certificate of authorization under the provisions of this  
9 article.

**§30A-7-3. Applicable law.**

1       The practice of landscape architecture and the board of Landscape Architects are subject  
2 to the provisions of §30A-1-1 et seq., the provisions of this article, and any rules promulgated  
3 thereunder.

**§30A-7-4. Definitions.**

1       As used in this article, the following words and terms have the following meanings, unless  
2 the context clearly indicates otherwise:

3       (a) “Accredited” means a school, college or university accredited by the Landscape  
4 Architectural Accreditation Board (LAAB) or any other accrediting body recognized by the board.

5       (b) “Applicant” means a person making application for a license or a permit, or a firm  
6 making application for a certificate of authorization, under the provisions of this article.

7 (c) "Board" means the West Virginia Board of Landscape Architects.

8 (d) "Certificate of authorization" means a certificate issued under the provisions of this  
9 article to a firm providing landscape architectural services.

10 (e) "Certificate of authorization holder" means a firm certified under the provisions of this  
11 article to provide landscape architectural services.

12 (f) "Examination" means the examination in landscape architecture required for licensure.

13 (g) "Firm" means any business entity, partnership, association, company, corporation,  
14 limited partnership, limited liability company or other entity providing landscape architectural  
15 services.

16 (h) "Landscape architect" means a person licensed under the provisions of this article to  
17 practice landscape architecture.

18 (i) "Landscape architecture" means the analysis, planning, design, management, and  
19 stewardship of the natural and built environments.

20 (j) "License" means a landscape architecture license issued under the provisions of this  
21 article.

22 (k) "Licensee" means a person holding a landscape architecture license issued under the  
23 provisions of this article.

24 (l) "Permittee" means a person holding a temporary permit.

25 (m) "Practice of landscape architecture" means the performance of professional services,  
26 including but not limited to, analysis, consultations, evaluations, research, planning, design,  
27 management or responsible supervision of projects principally directed at the functional, aesthetic  
28 use, preservation, and stewardship of the land and natural and built environments, including:

29 (1) Investigation, selection, and allocation of land and water resources for appropriate  
30 uses;

31 (2) Formulation of feasibility studies and graphic and written criteria to govern the planning,  
32 design and management of land and water resources;

33 (3) Preparation, review, and analysis of those aspects of land use master plans,  
34 subdivision plans, and preliminary plats as are related to landscape architecture;

35 (4) Determination of the location and siting of improvements, including buildings and other  
36 features, as well as the access and environs for those improvements associated with the practice  
37 of landscape architecture;

38 (5) Design of land forms, soil conservation and erosion control methods, site lighting, water  
39 features, irrigation systems, plantings, pedestrian and vehicular circulation systems and related  
40 construction details, and natural drainage, surface and ground water drainage systems: *Provided,*  
41 That such systems do not require structural design of system components or a hydraulic analysis  
42 of the receiving storm water conveyance system; and

43 (6) Preparation, filing and administration of plans, drawings, specifications, and other  
44 related construction documents.

45 (n) "Temporary permit" means a permit to practice landscape architecture issued by the  
46 board for a period of time not to exceed one year.

**§30A-7-5. Board of Landscape Architects.**

1 (a) The West Virginia Board of Landscape Architects is hereby continued and shall be  
2 composed of three members, two of whom must be licensed landscape architects, appointed by  
3 the Governor by and with the advice and consent of the Senate, for staggered terms of three  
4 years.

5 (b) Each licensed member of the board, at the time of his or her appointment, must have  
6 held a license in this state for a period of not less than three years and must have been a resident  
7 of this state for a period of not less than one year immediately preceding the appointment.

8 (c) Each member of the board must be a resident of this state during the appointment  
9 term.

10 (d) No member may serve more than three consecutive full terms and any member having  
11 served three consecutive full terms may not be appointed for one year after completion of his or

12 her third full term. A member shall continue to serve until his or her successor has been appointed  
13 and qualified. Any member currently serving on the board on the effective date of this article may  
14 be reappointed in accordance with the provisions of this section.

15 (e) A vacancy on the board shall be filled by appointment by the Governor for the  
16 unexpired term of the member whose office is vacant.

17 (f) The Governor may remove any member from the board for neglect of duty,  
18 incompetency, or official misconduct.

19 (g) Any member of the board immediately and automatically forfeits his or her membership  
20 if he or she has his or her license to practice suspended or revoked by the board, is convicted of  
21 a felony under the laws of any state or the United States, or becomes a nonresident of this state.

22 (h) The board shall designate one of its members as chairperson and one member as  
23 secretary-treasurer who shall serve at the will of the board.

24 (i) Each member of the board is entitled to receive compensation and expense  
25 reimbursement in accordance with §30A-1-1 *et seq.* of this code.

26 (j) A majority of the members of the board shall constitute a quorum.

27 (k) The board shall hold at least one annual meeting. Other meetings shall be held at the  
28 call of the chairperson or upon the written request of two members, at such time and place as  
29 designated in the call or request.

**§30A-7-6. Powers and duties of the board.**

1 (a) The board has all the powers and duties set forth in this article, by rule, in §30A-1-1 *et*  
2 *seq.* of this code, and elsewhere in law.

3 (b) The board's powers and duties include:

4 (1) Holding meetings, conducting hearings, and administering examinations and  
5 reexaminations;

6 (2) Setting the requirements for a license, temporary permit, and certificate of  
7 authorization;

8           (3) Establishing procedures for submitting, approving, and rejecting applications for a  
9 license, temporary permit, and certificate of authorization;

10           (4) Determining the qualifications of any applicant for a license, temporary permit, and  
11 certificate of authorization;

12           (5) Preparing, conducting, administering, and grading written, oral, or written and oral  
13 examinations and reexaminations for a license;

14           (6) Contracting with third parties to prepare and/or administer the examinations and  
15 reexaminations required under the provisions of this article;

16           (7) Determining the passing grade for the examinations;

17           (8) Maintaining records of the examinations and reexaminations the board or a third party  
18 administers, including the number of persons taking the examination or reexamination and the  
19 pass and fail rate;

20           (9) Maintaining an accurate registry of names and addresses of all persons and firms  
21 regulated by the board;

22           (10) Defining, by legislative rule, the fees charged under the provisions of this article;

23           (11) Issuing, renewing, denying, suspending, revoking, or reinstating licenses, temporary  
24 permits, and certificates of authorization;

25           (12) Establishing, by legislative rule, the continuing education requirements for licensees;

26           (13) Suing and being sued in its official name as an agency of this state;

27           (14) Maintaining an office, and hiring, discharging, setting the job requirements, and fixing  
28 the compensation of employees and investigators necessary to enforce the provisions of this  
29 article;

30           (15) Investigating alleged violations of the provisions of this article, the rules promulgated  
31 hereunder, and orders and final decisions of the board;

32           (16) Conducting disciplinary hearings of all persons and business entities regulated by the  
33 board;

- 34           (17) Setting disciplinary action and issuing orders;  
35           (18) Instituting appropriate legal action for the enforcement of the provisions of this article;  
36           (19) Keeping accurate and complete records of its proceedings, and certifying the same  
37 as may be appropriate;  
38           (20) Proposing rules in accordance with the provisions of §29A-3-1 et seq. of this code to  
39 implement the provisions of this article; and  
40           (21) Taking all other actions necessary and proper to effectuate the purposes of this  
41 article.

**§30A-7-7. Rule-making authority.**

- 1           (a) The board shall propose rules for legislative approval, in accordance with the  
2 provisions of §29A-3-1 et seq. of this code, to implement the provisions of this article, including  
3 the establishment of:  
4           (1) Standards and requirements for licensure, temporary permits, and certificates of  
5 authorization;  
6           (2) Procedures for examinations and reexaminations;  
7           (3) Requirements for third parties to prepare and/or administer examinations and  
8 reexaminations;  
9           (4) Educational and experience requirements, and the passing grade on the examination  
10 for licensure;  
11           (5) Procedures for the issuance and renewal of a license, temporary permit, and certificate  
12 of authorization;  
13           (6) A fee schedule: *Provided*, That the fee schedule in effect as of July 1, 2005, will remain  
14 in effect until amended, modified, repealed, or replaced by the legislative rule promulgated  
15 pursuant to this subsection;  
16           (7) Continuing education requirements for licensees;

17           (8) The procedures for denying, suspending, revoking, reinstating, or limiting the practice  
18 of a licensee, permittee, or certificate of authorization holder;

19           (9) Requirements for inactive or revoked licenses, temporary permits, or certificates of  
20 authorization; and

21           (10) Any other rules necessary to effectuate the provisions of this article.

22           (b) All rules in effect on the effective date of this article shall remain in effect until they are  
23 amended, modified, repealed, or replaced.

**§30A-7-8. Fees; special revenue account; administrative fines.**

1           (a) All fees and other moneys, except administrative fines, received by the board shall be  
2 deposited in a separate special revenue fund in the State Treasury designated the “Board of  
3 Landscape Architects Fund,” which fund is hereby continued. The fund shall be used by the board  
4 for the administration of this article. Except as may be provided in §30A-1-1 et seq. of this code,  
5 the board shall retain the amounts in the special revenue account from year to year. No  
6 compensation or expense incurred under this article is a charge against the General Revenue  
7 Fund.

8           (b) Any amounts received as fines imposed pursuant to this article shall be deposited into  
9 the General Revenue Fund of the State Treasury.

**§30A-7-9. Education, experience, and examination requirements for licensure.**

1           (a) An applicant for licensure under this article must have completed one of the following  
2 educational and/or experience requirements:

3           (1) Has a bachelor degree in landscape architecture from an accredited college or  
4 university and at least two years of experience in landscape architecture under the supervision of  
5 a landscape architect or a person having qualifications acceptable to the board and similar to the  
6 qualifications of a landscape architect;

7           (2) Has a graduate degree in landscape architecture from an accredited college or  
8 university and at least one year of experience in landscape architecture under the supervision of

9 a landscape architect or a person having qualifications acceptable to the board and similar to the  
10 qualifications of a landscape architect; or

11 (3) (A) Prior to December 31, 2006, has completed at least 10 years of experience in  
12 landscape architecture, including at least six years of experience in landscape architecture under  
13 the supervision of a landscape architect or a person having qualifications acceptable to the board  
14 and similar to the qualifications of a landscape architect; or

15 (B) Prior to December 31, 2006, has begun the 10 years of experience in landscape  
16 architecture set out in subdivision (3) (A) of this subsection, and has not completed the experience  
17 requirements prior to December 31, 2006, then the person must notify the board that he or she  
18 will be making application under this subdivision and comply with the procedures prescribed by  
19 the board; or

20 (C) On and after January 1, 2007, has completed at least 10 years of experience in  
21 landscape architecture under the supervision of a landscape architect or a person having  
22 qualifications acceptable to the board and similar to the qualifications of a landscape architect.

23 (b) An applicant for licensure under this article must pass the examination prescribed by  
24 the board.

**§30A-7-10. License requirements.**

1 (a) The board shall issue a license to practice under the provisions of this article to an  
2 applicant who meets the following requirements:

3 (1) Is of good moral character;

4 (2) Is at least 18 years of age;

5 (3) Is a citizen of the United States or is eligible for employment in the United States;

6 (4) Has not had his or her application for a license to practice as a landscape architect  
7 refused in any state of the United States;

8 (5) Has not had his or her license to practice landscape architecture suspended or revoked  
9 in any state of the United States; and

10 (6) Has completed the licensure requirements set out in this article and the rules  
11 promulgated hereunder.

12 (b) The board may issue a license to practice under the provisions of this article to an  
13 applicant who does not meet the licensure requirements set out in subdivisions (5) or (6) of  
14 subsection (a) of this section, but who does meet the licensure requirements established by rule  
15 by the board.

16 (c) An application for a license shall be made on forms prescribed by the board.

17 (d) An applicant shall pay all the applicable fees.

18 (e) A license to practice landscape architecture issued by the board prior to July 1, 2006,  
19 shall for all purposes be considered a license issued under this article: *Provided*, That a person  
20 holding a license to practice landscape architecture issued prior to July 1, 2006, must renew the  
21 license pursuant to the provisions of this article.

**§30A-7-11. License from another jurisdiction; license to practice in this state.**

1 The board may issue a license to practice landscape architecture in this state, without  
2 requiring an examination, to an applicant of good moral character who holds a valid license or  
3 other authorization to practice landscape architecture from another jurisdiction, if the applicant:

4 (1) Holds a license or other authorization to practice landscape architecture in another  
5 jurisdiction and meets requirements which are substantially equivalent to the licensure  
6 requirements set forth in this article;

7 (2) Is not currently being investigated by a disciplinary authority of this state or another  
8 jurisdiction, does not have charges pending against his or her license or other authorization to  
9 practice landscape architecture, and has never had a license or other authorization to practice  
10 landscape architecture revoked;

11 (3) Has not previously failed an examination for licensure in this state;

12 (4) Has paid all the applicable fees; and

13 (5) Has completed such other action as required by the board.

**§30A-7-12. License renewal requirements.**

1           (a) A licensee shall, annually or biennially upon or before July 1, renew his or her license  
2 by completing a form prescribed by the board and paying a renewal fee.

3           (b) At least 30 days prior to July 1, either annually or biennially, the secretary-treasurer of  
4 the board shall mail to every licensee a notice of renewal, an application for renewal and a  
5 statement for the renewal fee.

6           (c) The board shall charge a fee for each renewal of a license and a late fee for any  
7 renewal not paid in a timely manner.

8           (d) The board shall require as a condition for the renewal of a license that each licensee  
9 complete continuing education requirements.

10           (e) The board may deny an application for renewal for any reason which would justify the  
11 denial of an original application for a license.

**§30A-7-13. Inactive license requirements.**

1           (a) A licensee who chooses not to continue in active practice and notifies the board in  
2 writing, may be granted inactive status.

3           (b) A person granted inactive status shall pay an inactive fee, is exempt from the  
4 continuing education requirements and cannot practice in this state.

5           (c) When an inactive licensee wants to return to active practice, he or she must complete  
6 all the continuing education requirements, pay all the applicable fees, and meet all the other  
7 requirements prescribed by the board.

**§30A-7-14. Retired license requirements.**

1           (a) A licensee who chooses to retire and notifies the board in writing, may be granted  
2 retired status.

3           (b) A person granted retired status cannot practice landscape architecture in this state.

**§30A-7-15. Reinstatement.**

1           The board may reinstate a license upon a showing that the applicant is qualified to resume  
2 practice. The applicant shall pay all applicable fees and shall meet all the requirements prescribed  
3 by the board.

**§30A-7-16. Temporary permits.**

1           (a) Upon proper application and payment of the applicable fees, the board may issue a  
2 temporary permit, for a period of time not to exceed one year, to an applicant who has completed  
3 the educational and/or experience requirements set out in this article, but who has not taken the  
4 examination.

5           (b) The temporary permit expires 30 days after the board gives written notice to the  
6 permittee of the results of the first examination held following the issuance of the temporary  
7 permit.

8           (c) The temporary permit may not be renewed nor another temporary permit be issued to  
9 the same person.

10           (d) The temporary permit may be revoked for any reason which would justify the  
11 suspension, revocation, limitation, or denial of a license.

**§30A-7-17. Display of license.**

1           (a) The board shall prescribe the form for a license and may issue a duplicate license,  
2 upon payment of a fee.

3           (b) A licensee shall conspicuously display his or her license at his or her principal place of  
4 practice.

**§30A-7-18. Seal requirements.**

1           (a) Each licensee must have a seal, authorized by the board, which seal shall include the  
2 licensee's name and the words: "Professional Landscape Architect, State of West Virginia," and  
3 any other words or figures prescribed by the board.

4           (b) All working drawings and specifications prepared by a licensee shall be signed and  
5 stamped with the licensee's seal: *Provided*, That nothing contained in this article shall be

6 construed to permit the seal of a landscape architect to serve as a substitute for the seal of an  
7 architect, an engineer, or a professional surveyor whenever the seal of such architect, engineer,  
8 or professional surveyor is required by law.

9 (c) It is unlawful for a person who is not licensed under the provisions of this article to affix  
10 a seal on a document.

**§30A-7-19. Certificate of authorization requirements.**

1 (a) After July 1, 2006, a firm practicing landscape architecture in West Virginia shall have  
2 a certificate of authorization.

3 (b) The board shall issue a certificate of authorization to a firm that:

4 (1) Wants to practice landscape architecture in West Virginia;

5 (2) Provides proof that the firm employs a West Virginia licensed landscape architect;

6 (3) Has paid all applicable fees; and

7 (4) Completes such other requirements as specified by the board.

8 (c) The name of the employed licensee in direct control or having personal supervision of  
9 the practice of the firm shall appear as the landscape architect on all plans, drawings,  
10 specifications, reports, or other instruments of service rendered or submitted by the firm.

**§30A-7-20. Certificate of authorization renewal requirements.**

1 (a) A firm wanting to continue in active practice shall, annually or biennially upon or before  
2 July 1, renew its certificate of authorization and pay a renewal fee.

3 (b) At least 30 days prior to July 1, either annually or biennially, the secretary-treasurer of  
4 the board shall mail to every certificate of authorization holder a notice of renewal, an application  
5 for renewal, and a statement for the renewal fee.

6 (c) The board shall charge a fee for each renewal of a certificate of authorization and a  
7 late fee for any renewal not paid in a timely manner.

**§30A-7-21. Display of certificate of authorization.**

1           (a) The board shall prescribe the form for a certificate of authorization, and may issue a  
2 duplicate certificate of authorization upon payment of a fee.

3           (b) A firm shall conspicuously display its certificate of authorization at its principal place of  
4 practice.

**§30A-7-22. Exemptions from article.**

1           (a) Nothing in this article shall prohibit any professional engineer, professional surveyor,  
2 or forester licensed or registered under the provisions of this code from providing services for  
3 which they are licensed or registered.

4           (b) Nothing in this article shall prohibit any architect licensed or registered under the  
5 provisions of this code from performing any of the services included within the definition of the  
6 practice of landscape architecture as set forth in §30A-4-4 (m) of this code when incidental to the  
7 practice of architecture as defined in §30A-3-1 et seq. of this code.

8           (c) Nothing in this article shall prohibit a nursery person, agriculturist, horticulturist,  
9 gardener, landscape designer, landscape contractor, grader, cultivator of land, garden or lawn  
10 caretaker from engaging in the occupation of growing or marketing nursery stock, preparing  
11 planting plans, installing plant material, providing drawings or graphic diagrams necessary for the  
12 proper layout of goods or materials, or arranging for the installation of goods or materials on  
13 private or public land.

14           (d) Nothing in this article shall prohibit state, county, city or other municipal, urban, or  
15 regional planners and designers from preparing plans or diagrams necessary to the planning,  
16 design and management of communities or regions.

17           (e) Nothing in this article shall prohibit an individual from making landscape plans,  
18 drawings or specifications for property owned, leased, or rented by the individual for his or her  
19 personal use.

20           (f) Only licensed landscape architects shall use the title, "Landscape Architect", or other  
21 similar words or titles which implies licensure.

**§30A-7-23. Refusal to issue or renew, suspension or revocation; disciplinary action.**

1           (a) The board may refuse to issue, refuse to renew, suspend, revoke or limit any license,  
2 temporary permit, certificate of authorization or practice privilege and may take disciplinary action  
3 against a licensee, permittee or certificate of authorization holder who, after notice and a hearing,  
4 has been adjudged by the board as unqualified for any of the following reasons:

5           (1) Fraud, misrepresentation, or deceit in obtaining or maintaining a license, temporary  
6 permit, or certificate of authorization;

7           (2) Failure by any licensee, permittee, or certificate of authorization holder to maintain  
8 compliance with the requirements for the issuance or renewal of a license, temporary permit, or  
9 certificate of authorization;

10           (3) Dishonesty, fraud, professional negligence in the performance of landscape  
11 architectural services, or a willful departure from the accepted standards of landscape architecture  
12 and the professional conduct of landscape architects;

13           (4) Violation of any provision of this article or any rule promulgated hereunder;

14           (5) Violation of any professional standard or rule of professional conduct;

15           (6) Failure to comply with the provisions of this article or any rule promulgated hereunder;

16           (7) Failure to comply with any order or final decision of the board;

17           (8) Failure to respond to a request or action of the board;

18           (9) Conviction of a crime involving moral turpitude;

19           (10) Conviction of a felony or a crime involving dishonesty or fraud or any similar crime  
20 under the laws of the United States, this state, or another jurisdiction, if the underlying act or  
21 omission involved would have constituted a crime under the laws of this state;

22           (11) Any conduct adversely affecting the licensee's, permittee's, or certificate of  
23 authorization holder's fitness to perform landscape architectural services; or

24           (12) Knowingly using any false or deceptive statements in advertising.

25 (b) If the board suspends, revokes, refuses to issue, refuses to renew or limits any license,  
26 temporary permit, certificate of authorization or practice privilege, the board shall make and enter  
27 an order to that effect and give written notice of the order to the person by certified mail, return  
28 receipt requested, which order shall include a statement of the charges setting forth the reasons  
29 for the action, and notice of the date, time, and place of the hearing. If a license, temporary permit,  
30 certificate of authorization is ordered suspended or revoked, then the licensee, permittee, or  
31 certificate of authorization holder shall, within 20 days after receipt of the order, return the license,  
32 temporary permit, certificate of authorization to the board. The hearing shall be held in accordance  
33 with the provisions of this article.

34 (c) Disciplinary action includes, but is not limited to, a reprimand, censure, probation,  
35 administrative fines, and mandatory attendance at continuing education seminars.

**§30A-7-24. Complaints; investigations; notice.**

1 (a) The board may, on its own motion, conduct an investigation to determine whether there  
2 are any grounds for disciplinary action against a licensee, permittee, or certificate of authorization  
3 holder. The board shall, upon the verified written complaint of any person, conduct an  
4 investigation to determine whether there are any grounds for disciplinary action against a  
5 licensee, permittee, or certificate of authorization holder.

6 (b) Upon receipt of a written complaint filed against any licensee, permittee, or certificate  
7 of authorization holder, the board shall provide a copy of the complaint to the licensee, permittee,  
8 or certificate of authorization holder.

9 (c) If the board finds, upon investigation, that probable cause exists that the licensee,  
10 permittee, or certificate of authorization holder has violated any provision of this article or the rules  
11 promulgated hereunder, then the board shall serve the licensee, permittee, or certificate of  
12 authorization holder with a written statement of charges and a notice specifying the date, time,  
13 and place of the hearing. The hearing shall be held in accordance with the provisions of this  
14 article.

**§30A-7-25. Hearing and judicial review.**

1           (a) Any person adversely affected by an order entered by the board is entitled to a hearing.  
2 A hearing on a statement of the charges shall be held in accordance with the provisions for  
3 hearings set forth in §30A-1-1 et seq. of this code and the procedures specified by the board by  
4 rule.

5           (b) Any licensee, permittee, or certificate of authorization holder, adversely affected by  
6 any decision of the board entered after a hearing, may obtain judicial review of the decision in  
7 accordance with §29A-5-4 of this code, and may appeal any ruling resulting from judicial review  
8 in accordance with §29A-6-1 of this code.

**§30A-7-26. Injunctions.**

9           (a) When, by reason of an investigation under this article or otherwise, the board or any  
10 other interested person believes that a person has violated or is about to violate any provision of  
11 this article, any rule promulgated hereunder, any order of the board or any final decision of the  
12 board, the board or any other interested person may apply to any court of competent jurisdiction  
13 for an injunction against such person enjoining such person from the violation. Upon a showing  
14 that the person has engaged in or is about to engage in any prohibited act or practice, an  
15 injunction, restraining order, or other appropriate order may be granted by the court without bond.

16           (b) A cause of action by the board may be brought in the circuit court of the county where  
17 the cause of action took place.

**§30A-7-27. Criminal proceedings; penalties.**

1           (a) When, as a result of an investigation under this article or otherwise, the board has  
2 reason to believe that a person has knowingly violated the provisions of this article, the board  
3 may bring its information to the attention of the Attorney General or other appropriate law-  
4 enforcement officer who may cause appropriate criminal proceedings to be brought.

5           (b) If a court of law finds that a person knowingly violated any provision of this article, any  
6 rule promulgated hereunder, any order of the board or any final decision of the board, then the

7 person is guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than \$100  
8 and no more than \$1,000 for each violation, imprisoned for up to 30 days for each violation, or  
9 both fined and imprisoned.

**§30A-7-28. Single act evidence of practice.**

1 In any action brought or in any proceeding initiated under this article, evidence of the  
2 commission of a single act prohibited by this article is sufficient to justify a penalty, injunction,  
3 restraining order, or conviction without evidence of a general course of conduct.

**ARTICLE 8. SANITARIANS.**

**§30A-8-1. Unlawful acts.**

1 It is unlawful for any person to practice or offer to practice environmental health science  
2 and public health sanitation in this state without being licensed, certified, or permitted under the  
3 provisions of this article, or to advertise or use any title or description tending to convey the  
4 impression that the person is a registered sanitarian, sanitarian or sanitarian-in-training unless he  
5 or she has been duly authorized under the provisions of this article, and the license, certification,  
6 or permit has not expired or been suspended or revoked.

**§30A-8-2. Applicable law.**

7 The practice of environmental health science and public health sanitation, and the board  
8 are subject to the provisions of §30A-1-1 *et seq.* of this code, the provisions of this article and any  
9 rules promulgated hereunder.

**§30A-8-3. Definitions.**

1 As used in this article, the following words and terms have the following meanings:

2 (a) "Board" means the State Board of Sanitarians.

3 (b) "Bureau" means the Bureau for Public Health.

4 (c) "Certificate holder" means a person holding a certification issued by the board.

5 (d) "Certificate" means a document issued to a sanitarian under the provisions of this  
6 article.

7           (e) “Environmental health science” means public health science that includes, but is not  
8 limited to, the following bodies of knowledge: air quality, food quality and protection, hazardous  
9 and toxic substances, consumer product safety, housing, institutional health and safety,  
10 community noise control, radiation protection, recreational facilities, solid and liquid waste  
11 management, vector control, drinking water quality, milk sanitation, and rabies control.

12           (f) “License” means a document issued to a registered sanitarian under the provisions of  
13 this article.

14           (g) “Licensee” means a person holding a license issued by the board.

15           (h) “Permit” means a document issued to a sanitarian-in-training under the provisions of  
16 this article.

17           (i) “Permittee” means a person holding a permit issued by the board.

18           (j) “Practice of public health sanitation” means the consultation, instruction, investigation,  
19 inspection, or evaluation by an employee of the bureau, or a municipal or county health  
20 department with the primary purpose of improving or conducting administration of enforcement of  
21 state laws and rules.

22           (k) “Registered sanitarian” means a person who is licensed by the board and is uniquely  
23 qualified by education, specialized training, experience, and examination to assist in the  
24 enforcement of public health sanitation laws and environmental sanitation regulations, and to  
25 effectively plan, organize, manage, evaluate, and execute one or more of the many diverse  
26 disciplines comprising the field of public health sanitation.

27           (l) “Sanitarian” means a person who is certified by the board and is uniquely qualified by  
28 education in the arts and sciences, specialized training and credible field experience to assist in  
29 the enforcement of public health sanitation laws and environmental sanitation regulations, and to  
30 effectively plan, organize, manage, evaluate, and execute one or more of the many diverse  
31 disciplines comprising the field of public health sanitation.

32 (m) "Sanitarian-in-training" means a person who is permitted by the board and possesses  
33 the necessary educational qualifications for certificate as a sanitarian, but who has not completed  
34 the experience requirements in the fields of public health sanitation and environmental health  
35 science as required for certificate.

**§30A-8-4. State Board of Sanitarians.**

1 (a) The Board of Registration for Sanitarians is continued and commencing July 1, 2010,  
2 shall be known as the State Board of Sanitarians. Any member of the board, except one registered  
3 sanitarian, in office on July 1, 2010, may continue to serve until his or her successor has been  
4 appointed and qualified.

5 (b) Prior to July 1, 2010, the Governor, by and with the advice and consent of the Senate,  
6 shall appoint one certified sanitarian to replace one registered sanitarian.

7 (c) Commencing July 1, 2010, the board shall consist of the following seven voting  
8 members with staggered terms:

9 (1) Four members who are registered sanitarians;

10 (2) One member who has a certificate as a sanitarian at the time of the appointment;  
11 Provided, That if the member becomes a registered sanitarian during his or her appointment term,  
12 then the person may not be reappointed as the certified sanitarian member, but may be  
13 reappointed as a registered sanitarian member; and

14 (3) Two citizen members who are not licensed, certified, or permitted under the provisions  
15 of this article, and who do not perform any services related to the practice of the professions  
16 regulated under the provisions of this article.

17 (d) Each member must be appointed by the Governor, by and with the advice and consent  
18 of the Senate and must be a resident of this state during the appointment term.

19 (e) The term of each board member is five years.

20 (f) No member may serve more than two consecutive full terms and any member having  
21 served two full terms may not be appointed for one year after completion of his or her second full

22 term. A member shall continue to serve until his or her successor has been appointed and  
23 qualified.

24 (g) Each licensed or certified member shall have been engaged in the practice of  
25 environmental health science or public health sanitation for at least five years immediately  
26 preceding the appointment.

27 (h) Each licensed or certified member shall maintain an active license or certificate with  
28 the board during his or her term.

29 (i) The Governor may remove any member from the board for neglect of duty,  
30 incompetency, or official misconduct.

31 (j) A licensed or certified member of the board immediately and automatically forfeits  
32 membership to the board if his or her license or certificate to practice is suspended or revoked.

33 (k) A member of the board immediately and automatically forfeits membership to the board  
34 if he or she is convicted of a felony under the laws of any jurisdiction or becomes a nonresident  
35 of this state.

36 (l) The board shall designate one of its members as chairperson who serves at the will of  
37 the board.

38 (m) Each member of the board is entitled to receive compensation and expense  
39 reimbursement in accordance with §30A-1-18 of this code.

40 (n) A majority of the members of the board shall constitute a quorum.

41 (o) The board shall hold at least two annual meetings. Other meetings may be held at the  
42 call of the chairperson, or upon the written request of two members, at such time and place as  
43 designated in the call or request.

44 (p) Prior to commencing his or her duties as a member of the board, each member shall  
45 take and subscribe to the oath required by section five, article IV of the Constitution of this state.

**§30A-8-5. Powers and duties of the board.**

1           The board has all the powers and duties set forth in §30A-1-1 et seq. of this code and also  
2 the following powers and duties:

3           (1) Hold meetings, conduct hearings, and administer examinations;

4           (2) Set the requirements for a license, permit, and certificate;

5           (3) Establish procedures for submitting, approving, and rejecting applications for a license,  
6 permit and certificate;

7           (4) Determine the qualifications of any applicant for a license, permit, and certificate;

8           (5) Prepare, conduct, administer, and grade written, oral or written and oral examinations  
9 for a license;

10          (6) Determine the passing grade for the examinations;

11          (7) Contract with third parties to administer the examinations required under the provisions  
12 of this article;

13          (8) Maintain records of the examinations the board or a third party administers, including  
14 the number of persons taking the examination and the pass and fail rate;

15          (9) Maintain an office, and hire, discharge, establish the job requirements, and fix the  
16 compensation of employees and contracted employees necessary to enforce the provisions of  
17 this article;

18          (10) Define the fees charged under the provisions of this article;

19          (11) Issue, renew, deny, suspend, revoke, or reinstate a license, permit, and certificate;

20          (12) Investigate alleged violations of the provisions of this article, legislative rules, orders,  
21 and final decisions of the board;

22          (13) Conduct disciplinary hearings of persons regulated by the board;

23          (14) Determine disciplinary action and issue orders;

24          (15) Institute appropriate legal action for the enforcement of the provisions of this article;

25          (16) Maintain an accurate registry of names and addresses of all persons regulated by the  
26 board;

27 (17) Keep accurate and complete records of its proceedings, and certify the same as may  
28 be necessary and appropriate;

29 (18) Establish the continuing education requirements for licensees, permittees, and  
30 certificate holders;

31 (19) Propose rules in accordance with the provisions of §29A-3-1 et seq. of this code to  
32 implement the provisions of this article;

33 (20) Sue and be sued in its official name as an agency of this state;

34 (21) Confer with the Attorney General or his or her assistant in connection with legal  
35 matters and questions; and

36 (22) Take all other actions necessary and proper to effectuate the purposes of this article.

**§30A-8-6. Rulemaking.**

1 (a) The board shall propose rules for legislative approval, in accordance with the  
2 provisions of §29A-3-1 et seq. of this code, to implement the provisions of this article, including:

3 (1) Standards and requirements for a license, permit, or certificate;

4 (2) Procedures for examinations and reexaminations;

5 (3) Requirements for third parties to prepare and/or administer examinations and  
6 reexaminations;

7 (4) Educational, experience, and training requirements, and the passing grade on the  
8 examination;

9 (5) Standards for approval of courses;

10 (6) Procedures for the issuance and renewal of a license, permit, or certificate;

11 (7) A fee schedule;

12 (8) The continuing education requirements;

13 (9) The procedures for denying, suspending, revoking, reinstating, or limiting the practice  
14 of a licensee, permittee, or certificate holder;

15 (10) Requirements for an inactive or revoked license, permit, or certificate; and

16 (11) Any other rules necessary to effectuate the provisions of this article.

17 (b) All of the board's rules in effect on July 1, 2010, shall remain in effect until they are  
18 amended or repealed, and references to provisions of former enactments of this article are  
19 interpreted to mean provisions of this article.

20 (c) The board is authorized to promulgate emergency rules pursuant to the provisions of  
21 §29A-3-15 of this code, to set fees for the issuance and renewal of licenses, certificates, and  
22 permits for an 18-month period commencing July 1, 2010, and ending December 31, 2011.

**§30A-8-7. Fees; special revenue account; administrative fines.**

1 (a) All fees and other moneys, except administrative fines, received by the board shall be  
2 deposited in a separate special revenue fund in the State Treasury designated the "Sanitarians  
3 Operating Fund", which fund is continued. The fund shall be used by the board for the  
4 administration of this article. Except as may be provided in §30A-1-1 et seq. of this code, the  
5 board shall retain the amounts in the special revenue account from year to year. No compensation  
6 or expense incurred under this article is a charge against the General Revenue Fund.

7 (b) Any amounts received as fines imposed, pursuant to this article, shall be deposited  
8 into the General Revenue Fund of the State Treasury.

**§30A-8-8. Qualifications for licensure as a registered sanitarian.**

1 (a) To be eligible to be licensed as a registered sanitarian, the applicant must:

2 (1) Be of good moral character;

3 (2) Have a bachelor's or higher degree from an accredited college or university;

4 (3) Successfully complete a sanitarian's training course of a minimum of 300 hours, as  
5 approved by the board;

6 (4) Have at least two years of experience in the field of public health sanitation and  
7 environmental health science; and

8 (5) Pass an examination, as required by the board.

9           (b) An applicant may substitute a successfully completed master's or higher degree in  
10 public health, environmental science, sanitary science, community hygiene, or other science field,  
11 as approved by the board, for one of the required years of experience.

12           (c) A registration issued by the board prior to July 1, 2010, shall for all purposes be  
13 considered a license issued under this article: *Provided*, That a person holding a registration  
14 issued prior to July 1, 2010, must renew pursuant to the provisions of this article.

**§30A-8-9. Qualifications for certificate as a sanitarian.**

1           (a) To be eligible to be certified as a sanitarian, the applicant must:

2           (1) Be of good moral character;

3           (2) Have a bachelor's or higher degree from an accredited college or university;

4           (3) Successfully complete a sanitarian's training course of a minimum of 300 hours, as  
5 approved by the board; and

6           (4) Have at least two years of experience in the field of public health sanitation and  
7 environmental health science.

8           (b) An applicant may substitute a successfully completed master's or higher degree in  
9 public health, environmental science, sanitary science, community hygiene, or other science field,  
10 as approved by the board for one of the required years of experience.

11           (c) A person who is registered as a sanitarian-in-training by the board and on or before  
12 July 1, 2010, has two or more years of experience in the field of public health sanitation and  
13 environmental health science, as approved by the board, shall for all purposes be considered  
14 certified under this article: *Provided*, That such a person must renew pursuant to the provisions  
15 of this article.

**§30A-8-10. Qualifications for permit as a sanitarian-in-training.**

1           (a) To be eligible to be permitted as a sanitarian-in-training, the applicant must:

2           (1) Be of good moral character;

3           (2) Have a bachelor's or higher degree from an accredited college or university; and

4           (3) Successfully complete a sanitarian's training course of a minimum of 300 hours within  
5 12 months of being hired as a sanitarian-in-training.

6           (b) A person may practice as a sanitarian-in-training for a period not to exceed three years.

7           (c) The board may waive the requirements of subdivision (3) of subsection (a) and  
8 subsection (b) of this section, for a person who experiences an undue hardship, as determined  
9 by the board.

**§30A-8-11. Persons exempted from licensure.**

1           The activities and services of qualified members of other recognized professions  
2 practicing environmental health science consistent with the laws of this state, their training and  
3 any code of ethics of their professions so long as such person does not represent themselves as  
4 a registered sanitarian, sanitarian, or sanitarian-in-training as defined by this article.

**§30A-8-12. License from another state.**

1           The board may issue a license or a certificate to practice environmental health science or  
2 public health sanitation in this state, without requiring an examination, to an applicant from another  
3 jurisdiction who:

4           (1) Is of good moral character;

5           (2) Holds a valid sanitarian license or other authorization to practice environmental health  
6 science or public health sanitation in another jurisdiction and meets requirements which are  
7 substantially equivalent to the requirements set forth in this article;

8           (3) Is not currently being investigated by a disciplinary authority of this state or another  
9 jurisdiction, does not have charges pending against his or her license or other authorization to  
10 practice environmental health science or public health sanitation, and has never had a license or  
11 other authorization to practice environmental health science or public health sanitation revoked;

12           (4) Has not previously failed an examination for licensure in this state;

13           (5) Has paid all the applicable fees;

14           (6) Completes any additional training as determined by the board; and

15           (7) Completes such other action as required by the board.

**§30A-8-13. Renewal requirements.**

1           (a) The board may issue, renew, and charge fees for licenses, certificates, and permits for  
2 an 18-month period commencing July 1, 2010, and ending December 31, 2011.

3           (b) Commencing January 1, 2012, and annually or biennially thereafter, a person  
4 regulated by this article shall renew his or her license, permit, or certificate by completing a form  
5 prescribed by the board, paying the applicable fees and submitting any other information required  
6 by the board.

7           (c) The board shall charge a fee for each renewal of a license, permit, or certificate and  
8 may charge a late fee for any renewal not paid by the due date.

9           (d) The board shall require as a condition for the renewal of a license, permit, or certificate  
10 that each person regulated by this article complete continuing education.

11           (e) The board may deny an application for renewal for any reason which would justify the  
12 denial of an original application for a license, permit, or certificate.

**§30A-8-14. Display of license, permit, or certificate.**

1           (a) The board shall prescribe the form for a license, permit, and certificate and may issue  
2 a duplicate upon payment of a fee.

3           (b) Any person, not employed by the bureau or a municipal or county health department,  
4 shall conspicuously display his or her license, permit, or certificate at his or her principal place of  
5 practice.

6           (c) A person regulated by the board shall carry valid proof of licensure, permit, or certificate  
7 on his or her person during the performance of his or her duties.

**§30A-8-15. Complaints; investigations; due process procedure; grounds for disciplinary**  
**action.**

1           (a) The board may upon its own motion and shall upon the written complaint of any person  
2 cause an investigation to be made to determine whether grounds exist for disciplinary action  
3 under this article.

4           (b) Upon initiation or receipt of the complaint, the board shall provide a copy of the  
5 complaint to the licensee, permittee, or certificate holder.

6           (c) The board may cause an investigation to be made into the facts and circumstances  
7 giving rise to the complaint.

8           (d) After reviewing any information obtained through an investigation, the board shall  
9 determine if probable cause exists that the licensee, permittee, or certificate holder has violated  
10 this article.

11           (e) Upon a finding that probable cause exists that the licensee, permittee, or certificate  
12 holder has violated this article, the board may enter into a consent decree or hold a hearing for  
13 the suspension or revocation of the license, certificate, or permit or the imposition of sanctions  
14 against the licensee, permittee, or certificate holder. The hearing shall be held in accordance with  
15 the provisions of this article.

16           (f) Any member of the board or the executive director of the board may issue subpoenas  
17 and subpoenas duces tecum to obtain testimony and documents to aid in the investigation of  
18 allegations against any person regulated by this article.

19           (g) Any member of the board or its executive director may sign a consent decree or other  
20 legal document on behalf of the board.

21           (h) The board may, after notice and opportunity for hearing, deny or refuse to renew,  
22 suspend or revoke the license, permit, or certificate of, impose probationary conditions upon or  
23 take disciplinary action against, any licensee, permittee, or certificate holder for any of the  
24 following reasons:

25           (1) Obtaining a license, permit, or certificate by fraud, misrepresentation, or concealment  
26 of material facts;

- 27           (2) Being convicted of a felony or other crime involving moral turpitude;  
28           (3) Being guilty of unprofessional conduct which placed the public at risk;  
29           (4) Violating this article or lawful order of the board that placed the public at risk;  
30           (5) Having had a license or other authorization revoked or suspended, other disciplinary  
31 action taken, or an application for licensure or other authorization denied by the proper authorities  
32 of another jurisdiction, irrespective of intervening appeals and stays; or  
33           (6) Engaging in any act which has endangered or is likely to endanger the health, welfare,  
34 or safety of the public.  
35           (i) For the purposes of subsection (h) of this section, disciplinary action may include:  
36           (1) Reprimand;  
37           (2) Probation;  
38           (3) Administrative fine, not to exceed \$1,000 per day per violation;  
39           (4) Mandatory attendance at continuing education seminars or other training;  
40           (5) Practicing under supervision or other restriction;  
41           (6) Requiring the licensee, permittee, or certificate holder to report to the board for periodic  
42 interviews for a specified period of time; or  
43           (7) Other corrective action considered by the board to be necessary to protect the public,  
44 including advising other parties whose legitimate interests may be at risk.

**§30A-8-16. Procedures for hearing; right of appeal.**

- 1           (a) Hearings are governed by the provisions of §30A-1-13 of this code.  
2           (b) The board may conduct the hearing or elect to have an administrative law judge  
3 conduct the hearing.  
4           (c) If the hearing is conducted by an administrative law judge, at the conclusion of a  
5 hearing he or she shall prepare a proposed written order containing findings of fact and  
6 conclusions of law. The proposed order may contain proposed disciplinary actions if the board so  
7 directs. The board may accept, reject, or modify the decision of the administrative law judge.

8 (d) Any member or the executive director of the board has the authority to administer  
9 oaths, examine any person under oath and issue subpoenas and subpoenas duces tecum.

10 (e) If, after a hearing, the board determines the licensee, permittee, or certificate holder  
11 has violated this article, a formal written decision shall be prepared which contains findings of fact,  
12 conclusions of law, and a specific description of the disciplinary actions imposed.

**§30A-8-17. Judicial review; appeal to Supreme Court of Appeals.**

1 Any licensee, permittee, or certificate holder adversely affected by a decision of the board  
2 entered after a hearing may obtain judicial review of the decision in accordance with §29A-5-4 of  
3 this code, and may appeal any ruling resulting from judicial review in accordance with §29A-6-1  
4 of this code.

**§30A-8-18. Criminal proceedings; penalties.**

1 (a) When, as a result of an investigation under this article or otherwise, the board has  
2 reason to believe that a licensee, permittee, or certificate holder has knowingly violated this article,  
3 the board may bring its information to the attention of an appropriate law-enforcement official who  
4 may cause criminal proceedings to be brought.

5 (b) If a court finds that a person violating this article, is guilty of a misdemeanor and, upon  
6 conviction thereof, shall be fined not less than \$500 nor more than \$1,000 or confined in jail not  
7 more than six months, or both fined and confined.

**§30A-8-19. Single act evidence of practice.**

1 In any action brought or in any proceeding initiated under this article, evidence of the  
2 commission of a single act prohibited by this article is sufficient to justify a penalty, injunction,  
3 restraining order, or conviction without evidence of a general course of conduct.

**ARTICLE 9. NURSING HOME ADMINISTRATORS.**

**§30A-9-1. Unlawful acts.**

1 (a) It is unlawful for any person to practice or offer to practice nursing home administration  
2 in this state without a license or permit issued under the provisions of this article, or advertise or

3 use any title or description tending to convey the impression that they are a nursing home  
4 administrator unless the person has been duly licensed or permitted under the provisions of this  
5 article.

6 (b) A business entity may not render any service or engage in any activity which, if  
7 rendered or engaged in by an individual, would constitute the practice of nursing home  
8 administration, except through a licensee or permittee.

**§30A-9-2. Applicable law.**

1 The practice licensed under the provisions of this article and the West Virginia Nursing  
2 Home Administrators Licensing Board is subject to §30A-1-1 et seq. of this code, the provisions  
3 of this article, and any rules promulgated hereunder.

**§30A-9-3. Definitions.**

1 As used in this article:

2 (1) "Applicant" means any person making application for an original or renewal license or  
3 a temporary or emergency permit under the provisions of this article.

4 (2) "Board" means the West Virginia Nursing Home Administrators Licensing Board  
5 created by this article.

6 (3) "License" means a license to practice nursing home administration under the  
7 provisions of this article.

8 (4) "Licensee" means a nursing home administrator licensed under this article.

9 (5) "Nursing home" means a nursing home as that term is defined in §16-5C-2(c) of this  
10 code.

11 (6) "Nursing home administrator" means a person who performs or is responsible for  
12 planning, organizing, directing, and controlling a nursing home, whether or not such the person  
13 has an ownership interest in the nursing home or shares the functions.

14 (7) "Permit" means a temporary permit or emergency permit issued under the provisions  
15 of this article.

16 (8) "Permittee" means any person holding a permit issued pursuant to the provisions of  
17 this article.

18 (9) "Practice of nursing home administration" means any service requiring nursing home  
19 administration education, training, or experience and applying such to planning, organizing,  
20 staffing, directing, and controlling of the total management of a nursing home.

**§30A-9-4. West Virginia Nursing Home Administrators Licensing Board.**

1 The West Virginia Nursing Home Administrators Licensing Board is hereby continued as  
2 previously authorized in Chapter 30 of this code.

3 (a) The West Virginia Nursing Home Administrators Licensing Board terminates on June  
4 30, 2010. The terms of the members of the board serving on June 1, 2010, terminate on June 30,  
5 2010.

6 (b) Prior to July 1, 2010, the Governor shall appoint, by and with advice and consent of  
7 the Senate:

8 (1) Two persons who are licensed nursing home administrators, each for a term of five  
9 years;

10 (2) One person who is licensed as a nursing home administrator for a term of four years;

11 (3) One person who is licensed as a nursing home administrator for a term of three years;

12 (4) One person who is licensed as a nursing home administrator for a term of two years;

13 and

14 (5) Two citizen members, who are not licensed under the provisions of this article and who  
15 do not perform any services related to the practice of the profession regulated under the  
16 provisions of this article, one for a term of four years, and one for a term of three years.

17 (c) After the initial appointment, the term shall be for five years. All appointments to the  
18 board shall be made by the Governor by and with the advice and consent of the Senate.

19 (d) Commencing July 1, 2010, the board is created and shall consist of the following seven  
20 voting members and one ex-officio nonvoting member:

- 21           (1) Five members who are licensed nursing home administrators;  
22           (2) Two citizen members, who are not licensed under the provisions of this article and who  
23 do not perform any services related to the practice of the professions regulated under the  
24 provisions of this article, for a term of three years; and  
25           (3) The Commissioner of the Bureau for Public Health or his or her designee is an ex-  
26 officio nonvoting member.  
27           (e) Each licensed member of the board, at the time of his or her appointment, must have  
28 held a license in this state for a period of not less than five years immediately preceding the  
29 appointment.  
30           (f) Each member of the board must be a resident of this state during the appointment term.  
31           (g) A member may not serve more than two consecutive full terms. A member may  
32 continue to serve until a successor has been appointed and has qualified.  
33           (h) A vacancy on the board shall be filled by appointment by the Governor for the  
34 unexpired term of the member whose office is vacant and the appointment shall be made within  
35 60 days of the vacancy.  
36           (i) The Governor may remove any member from the board for neglect of duty,  
37 incompetency, or official misconduct.  
38           (j) A member of the board immediately and automatically forfeits membership to the board  
39 if his or her license to practice is suspended or revoked, he or she is convicted of a felony under  
40 the laws of any jurisdiction, or he or she becomes a nonresident of this state.  
41           (k) The board shall elect annually one of its members as a chairperson and one of its  
42 members as a secretary who serve at the will of the board.  
43           (l) Each member of the board is entitled to compensation and expense reimbursement in  
44 accordance with §30A-1-1 et seq. of this code.  
45           (m) A majority of the members of the board constitutes a quorum.

46 (n) The board shall hold at least two meetings each year. Other meetings may be held at  
47 the call of the chairperson or upon the written request of two members, at the time and place as  
48 designated in the call or request.

49 (o) Prior to commencing his or her duties as a member of the board, each member shall  
50 take and subscribe to the oath required by section five, article four of the Constitution of this state.

**§30A-9-5. Powers and duties of the board.**

1 (a) The board has all the powers and duties set forth in this article, by rule, in §30A-1-1 et  
2 seq. of this code, and elsewhere in law.

3 (b) The board shall:

4 (1) Hold meetings, conduct hearings, and administer examinations;

5 (2) Establish requirements for licenses and permits;

6 (3) Establish procedures for submitting, approving, and rejecting applications for licenses  
7 and permits;

8 (4) Determine the qualifications of any applicant for licenses and permits;

9 (5) Prepare, conduct, administer, and grade examinations for licenses;

10 (6) Determine the passing grade for the examinations;

11 (7) Maintain records of the examinations the board or a third party administers, including  
12 the number of persons taking the examinations and the pass and fail rate;

13 (8) Hire, discharge, establish the job requirements, and fix the compensation of the  
14 executive director;

15 (9) Maintain an office, and hire, discharge, establish the job requirements, and fix the  
16 compensation of employees, investigators, and contracted employees necessary to enforce the  
17 provisions of this article;

18 (10) Investigate alleged violations of the provisions of this article, legislative rules, orders,  
19 and final decisions of the board;

20 (11) Conduct disciplinary hearings of persons regulated by the board;

- 21 (12) Determine disciplinary action and issue orders;  
22 (13) Institute appropriate legal action for the enforcement of the provisions of this article;  
23 (14) Maintain an accurate registry of names and addresses of all persons regulated by the  
24 board;  
25 (15) Keep accurate and complete records of its proceedings, and certify the same as may  
26 be necessary and appropriate;  
27 (16) Establish the continuing education requirements for licensees;  
28 (17) Issue, renew, combine, deny, restrict, suspend, restrict, revoke, or reinstate licenses  
29 and permits;  
30 (18) Establish a fee schedule;  
31 (19) Propose rules in accordance with the provisions of §29A-3-1 et seq. of this code to  
32 implement the provisions of this article; and  
33 (20) Take all other actions necessary and proper to effectuate the purposes of this article.  
34 (c) The board may:  
35 (1) Contract with third parties to administer examinations required under the provisions of  
36 this article;  
37 (2) Sue and be sued in its official name as an agency of this state; and  
38 (3) Confer with the Attorney General or his or her assistant in connection with legal matters  
39 and questions.

**§30A-9-6. Rulemaking.**

- 1 (a) The board shall propose rules for legislative approval, in accordance with the  
2 provisions of §29A-3-1 et seq. of this code, to implement the provisions of this article, including:  
3 (1) Standards and requirements for licenses and permits;  
4 (2) Procedures for examinations and reexaminations;  
5 (3) Requirements for third parties to prepare and/or administer examinations and  
6 reexaminations;

7 (4) Educational and experience requirements;

8 (5) The passing grade on the examinations;

9 (6) Standards for approval of courses and curriculum;

10 (7) Procedures for the issuance and renewal of licenses and permits;

11 (8) Procedures to address substandard quality of care notices from the West Virginia

12 Office of Health Facility Licensure;

13 (9) A fee schedule;

14 (10) Procedure to publish a notice of a disciplinary hearing against a licensee;

15 (11) Continuing education requirements for licensees;

16 (12) The procedures for denying, suspending, restricting, revoking, reinstating, or limiting  
17 the practice of licensees and permittees;

18 (13) Adoption of a standard for ethics;

19 (14) Requirements for inactive or revoked licenses or permits; and

20 (15) Any other rules necessary to effectuate the provisions of this article.

21 (b) All of the board's rules in effect on July 1, 2010, shall remain in effect until they are  
22 amended or repealed, and references to provisions of former enactments of this article are  
23 interpreted to mean provisions of this article.

**§30A-9-7. Fees; special revenue account; administrative fines.**

1 (a) All fees and other moneys, except administrative fines, received by the board shall be  
2 deposited in a separate special revenue fund in the State Treasury designated the West Virginia  
3 Nursing Home Administrators Licensing Board Fund", which is continued. The fund is used by the  
4 board for the administration of this article. Except as may be provided in §30A-1-1 et seq. of this  
5 code, the board retains the amount in the special revenue account from year to year. No  
6 compensation or expense incurred under this article is a charge against the General Revenue  
7 Fund.

8           (b) Any amount received as fines, imposed pursuant to this article, shall be deposited into  
9 the General Revenue Fund of the State Treasury.

**§30A-9-8. Qualifications for license; exceptions; application; fees.**

1           (a) To be eligible for a license to engage in the practice of nursing home administration,  
2 the applicant must:

3           (1) Submit an application to the board;

4           (2) Be of good moral character;

5           (3) Obtain a baccalaureate degree;

6           (4) Pass a state and national examination as approved by the board;

7           (5) Complete the required experience as prescribed by the board;

8           (6) Successfully complete a criminal background check, through the West Virginia State  
9 Police and the National Criminal Investigative Center;

10          (7) Successfully complete a Health Integrity Protection Data Bank check;

11          (8) Not be an alcohol or drug abuser as these terms are defined in §27-1A-11 of this code:

12 Provided, That an applicant in an active recovery process, which may, in the discretion of the  
13 board, be evidenced by participation in a twelve-step program or other similar group or process,  
14 may be considered;

15          (9) Not have been convicted of a felony in any jurisdiction within 10 years preceding the  
16 date of application for license which conviction remains unreversed;

17          (10) Not have been convicted of a misdemeanor or felony in any jurisdiction if the offense  
18 for which he or she was convicted related to the practice of nursing home administration, which  
19 conviction remains unreversed: Provided, That any consideration of prior criminal convictions  
20 shall be governed by the provisions of W.Va. Code §30A-1-29; and

21          (11) Has fulfilled any other requirement specified by the board.

22 (b) A license issued by the board prior to July 1, 2010, shall for all purposes be considered  
23 a license issued under this article: *Provided*, That a person holding a license issued prior to July  
24 1, 2010, must renew the license pursuant to the provisions of this article.

**§30A-9-9. License to practice nursing home administration from another jurisdiction.**

1 The board may issue a license to practice to an applicant of good moral character who  
2 holds a valid license or other authorization to practice nursing home administration from another  
3 state, if the applicant:

4 (1) Holds a license or other authorization to practice in another state which was granted  
5 after the completion of educational requirements substantially equivalent to those required in this  
6 state and passed examinations that are substantially equivalent to the examinations required in  
7 this state;

8 (2) Does not have charges pending against his or her license or other authorization to  
9 practice, and has never had a license or other authorization to practice revoked;

10 (3) Has not previously failed an examination for licensure in this state;

11 (4) Has paid the applicable fee;

12 (5) Is a citizen of the United States or is eligible for employment in the United States; and

13 (6) Has fulfilled any other requirement specified by the board.

**§30A-9-10. Temporary and Emergency Permits.**

1 (a) The board may issue a temporary permit for a period of 90 days, to an applicant  
2 seeking licensure pursuant to §30A-9-9 of this code who has accepted employment in West  
3 Virginia, but who must wait for the board to meet to act on his or her application. The temporary  
4 permit may be renewed at the discretion of the board.

5 (b) The board may issue an emergency permit to a person who is designated as an acting  
6 nursing home administrator, if a licensed nursing home administrator dies or is unable to continue  
7 due to an unexpected cause. The board may issue the emergency permit to the owner, governing  
8 body, or other appropriate authority in charge of the nursing home, if it finds the appointment will

9 not endanger the safety of the occupants of the nursing home. An emergency permit is valid for  
10 a period determined by the board not to exceed six months and shall not be renewed.

11 (c) The board shall charge a fee for the temporary permit and emergency permit.

**§30A-9-11. Renewal requirements.**

1 (a) All persons regulated by the article shall annually before June 30, renew his or her  
2 license by completing a form prescribed by the board and submitting any other information  
3 required by the board.

4 (b) The board shall charge a fee for each renewal of a license or permit and shall charge  
5 a late fee for any renewal not properly completed and received with the appropriate fee by the  
6 board before June 30.

7 (c) The board shall require as a condition for the renewal that each licensee complete  
8 continuing education.

9 (d) The board may deny an application for renewal for any reason which would justify the  
10 denial of an original application for a license.

**§30A-9-12. Inactive license requirements.**

1 (a) A licensee who does not want to continue in active practice shall notify the board in  
2 writing and be granted inactive status.

3 (b) A person granted inactive status is exempt from fee requirements and continuing  
4 education requirements, and cannot practice in this state.

5 (c) When an inactive licensee wants to return to active practice, he or she must complete  
6 all the continuing education requirements for every licensure year the licensee was on inactive  
7 status and pay all the applicable fees as determined by the board.

**§30A-9-13. Display of license.**

1 (a) The board shall prescribe the form for a license and permit, and may issue a duplicate  
2 upon payment of a fee.

3           (b) Any person regulated by the article shall conspicuously display his or her license or  
4 permit at his or her principal business location.

**§30A-9-14. Complaints; investigations; due process procedure; grounds for disciplinary**  
**action.**

1           (a) The board may upon its own motion based on credible information, and shall upon the  
2 written complaint of any person, cause an investigation to be made to determine whether grounds  
3 exist for disciplinary action under this article or the legislative rules promulgated pursuant to this  
4 article.

5           (b) Upon initiation or receipt of the complaint, the board shall provide a copy of the  
6 complaint to the licensee or permittee.

7           (c) After reviewing any information obtained through an investigation, the board shall  
8 determine if probable cause exists that the licensee or permittee has violated subsection (g) of  
9 this section or rules promulgated pursuant to this article.

10           (d) Upon a finding that probable cause exists that the licensee or permittee has violated  
11 subsection (g) of this section or rules promulgated pursuant to this article, the board may enter  
12 into a consent decree or hold a hearing for the suspension or revocation of the license or permit  
13 or the imposition of sanctions against the licensee or permittee. Any hearing shall be held in  
14 accordance with the provisions of this article.

15           (e) Any member of the board or the executive director of the board may issue subpoenas  
16 and subpoenas duces tecum to obtain testimony and documents to aid in the investigation of  
17 allegations against any person regulated by the article.

18           (f) Any member of the board or its executive director may sign a consent decree or other  
19 legal document on behalf of the board.

20           (g) The board may, after notice and opportunity for hearing, deny or refuse to renew,  
21 suspend, or revoke the license or permit of, impose probationary conditions upon or take

22 disciplinary action against, any licensee or permittee for any of the following reasons once a  
23 violation has been proven by a preponderance of the evidence:

24 (1) Obtaining a license or permit by fraud, misrepresentation, or concealment of material  
25 facts;

26 (2) Being convicted of a felony or other crime involving moral turpitude;

27 (3) Being guilty of unprofessional conduct which placed the public at risk, as defined by  
28 legislative rule of the board;

29 (4) Intentional violation of a lawful order or legislative rule of the board;

30 (5) Having had a license or other authorization revoked or suspended, other disciplinary  
31 action taken, or an application for licensure, or other authorization revoked or suspended by the  
32 proper authorities of another jurisdiction;

33 (6) Aiding or abetting unlicensed practice; or

34 (7) Engaging in an act while acting in a professional capacity which has endangered or is  
35 likely to endanger the health, welfare, or safety of the public.

36 (h) For the purposes of subsection (g) of this section, disciplinary action may include:

37 (1) Reprimand;

38 (2) Probation;

39 (3) Administrative fine, not to exceed \$1,000 per day per violation;

40 (4) Mandatory attendance at continuing education seminars or other training;

41 (5) Practicing under supervision or other restriction;

42 (6) Requiring the licensee or permittee to report to the board for periodic interviews for a  
43 specified period of time; or

44 (7) Other corrective action considered by the board to be necessary to protect the public,  
45 including advising other parties whose legitimate interests may be at risk.

**§30A-9-15. Procedures for hearing; right of appeal.**

1 (a) Hearings shall be governed by the provisions of §30A-1-13 of this code.

2           (b) The board may conduct the hearing or elect to have an administrative law judge  
3 conduct the hearing.

4           (c) If the hearing is conducted by an administrative law judge, at the conclusion of a  
5 hearing he or she shall prepare a proposed written order containing findings of fact and  
6 conclusions of law. The proposed order may contain proposed disciplinary actions if the board so  
7 directs. The board may accept, reject, or modify the decision of the administrative law judge.

8           (d) Any member or the executive director of the board has the authority to administer  
9 oaths, examine any person under oath, and issue subpoenas and subpoenas duces tecum.

10           (e) If, after a hearing, the board determines the licensee, or permittee has violated any  
11 provision of this article or the board's rules, a formal written decision shall be prepared which  
12 contains findings of fact, conclusions of law, and a specific description of the disciplinary actions  
13 imposed.

**§30A-9-16. Judicial review.**

1           Any licensee or permittee adversely affected by a decision of the board entered after a  
2 hearing may obtain judicial review of the decision in accordance with §29A-5-4 of this code, and  
3 may appeal any ruling resulting from judicial review in accordance with §29A-6-1 of this code.

**§30A-9-17. Criminal proceedings; penalties.**

1           (a) When, as a result of an investigation under this article or otherwise, the board has  
2 reason to believe that a licensee has committed a criminal offense under this article, the board  
3 may bring its information to the attention of an appropriate law-enforcement official.

4           (b) A person violating §30A-9-1 of this code is guilty of a misdemeanor and, upon  
5 conviction thereof, shall be fined not less than \$100 not more than \$1,000 or confined in jail not  
6 more than six months, or both fined and confined.

**§30A-9-18. Single act evidence of practice.**

1 In any action brought or in any proceeding initiated under this article, evidence of the  
2 commission of a single act prohibited by this article is sufficient to justify a penalty, injunction,  
3 restraining order, or conviction without evidence of a general course of conduct.

**ARTICLE 10. BOARD OF FUNERAL SERVICE EXAMINERS.**

**§30A-10-1. License required to practice.**

1 The practice of preparing dead human bodies for burial or cremation and the subsequent  
2 burial or cremation thereof has serious public health and safety considerations and should only  
3 be practiced by a person who has specific training in those fields.

4 Therefore, the Legislature hereby finds that to protect the public interest a person must  
5 have a license, as provided in this article, to practice embalming, funeral directing, and cremation,  
6 and to operate a funeral establishment and crematory in the State of West Virginia.

**§30A-10-2. Short title.**

1 This article shall be known and may be cited as the “West Virginia Funeral Service  
2 Examiners Act”.

**§30A-10-3. Definitions.**

1 As used in this article, the following words and terms have the following meanings, unless  
2 the context clearly indicates otherwise:

3 (a) “Apprentice” means a person who is preparing to become a licensed funeral director  
4 and embalmer and is learning the practice of embalming, funeral directing, or cremation under  
5 the direct supervision and personal instruction of a duly licensed embalmer or funeral director.

6 (b) “Authorized representative” means a person legally authorized or entitled to order the  
7 cremation of the deceased, as established by rule. An authorized representative may include in  
8 the following order of precedence:

9 (1) The deceased, who has expressed his or her wishes regarding the disposal of their  
10 remains through a last will and testament, an advance directive or preneed funeral contract, as  
11 defined in §47-14-2 of this code;

12 (2) The surviving spouse of the deceased, unless a petition to dissolve the marriage was  
13 pending at the time of decedent's death;

14 (3) An individual previously designated by the deceased as the person with the right to  
15 control disposition of the deceased's remains in a writing signed and notarized by the deceased:  
16 Provided, That no person may be designated to serve in such capacity for more than one  
17 nonrelative at any one time;

18 (4) The deceased's next of kin;

19 (5) A court order;

20 (6) A public official who is charged with arranging the final disposition of an indigent  
21 deceased; or

22 (7) A representative of an institution who is charged with arranging the final disposition of  
23 a deceased who donated his or her body to science.

24 (c) "Board" means the West Virginia Board of Funeral Service Examiners.

25 (d) "Certificate" means a certification by the board to be a crematory operator.

26 (e) "Courtesy card holder" means a person who only practices funeral directing periodically  
27 in West Virginia and is a licensed embalmer and funeral director in a state which borders West  
28 Virginia.

29 (f) "Cremated remains" or "cremains" means all human remains, including foreign matter  
30 cremated with the human, recovered after the completion of cremation.

31 (g) "Cremation" means the mechanical or thermal process whereby a dead human body  
32 is reduced to ashes and bone fragments and then further reduced by additional pulverization,  
33 burning, or reinterment when necessary.

34 (h) "Crematory" means a licensed place of business where a deceased human body is  
35 reduced to ashes and bone fragments and includes a crematory that stands alone or is part of or  
36 associated with a funeral establishment.

37 (i) "Crematory operator" means a person certified by the board to operate a crematory.

38 (j) "Crematory operator in charge" means a certified crematory operator who accepts  
39 responsibility for the operation of a crematory.

40 (k) "Deceased" means a dead human being for which a death certificate is required.

41 (l) "Embalmer" means a person licensed to practice embalming.

42 (m) "Embalming" means the practice of introducing chemical substances, fluids, or gases  
43 used for the purpose of preservation or disinfection into the vascular system or hollow organs of  
44 a dead human body by arterial or hypodermic injection for the restoration of the physical  
45 appearance of a deceased.

46 (n) "Funeral" means a service, ceremony, or rites performed for the deceased with a body  
47 present.

48 (o) "Funeral directing" means the business of engaging in the following:

49 (1) The shelter, custody, or care of a deceased;

50 (2) The preparation of a deceased for burial or other disposition;

51 (3) The arranging or supervising of a funeral or memorial service for a deceased; and

52 (4) The maintenance of a funeral establishment for the preparation, care, or disposition of  
53 a deceased.

54 (p) "Funeral director" means a person licensed to practice funeral directing.

55 (q) "Funeral establishment" means a licensed place of business devoted to: the care,  
56 preparation, and arrangements for the transporting, embalming, funeral, burial, or other  
57 disposition of a deceased. A funeral establishment can include a licensed crematory.

58 (r) "Funeral service licensee" means a person licensed after July 1, 2003, to practice  
59 embalming and funeral directing.

60 (s) "License" means a license, which is not transferable or assignable, to:

61 (1) Practice embalming and funeral directing;

62 (2) Operate a crematory or a funeral establishment.

63 (t) "Licensee" means a person holding a license issued under the provisions of this article.

64 (u) "Licensee in charge" means a licensed embalmer and funeral director who accepts  
65 responsibility for the operation of a funeral establishment.

66 (v) "Memorial service" means a service, ceremony, or rites performed for the deceased  
67 without a body present.

68 (w) "Mortuary" means a licensed place of business devoted solely to the shelter, care, and  
69 embalming of the deceased.

70 (x) "Person" means an individual, partnership, association, corporation, not-for-profit  
71 organization, or any other organization.

72 (y) "Registration" means a registration issued by the board to be an apprentice to learn  
73 the practice of embalming, funeral directing, or cremation.

74 (z) "State" means the State of West Virginia.

**§30A-10-4. Board of funeral service examiners.**

1 (a) The "West Virginia Board of Embalmers and Funeral Directors" is hereby continued  
2 and shall, after June 30, 2002, be known as the "West Virginia Board of Funeral Service  
3 Examiners". The members of the board in office on July 1, 2002 shall, unless sooner removed,  
4 continue to serve until their respective terms expire and until their successors have been  
5 appointed and qualified.

6 (b) Commencing with the board terms beginning July 1, 2002, the board shall consist of  
7 seven members appointed for terms of four years by the Governor, by and with the advice and  
8 consent of the Senate. Five members must be licensed embalmers and funeral directors, and one  
9 member must be a citizen member who is not licensed, certified, or registered under the  
10 provisions of this article and who is not a person who performs any services related to the practice  
11 of embalming or funeral directing. Commencing with the board terms beginning July 1, 2002, the  
12 Governor shall appoint, by and with the advice and consent of the Senate, one person who  
13 operates a crematory in West Virginia which person shall replace the current board member  
14 whose term ended on June 30, 2002. The crematory operator who is appointed for the term

15 commencing July 1, 2002, shall register and be certified, pursuant to the provisions of this article.  
16 Any crematory operator appointed thereafter shall be certified, pursuant to the provisions of this  
17 article.

18 (c) Each licensed member of the board, at the time of his or her appointment, must have  
19 held a license in this state for a period of not less than five years immediately preceding the  
20 appointment and each member must be a resident of this state during the appointment term. Each  
21 certified member must abide by the provisions of subsection (b) of this section. Board members  
22 must represent at least four different geographic regions of the state.

23 (d) No member may serve more than two consecutive full terms and any member having  
24 served two full terms may not be appointed for one year after completion of his or her second full  
25 term. A member shall continue to serve until his or her successor has been appointed and  
26 qualified.

27 (e) The Governor may remove any member from the board for neglect of duty,  
28 incompetency, or official misconduct.

29 (f) Any member of the board immediately and automatically forfeits his or her membership  
30 if he or she has his or her license or certificate to practice suspended or revoked by the board, is  
31 convicted of a felony under the laws of any state or the United States or becomes a nonresident  
32 of this state.

33 (g) The board shall annually elect one of its members as president and one of its members  
34 as secretary.

35 (h) Each member of the board shall receive compensation and expense reimbursement  
36 in accordance with §30A-1-18 of this code.

**§30A-10-5. Powers of the board.**

1 The board has all the powers set forth in §30A-1-1 et seq. of this code and in addition  
2 may:

3 (1) Sue and be sued in its official name as an agency of this state;

- 4           (2) Hire, fix the compensation of, and discharge an executive director;
- 5           (3) Hire, fix the compensation of, and discharge the employees necessary to enforce the
- 6 provisions of this article;
- 7           (4) Set the requirements to be an inspector;
- 8           (5) Examine and determine the qualifications of any applicant for a license;
- 9           (6) Determine the qualifications of any applicant for a certificate;
- 10          (7) Set cremation procedures and requirements;
- 11          (8) Set the fees charged under the provisions of this article;
- 12          (9) Set the fines assessed under the provisions of this article;
- 13          (10) Issue, renew, deny, suspend, revoke, or reinstate licenses and certificates and
- 14 discipline licensees and certificate holders;
- 15          (11) Set the continuing education requirements for licensees and certificate holders;
- 16          (12) Investigate alleged violations of the provisions of this article and the rules
- 17 promulgated hereunder, and orders and final decisions of the board;
- 18          (13) Conduct hearings upon charges calling for discipline of a licensee or revocation or
- 19 suspension of a license;
- 20          (14) Propose rules in accordance with the provisions of §29A-3-1 et seq. of this code to
- 21 implement the provisions of this article; and
- 22          (15) Take all other actions necessary and proper to effectuate the purposes of this article.

**§30A-10-6. Rule-making authority.**

- 1           (a) The board shall propose rules for legislative approval in accordance with the provisions
- 2 of §29A-3-1 et seq. of this code to implement the provisions of this article including, but not limited
- 3 to, the following:
- 4           (1) The general practice of embalming, funeral directing and cremating, and operating a
- 5 funeral establishment and crematory: *Provided*, That the board cannot require that an applicant

6 for a license to operate a funeral establishment or crematory have either an embalmer's or funeral  
7 director's license, or a certificate to operate a crematory.

8 (2) The examinations administered under this article;

9 (3) The issuing and renewing of licenses, certificates, and courtesy cards, including  
10 establishing a staggered biennial renewal schedule;

11 (4) The requirements for inactive licensees;

12 (5) The registration and regulation of apprentices;

13 (6) Establish a cremation procedure and crematory requirements;

14 (7) Establish inspection requirements for funeral establishments and crematories,  
15 including an inspection of a new facility and annual inspections of existing facilities;

16 (8) Establish inspector and investigator requirements;

17 (9) Setting the fees charged under the provisions of this article;

18 (10) Setting the fines assessed under the provisions of this article;

19 (11) Implementing requirements for continuing education for licensees;

20 (12) Denying, suspending, revoking, reinstating, or limiting the practice of a licensee, or  
21 certificate of qualification;

22 (13) The investigation and resolution of complaints against persons licensed, certified, or  
23 registered under this article;

24 (14) Establish advertising standards; and

25 (15) Propose any other rules necessary to effectuate the provisions of this article.

26 (b) All rules in effect on the effective date of this article shall remain in effect until they are  
27 withdrawn, revoked, or amended.

**§30A-10-7. Fees; special revenue account; administrative fines.**

1 (a) All fees and other moneys, except administrative fines, received by the board shall be  
2 deposited in a separate special revenue fund in the state Treasury and be used for the  
3 administration of this article. Except as may be provided in §30A-1-23 of this code, the board shall

4 retain the amounts in the special revenue account from year to year. No compensation or expense  
5 incurred under this article is a charge against the General Revenue Fund.

6 (b) Any amounts received as administrative fines imposed pursuant to this article shall be  
7 deposited into the General Revenue Fund of the state Treasury.

**§30A-10-8. Embalmer license requirements.**

1 (a) The board shall issue a license to practice embalming to an applicant who:

2 (1) Is of good moral character;

3 (2) Is 18 years of age or over;

4 (3) Is a citizen of the United States or is eligible for employment in the United States;

5 (4) Has a high school diploma or its equivalent;

6 (5) Has completed one of the following education requirements, as evidenced by a  
7 transcript submitted to the board for evaluation:

8 (A) (i) Has an associate degree from an accredited college or university; or

9 (ii) Has successfully completed at least 60 semester hours or 90 quarter hours of academic  
10 work in an accredited college or university toward a baccalaureate degree with a declared major  
11 field of study; and (iii) Has graduated from a school of mortuary science, accredited by the  
12 American Board of Funeral Service Education, Inc., which requires as a prerequisite to graduation  
13 the completion of a course of study of not less than 12 months; or

14 (B) Has a bachelor degree in mortuary science from an accredited college or university;

15 (6) Has completed a one-year apprenticeship, under the supervision of a licensed  
16 embalmer and funeral director actively and lawfully engaged in the practice of embalming and  
17 funeral directing in this state, which apprenticeship consisted of:

18 (A) Diligent attention to the work in the course of regular and steady employment and not  
19 as a side issue to another employment; and

20 (B) The apprentice taking an active part in:

21 (i) The operation of embalming not less than 35 dead human bodies; and

- 22 (ii) Conducting not less than 35 funeral services;  
23 (7) Passes, with an average score of not less than 75 percent, the following examinations:  
24 (A) The National Conference of Funeral Services examination at a testing site provided  
25 by the national conference, which passage is a condition precedent to taking the state law  
26 examination;  
27 (B) The state law examination administered by the board, which examination must be  
28 offered at least twice each year; and  
29 (C) Any other examination required by the board; and  
30 (8) Has paid all the appropriate fees.

31 (b) A license to practice embalming issued by the board prior to July 1, 2012, shall for all  
32 purposes be considered a license issued under this section: *Provided*, That a person holding a  
33 license issued prior to July 1, 2012, must renew the license pursuant to the provisions of this  
34 article.

**§30A-10-9. Funeral director license requirements.**

- 1 (a) The board shall issue a license to practice funeral directing to an applicant who meets  
2 the following requirements:  
3 (1) Holds an embalmer's license issued by the board; and  
4 (2) Has paid all the appropriate fees.

5 (b) A license to practice funeral directing issued by the board prior to July 1, 2002, shall  
6 for all purposes be considered a license issued under this section: *Provided*, That a person  
7 holding a license issued prior to July 1, 2002, must renew the license pursuant to the provisions  
8 of this article.

**§30A-10-10. Funeral service license requirements.**

- 1 (a) Commencing July 1, 2003, the board shall issue a license to practice embalming and  
2 funeral directing, which license shall be known as a funeral service license, to an applicant who  
3 meets the following requirements:

4 (1) Is of good moral character;

5 (2) Is 18 years of age or over;

6 (3) Is a citizen of the United States or is eligible for employment in the United States;

7 (4) Holds a high school diploma or its equivalent;

8 (5) Has completed one of the education requirements for an embalmer's license, set out  
9 in §30A-10-8(a)(5) of this code; and

10 (6) Has paid all the appropriate fees.

11 (b) A license to practice embalming and funeral directing issued by the board prior to July  
12 1, 2003, shall for all purposes be considered a license issued under this section.

13 (c) A person holding a license to practice embalming and funeral directing issued prior to  
14 July 1, 2003, must after July 1, 2003, renew his or her license pursuant to the provisions of this  
15 section.

16 (d) After July 1, 2003, wherever the terms "license to practice embalming and funeral  
17 directing" or "embalming and funeral directing license" are used in the code, the term "funeral  
18 service license" shall apply.

**§30A-10-11. Crematory operator certificate requirements.**

1 (a) All crematory operators shall be certified by the board. The board shall issue a  
2 certificate to be a crematory operator to an applicant who meets the following requirements:

3 (1) Has completed a class, authorized by the board, on cremation and operating a  
4 crematory;

5 (2) Has paid all the appropriate fees; and

6 (3) Has completed such other requirements as prescribed by the board.

7 (b) All persons currently operating crematories shall by January 1, 2003, register with the  
8 board. By July 1, 2003, all persons currently operating crematories shall obtain a certificate to  
9 operate a crematory, pursuant to the provisions of this section.

10 (c) All certificates must be renewed biennially upon or before July 1.

11 (d) After July 1, 2003, all licensed crematories must have a certified crematory operator in  
12 charge.

**§30A-10-12. Licenses or equivalent from another state; license or certificate to practice in this state.**

1 The board may issue a license to practice embalming and funeral directing or a certificate  
2 to be a crematory operator to an applicant of good moral character who holds a valid license or  
3 its equivalent to practice from another state if the applicant demonstrates that:

4 (1) He or she holds a license or its equivalent to practice in another state which was  
5 granted after completion of educational requirements substantially equivalent to those required in  
6 this state;

7 (2) He or she holds a license or its equivalent to practice in another state which was  
8 granted after passing, in that or another state, an examination that is substantially equivalent to  
9 the examination required in this state;

10 (3) Reciprocal rights are provided by such other state to holders of funeral director's or  
11 embalmer's licenses granted in this state. Such reciprocal licenses may be renewed biennially  
12 upon payment of the renewal license fee;

13 (4) He or she is not currently being investigated by a disciplinary authority of another state,  
14 does not have charges pending against his or her license or something equivalent to practice and  
15 has never had a license or something equivalent to practice revoked;

16 (5) He or she has not previously failed an examination for licensure as an embalmer or  
17 funeral director in this state;

18 (6) He or she has paid the application fee specified by rule; and

19 (7) Has completed such other action as required by the board.

**§30A-10-13. Courtesy cards.**

1 (a) The board may issue biennial courtesy cards, on July 1, to licensed funeral directors  
2 and licensed embalmers in the states bordering on West Virginia, after the:

3 (1) Application for a courtesy card is made on a form prescribed by the board;

4 (2) Payment of a fee; and

5 (3) Adherence to such other requirements as specified by the board.

6 (b) A courtesy card may be issued under the following conditions:

7 (1) Holders of courtesy cards shall not be permitted to open or operate a place of business  
8 for the purpose of conducting funerals, embalming bodies, or cremating in the State of West  
9 Virginia; and

10 (2) Holders of courtesy cards shall not be permitted to maintain an office or agency in this  
11 state for the purpose of conducting funerals, embalming bodies, or cremating in the State of West  
12 Virginia.

13 (c) A violation of this section shall be sufficient cause for the board to immediately revoke  
14 or cancel the courtesy card of the violator.

**§30A-10-14. License and certificate renewal; conditions of renewal.**

1 (a) The board shall biennially on July 1, and pursuant to a staggered schedule, renew a  
2 license to practice embalming and funeral directing or a certificate to be a crematory operator to  
3 every licensee or certificate holder desiring to continue in active practice or service.

4 (b) The board shall charge a fee for each renewal and a late fee for nonrenewal of a  
5 license or certificate.

6 (c) The board shall require as a condition for the renewal of a license to practice  
7 embalming and funeral directing or a certificate to be a crematory operator that each licensee  
8 participate in continuing education: *Provided*, That any licensed embalmer or funeral director 65  
9 years or older with at least 10 years experience as a licensed embalmer or licensed funeral  
10 director, is entitled to be issued, after payment of a fee, a license as an embalmer emeritus or  
11 funeral director emeritus and is exempt from all continuing education requirements. The emeritus  
12 license shall entitle the holder to all the rights and privileges of the license previously held by the  
13 licensee.

14 (d) Any person licensed to practice embalming and funeral directing or certified to be a  
15 crematory operator who does not desire to continue in active practice shall notify the board, in a  
16 manner specified by the board, and pay a fee, and shall, during such period, be listed by the  
17 board as being inactive. At such time a person desires to return to active practice, he or she must  
18 notify the board, in a manner specified by the board, and complete all the continuing education  
19 requirements.

**§30A-10-15. Continuing education.**

1 (a) The board shall conduct annually a school of instruction to apprise funeral directors  
2 and embalmers of the most recent scientific knowledge and developments affecting their  
3 profession. This school shall qualify as continuing education and shall fulfill as many continuing  
4 education required hours as the board specifies. Qualified lecturers and demonstrators may be  
5 employed by the board for this purpose. The board shall give notice of the time and place at which  
6 the school will be held for all licensed funeral directors and embalmers: *Provided*, That the location  
7 of any school of continuing education shall accommodate the geographic diversity of the  
8 embalmers and funeral directors of this state.

9 (b) Hours of continuing education may be obtained by attending and participating in board-  
10 approved programs, meetings, seminars, or activities. It is the responsibility of each licensee to  
11 finance his or her costs of continuing education.

12 (c) Compliance with the requirements of continuing education, as specified by the board,  
13 is a prerequisite for license renewal.

**§30A-10-16. Inspector and inspection requirements.**

1 (a) All inspectors employed by the board to inspect funeral establishments and  
2 crematories, pursuant to the provisions of this article, shall have a West Virginia embalmer's  
3 license and a West Virginia funeral director's license.

4 (b) Each inspector shall inspect a specific region, as designated by the board. Any person  
5 being employed as an inspector is prohibited from inspecting in the region in which he or she

6 practices. If there is only one inspector, a board member, who is not from the region where the  
7 inspector practices, is authorized to inspect the facilities in the region where the inspector  
8 practices.

9 (c) All inspections shall be conducted in a manner so as not to interfere with the conduct  
10 of business within the funeral establishment or crematory. The board has the authority to enter,  
11 at all reasonable hours, for the purpose of inspecting the premises in which the business of  
12 embalming, funeral directing, or cremating is conducted.

13 (d) All of an inspector's expenses, per diem, and compensation shall be paid out of the  
14 receipts of the board, but the allowances shall at no time exceed the receipts of the board.

15 (e) The board is authorized to set fees for inspections: *Provided*, That there shall be no  
16 fee for an annual inspection.

**§30A-10-17. Apprenticeship.**

1 (a) After January 1, 2003, the board shall issue a registration to be an apprentice funeral  
2 director or apprentice embalmer to an applicant who meets the following requirements:

3 (1) Is of good moral character and temperate habits;

4 (2) Is 18 years of age or over;

5 (3) A citizen of the United States or be eligible for employment in the United States;

6 (4) Has a high school diploma or its equivalent;

7 (5) Has completed one of the education requirements for an embalmer's license, as set  
8 out in §30A-10-8(a)(5) of this code;

9 (6) Is not attending school and will not be attending school during the apprenticeship  
10 period; and

11 (7) Has paid the appropriate fees.

12 (b) Any person that commences an apprenticeship prior to January 1, 2003, may continue  
13 to serve such apprenticeship and is not subject to the requirements set forth in this section, but is  
14 subject to board approval.

15 (c) The board may set the requirements for an apprenticeship, including the manner in  
16 which it shall be served and the length of time, which shall not be more than one year.

17 (d) No licensed funeral director or licensed embalmer shall be permitted to register or have  
18 registered more than five apprentices under his or her license at the same time.

**§30A-10-18. Funeral establishment license requirements.**

1 (a) Every funeral establishment in West Virginia shall be licensed prior to opening a funeral  
2 establishment for business to the public. The board shall issue a license to operate a funeral  
3 establishment to an applicant who meets the following requirements:

4 (1) The place of business has been approved by the board as having met all the  
5 requirements and qualifications to be a funeral establishment as are required by this article;

6 (2) Notify the board, in writing, at least 30 days before the proposed opening date, so there  
7 can be an inspection of the funeral establishment;

8 (3) Show proof that the funeral establishment passed the inspection;

9 (4) Show that the funeral establishment has employed a licensee in charge;

10 (5) Show that the licensee in charge is a licensed funeral director;

11 (6) Show that the licensee in charge will manage the funeral establishment and be  
12 responsible for all business conducted and services performed therein;

13 (7) Pay all the appropriate fees; and

14 (8) Complete such other requirements as specified by the board.

15 (b) All funeral establishment licenses must be renewed biennially, by a staggered  
16 schedule, upon or before July 1, and pay a renewal fee.

17 (c) Each funeral establishment license shall be valid for only one funeral establishment to  
18 be located at a specific street address. There shall be a separate license issued and a separate  
19 fee assessed to operate additional funeral establishments by the same applicant.

20 (d) A holder of a funeral establishment license that fails to pay fees for either the principal  
21 establishment or additional establishments by July 1, of the renewal year is subject to a penalty,  
22 a reinstatement fee for each establishment and the required renewal fee.

23 (e) The holder of a funeral establishment license who ceases to operate the funeral  
24 establishment at the location specified in the application shall, within 20 days thereafter, surrender  
25 the funeral establishment license to the board and the license shall be canceled by the board. In  
26 the event of the death of an individual who was the holder of a funeral establishment license, it  
27 shall be the duty of the holder's personal representative to surrender the funeral establishment  
28 license within 120 days of qualifying as the personal representative.

29 (f) If a licensee in charge ceases to be employed by a funeral establishment, then the  
30 holder of the funeral establishment license shall notify the board within 30 days of the cessation.  
31 Within 30 days after such notification, the holder of a funeral establishment license shall execute  
32 a new application for a funeral establishment license specifying the name of the new licensee in  
33 charge. A funeral establishment is prohibited from operating more than 30 days without a licensee  
34 in charge.

35 (g) A licensee whose embalmer's or funeral director's license has been revoked or a holder  
36 of a license to operate a funeral establishment whose license to operate has been revoked shall  
37 not operate, either directly or indirectly, or hold any interest in any funeral establishment or  
38 crematory: *Provided*, That a holder of a license to operate a funeral establishment whose license  
39 to operate has been revoked is not prohibited from leasing any property owned by him or her for  
40 use as a funeral establishment, so long as the property owner does not participate in the control  
41 or profit of the funeral establishment except as lessor of the premises for a fixed rental not  
42 dependent upon earnings.

43 (h) Failure to comply with any of these provisions shall be grounds for revocation of a  
44 funeral establishment license.

45 (i) A license to operate a funeral establishment issued by the board prior to July 1, 2002,  
46 shall for all purposes be considered a license issued under this section: *Provided*, That a funeral  
47 establishment holding a license issued prior to July 1, 2002, must renew the license pursuant to  
48 this section.

**§30A-10-19. Funeral establishment to be managed by a licensee in charge; license displayed.**

1 (a) Every separate funeral establishment in this state offering the services set forth in this  
2 article shall be operated under the supervision and management of a licensee in charge who is  
3 licensed as a funeral director in this state.

4 (b) Each separate funeral establishment in this state offering the services set forth in this  
5 article shall have its own license, which license shall be prominently displayed within the funeral  
6 establishment.

7 (c) All funeral establishments shall display in all advertising the name of the licensee in  
8 charge of the establishment.

9 (d) All funeral establishments shall prominently display within the funeral establishment  
10 the license of the licensee in charge.

11 (e) A licensee in charge shall supervise each separate establishment.

**§30A-10-20. Crematory license requirements.**

1 (a) Every crematory shall be licensed in West Virginia. The board shall issue a crematory  
2 license to an applicant who meets the following requirements:

3 (1) The place of business has been approved by the board as having met all the  
4 requirements and qualifications to be a crematory as are required by this article;

5 (2) The crematory conforms with all local building codes;

6 (3) The crematory meets all applicable environmental standards;

7 (4) Notify the board, in writing, at least 30 days before the proposed opening date so there  
8 can be an inspection of the crematory;

9           (5) Show proof that the crematory passed the inspection;

10          (6) Have a certified crematory operator in charge;

11          (7) Pay all the appropriate fees; and

12          (8) Complete such other requirements as specified by the board.

13          (b) All crematory licenses must be renewed biennially, by a staggered schedule, upon or  
14 before July 1, and pay a renewal fee.

15          (c) Each crematory license shall be valid for only one crematory to be located at a specific  
16 street address. There shall be a separate license issued and a separate fee assessed to operate  
17 additional crematories by the same applicant.

18          (d) A holder of a crematory license that fails to pay fees for either the principal crematory  
19 or additional crematories by July 1, of the renewal year is subject to a penalty, a reinstatement  
20 fee for each crematory and the required renewal fee.

21          (e) The holder of a crematory license who ceases to operate the crematory at the location  
22 specified in the application shall, within 20 days thereafter, surrender the crematory license to the  
23 board and the license shall be canceled by the board. In the event of the death of an individual  
24 who was the holder of a crematory license, it shall be the duty of the holder's personal  
25 representative to surrender the crematory license within 120 days of qualifying as the personal  
26 representative.

27          (f) A holder of a certificate to operate a crematory whose certificate to operate has been  
28 revoked or a holder of a crematory license whose license has been revoked shall not operate,  
29 either directly or indirectly, or hold any interest in any crematory or funeral establishment:  
30 Provided, That a holder of a crematory license whose license has been revoked is not prohibited  
31 from leasing any property owned by him or her for use as a crematory, so long as the property  
32 owner does not participate in the control or profit of the crematory except as lessor of the premises  
33 for a fixed rental not dependent upon earnings.

34 (g) Failure to comply with any of these provisions shall be grounds for revocation of a  
35 crematory license.

36 (h) All persons that operate crematories shall by January 1, 2003, register with the board.  
37 By July 1, 2003, all persons that operate crematories shall obtain a crematory license, pursuant  
38 to the provisions of this section.

39 (i) All crematory licenses must be renewed biennially upon or before July 1.

40 (j) After July 1, 2003, all licensed crematories must have a certified crematory operator in  
41 charge.

42 (k) If a certified crematory operator in charge ceases to be employed by a crematory, then  
43 the holder of the crematory license shall notify the board within 30 days of the cessation. Within  
44 30 days after such notification, the holder of a crematory license shall execute a new application  
45 for a crematory license specifying the name of the new certified crematory operator in charge. A  
46 crematory is prohibited from operating more than 30 days without a certified crematory operator  
47 in charge.

**§30A-10-21. Requirements for cremating.**

1 (a) A crematory shall obtain written permission prior to cremating a dead human body.  
2 The written permission shall be obtained from persons authorized by the board as specified in  
3 rules.

4 (b) The written permission shall be on a standard form, prescribed by the board, and shall  
5 contain the following information:

6 (1) The identity of the deceased;

7 (2) The name of the person authorizing the cremation and the relationship, if any, to the  
8 deceased;

9 (3) Permission for the crematory to perform the cremation;

10 (4) The name of the person who will claim the cremains from the crematory; and

11 (5) Any other information required by the board.

12 (c) A crematory shall obtain a permit or authorization for cremation from the county medical  
13 examiner, the assistant county medical examiner or the county coroner of the county wherein the  
14 death occurred and do such other acts as required by §61-12-9 of this code: *Provided*, That a  
15 crematory may obtain a permit or authorization for cremation from the chief medical examiner if:

16 (1) The crematory is unable to obtain a permit from the county medical examiner, the  
17 assistant county medical examiner or the county coroner of the county wherein the death  
18 occurred; or

19 (2) The crematory has concerns following authorization by county personnel regarding the  
20 identity or cause of death of the deceased.

21 (d) The permit or authorization for cremation shall be on forms prescribed by the chief  
22 medical examiner. A permit or authorization for cremation may be done by facsimile.

23 (e) All crematories shall implement a cremation procedure. The board, by rules, shall  
24 establish the cremation procedure which shall include:

25 (1) An identification process for bodies;

26 (2) A tracking process for bodies from the time a body is delivered to a crematory through  
27 the time the cremains are claimed by the authorized person;

28 (3) Obtaining all the required signatures, as specified by the board, on the written  
29 permission for cremation;

30 (4) Only cremating one human body at a time and prohibiting comingling of cremains;

31 (5) The specified time period a crematory is required to keep unclaimed cremains;

32 (6) How to dispose of unclaimed cremains;

33 (7) A record-keeping process for cremations; and

34 (8) Any other requirements necessary to effectuate the provisions of this article.

35 (f) The board shall establish requirements for:

36 (1) The equipment needed to complete the cremation process; and

37 (2) The containers needed to store the cremains.

**§30A-10-22. Disposition of body of deceased person; penalty.**

1       (a) No public officer, employee, physician or surgeon, or other person having a  
2 professional relationship with the deceased, shall send, or cause to be sent to an embalmer,  
3 funeral director or crematory operator the body of a deceased without first inquiring the desires of  
4 the deceased who has designated his or her wishes regarding the disposal of their remains  
5 through a last will and testament, an advance directive, or preneed funeral contract, as defined in  
6 §47-14-2 of this code; the surviving spouse of the deceased, unless a petition to dissolve the  
7 marriage was pending at the time of decedent's death; and, an individual previously designated  
8 by the deceased as the person with the right to control disposition of the deceased's remains in  
9 a writing signed and notarized by the deceased: *Provided*, That no person may be designated to  
10 serve in such capacity for more than one nonrelative at any one time. If there is no last will and  
11 testament, advance directive or preneed funeral contract, surviving spouse, or designated person,  
12 then the authority and direction of any next of kin or person who may be chargeable with the  
13 funeral expenses of the deceased shall be used as to the disposal of the body of the deceased.  
14 The provisions of this subsection are not applicable if the remains of the decedent are subject to  
15 disposition pursuant to subsection (b) of this section.

16       (b) Notwithstanding any provision of this code to the contrary, a United States Department  
17 of Defense Record of Emergency Data Form (DD Form 93) executed by a declarant who dies  
18 while serving in a branch of the United States Military as defined in 10 U. S. C. § 1481 constitutes  
19 a valid form of declaration instrument and governs the disposition of the declarant's remains. The  
20 person named in the form as the person authorized to direct disposition of the remains may  
21 arrange for the final disposition of the declarant's last remains.

22       (c) Any person who violates the provisions of this section is guilty of a misdemeanor and,  
23 upon conviction thereof, shall be fined not less than \$500, nor more than \$1,000, or imprisoned  
24 not less than 10 days nor more than 90 days, or both.

**§30A-10-22a. Right of disposition; preneed contract; affidavit on disposition of remains; role of county commission; liability of funeral home.**

1 (a) Notwithstanding §30A-10-22 of this code, a person who is 18 years of age or older and  
2 of sound mind, by entering into a preneed funeral contract, as defined in §47-14-2 of this code,  
3 may direct the location, manner, and conditions of the disposition of the person's remains and the  
4 arrangements for funeral goods and services to be provided upon the person's death. The  
5 disposition directions and funeral prearrangements that are contained in a preneed funeral  
6 contract are not subject to cancellation to revision unless any resources set aside to fund the  
7 preneed funeral contract are insufficient under the terms of the preneed funeral contract to carry  
8 out the disposition directions and funeral prearrangements contained in the contract.

9 (b) As to any matter not addressed in a preneed funeral contract as described in  
10 subsection (a) of this section and except as provided in subsection (c) of this section, the right to  
11 control the disposition of the remains of a deceased person, the location, manner, and conditions  
12 of disposition, and arrangements for funeral goods and services to be provided vests in the  
13 following, in the order named, provided that the person is 18 years or older and is of sound mind:

14 (1) (A) A person designated by the decedent as the person with the right to control the  
15 disposition in an affidavit executed in accordance with paragraph (B) of this subdivision; and

16 (B) A person who is 18 years of age or older and of sound mind wishing to authorize  
17 another person to control the disposition of his or her remains may execute an affidavit before a  
18 notary public in substantially the following form:

19 "I, \_\_\_\_\_, do hereby designate \_\_\_\_\_ with the right to  
20 control the disposition of my remains upon my death. I \_\_\_\_\_ have/ \_\_\_\_\_ have not attached specific  
21 directions concerning the disposition of my remains with which the designee shall substantially  
22 comply, provided that these directions are lawful and there are sufficient resources in my estate  
23 to carry out the directions.

24 \_\_\_\_\_

25        Signed  
26        State of \_\_\_\_\_  
27        County of \_\_\_\_\_  
28        I, \_\_\_\_\_, a Notary Public of said County, do certify that  
29        \_\_\_\_\_, as principal whose name is signed to the writing  
30        above bearing date on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, has this day acknowledged the  
31        same before me.

32        Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

33        My commission expires: \_\_\_\_\_

34        \_\_\_\_\_

35        Notary Public”;

36        (2) The surviving spouse of the decedent;

37        (3) The sole surviving child of the decedent or, if there is more than one child of the  
38        decedent, the majority of the surviving children. However, less than one half of the surviving  
39        children shall be vested with the rights under this section if they have used reasonable efforts to  
40        notify all other surviving children of their instructions and are not aware of any opposition to those  
41        instructions on the part of more than one half of all surviving children;

42        (4) The surviving parent or parents of the decedent. If one of the surviving parents is  
43        absent, the remaining parent shall be vested with the rights and duties under this section after  
44        reasonable efforts have been unsuccessful in locating the absent surviving parent;

45        (5) The surviving brother or sister of the decedent or, if there is more than one sibling of  
46        the decedent, the majority of the surviving siblings. However, less than the majority of surviving  
47        siblings shall be vested with the rights and duties under this section if they have used reasonable  
48        efforts to notify all other surviving siblings of their instructions and are not aware of any opposition  
49        to those instructions on the part of more than one half of all surviving siblings;

50 (6) The surviving grandparent of the decedent or, if there is more than one surviving  
51 grandparent, the majority of the grandparents. However, less than the majority of the surviving  
52 grandparents shall be vested with the rights and duties under this section if they have used  
53 reasonable efforts to notify all other surviving grandparents of their instructions and are not aware  
54 of any opposition to those instructions on the part of more than one half of all surviving  
55 grandparents;

56 (7) The guardian of the person of the decedent at the time of the decedent's death if one  
57 had been appointed;

58 (8) The personal representative of the estate of the decedent;

59 (9) The person in the classes of the next degree of kinship, in descending order, under  
60 the laws of descent and distribution to inherit the estate of the decedent. If there is more than one  
61 person of the same degree, any person of that degree may exercise the right of disposition;

62 (10) If the disposition of the remains of the decedent is the responsibility of the state or a  
63 political subdivision of the state, the public officer, administrator, or employee responsible for  
64 arranging the final disposition of decedent's remains; or

65 (11) In the absence of any person under subdivisions (1) through (10) of this subsection,  
66 any other person willing to assume the responsibilities to act and arrange the final disposition of  
67 the decedent's remains, including the funeral director with custody of the body, after attesting in  
68 writing that a good-faith effort has been made to no avail to contact the individuals under  
69 subdivisions (1) through (10) of this subsection.

70 (c) A person entitled under law to the right of disposition forfeits that right, and the right is  
71 passed on to the next qualifying person as listed in subsection (b) of this section, in the following  
72 circumstances:

73 (1) Any person charged with murder or voluntary manslaughter in connection with the  
74 decedent's death and whose charges are known to the funeral director. However, if the charges

75 against that person are dismissed or if the person is acquitted of the charges, the right of  
76 disposition is returned to the person;

77 (2) Any person who does not exercise his or her right of disposition within two days of  
78 notification of the death of decedent or within three days of decedent's death, whichever is earlier;

79 (3) If the person and the decedent are spouses and a petition to dissolve the marriage  
80 was pending at the time of decedent's death.

81 (d) Any person signing a funeral service agreement, cremation authorization form, or any  
82 other authorization for disposition shall be deemed to warrant the truthfulness of any facts set  
83 forth therein, including the identity of the decedent whose remains are to be buried, cremated, or  
84 otherwise disposed of, and the party's authority to order the disposition. A funeral home has the  
85 right to rely on that funeral service agreement or authorization and shall have the authority to carry  
86 out the instructions of the person or persons the funeral home reasonably believes holds the right  
87 of disposition. The funeral home has no responsibility to independently investigate the existence  
88 of any next of kin or relative of the decedent where a means of disposition is fully set forth in a  
89 preneed funeral contract or other written directive of the deceased in accordance with this section.  
90 If there is more than one person in a class who are equal in priority and the funeral home has no  
91 knowledge of any objection by other members of that class, the funeral home may rely on and act  
92 according to the instructions of the first person in the class to make funeral and disposition  
93 arrangements, if no other person in that class provides written objections to the funeral home.

94 (e) No funeral establishment or funeral director who relies in good faith upon the  
95 instructions of a preneed funeral contract, written directive of the deceased, or an individual  
96 claiming the right of disposition in accordance with this section shall be subject to criminal or civil  
97 liability or subject to disciplinary action under this section for carrying out the disposition of the  
98 remains in accordance with those instructions.

**§30A-10-23. Refusal to issue or renew, suspension or revocation of license; disciplinary  
action.**

1           (a) The board may refuse to renew, suspend, revoke, or limit any license, certificate or  
2 registration or practice privilege of a licensee, or certificate or registration holder and may take  
3 disciplinary action against a licensee, or certificate or registration holder after a hearing. The board  
4 may refuse to issue, refuse to renew, suspend, revoke, or limit any license, certificate or  
5 registration or practice privilege of a licensee, or certificate or registration holder for any of the  
6 following reasons:

7           (1) Fraud or deceit in obtaining or maintaining a license;

8           (2) Failure by any licensee, or certificate or registration holder to maintain compliance with  
9 requirements for issuance or renewal of a license, certificate, or registration or to timely notify the  
10 board as required in this article;

11           (3) Dishonesty, fraud, professional negligence in the performance of services, or a willful  
12 departure from accepted standards and professional conduct;

13           (4) Violation of any provision of this article or any rule, including the violation of any  
14 professional standard or rule of professional conduct, or public health laws;

15           (5) Conviction of a felony or any crime of which dishonesty or fraud under the laws of the  
16 United States or this state, or conviction of any similar crime under the laws of any other state if  
17 the underlying act or omission involved would have constituted a crime under the laws of this  
18 state;

19           (6) Any conduct adversely affecting upon the licensee's, or certificate or registration  
20 holder's fitness to perform professional services;

21           (7) The use of false, misleading, or unethical advertising by any licensee, or certificate or  
22 registration holder, or applicant for a license or certificate of registration;

23           (8) Upon satisfactory proof that a licensed embalmer, a licensed funeral director, or a  
24 certified crematory operator has taken undue advantage of his or her patrons or has committed a  
25 fraudulent act in the conduct of business;

26 (9) Solicitation of business by the licensee, or certificate or registration holder, or any  
27 agents, assistants or employees, whether such solicitation occurs after death or while death is  
28 impending, as specified by the board: *Provided*, That this subdivision does not prohibit proper  
29 advertising;

30 (10) If a licensee, or certificate or registration holder, knowingly permits a person not  
31 licensed, not certified, or not registered to engage in the profession of embalming, funeral  
32 directing or cremation;

33 (11) If a licensee, or certificate or registration holder, knowingly permits a person not  
34 licensed, not certified, or not registered to use his or her license number or numbers for the  
35 purpose of practicing, or discharging any of the duties of, the professions of embalming, funeral  
36 directing or cremation;

37 (12) Employment by the licensee of persons as “cappers”, “steerers”, or “solicitors”, or  
38 other such persons to obtain funeral or cremation business;

39 (13) Employment, directly or indirectly, of any apprentice, agent, assistant, embalmer,  
40 employee, or other person, on part or full time, or on commission, for the purpose of calling upon  
41 individuals or institutions by whose influence dead human bodies may be turned over to a  
42 particular funeral director, funeral establishment, or crematory;

43 (14) The buying of business by the licensee, or certificate or registration holder, or any  
44 agents, assistants or employees, or the direct or indirect payment or offer of payment of a  
45 commission by the licensee, or certificate or registration holder, or any agent, assistants or  
46 employees, for the purpose of securing business;

47 (15) Gross immorality; and

48 (16) Chronic or persistent inebriety or addiction to alcohol, narcotics, or other substance.

49 (b) If the board suspends, revokes, refuses to renew or limits any license, certificate or  
50 registration or practice privilege, the board shall give written notice of the action, including a

51 statement of charges setting forth the reasons for the action, and notice of the date, time, and  
52 place for a hearing. The hearing shall be held in accordance with the provisions of this article.

53 (c) Disciplinary action includes, but is not limited to, a reprimand, censure, probation,  
54 suspension of license, administrative fine not to exceed \$1,000 per day per violation and  
55 mandatory attendance at continuing education seminars.

**§30A-10-24. Complaints; investigations.**

1 (a) Upon receipt of a written complaint filed against any licensee, or certificate or  
2 registration holder, the board shall provide a copy of the complaint to the licensee, or certificate  
3 or registration holder.

4 (b) The board may investigate the complaint. If the board finds upon investigation that  
5 probable cause exists that the licensee, or certificate or registration holder, has violated any  
6 provision of this article or the rules promulgated hereunder, then the board shall serve the  
7 licensee, or certificate, or registration holder, with a written statement of charges and a notice  
8 specifying the date, time and place of the hearing. The hearing shall be held in accordance with  
9 the provisions of this article.

10 (c) In addition to other sanctions imposed, the board may require a licensee, or certificate  
11 or registration holder to pay the costs of the proceeding if the licensee, or certificate or registration  
12 holder is in violation of any provision of this article or the rules promulgated hereunder.

**§30A-10-25. Hearing and judicial review.**

1 (a) A hearing on a statement of charges shall be held in accordance with the provisions  
2 for hearing set forth in §30A-1-13 of this code and procedures specified by rule by the board.

3 (b) Any licensee, or certificate or registration holder, adversely affected by any decision of  
4 the board entered after a hearing, may obtain judicial review of the decision in accordance with  
5 §29A-5-4 of this code and may appeal any ruling resulting from judicial review in accordance  
6 §29A-6-1 of this code.

**§30A-10-26. Reinstatement.**

1 If the board has suspended, revoked, or refused to renew a license, certificate or  
2 registration, the licensee, or certificate or registration holder, shall be afforded an opportunity to  
3 demonstrate the qualifications to resume practice. The application for reinstatement shall be in  
4 writing and subject to the procedures specified by the board.

**§30A-10-27. Unlawful acts.**

1 It is unlawful for any person not licensed or certified under the provisions of this article to  
2 practice or offer to practice embalming, funeral directing, or cremation, or to operate a funeral  
3 establishment or crematory in this state.

**§30A-10-28. Injunctions.**

1 When, as a result of an investigation under this article or otherwise, the board or any other  
2 interested person believes that any person: (1) Has engaged, is engaging or is about to engage  
3 in the practice of embalming, funeral directing or cremating without a license or certificate; (2) has  
4 operated, is operating or is about to operate a funeral establishment or crematory; or (3) is in  
5 violation of any of the provisions of this article, the board or any other interested person may make  
6 application to any court of competent jurisdiction for an order enjoining the acts or practices and  
7 upon a showing that the person has engaged or is about to engage in any act or practice, an  
8 injunction, restraining order, or another appropriate order may be granted by the court without  
9 bond.

**§30A-10-29. Criminal proceedings; penalties.**

1 (a) When, as a result of an investigation under this article or otherwise, the board has  
2 reason to believe that a person has knowingly violated the provisions of this article, the board  
3 may bring its information to the attention of the Attorney General or other appropriate law-  
4 enforcement officer who may cause appropriate criminal proceedings to be brought.

5 (b) Any person who knowingly violates any provision of this article is guilty of a  
6 misdemeanor and, upon conviction thereof, shall be fined not more than \$2,500 or confined in the  
7 county or regional jail not more than one year, or both fined and imprisoned.

**§30A-10-30. Single act evidence of practice.**

1           In any action brought or any proceeding initiated under this article, evidence of the  
2 commission of a single act prohibited by this article is sufficient to justify a penalty, injunction,  
3 restraining order, or conviction without evidence of a general course of conduct.

**§30A-10-31. Inapplicability of article.**

1           The provisions of this article do not apply to or interfere with:

2           (1) The duties of an officer of any local or state board of health who, in compliance with  
3 local or state board of health rules, may be charged with the duty of preparation for burial of a  
4 human body when death was caused by a virulent, communicable disease;

5           (2) The duties of an officer of a medical college, county medical society, anatomical  
6 association, or other recognized person carrying out his or her responsibilities of dealing with  
7 indigent dead human bodies who are held subject for anatomical study; or

8           (3) The customs or rites of any religious sect in the burial of its dead: *Provided*, That  
9 embalming shall only be performed by a licensed embalmer.

**ARTICLE 11. THE REAL ESTATE APPRAISER LICENSING AND CERTIFICATION**

**ACT.**

**§30A-11-1. Real estate appraiser license required; exceptions.**

1           (a) It is unlawful for any person, for compensation or valuable consideration, to prepare a  
2 valuation appraisal or a valuation appraisal report relating to real estate or real property in this  
3 state without first being licensed or certified as provided in this article. This section shall not be  
4 construed to apply to persons who do not render significant professional assistance in arriving at  
5 a real estate appraisal analysis, opinion, or conclusion. Nothing in this article may be construed  
6 to prohibit any person who is licensed to practice in this state under any other law from engaging  
7 in the practice for which he or she is licensed.

8           (b) No person other than a person licensed or certified under this article may use the title  
9 of licensed appraiser or certified appraiser or any title, designation, or abbreviation likely to create  
10 the impression that the person is licensed or certified by the state.

11           (c) This article does not apply to:

12           (1) A real estate broker or salesperson licensed by this state who, in the ordinary course  
13 of his or her business, gives an opinion to a potential seller or third party as to the recommended  
14 listing price of real estate or an opinion to a potential purchaser or third party as to the  
15 recommended purchase price of real estate, when this opinion as to the listing price or the  
16 purchase price is not to be referred to as an appraisal, no opinion is rendered as to the value of  
17 the real estate and no fee is charged;

18           (2) A casual or drive-by inspection of real estate in connection with a consumer loan  
19 secured by the real estate, when the inspection is not referred to as an appraisal, no opinion is  
20 rendered as to the value of the real estate and no fee is charged for the inspection;

21           (3) An employee who renders an opinion as to the value of real estate for his or her full-  
22 time employer, for the employer's internal use only and performed in the regular course of the  
23 employee's position, when the opinion is not referred to as an appraisal and no fee is charged;

24           (4) Appraisals of personal property, including, but not limited to, jewelry, household  
25 furnishings, vehicles and manufactured homes not attached to real estate;

26           (5) Any officer or employee of the United States, or of the State of West Virginia or a  
27 political subdivision thereof, when the employee or officer is performing his or her official duties:  
28 Provided, That such individual does not furnish advisory service for compensation to the public  
29 or act as an independent contracting party in West Virginia or any subdivision thereof in  
30 connection with the appraisal of real estate or real property: *Provided, however,* That this  
31 exception shall not apply with respect to federally related transactions as defined in Title XI of the  
32 United States Code, entitled "Financial Institutions Reform, Recovery, and Enforcement Act of  
33 1989"; or

34 (6) Any evaluation of the value of real estate serving as collateral for a loan made by a  
35 financial institution insured by the federal deposit insurance corporation: *Provided*, That: (A) The  
36 amount of the loan is equal to or less than \$250,000; (B) the evaluation is used solely by the  
37 lender in its records to document the collateral value; (C) the evaluation clearly indicates on its  
38 face that it is for the lender's internal use only; (D) the evaluation is not labeled an appraisal; and  
39 (E) the evaluation is on a form approved by the board. Individuals performing these evaluations  
40 may be compensated for their services. The lender shall notify its customer if it intends to use an  
41 unlicensed evaluator and give the customer the opportunity to elect an evaluation, by a certified  
42 or licensed appraiser, the cost of which will be paid as agreed between the lender and the  
43 customer.

**§30A-11-2. Short title.**

1 This article is known and may be cited as the "Real Estate Appraiser Licensing and  
2 Certification Act."

**§30A-11-3. Definitions.**

1 As used in this article, the following terms have the following meanings:

2 (a) "Appraisal" means an analysis, opinion, or conclusion prepared by a real estate  
3 appraiser relating to the nature, quality, value, or utility of specified interests in, or aspects of,  
4 identified real estate or identified real property. An appraisal may be classified by the nature of  
5 the assignment as a valuation appraisal, an analysis assignment, or a review assignment.

6 (b) "Analysis assignment" means an analysis, opinion, or conclusion prepared by a real  
7 estate appraiser that relates to the nature, quality, or utility of identified real estate or identified  
8 real property.

9 (c) "Appraisal foundation" means the appraisal foundation established on November 30,  
10 1987, as a not-for-profit corporation under the laws of Illinois.

11 (d) "Appraisal report" means any communication, written or oral, of an appraisal. An  
12 appraisal report may be classified by the nature of the assignment as a "valuation report",

13 “analysis report” or “review report”. For the purposes of this article, the testimony of an appraiser  
14 dealing with the appraiser’s analyses, conclusions, or opinions concerning identified real estate  
15 or identified real property is considered an oral appraisal report.

16 (e) “Board” means the real estate appraiser licensing and certification board established  
17 by the provisions of this article.

18 (f) “Certified appraisal report” means a written appraisal report that is certified by a state  
19 licensed or certified real estate appraiser. When a real estate appraiser identifies an appraisal  
20 report as “certified”, the real estate appraiser must indicate the type of licensure or certification he  
21 or she holds. By certifying an appraisal report, a state licensed residential real estate appraiser,  
22 a state certified general real estate appraiser, or a state certified residential real estate appraiser,  
23 represents to the public that the report meets the appraisal standards established by this article.

24 (g) “Certified real estate appraiser” means a person who holds a current, valid certification  
25 as a state certified residential real estate appraiser or a state certified general real estate appraiser  
26 issued to him or her under the provisions of this article.

27 (h) “Complex appraisal” means an appraisal that: (1) For nonresidential property, relies on  
28 all three approaches to value, being the cost approach, the income approach and the sales  
29 comparison approach, or does not have the characteristics of a noncomplex appraisal; and (2)  
30 for residential property, relies to any significant degree on at least two of the three approaches to  
31 value, with one approach being the sales comparison approach, or does not have the  
32 characteristics of a noncomplex appraisal.

33 (i) “Cost approach” means an approach to valuing real estate which requires an appraiser  
34 to: (1) Develop an opinion of site value by an appropriate appraisal method or technique; (2)  
35 analyze comparable cost data as are available to estimate the cost new of the improvements if  
36 any; and (3) analyze comparable data as are available to estimate the difference between cost  
37 new and the present worth of the improvements, also called accrued depreciation.

38 (j) "Income approach" means an approach to valuing real estate which requires an  
39 appraiser to: (1) Analyze comparable rental data as are available to estimate the market rental of  
40 the property; (2) analyze comparable operating expense data as are available to estimate the  
41 operating expenses of the property; (3) analyze comparable data as are available to estimate  
42 rates of capitalization or rates of discount; and (4) base projections of future rent and expenses  
43 on reasonably clear and appropriate evidence.

44 (k) "Licensed real estate appraiser" means a person who holds a current, valid license as  
45 a state licensed residential real estate appraiser issued to him or her under the provisions of this  
46 article.

47 (l) "Noncomplex appraisal" means an appraisal for which: (1) There is an active market of  
48 essentially identical properties; (2) adequate data is available to the appraiser; (3) adjustments to  
49 comparable sales are not large in the aggregate, specifically not exceeding the trading range  
50 found in the market of essentially identical properties; and (4) for residential properties, the  
51 contract sales price falls within the market norm or median sales price for homes or lots within the  
52 same area.

53 (m) "Real estate" means an identified parcel or tract of land, including improvements, if  
54 any.

55 (n) "Real estate appraisal activity" means the act or process of making an appraisal of real  
56 estate or real property and preparing an appraisal report.

57 (o) "Real estate appraiser" means a person who engages in real estate appraisal activity  
58 for a fee or other valuable consideration.

59 (p) "Real property interests" means one or more defined interests, benefits, or rights  
60 inherent in the ownership of real estate.

61 (q) "Review assignment" means an analysis, opinion, or conclusion prepared by a real  
62 estate appraiser that forms an opinion as to the adequacy and appropriateness of a valuation  
63 appraisal or an analysis assignment.

64 (r) "Sales comparison approach" means an approach to valuing real estate which requires  
65 an appraiser to analyze such comparable sales data as are available to indicate a value  
66 conclusion.

67 (s) "Valuation appraisal" means an analysis, opinion, or conclusion prepared by a real  
68 estate appraiser that estimates the value of an identified parcel of real estate or identified real  
69 property at a particular point in time.

**§30A-11-4. Classifications of licensure and certification; authority of appraisers;**  
**classification and license or certificate number required on all documents;**  
**corporations.**

1 (a) The three classifications of real estate appraisers are state licensed residential real  
2 estate appraiser, state certified residential real estate appraiser, and state certified general real  
3 estate appraiser.

4 (b) A state licensed residential real estate appraiser is authorized to conduct appraisals  
5 of: (1) Complex residential real estate of one to four units having a value of less than \$250,000;  
6 (2) noncomplex residential real estate of one to four units having a value of less than \$1 million;  
7 and (3) nonresidential real estate having a value of less than \$100,000.

8 (c) A state certified residential real estate appraiser is authorized to conduct appraisals of  
9 residential real estate of one to four units without regard to value or complexity, and nonresidential  
10 real estate when the value is less than \$100,000.

11 (d) A state certified general real estate appraiser is authorized to conduct appraisals of all  
12 types of real estate.

13 (e) The board is authorized to establish by legislative rule other classifications of appraiser  
14 licensing not prohibited by applicable federal law.

15 (f) An appraiser shall indicate his or her classification and license or certificate number, on  
16 all appraisals, statements of qualification, contracts, and other instruments, including advertising  
17 media.

18 (g) A license or certificate may not be issued under the provisions of this article to a  
19 corporation, partnership, firm, or group.

20 (h) Nothing contained in this article prohibits any person licensed or certified under this  
21 article from engaging in the practice of real estate appraising as a professional corporation in  
22 accordance with the provisions of the professional service corporation act of this state.

**§30A-11-5. Reciprocal credentialing.**

1 The board shall issue a reciprocal license or certification to an applicant from another state  
2 if the applicant holds a valid license or certification from a state whose licensing and certification  
3 program:

4 (1) Is in compliance with the provisions of Title XI of the Financial Institutions Reform,  
5 Recovery and Enforcement Act of 1989 [12 U.S.C. 3331-3351] as amended by the Dodd-Frank  
6 Wall Street Reform and Consumer Protection Act of 2010; and

7 (2) That has credentialing requirements that meet or exceed those of West Virginia.

**§30A-11-6. Board created; appointments, qualifications, terms, oath, removal of members;**  
**quorum; meetings; disqualification from participation; compensation; records;**  
**employing staff.**

1 (a) The West Virginia real estate appraiser licensing and certification board, which consists  
2 of nine members appointed by the Governor with the advice and consent of the Senate, is  
3 continued.

4 (1) Each member shall be a resident of the state of West Virginia, except the appraisal  
5 management company representative is not required to be a resident of West Virginia.

6 (2) Four members shall be certified real estate appraisers having at least five years'  
7 experience in appraisal as a principal line of work immediately preceding their appointment, and  
8 shall remain certified real estate appraisers throughout their terms.

9 (3) Two members shall have at least five years' experience in real estate lending as  
10 employees of financial institutions.

11 (4) Two members may not be engaged in the practice of real estate appraisal, real estate  
12 brokerage or sales or have any financial interest in these practices.

13 (5) One member shall be a representative from an appraisal management company  
14 registered under the provisions of §30A-12-1 et seq. of this code.

15 (6) No member of the board may concurrently be a member of the West Virginia real estate  
16 commission.

17 (7) Not more than two appraiser members may be appointed from each congressional  
18 district.

19 (b) Members will be appointed for three-year terms, which are staggered in accordance  
20 with the initial appointments under prior enactment of this act.

21 (1) No member may serve for more than three consecutive terms.

22 (2) Before entering upon the performance of his or her duties, each member shall  
23 subscribe to the oath required by section five, article four of the constitution of this state.

24 (3) The Governor shall, within 60 days following the occurrence of a vacancy on the board,  
25 fill the vacancy by appointing a person who meets the requirements of this section for the  
26 unexpired term.

27 (4) Any member may be removed by the Governor in case of incompetency, neglect of  
28 duty, gross immorality, or malfeasance in office.

29 (c) The board shall elect a chairman.

30 (d) A majority of the members of the board constitutes a quorum.

31 (e) The board shall meet at least once in each calendar quarter on a date fixed by the  
32 board.

33 (1) The board may, upon its own motion, or shall upon the written request of three  
34 members of the board, call additional meetings of the board upon at least 24 hours' notice.

35 (2) No member may participate in a proceeding before the board to which a corporation,  
36 partnership or unincorporated association is a party, and of which he or she is or was at any time  
37 in the preceding 12 months a director, officer, owner, partner, employee, member, or stockholder.

38 (3) A member may disqualify himself or herself from participation in a proceeding for any  
39 other cause the member considers sufficient.

40 (f) The appointed members will receive compensation and expense reimbursement in  
41 accordance with the provisions of §30A-1-18 of this code.

42 (g) The board may employ staff as necessary to perform the functions of the board, to be  
43 paid out of the board fund created by the provisions of this article. Persons employed by any real  
44 estate agent, broker, appraiser, or lender, or by any partnership, corporation, association, or  
45 group engaged in any real estate business, may not be employed by the board.

**§30A-11-7. General powers and duties.**

1 The board shall:

2 (a) Define by rule the type of educational experience, appraisal experience, and equivalent  
3 experience that will meet the statutory requirements of this article;

4 (b) Establish examination specifications as prescribed herein and provide for appropriate  
5 examinations;

6 (c) Establish registration requirements and procedures for appraisal management  
7 companies under the provisions of §30A-12-1 et seq. of this code;

8 (d) Approve or disapprove applications for certification and licensure;

9 (e) Approve or disapprove applications for registration under the provisions of §30A-12-1  
10 et seq. of this code;

11 (f) Define by rule continuing education requirements for the renewal of certifications and  
12 licenses;

13 (g) Censure, suspend or revoke licenses and certification as provided in this article;

- 14 (h) Suspend or revoke registrations under the provisions of §30A-12-1 et seq. of this code;  
15 (i) Hold meetings, hearings, and examinations;  
16 (j) Establish procedures for submitting, approving, and disapproving applications;  
17 (k) Maintain an accurate registry of the names, addresses, and contact information of all  
18 persons certified or issued a license to practice under this article;  
19 (l) Maintain an accurate registry of the names, addresses, and contact information of all  
20 persons and firms registered under the provisions of §30A-12-1 et seq. of this code;  
21 (m) Maintain accurate records on applicants and licensed or certified real estate  
22 appraisers;  
23 (n) Maintain accurate records on applicants under the provisions of §30A-12-1 et seq. of  
24 this code;  
25 (o) Issue to each licensed or certified real estate appraiser a pocket card with the  
26 appraiser's name and license or certification number. Pocket cards are the property of the State  
27 of West Virginia and, upon suspension or revocation of the license to practice pursuant to this  
28 article, will be returned immediately to the board;  
29 (p) Issue registration numbers to registrants under the provisions of §30A-12-1 et seq. of  
30 this code;  
31 (q) Deposit all fees collected by the board to the credit of the West Virginia appraiser  
32 licensing and certification board fund established in the office of the State Treasurer. The board  
33 shall disburse moneys from the account to pay the cost of board operation. Disbursements from  
34 the account may not exceed the moneys credited to it;  
35 (r) Keep records and make reports as required by §30A-1-1 et seq. of this code; and  
36 (s) Perform any other functions and duties necessary to carry out the provisions of this  
37 article and §30A-12-1 et seq. of this code.

**§30A-11-8. Board fund; disposition of funds.**

1           (a) The West Virginia appraiser licensing and certification board fund established in the  
2 office of the State Treasurer is continued.

3           (b) The disposition of all funds received by the board shall be governed by the provisions  
4 of §30A-1-17 of this code.

**§30A-11-9. Rulemaking.**

1           (a) The board may propose rules for legislative approval in accordance with the provisions  
2 of §29A-3-1 et seq. of this code, to provide for:

3           (1) Licensure and certification requirements, including requirements for applications,  
4 examinations, reciprocity, temporary permits, apprentice permits, and reinstatement;

5           (2) Registration requirements, including delinquent and expired registrations, for appraisal  
6 management companies under the provisions of §30A-12-1 et seq. of this code;

7           (3) Fees for licenses, renewals of licenses and other services provided by the board;

8           (4) A fee schedule for registrations of appraisal management companies under the  
9 provisions of §30A-12-1 et seq. of this code;

10           (5) Surety bond requirements for registrations of appraisal management companies under  
11 the provisions of §30A-12-1 et seq. of this code;

12           (6) Requirements and procedures for appraisal management companies to maintain  
13 records under the provisions of §30A-12-1 et seq. of this code;

14           (7) Experience, education and continuing education requirements and approval of  
15 courses; and

16           (8) Any other purpose to carry out the requirements of this article and §30A-12-1 et seq.  
17 of this code.

18           (b) The rule governing appraiser qualifications must include requirements which meet or  
19 exceed the education, experience and examination requirements issued or endorsed by the  
20 appraisal qualifications board of the appraisal foundation.

21 (c) Any rules in effect on the effective date of the reenactment of this section during the  
22 regular session of the legislature in 2013 will remain in effect until amended, modified, repealed,  
23 or replaced, except that references to provisions of former enactments of this act are interpreted  
24 to mean provisions of this article.

**§30A-11-10. Civil liability for board members; liability limitations of professionals reporting to board.**

1 (a) Members of the board will be immune from individual civil liability for actions taken in  
2 good faith and without malice, within the scope of their duties as board members.

3 (b) Any person licensed or certified by this board who reports or otherwise provides  
4 evidence of violations of this article or the board's rules by another person engaging in real estate  
5 appraisal activity to the board, is not liable for making the report if it is made without malice and  
6 in the reasonable belief that the report is warranted by the facts known to him or her at the time.

**§30A-11-11. Applications for license or certification; renewals.**

1 (a) An individual who desires to engage in real estate appraisal activity in this state shall  
2 make application for a license, in writing, in a form as the board may prescribe. In addition to any  
3 other information required, the applicant's social security number will be recorded on the  
4 application.

5 (b) To assist the board in determining whether grounds exist to deny the issuance of a  
6 license to an applicant, the board may require the fingerprinting of every applicant for an original  
7 license.

8 (c) The payment of the appropriate fee must accompany all applications for original  
9 certification and renewal of certification and all applications to take an examination.

10 (d) At the time of filing an application for original certification or for renewal of certification,  
11 each applicant shall sign a pledge to comply with the standards of professional appraisal practice  
12 and the ethical rules to be observed by an appraiser. Each applicant shall also certify that he or

13 she understands the types of misconduct, as set forth in this article, for which disciplinary  
14 proceedings may be initiated.

15 (e) To obtain a renewal of license or certification under this article, the holder of a current  
16 license or certification shall make application and pay the prescribed fee to the board no earlier  
17 than 120 days nor later than 30 days prior to the expiration date of the current license or  
18 certification. Each application for renewal must be accompanied by evidence in the form  
19 prescribed by the board that the applicant has completed the continuing education requirements  
20 for renewal specified in this article and the board's rules.

21 (f) If the board determines that an applicant for renewal has failed to meet the requirements  
22 for renewal of license or certification through mistake, misunderstanding, or circumstances  
23 beyond the control of the applicant, the board may extend the term of the applicant's license or  
24 certification for a period not to exceed six months upon payment by the applicant of a prescribed  
25 fee for the extension. If the applicant for renewal of license or certification satisfies the  
26 requirements for renewal during the extension period, the beginning date of his or her renewal  
27 license or certificate shall be the day following the expiration of the certificate previously held by  
28 the applicant.

29 (g) If a state licensed or certified real estate appraiser under this article fails to renew his  
30 or her license or certification prior to its expiration or within any period of extension granted by the  
31 board pursuant to this article, the applicant may obtain a renewal of his or her license or  
32 certification by satisfying all of the requirements for renewal and filing an application for renewal,  
33 accompanied by a late renewal fee, within two years of the date that his or her certification expired.

34 (h) The board may deny the issuance or renewal of a license or certification for any reason  
35 enumerated in this article or in the rules of the board, or for any reason for which it may refuse an  
36 initial license or certification.

**§30A-11-12. Refusal to issue or renew license or certification; suspension or revocation;**  
**grounds for disciplinary action.**

1           (a) The following acts or omissions are grounds for disciplinary action, and the board may  
2 refuse to issue or renew a license or certification, or after issuance may suspend or revoke a  
3 license or certification or impose disciplinary sanctions for:

4           (1) Procuring or attempting to procure license or certification under this article by  
5 knowingly making a false statement, submitting false information, or making a material  
6 misrepresentation in an application filed with the board, or procuring or attempting to procure a  
7 license or certification through fraud or misrepresentation;

8           (2) Paying money other than the fees provided for by this article to any member or  
9 employee of the board to procure a license or certification under this article;

10           (3) An act or omission in the practice of real estate appraising which constitutes  
11 dishonesty, fraud, or misrepresentation with the intent to substantially benefit the licensee or  
12 another person or with the intent to substantially injure another person;

13           (4) Entry of a final civil or criminal judgment against a licensee on grounds of fraud,  
14 misrepresentation, or deceit in the making of an appraisal of real estate;

15           (5) Conviction, including a conviction based upon a plea of guilty or nolo contendere, of a  
16 crime which is substantially related to the qualifications, functions, or duties of a person  
17 developing real estate appraisals and communicating real estate appraisals to others: *Provided,*  
18 That any consideration of prior criminal convictions shall be governed by the provisions of W.Va.  
19 Code §30A-1-29;

20           (6) Making a false or misleading statement in that portion of a written appraisal report that  
21 deals with professional qualifications or in any testimony concerning professional qualifications;

22           (7) Violation of any section of this article, or any rule of the board;

23           (8) Violation of the confidential nature of governmental records to which a licensee gained  
24 access through employment or engagement as an appraiser by a governmental agency;

25           (9) Acceptance of a fee that is or was contingent upon the appraiser reporting a  
26 predetermined analysis, opinion, or conclusion, or is or was contingent upon the analysis, opinion,

27 conclusion, or valuation reached, or upon the consequences resulting from the appraisal  
28 assignment;

29 (10) Failing to meet the minimum qualifications for state licensure or certification  
30 established by or pursuant to this article; or

31 (11) Failing or refusing without good cause to exercise reasonable diligence, or negligence  
32 or incompetence, in developing an appraisal, preparing an appraisal report, or communicating an  
33 appraisal.

34 (b) Every person licensed or certified by the board has a duty to report to the board in a  
35 timely manner any known or observed violation of this article or the board's rules by any other  
36 person licensed or certified by the board.

**§30A-11-13. Disciplinary proceedings.**

1 (a) The board may, upon its own motion, and shall, upon the written complaint of any  
2 aggrieved person, cause an investigation to be made with respect to an alleged violation of this  
3 article or the rules of the board.

4 (b) The board may revoke, suspend, or refuse to renew the license or certificate or  
5 otherwise discipline an appraiser, or deny an application, for any of the acts or omissions set forth  
6 in this article or in the rules of the board.

7 (c) If an investigation indicates that an appraiser licensed or certified by the board has  
8 violated a law or rule, the board shall serve a formal complaint upon the appraiser. The accused  
9 party is required to file an answer within 20 days of the date of service.

10 (d) In responding to a complaint, the accused party may admit the allegations of the  
11 complaint, deny the allegations of the complaint, or otherwise plead. Failure to make a timely  
12 response shall be considered an admission of the allegations of the complaint.

13 (e) The board may make informal disposition of the matter, including entering into a  
14 consent agreement, or taking one or more of the disciplinary actions set forth in the board's rules.

15 (f) In a disciplinary proceeding based upon a civil judgment, the licensee shall be afforded  
16 an opportunity to present matters in mitigation and extenuation but may not collaterally attack the  
17 civil judgment.

**§30A-11-14. Hearings; orders; entry of order without notice and hearing; judicial review;**  
**appeals to Supreme Court of Appeals.**

1 (a) Subject to the provisions of subsection (c) of this section, the board shall provide notice  
2 and hearing to the accused party in advance of the entry of any order. The hearing and the  
3 administrative procedures are governed by the provisions of §29A-5-1 et seq. of this code and  
4 the board's rules, and will be held at a time and place set by the board, but may not be held less  
5 than 30 or more than 90 days after the notice is given. A hearing may be continued by the board  
6 on its own motion or for good cause shown. At any hearing a party may represent himself or  
7 herself, or be represented by an attorney admitted to practice before any circuit court of this state.

8 (b) The board has the power and authority to issue subpoenas and subpoenas duces  
9 tecum, administer oaths and examine any person under oath in connection with any subject  
10 relating to duties imposed upon or powers vested in the board.

11 (c) If the board finds that extraordinary circumstances exist which require immediate  
12 action, it may without notice or hearing enter an order taking any action permitted by this article.  
13 Immediately upon the entry of the order, certified copies shall be served upon all persons affected,  
14 who upon demand are entitled to a hearing at the earliest practicable time.

15 (d) If, at the conclusion of the hearing, the board determines that an appraiser has violated  
16 any of the provisions of this article or the board's rules, it shall prepare a formal decision containing  
17 findings of fact, conclusions of law, and disciplinary actions to be taken.

18 (e) The board may elect to have an administrative law judge or hearing examiner conduct  
19 the hearing. If the board makes this election, the administrative law judge or hearing examiner  
20 shall present a decision containing recommended findings of fact, conclusions of law, and

21 appropriate disciplinary actions to be taken. The board may accept, reject, or modify the decision  
22 of the administrative law judge or hearing examiner.

23 (f) Any party adversely affected by a final order or decision made by the board after a  
24 hearing is entitled to judicial review as provided in §29A-5-1 et seq. of this code.

25 (g) Any party adversely affected by a final judgment of a circuit court following judicial  
26 review may seek review by appeal to the Supreme Court of Appeals in the manner provided in  
27 §29A-6-1 of this code.

**§30A-11-15. Penalties.**

1 (a) Any person engaging in real estate appraisal activity in this state who is not licensed  
2 under this article is guilty of a misdemeanor and, upon conviction, shall be fined not less than  
3 \$500 nor more than \$1,000 and shall be ineligible to obtain a license for a period of one year from  
4 the date of his or her conviction of such offense: *Provided*, That the board, at its discretion, may  
5 grant a license within a period of one year upon a finding of extenuating circumstances, and after  
6 an administrative hearing.

7 (b) Any person acting or purporting to act as a certified real estate appraiser who is not  
8 certified under this article is guilty of a misdemeanor and, upon conviction, shall be fined not more  
9 than \$2,500 or imprisoned in the county or regional jail for not more than one year, or both.

10 (c) If any person receives any money or the equivalent as a fee, commission,  
11 compensation or profit by or in consequence of a violation of any provision of this article, he or  
12 she shall, in addition to the penalties prescribed above, be subject to a penalty of not less than  
13 the sum of money so received nor more than three times the sum as may be determined by the  
14 court, which penalty may be recovered in a court of competent jurisdiction by any person  
15 aggrieved as a result of any such violation.

**§30A-11-16. Collection of appraisal fees.**

1 No person engaged in the business of real estate appraising in this state or acting in the  
2 capacity of a real estate appraiser in this state may bring or maintain any action in any court of

3 this state to collect compensation for the performance of real estate appraisal services for which  
4 a license is required by this article without alleging and proving that he or she was the holder of a  
5 valid real estate appraiser license in this state at all times during the performance of such services.

**§30A-11-17. Standards of professional appraisal practice.**

1 Each real estate appraiser licensed or certified under this act shall comply with generally  
2 accepted standards of professional appraisal practice and generally accepted ethical rules to be  
3 observed by a real estate appraiser. Generally accepted standards of professional appraisal  
4 practice are currently evidenced by the uniform standards of professional appraisal practice  
5 promulgated by the appraisal foundation. The board may, after a public hearing or public comment  
6 period held in accordance with provisions of §29A-3-1 et seq. of this code, adopt revised versions  
7 or make modifications of or additions to the uniform standards of professional appraisal practice.

**§30A-11-18. Attorney general opinions and duties.**

1 At the request of the board, the state Attorney General shall render to the board an opinion  
2 with respect to all questions of law arising in connection with the administration of this article and  
3 shall act as attorney for the board in all actions and proceedings brought by or against the board  
4 under, or pursuant to, any of the provisions of this article. All fees and expenses of the Attorney  
5 General arising out of such duties shall be paid out of the special fund created under this article  
6 to pay the expenses of the administration of this article.

**§30A-11-19. Temporary permit.**

1 (a) The board may issue a temporary permit to perform one specific assignment relating  
2 to the appraisal of real estate or real property in this state to an applicant who:

3 (1) Completes an application;

4 (2) Pays a nonrefundable application fee;

5 (3) Provides an irrevocable consent that service of process upon him or her may be made  
6 by service of process to the Secretary of State if, in an action against the applicant in a court of

7 this state arising out of the applicant's activities as a real estate appraiser in this state, the plaintiff  
8 cannot, in the exercise of due diligence, effect personal service upon the applicant; and

9 (4) Meets the requirements for a temporary permit as established by the board by  
10 legislative rule.

11 (b) The temporary permit is subject to the terms, conditions, and limitations set forth by  
12 the board by legislative rule.

## **ARTICLE 12. APPRAISAL MANAGEMENT COMPANIES REGISTRATION ACT.**

### **§30A-12-1. Unlawful acts.**

1 (a) Commencing July 1, 2014, it is unlawful for any person or firm to perform or offer to  
2 perform appraisal management services, or act as an appraisal management company within this  
3 state without a registration issued by the West Virginia Real Estate Appraiser Licensing and  
4 Certification Board under the provisions of this article.

5 (b) Commencing July 1, 2014, it is unlawful for any person or firm not registered under the  
6 provisions of this article to advertise or use a title or description conveying the impression that the  
7 person or firm is registered to perform appraisal management services or registered to act as an  
8 appraisal management company within this state.

### **§30A-12-2. Applicable law.**

1 Appraisal management companies and appraisal management services covered under  
2 the provisions of this article are subject to the requirements set forth in this article and the rules  
3 promulgated hereunder, and the provisions of §30A-1-1 et seq. and §30A-12-1 et seq. of this  
4 code.

### **§30A-12-3. Definitions.**

1 As used in this article, the following words and terms have the following meanings, unless  
2 the context clearly indicates otherwise:

3 (a) "Applicant" means a person or firm making an application for registration under the  
4 provisions of this article.

5           (b) "Appraisal" means an analysis, opinion, or conclusion prepared by a real estate  
6 appraiser relating to the nature, quality, value, or utility of specified interests in, or aspects of,  
7 identified real estate or identified real property. An appraisal may be classified by the nature of  
8 the assignment as a valuation appraisal, an analysis assignment, or a review assignment.

9           (c) "Appraisal Management Company" means a person or firm that performs or provides  
10 appraisal management services, directly or indirectly, through the use of software products or  
11 online, or by any means of communication.

12           (d) "Appraisal management services" means the business of managing the process of  
13 having an appraisal performed for compensation or pecuniary gain, including but not limited to  
14 any of the following actions:

15           (1) Conducting business directly or indirectly by telephone, electronically, mail, or in  
16 person;

17           (2) Providing related administrative and clerical duties;

18           (3) Recruiting, selecting, or retaining appraisers;

19           (4) Verifying qualifications of appraisers;

20           (5) Establishing and administering an appraiser panel;

21           (6) Receiving appraisal orders from clients;

22           (7) Contracting and negotiating fees with appraisers to perform appraisal services;

23           (8) Receiving appraisals from the appraiser and submitting completed appraisals to  
24 clients;

25           (9) Tracking and determining the status of orders for appraisals;

26           (10) Reviewing, verifying, and conducting quality control of a completed appraisal;

27           (11) Collecting fees from the clients; and

28           (12) Compensating appraisers for appraisal services rendered.

29 (e) "Appraisal review" means the act of developing and communicating an opinion about  
30 the quality of another appraiser's work that was performed as part of an appraiser assignment.

31 The review does not include:

32 (1) An examination of an appraisal for grammatical, typographical, or other similar errors  
33 that do not make a substantive valuation change; or

34 (2) A general examination for compliance including regulatory and/or client requirements  
35 as specified in the agreement process that do not communicate an opinion as to the valuation  
36 conclusion.

37 (f) "Appraisal services" means the practice of developing an opinion of the value of real  
38 estate in conformity with the minimum USPAP standards.

39 (g) "Appraiser" means a person licensed or certified, under the provisions of §30A-11-1 et  
40 seq. of this code to perform an appraisal.

41 (h) "Appraiser panel" means a group of appraisers that perform appraisals for an appraisal  
42 management company as independent contractors.

43 (i) "Automated valuation model (AVM)" means a mathematically based computer software  
44 program that produces an estimate of market value based on market analysis of location, market  
45 conditions, and real estate characteristics from information that was previously and separately  
46 collected.

47 (j) "Board" means the West Virginia Real Estate Appraiser Licensing and Certification  
48 Board established under the provisions of §30A-11-1 et seq. of this code.

49 (k) "Client" means a person or firm that contracts or enters into an agreement with an  
50 appraisal management company for the performance of an appraisal.

51 (l) "Controlling person" means a person authorized by an appraisal management company  
52 to contract or enter into agreements with clients and independent appraisers for the performance  
53 of appraisal services and who has the power to manage the appraisal management company.

54 (m) "Firm" means a corporation, limited liability company, partnership, sole proprietorship,  
55 or any other business entity.

56 (n) "Registrant" means a person or firm holding a registration issued by the board under  
57 the provisions of this article.

58 (o) "Registration" means a registration issued by the board under the provisions of this  
59 article.

60 (p) "State" means the State of West Virginia.

61 (q) "USPAP" means the Uniform Standards of Professional Appraisal Practice.

**§30A-12-4. Registration requirements.**

1 (a) A person or firm performing or offering to perform appraisal management services or  
2 acting as an appraisal management company within this state shall be registered with the board  
3 by July 1, 2014.

4 (b) A firm applying for a registration may not be owned, directly or indirectly, by any  
5 employee or consultant who is:

6 (1) A person who has had a license or certificate to act as an appraiser refused, denied,  
7 canceled, or revoked in this state or any other jurisdiction, unless the license or certificate was  
8 subsequently granted or reinstated; or

9 (2) A firm that employs a person who has had a license or certificate to act as an appraiser  
10 refused, denied, canceled, revoked, or surrendered in this state or any other jurisdiction, unless  
11 the license or certificate was subsequently granted or reinstated.

12 (c) The board may issue a registration to perform appraisal management services or act  
13 as an appraisal management company to a person or firm that:

14 (1) Makes written application to the board as set out in §30A-12-6 of this code;

15 (2) Submits certifications as set out in §30A-12-7 of this code;

16 (3) Submits national and state criminal background checks as set out in §30A-12-8 of this  
17 code;

- 18           (4) Posts a surety bond as set out in §30A-12-9 of this code;  
19           (5) Pays the applicable fees as set out in §30A-12-10 of this code;  
20           (6) Has a designated controlling person as set out in §30A-12-11 of this code; and  
21           (7) Meets any other requirement set by the board.
- 22           (d) The registrations issued under the provisions of this article shall be renewed annually  
23 on July 1.
- 24           (e) Registrations not renewed in a timely manner are delinquent. To reinstate a delinquent  
25 registration, the registrant must pay a monthly penalty, as set by the board.
- 26           (f) A registration that has been delinquent for more than three months shall be considered  
27 expired and a new application for registration is required.
- 28           (g) The board shall issue a registration number to each appraisal management company  
29 registered in this state.
- 30           (h) The board shall keep a list of appraisal management companies registered in this state  
31 and publish the list on its website.

**§30A-12-5. Exemptions.**

1           This article does not apply to:

- 2           (a) A financial institution, including a department or unit within an institution that is  
3 regulated by an agency of this state or the United States government; or
- 4           (b) An appraisal management company that is a subsidiary wholly owned and controlled  
5 by a financial institution regulated by a federal financial institution regulatory agency.

**§30A-12-6. Written application requirements.**

- 1           (a) The written application shall be submitted on a form prescribed by the board and shall  
2 include:
- 3           (1) The name, the street and mailing address, and the contact information, including  
4 telephone number and e-mail address, of the person or firm seeking registration;

5           (2) The name, the street and mailing address, and the contact information, including  
6 telephone number and e-mail address, of each owner of more than 10 percent of the firm seeking  
7 registration;

8           (3) The name, the street and mailing address, and the contact information, including  
9 telephone number and e-mail address, of the controlling person of the firm seeking registration;  
10 and

11           (4)(A) If the applicant is a domestic firm, the designation of an agent for service of process;  
12 or

13           (B) If the applicant is a foreign firm, documentation that the foreign firm is authorized to do  
14 business in West Virginia and that an agent for service of process has been designated and the  
15 following has been submitted:

16           (i) A copy of the filing with the Secretary of State's Office appointing an agent for service  
17 of process; and

18           (ii) A certificate of authority issued by the Secretary of State.

19           (b) The board shall maintain a list of all applicants for registration that includes the  
20 information in the written application.

**§30A-12-7. Certification requirements.**

1           (a) The certification for registration shall be in writing, on a form prescribed by the board  
2 and signed by the applicant or controlling person. The certification shall include statements that  
3 the applicant:

4           (1) Has a process in place to verify that any person used as an appraiser or added to the  
5 appraiser panel of the applicant is a licensed or certified appraiser in good standing in West  
6 Virginia;

7           (2) Has set requirements to verify that appraisers are geographically competent and can  
8 perform the appraisals assigned;

9           (3) Has set procedures for an appraiser, licensed or certified in this state or in any state  
10 with a minimum of the same certification level for the property type as the appraiser who  
11 performed the appraisal, to review the work of the appraisers performing appraisals for the  
12 applicant to verify that the appraisals are being conducted in accordance with the minimum  
13 USPAP standards;

14           (4) Will require appraisals to be conducted independently and free from inappropriate  
15 influence and coercion as required by the appraisal independence standards established under  
16 Section 129E of the Truth in Lending Act and the rules and regulations issued pursuant to the  
17 Act, including the requirement that appraisers be compensated at a customary and reasonable  
18 rate when the appraisal management company is providing services for a consumer credit  
19 transaction secured by the principal dwelling of a consumer;

20           (5) Maintains a detailed record of each request for appraisal it receives from a client and  
21 the appraiser that performs the appraisal; and

22           (6) Has submitted any other information required by the board.

23           (b) The applicant, each owner who is an employee of or consultant for the applicant and  
24 any controlling person shall submit a written verification, on a form prescribed by the board, that  
25 includes statements that:

26           (1) The written application and verification for registration contain no false or misleading  
27 statements;

28           (2) The applicant has complied with the requirements of this article;

29           (3) The applicant, each owner who is an employee of or consultant for the applicant, and  
30 the controlling person of the firm seeking registration has not pleaded guilty or nolo contendere  
31 to or been convicted of a felony;

32           (4) Within the past 10 years, the applicant, each owner who is an employee of or  
33 consultant for the applicant, and the controlling person of the firm seeking registration has not  
34 pleaded guilty or nolo contendere to or been convicted of:

35 (A) A misdemeanor involving mortgage lending or real estate appraisals; or

36 (B) An offense involving breach of trust or fraudulent or dishonest dealing;

37 (5) The applicant, each owner who is an employee of or consultant for the applicant, and  
38 the controlling person of the firm seeking registration are of good character and reputation and  
39 that none of them has had a license or certificate to act as an appraiser refused, denied, canceled,  
40 revoked, or surrendered in this state or any other jurisdiction, and the license or certification was  
41 not subsequently granted or reinstated;

42 (6) The applicant, each owner who is an employee of or consultant for the applicant, and  
43 the controlling person of the firm seeking registration are not permanently or temporarily enjoined  
44 by a court of competent jurisdiction from engaging in or continuing any conduct or practice  
45 involving appraisals, appraisal management services or operating an appraisal management  
46 company;

47 (7) The applicant, each owner who is an employee of or consultant for the applicant, and  
48 the controlling person of the firm seeking registration are not the subject of an order of the board  
49 or any other jurisdiction's agency that regulates appraisal management companies that denied,  
50 suspended, or revoked the applicant's or firm's privilege to operate as an appraisal management  
51 company;

52 (8) The applicant, each owner who is an employee of or consultant for the applicant, and  
53 the controlling person of the firm seeking registration have not acted as an appraisal management  
54 company while not being properly registered by the board; and

55 (9) Set forth any other requirements of the board.

**§30A-12-8. Background check requirements.**

1 (a) Upon application, the applicant, each owner who is an employee of or consultant for  
2 the applicant, and the controlling person of the firm seeking registration shall submit to a state  
3 and national criminal history record check, as set forth in this section.

4 (1) This requirement is found not to be against public policy.

5           (2) The criminal history record check shall be based on fingerprints submitted to the West  
6 Virginia State Police or its assigned agent for forwarding to the Federal Bureau of Investigation.

7           (3) The applicant shall meet all requirements necessary to accomplish the state and  
8 national criminal history record check, including:

9           (A) Submitting fingerprints for the purposes set forth in this subsection; and

10           (B) Authorizing the board, the West Virginia State Police and the Federal Bureau of  
11 Investigation to use all records submitted and produced for the purpose of screening the applicant  
12 for a license.

13           (b) The results of the state and national criminal history record check may not be released  
14 to or by a private entity except:

15           (1) To the individual who is the subject of the criminal history record check;

16           (2) With the written authorization of the individual who is the subject of the criminal history  
17 record check; or

18           (3) Pursuant to a court order.

19           (c) The criminal history record check and related records are not public records for the  
20 purposes of Chapter 29B of this code.

21           (d) The applicant shall ensure that the criminal history record check is completed as soon  
22 as possible after the date of the original application for registration.

23           (e) The applicant shall pay the actual costs of the fingerprinting and criminal history record  
24 check.

**§30A-12-9. Surety bond requirements and claims.**

1           (a) Each applicant shall post and maintain a surety bond with the board. The aggregate  
2 liability of the surety bond may not exceed the principal sum of the surety bond.

3           (b) The surety bond shall:

4           (1) Be established by the board through rules;

5           (2) Not exceed \$100,000;

- 6           (3) Be in the form prescribed by the board;  
7           (4) Be issued by a surety company authorized to do business in West Virginia; and  
8           (5) Accrue to the state for the benefit of any claimant against the registrant to secure the  
9 faithful performance of the registrant's obligations.
- 10           (c) The board may bring suit on behalf of the party having a claim against the registrant.  
11           (d) Consumer claims shall be given priority in recovering from the surety bond.  
12           (e) Claimants may make claim under the bond for up to one year after the applicant ceases  
13 doing business in West Virginia.
- 14           (f) An appropriate deposit of cash or security may be accepted by the board in lieu of the  
15 required bond, as determined by the board through legislative rule.

**§30A-12-10. Fee requirements.**

1           The fees assessed by the board, as established by legislative rule, shall include the annual  
2 fee for appraisal management companies to be included in the national registry maintained by  
3 the Appraisal Subcommittee of the Federal Financial Institutions Examination Council.

**§30A-12-11. Controlling person requirements.**

- 1           (a) An appraisal management company shall have a designated controlling person who  
2 will ensure compliance with this article and will be the main contact for all communication between  
3 the board and the appraisal management company.
- 4           (b) The controlling person shall:
- 5           (1) Be of good character and reputation;  
6           (2) Submit to national and state criminal background checks as set out in §30A-12-8 of  
7 this code;
- 8           (3) Never have had a license or certificate to act as an appraiser refused, denied,  
9 canceled, revoked, or surrendered in this state or any other jurisdiction and not subsequently  
10 granted or reinstated;

11 (4) Never have been a part of a firm that was permanently or temporarily enjoined by a  
12 court of competent jurisdiction from engaging in or continuing any conduct or practice involving  
13 appraisals, appraisal management services or operating an appraisal management company;  
14 and

15 (5) Never have been the subject of an order of the board or any other jurisdiction's  
16 appraisal management company regulatory agency that denied or revoked the applicant's or  
17 firm's privilege to operate as an appraisal management company.

**§30A-12-12. Requirements for removal from an appraiser panel.**

1 (a) Except within 60 days from the date an appraiser is first added to the appraiser panel  
2 of an appraisal management company, an appraisal management company may only remove an  
3 appraiser from an appraiser panel or refuse to assign appraisals to an appraiser after providing  
4 the appraiser 20 days prior written notice stating the reasons for the removal or refusal and  
5 providing an opportunity for the appraiser to be heard.

6 (b) An appraiser who is removed from an appraiser panel or refused appraisal  
7 assignments for an alleged act or omission that would constitute grounds for disciplinary action  
8 under the provisions of §30A-1-1 et seq. of this code, a violation of the USPAP or a violation of  
9 state law or legislative rule may file a complaint with the board for a review of the appraisal  
10 management company's decision.

11 (c) The board's review under this subsection is limited to determining whether:

12 (1) The appraisal management company has complied with subsection (a) of this section;  
13 and

14 (2) The appraiser has engaged in an act or omission that would constitute grounds for  
15 disciplinary action under the provisions of §30A-11-12 of this code, or has committed a violation  
16 of the USPAP or a violation of state law or legislative rule.

17 (d) The board shall hold a hearing on the complaint within a reasonable time, not  
18 exceeding six months after the complaint was filed unless there are extenuating circumstances  
19 that are noted in the board's minutes.

20 (e) If the board determines after the hearing that an appraisal management company  
21 acted improperly then the board shall order the appraisal management company to restore the  
22 appraiser to the appraiser panel or assign appraisals to the appraiser.

23 (f) After the board's order, an appraisal management company may not:

24 (1) Reduce the number of appraisals given to the appraiser; or

25 (2) Penalize the appraiser in any other manner.

**§30A-12-13. Duties of appraisal management companies.**

1 (a) Each appraisal management company shall:

2 (1) Verify that an appraiser receiving work or being placed on an appraiser panel is:

3 (A) Professionally and geographically competent;

4 (B) Competent to perform the appraisal service being assigned to the appraiser;

5 (C) Licensed or certified under the provisions of §30A-11-1 et seq. of this code; and

6 (D) In good standing in this state;

7 (2) Designate a controlling person responsible for ensuring compliance with this article,

8 including filing with the board the following:

9 (A) The name of the controlling person;

10 (B) The contact information for the controlling person;

11 (C) A verified acceptance of responsibility from the controlling person; and

12 (D) An updated registration form identifying the current controlling person submitted within

13 10 business days, when there is a change of the controlling person;

14 (3) Maintain complete detailed records of requests for appraisals from clients, including:

15 (A) The type of appraisal requested;

16 (B) The name and license or certification number of the appraiser to whom the appraisal  
17 was referred;

18 (C) The fees received from the client; and

19 (D) The fees paid to the appraiser or any third party for services performed;

20 (4) Ensure that appraisal services are provided in an independent manner, free from  
21 inappropriate influence and coercion, as required by appraisal independence standards  
22 established under Section 129E of the Truth in Lending Act and the rules and regulations issued  
23 pursuant to the Act, including the requirement that fee appraisers be compensated at a customary  
24 and reasonable rate when the appraisal management company is providing services for a  
25 consumer credit transaction secured by the principal dwelling of a consumer;

26 (5) Except in cases of breach of contract or substandard performance, pay an independent  
27 appraiser for the completion of an appraisal within 45 days after the appraiser provides the  
28 completed appraisal to the appraisal management company, unless otherwise agreed to by the  
29 parties;

30 (6) Disclose its registration number on all engagement documentation with appraisers;

31 (7) Disclose to its clients the fees paid:

32 (A) For appraisal management services; and

33 (B) To the appraiser for the completion of an appraisal assignment;

34 (8) Inform the board, when it has a reasonable basis to believe, that an appraiser has:

35 (A) Failed to comply with USPAP and the failure to comply is likely to significantly affect  
36 the opinion of value;

37 (B) Violated applicable laws or rules; or

38 (C) Engaged in unethical or unprofessional conduct;

39 (9) Keep all records, including, but not limited to, appraisals ordered by the appraisal  
40 management company, for a minimum of five years after an appraisal is completed or two years

41 after final disposition of a judicial proceeding related to the assignment, whichever period expires  
42 later; and

43 (10) Maintain a registered agent for service of process and provide the board with the  
44 same information for the agent that is provided to the Secretary of State.

45 (b) The board may inspect the records of appraisal management companies at any time  
46 without prior notice.

47 (c) A sole proprietor of an appraisal management company is considered the controlling  
48 person.

49 (d) If information on a disclosure becomes inaccurate for any reason, then a revised or  
50 amended disclosure shall be provided within five business days after the change. The revised or  
51 amended disclosure shall be clearly marked as revised or amended and contain sufficient  
52 information for the client to identify the original disclosure referenced.

53 (e) The provisions of this section do not exempt a registrant from any other reporting  
54 requirements contained in any federal or state law.

**§30A-12-14. Unprofessional conduct.**

1 An appraisal management company commits unprofessional conduct if it:

2 (1) Requires an appraiser to modify an aspect of an appraisal which modification is not  
3 related to substandard performance or noncompliance with the terms of a contract or agreement;

4 (2) Requires an appraiser to prepare an appraisal when the appraiser believes, in his or  
5 her own professional judgment and notifies the appraisal management company in a timely  
6 manner, that the appraiser does not have the necessary expertise for the specific geographic  
7 area or is otherwise not competent to perform the appraisal;

8 (3) Requires an appraiser to prepare an appraisal under a certain time frame that the  
9 appraiser believes, in his or her own professional judgment and notifies the appraisal  
10 management company in a timely manner, that the appraiser does not have the necessary time  
11 to meet all the necessary and relevant legal and professional obligations;

12 (4) Prohibits or inhibits communication between an appraiser and any other person from  
13 whom the appraiser, in the appraiser's own professional judgment, believes information would be  
14 relevant;

15 (5) Requests an appraiser to do anything that does not comply with:

16 (A) The USPAP; or

17 (B) The requests of the client; or

18 (6) Makes any portion of the appraiser's fee or the appraisal management company's fee  
19 contingent on a favorable outcome, including:

20 (A) A loan closing; or

21 (B) An appraisal for a specific dollar amount.

**§30A-12-15. Prohibited acts.**

1 (a) An appraisal management company or any person acting for an appraisal  
2 management company as a controlling person, owner, director, officer, agent, employee, or  
3 independent contractor may not:

4 (1) Improperly influence or attempt to improperly influence the development, reporting,  
5 result or review of an appraisal through:

6 (A) Intimidation, inducement, coercion, extortion, collusion, bribery, compensation,  
7 blackmail, threat of exclusion from future appraisal work, or any other means that unduly  
8 influences or pressures the appraiser;

9 (B) Withholding payment to an appraiser or compensating the appraiser at less than the  
10 customary and reasonable rate for appraisal services unless for breach of contract; or

11 (C) Expressly or impliedly promise future business, promotions, or increased  
12 compensation to an appraiser;

13 (2) Knowingly employ a person to a position of responsibility who has had a license or  
14 certificate to act as an appraiser refused, denied, canceled, revoked, or surrendered in this state  
15 or any other jurisdiction, and not subsequently granted or reinstated;

16 (3) Knowingly enter into a contract with a person for the performance of appraisal services  
17 who has had a license or certificate to act as an appraiser refused, denied, canceled, revoked, or  
18 surrendered in this state or any other jurisdiction, and not subsequently granted or reinstated;

19 (4) Knowingly enter into a contract, agreement or other business relationship for the  
20 purpose of obtaining real estate appraisal services with a firm that employs or contracts with a  
21 person who has had a license or certificate to act as an appraiser refused, denied, canceled,  
22 revoked or surrendered in this state or any other jurisdiction, and not subsequently granted or  
23 reinstated;

24 (5) Knowingly fail to separate and disclose any fees charged to a client by the appraisal  
25 management company for an appraisal by an appraiser from fees charged to a client by the  
26 appraisal management company for appraisal management services;

27 (6) Prohibit an appraiser from stating, in a submitted appraisal, the fee paid by the  
28 appraisal management company to the appraiser for the appraisal;

29 (7) Request, allow, or require an appraiser to collect any portion of the fee, including the  
30 appraisal fee, charged by the appraisal management company to the client;

31 (8) Require an appraiser to provide the registrant with the appraiser's signature or seal in  
32 any form;

33 (9) Alter, amend, or change an appraisal submitted by an appraiser;

34 (10) Remove an appraiser's signature or seal from an appraisal;

35 (11) Add information to or remove information from an appraisal with the intent to change  
36 the conclusion of the appraisal;

37 (12) Remove an appraiser from an appraiser panel without 20 days prior written notice to  
38 the appraiser and an opportunity for the appraiser to be heard;

39 (13) Enter into an agreement or contract for the performance of appraisal services with an  
40 appraiser who is not in good standing with the board;

41 (14) Request or require an appraiser to provide an estimated, predetermined, or desired  
42 valuation in an appraisal;

43 (15) Request or require an appraiser to provide estimated values or comparable sales at  
44 any time prior to the appraiser completing an appraisal;

45 (16) Condition a request for an appraisal or the payment of an appraisal fee on:

46 (A) An opinion, conclusion, or valuation reached; or

47 (B) A preliminary estimate or opinion requested from an appraiser;

48 (17) Provide to an appraiser an anticipated, estimated, encouraged, or desired value for  
49 an appraisal or a proposed or targeted amount to be loaned or borrowed, except that a copy of  
50 the sales contract for the purchase transaction may be provided;

51 (18) Require an appraiser to indemnify or hold harmless an appraisal management  
52 company for any liability, damage, losses, or claims arising out of the services provided by the  
53 appraisal management company;

54 (19) Have a direct or indirect interest, financial or otherwise, in the property or transaction  
55 involving the appraisal;

56 (20) Provide to an appraiser or a person related to the appraiser stock or other financial  
57 or nonfinancial benefits;

58 (21) Obtain, use, or pay for a second or subsequent appraisal or order an automated  
59 valuation model, unless:

60 (A) There is a reasonable basis to believe that the initial appraisal was flawed and the  
61 basis is clearly and appropriately noted in the file;

62 (B) The second or subsequent appraisal, or automated valuation model is done under a  
63 bona fide prefunding or post-funding appraisal review or quality control process;

64 (C) The second appraisal is required by law; or

65 (D) The second or subsequent appraisal or automated valuation model is ordered by a  
66 client; or

67 (22) Commit an act or practice that impairs or attempts to impair an appraiser's  
68 independence, objectivity, or impartiality.

69 (b) This section does not prohibit an appraisal management company from requesting that  
70 an appraiser:

71 (1) Provide additional information about the basis for a valuation;

72 (2) Correct objective factual errors in an appraisal;

73 (3) Provide further detail, substantiation, or explanation for the appraiser's conclusion; or

74 (4) Consider additional appropriate property information, including the consideration of  
75 additional comparable properties to make or support an appraisal.

**§30A-12-16. Disciplinary action.**

1 The board may deny, revoke, or refuse to issue or renew the registration of an appraisal  
2 management company or may restrict or limit the activities of an appraisal management company  
3 or of a person or firm that owns an interest in or participates in the business of an appraisal  
4 management company for the following reasons:

5 (1) A person or firm acted as an appraisal management company or performed appraisal  
6 management services without being properly registered with the board;

7 (2) A person or firm did not perform the duties set out in this article;

8 (3) A person or firm engaged in unprofessional conduct as set out in this article;

9 (4) A person or firm engaged in a prohibited act set out in this article;

10 (5) The application for registration contained false or misleading information;

11 (6) A person or firm fraudulently or deceptively obtains or attempts to obtain a registration;

12 (7) A person or firm fraudulently or deceptively used a registration;

13 (8) A person or firm violated the provisions of this article, this code, or the board's rules;

14 (9) A person or firm was found guilty of a felony or pleaded guilty or nolo contendere to a  
15 felony;

16 (10) Within the past 10 years, a person or firm was found guilty of or pleaded guilty or nolo  
17 contendere to a misdemeanor involving:

18 (A) Mortgage lending;

19 (B) Appraisals;

20 (C) Breach of trust; or

21 (D) Fraudulent or dishonest dealing;

22 (11) A person or firm is permanently or temporarily enjoined by a court of competent  
23 jurisdiction from engaging in or continuing any conduct or practice involving appraisal  
24 management services or operating an appraisal management company;

25 (12) A person or firm is the subject of an order of the board or any other jurisdiction's  
26 appraisal management company regulatory agency that denied, revoked, or restricted a person's  
27 or firm's privilege to operate as an appraisal management company;

28 (13) A person or firm failed to pay the applicable fees; or

29 (14) For any other finding by the board.

**§30A-12-17. Notice and hearing procedures.**

1 (a) The board, on its own motion or upon receipt of a written complaint, may investigate  
2 an appraisal management company, a person or firm associated with an appraisal management  
3 company, and a person or firm performing appraisal management services.

4 (b) If the board determines after the investigation there are grounds for disciplinary action,  
5 the board may hold a hearing after giving 30 days' prior notice.

6 (c) The board has the same powers set out in §30A-11-1 et seq. of this code.

7 (d) After notice and a hearing, the board may:

8 (1) Deny, revoke, or refuse to issue or renew the registration of an appraisal management  
9 company or restrict or limit the activities of an appraisal management company or of a person or  
10 firm that owns an interest in or participates in the business of an appraisal management company;

11 (2) Impose a fine not to exceed \$25,000 for each violation; or

12 (3) Take other disciplinary action as established by the board by rule.

13 (e) The board may seek injunctive relief in the Kanawha County Circuit Court to prevent a  
14 person or firm from violating the provisions of this article or the rules promulgated hereunder. The  
15 circuit court may grant a temporary or permanent injunction.

## **CHAPTER 30B. LICENSED OCCUPATIONS AND TRADES.**

### **ARTICLE 1. GENERAL PROVISIONS APPLICABLE TO ALL STATE BOARDS OF EXAMINATION OR REGISTRATION REFERRED TO IN CHAPTER.**

#### **§30B-1-1. Application of article.**

1 Unless otherwise specifically provided, every board of examination or registration referred  
2 to in this chapter shall conform to the requirements prescribed in the following sections of this  
3 article.

#### **§30B-1-2. Legislative findings and declaration.**

1 The Legislature hereby finds and declares that as a matter of public policy the practice of  
2 the professions referred to in this chapter is a privilege and is not a natural right of individuals.  
3 The fundamental purpose of licensure and registration is to protect the public, and any license,  
4 registration, certificate, or other authorization to practice issued pursuant to this chapter is a  
5 revocable privilege.

#### **§30B-1-3. Oath.**

1 Every person appointed as a member of any board referred to in this article, before  
2 proceeding to exercise the authority or discharge the duties of the office, shall take the oath  
3 prescribed by section 5 of article IV of the state Constitution, and shall file the certificate thereof  
4 with the Secretary of State.

#### **§30B-1-4. Required orientation session.**

1 (a) The Auditor shall provide at least one seminar each year for state licensing boards to  
2 inform the boards of the duties and requirements imposed by state law and rules. All state  
3 agencies shall cooperate with and assist in providing the seminar if the Auditor requests.

4           (b) The seminar may include the following topics:

5           (1) Powers and duties of the boards and board members;

6           (2) The financial procedures for boards;

7           (3) Purchasing requirements;

8           (4) Open meeting requirements;

9           (5) Ethics;

10          (6) Rule-making procedures;

11          (7) Procedures for the handling of complaints, investigations, and administrative hearings;

12          (8) Disciplinary actions available to boards;

13          (9) Records management procedures;

14          (10) Annual reports; and

15          (11) Any other topics the Auditor determines necessary or informative.

16          (c) (1) The board members and the executive director or the chief financial officer of a  
17 board newly created under the provisions of this chapter shall attend a seminar provided under  
18 this section within one year of the creation of the board.

19          (2) The chairperson, the executive director, or the chief financial officer of the board shall  
20 annually attend a seminar provided under this section.

21          (3) Each board member shall attend at least one seminar provided under this section  
22 during each term of office.

23          (d) The Auditor may charge a registration fee for the seminar to cover the cost of providing  
24 the seminar. The fee may be paid from funds available to a board and a board may approve an  
25 expense reimbursement for the attendance of its members, executive director, and the chief  
26 financial officer of the board.

27          (e) Prior to January 1 of each year, the Auditor shall provide to the chairs of the Joint  
28 Standing Committee on Government Organization a list of:

29          (1) The names and titles of the persons who attended the seminar;

- 30           (2) The boards represented; and  
31           (3) The number and dates of the seminars offered by the Auditor during the previous year.  
32           (f) Ex officio members who are elected or appointed state officers or employees and  
33 members of boards that have purely advisory functions with respect to a department or agency  
34 of the state are exempt from the requirements of this section.

**§30B-1-5. Officers.**

1           (a) Every board referred to in this chapter shall elect annually from its members a president  
2 and a secretary who shall hold their offices for one year, but shall continue to hold their offices  
3 until their successors are elected.

4           (b) The officers of the boards referred to in this chapter shall register annually with the  
5 Governor, the Legislative Auditor, and the Secretary of State.

**§30B-1-6. Official seal; rules and regulations.**

1           Every such board shall adopt an official seal which shall be affixed to all licenses or  
2 certificates of registration issued by it, and shall make such rules, not inconsistent with law, as  
3 are necessary to regulate its proceedings and to carry out the purposes and enforce the provisions  
4 of this chapter applicable to such board.

**§30B-1-7. Lay members of professional boards.**

1           (a) Notwithstanding any provisions of this code to the contrary, the Governor shall appoint  
2 at least one lay person to represent the interests of the public on every licensing board which is  
3 referred to in this chapter. If the total number of members on any of these boards after the  
4 appointment of one lay person is an even number, one additional lay person shall be appointed.  
5 Lay members shall serve in addition to any other members otherwise provided for by law or rule.  
6 Lay members shall be at least 18 years of age, shall be of good moral character, and shall be  
7 competent to represent and safeguard the interests of the public. Each lay member is empowered  
8 to participate in and vote on all transactions and business of the board, committee, or group to  
9 which he or she is appointed.

10 (b) Any person whose addition to a board as a lay member under the provisions of this  
11 section results in the addition of an odd number of lay additions to the board shall serve for a term  
12 ending in an odd-numbered year on the date in that year on which terms of the professional  
13 members expire.

14 (c) Any person whose addition to a board as a lay member under the provisions of this  
15 section results in the addition of an even number of lay additions to the board shall serve for a  
16 term ending in an even-numbered year on the date in that year on which terms of the professional  
17 members expire.

**§30B-1-8. Meetings; quorum; investigatory powers; duties.**

1 (a) Every board referred to in this chapter shall hold at least one meeting each year, at  
2 such time and place as it may prescribe by rule, for the examination of applicants who desire to  
3 practice their respective occupations or trades in this state and to transact any other business  
4 which may legally come before it. The board may hold additional meetings as may be necessary,  
5 which shall be called by the secretary at the direction of the president or upon the written request  
6 of any three members. A majority of the appointed and qualified members of the board constitutes  
7 a quorum for the transaction of its business.

8 (b) The board may compel the attendance of witnesses, to issue subpoenas, to conduct  
9 investigations and hire an investigator and to take testimony and other evidence concerning any  
10 matter within its jurisdiction. The president and secretary of the board may administer oaths for  
11 these purposes.

12 (c) Every board referred to in this chapter shall investigate and resolve complaints which  
13 it receives and shall, within six months of the complaint being filed, send a status report to the  
14 party filing the complaint and the respondent by certified mail with a signed return receipt and  
15 within one year of the status report's return receipt date issue a final ruling, unless the party filing  
16 the complaint and the board agree in writing to extend the time for the final ruling. The time period  
17 for final ruling shall be tolled for any delay requested or caused by the respondent or by counsel

18 for the respondent and in no event shall a complaint proceeding be dismissed for exceeding the  
19 time standards in this section when such overage is the result of procedural delay or obstructive  
20 action by the accused or his or her counsel or agents.

21 (d) Every board shall provide public access to the record of the disposition of the  
22 complaints which it receives in accordance with the provisions of Chapter 29B of this code, and  
23 shall provide public access on a website to all completed disciplinary actions in which discipline  
24 was ordered. If a board is unable to provide access, the Attorney General shall provide a link to  
25 this information on the consumer protection division website, together with a link to the website of  
26 all other boards subject to this chapter. Every board shall report violations of individual practice  
27 acts contained in this chapter, Chapter 30, and Chapter 30B of this code to the board by which  
28 the individual may be licensed and shall do so in a timely manner upon receiving notice of the  
29 violations. Every person licensed or registered by a board shall report to the board which licenses  
30 or registers him or her a known or observed violation of the practice act or the board's rules by  
31 any other person licensed or registered by the same board and shall do so in a timely manner.  
32 Law-enforcement agencies or their personnel and courts shall report in a timely manner to the  
33 appropriate board any violations of individual practice acts by any individual.

34 (e) Whenever a board referred to in this chapter obtains information that a person subject  
35 to its authority has engaged in, is engaging in or is about to engage in any act which constitutes  
36 or will constitute a violation of the provisions of this chapter which are administered and enforced  
37 by that board, it may apply to the circuit court for an order enjoining the act. Upon a showing that  
38 the person has engaged, is engaging or is about to engage in any such act, the court shall order  
39 an injunction, restraining order or other order as the court may deem appropriate.

**§30B-1-9. Reporting of fraud and misappropriation of funds.**

1 (a) Whenever a board referred to in this chapter obtains information that an employee,  
2 officer, or member of the board may have misappropriated funds, engaged in fraud, or otherwise  
3 violated a law relating to the public trust, the board shall timely report such information or

4 allegation in writing to the commission on special investigations, established in §4-5-1 et seq. of  
5 this code.

6 (b) The reporting of such information under subsection (a) of this section shall not prevent,  
7 relieve, or replace a report to a law-enforcement agency, if appropriate or warranted.

**§30B-1-10. Application for license or registration; examination fee; establishment of**  
**application deadline and fees by legislative rule; prohibiting discrimination.**

1 (a) An applicant for an authorization to practice under the provisions of this chapter shall  
2 apply in writing to the proper board and submit the applicable fees.

3 (b) Each board may establish, by legislative rule, a deadline for an application for an  
4 examination.

5 (c) Notwithstanding the specific fees set forth in this chapter, each board may set fees by  
6 legislative rule that are sufficient to enable the board to effectively carry out its duties and  
7 responsibilities. At least 30 days prior to proposing a rule on fees, the board shall notify its  
8 membership of the proposed rule by:

9 (1) Mailing a copy of the proposed rule to its membership; or

10 (2) Posting the proposed rule on its website and notifying its membership of the website  
11 posting by:

12 (A) Mailing a postcard;

13 (B) Emailing a notice; or

14 (C) Placing a notice in its newsletter.

15 (d) In addition to any other information required by the board, an applicant's social security  
16 number shall be recorded on an application: *Provided*, That the board shall redact the social  
17 security number on any copies provided to the public.

18 (e) A board may not discriminate against an applicant because of political or religious  
19 opinion or affiliation, marital status, race, color, gender, creed, age, national origin, disability, or  
20 other protected group status.

21 (f) A board may deny an applicant an authorization to practice in this state if an applicant's  
22 authorization to practice in another jurisdiction has been revoked. The denial may be made by  
23 the board without a hearing unless the applicant requests a hearing within 30 days of the denial.  
24 A hearing must be conducted pursuant to the provisions of this article or the provisions contained  
25 in the rules of the board.

**§30B-1-11. Contents of license or certificate of registration.**

1 Every license or certificate of registration issued by each board shall bear a serial or  
2 license number, the full name of the applicant, the date of issuance, and the seal of the board:  
3 *Provided*, That licenses or certificates of registration issued or renewed on or after July 1, 2020,  
4 will indicate both the date of issuance and the date of expiration. The licenses or certificates of  
5 registration shall be signed by the board's president and secretary or executive secretary. No  
6 license or certificate of registration granted or issued under the provisions of this chapter may be  
7 assigned or transferred to another person.

**§30B-1-12. Denial, suspension, or revocation of a license or registration; probation;**  
**proceedings; effect of suspension or revocation; transcript; report; judicial**  
**review.**

1 (a) Every board referred to in this chapter may suspend or revoke the license of any person  
2 who has been convicted of a felony or who has been found to have engaged in conduct, practices,  
3 or acts constituting professional negligence or a willful departure from accepted standards of  
4 professional conduct. Where any person has been convicted of a felony or has been found to  
5 have engaged in such conduct, practices, or acts, every board referred to in this chapter may also  
6 enter into consent decrees, to reprimand, to enter into probation orders, to levy fines not to exceed  
7 \$1,000 per day per violation, or any of these, singly or in combination. Each board may also  
8 assess administrative costs. Any costs which are assessed shall be placed in the special account  
9 of the board and any fine which is levied shall be deposited in the state Treasury's General  
10 Revenue Fund.

11 (b) For purposes of this section, the word “felony” means a felony or crime punishable as  
12 a felony under the laws of this state, any other state, or the United States.

13 (c) Every board referred to in this chapter may propose rules for legislative approval in  
14 accordance with the provisions of §29A-3-1 et seq. of this code to delineate conduct, practices or  
15 acts which, in the judgment of the board, constitute professional negligence, a willful departure  
16 from accepted standards of professional conduct, or which may render an individual unqualified  
17 or unfit for licensure, registration, or other authorization to practice.

18 (d) Every board referred to in this chapter may revoke the license or registration of an  
19 individual licensed or otherwise lawfully practicing within this state whose license or registration  
20 in any other state, territory, jurisdiction or foreign nation has been revoked by the licensing  
21 authority thereof.

22 (e) Notwithstanding any other provision of law to the contrary, no certificate, license,  
23 registration, or authority issued under the provisions of this chapter may be suspended or revoked  
24 without a prior hearing before the board or court which issued the certificate, license, registration  
25 or authority, except:

26 (1) A board is authorized to suspend or revoke a certificate, license, registration, or  
27 authority prior to a hearing if the person’s continuation in practice constitutes an immediate danger  
28 to the public; or

29 (2) After due diligence, if a board cannot locate a person licensed under the provisions of  
30 this chapter within 60 days of a complaint being filed against the licensee, then the board may  
31 suspend the license, certificate, registration, or authority of the person without holding a hearing.  
32 After due diligence, if a Board still cannot locate the person licensed under the provisions of this  
33 chapter 30 days after the suspension of the person’s license, certificate, registration, or authority,  
34 then the board may revoke the license, certificate, registration or authority of the person without  
35 holding a hearing.

36 (f) In all proceedings before a board or court for the suspension or revocation of any  
37 certificate, license, registration, or authority issued under the provisions of this chapter, a  
38 statement of the charges against the holder of the certificate, license, registration, or authority  
39 and a notice of the time and place of hearing shall be served upon the person as a notice is served  
40 under §56-2-1 of this code at least 30 days prior to the hearing and he or she may appear with  
41 witnesses and be heard in person, by counsel, or both. The board may take oral or written proof,  
42 for or against the accused, as it may consider advisable. If upon hearing the board finds that the  
43 charges are true, it may suspend or revoke the certificate, license, registration or authority and  
44 suspension or revocation shall take from the person all rights and privileges acquired thereby.

45 (g) Pursuant to the provisions of §29A-5-1 of this code, informal disposition may also be  
46 made by the board of any contested case by stipulation, agreed settlement, consent order, or  
47 default. Further, the board may suspend its decision and place a licensee found by the board to  
48 be in violation of the applicable practice on probation.

49 (h) Any person denied a license, certificate, registration, or authority who believes the  
50 denial was in violation of this article or the article under which the license, certificate, registration,  
51 or authority is authorized shall be entitled to a hearing on the action denying the license,  
52 certificate, registration or authority. Hearings under this subsection are in accordance with the  
53 provisions for hearings which are set forth in this section.

54 (i) A stenographic report of each proceeding on the denial, suspension, or revocation of a  
55 certificate, license, registration, or authority shall be made at the expense of the board and a  
56 transcript of the hearing retained in its files. The board shall make a written report of its findings,  
57 which shall constitute part of the record.

58 (j) All proceedings under the provisions of this section are subject to review by the  
59 Supreme Court of Appeals.

60 (k) On or before July 1, 2020, every board referred to in this chapter shall adopt procedural  
61 rules in accordance with the provisions of §29A-3-1 et seq. of this code, which shall specify a

62 procedure for the investigation and resolution of all complaints against persons licensed under  
63 this chapter.

**§30B-1-13. Reinstatement of license.**

1 (a) Every board referred to in this chapter is authorized to consider the reinstatement of  
2 any license or registration that has been suspended, revoked, or not renewed, upon a showing  
3 that the applicant can resume practicing with reasonable skill and safety.

4 (b) Each board may adopt a procedural rule in accordance with the provisions of §29A-3-  
5 1 et seq. of this code, specifying forms and procedures for application for reinstatement.

**§30B-1-14. Mediation of complaints.**

1 (a) Any board referred to in this chapter may, on its own motion or by stipulation of the  
2 parties, refer any complaints against persons licensed under this chapter to mediation.

3 (b) Any board may maintain a list of mediators with expertise in professional disciplinary  
4 matters or may obtain a list from the West Virginia center for dispute resolution or the West  
5 Virginia State Bar's mediator referral service. The board shall designate a mediator from the list  
6 by neutral rotation.

7 (c) The mediation is not considered a proceeding open to the public and any reports and  
8 records introduced at the mediation are not part of the public record. The mediator and all  
9 participants in the mediation shall maintain and preserve the confidentiality of all proceedings and  
10 records. The mediator may not be subpoenaed or called to testify or otherwise be subject to  
11 process requiring disclosure of confidential information in any proceeding relating to or arising out  
12 of the disciplinary or licensure matter mediated: *Provided*, That any confidentiality agreement and  
13 any written agreement made and signed by the parties as a result of mediation may be used in  
14 any proceedings subsequently instituted to enforce the written agreement. The agreements may  
15 be used in other proceedings if the parties agree to the use in writing.

16 (d) The mediation may not be used to delay any disciplinary proceeding.

**§30B-1-15. Review by circuit court and supreme court of board's refusal to issue; suspension or revocation of license or registration.**

1        A person, who has been refused a license or registration for any cause other than failure  
2 to pass the examination given by the board, or whose certificate, license, registration, or authority  
3 has been suspended or revoked, may, within 30 days after the decision of the board, present his  
4 or her petition in writing to the circuit court of the county in which such person resides, or to the  
5 judge of such court in vacation, praying for the review and reversal of such decision. Before  
6 presenting his or her petition to the court or judge, the petitioner shall mail copies thereof to the  
7 president and secretary, respectively, of the board. Upon receipt of such copy the secretary shall  
8 forthwith transmit to the clerk of such court the record of the proceeding before the board. The  
9 court or judge shall fix a time for the review of said proceeding at his or her earliest convenience.  
10 Notice in writing of the time and place of such hearing shall be given to the president and secretary  
11 of the board at least 10 days before the date set therefor. The court or judge shall, without a jury,  
12 hear and determine the case upon the record of the proceedings before the board. The court or  
13 judge may enter an order affirming, revising, or reversing the decision of the board if it appears  
14 that the decision was clearly wrong. Prior to the entry of such order, no order shall be made or  
15 entered by the court to stay or supersede any suspension, revocation, or cancellation of any such  
16 certificate, license, registration, or authority. The judgment of the circuit court may be reviewed  
17 upon appeal in the Supreme Court of Appeals.

**§30B-1-16. Disposition of money fines; legislative audit; review of board's fee structure.**

1        (a) The secretary of every board referred to in this chapter shall receive and account for  
2 all money which it derives pursuant to the provisions of this chapter which are applicable to it.  
3 With the exception of money received as fines, each board shall pay all money which is collected  
4 into a separate special fund of the State Treasury which has been established for each board.  
5 This money shall be used exclusively by each board for purposes of administration and  
6 enforcement of its duties pursuant to this chapter. Any money received as fines shall be deposited

7 into the General Revenue Fund of the State Treasury. When the special fund of any board  
8 accumulates to an amount which exceeds twice the annual budget of the board or \$10,000,  
9 whichever is greater, the State Treasurer shall:

10 (1) Transfer the excess amount to the state General Revenue Fund; and

11 (2) Notify the Legislative Auditor that the transfer has been made.

12 (b) (1) Every licensing board which is authorized by the provisions of this chapter shall be  
13 subject to audit by the office of the Legislative Auditor.

14 (2) Within a reasonable time after the State Treasurer notifies the Legislative Auditor of a  
15 transfer required to be made under this section, the Legislative Auditor shall conduct a review of  
16 the fee structure of the applicable board to determine if the amount of the board's fees generate  
17 excessive revenue, when compared to the board's normal expenses. If the Legislative Auditor  
18 finds that excess revenue is generated, he or she shall report his or her findings to the  
19 Legislature's Joint Standing Committee on Government Organization, along with  
20 recommendations on how the fees can be adjusted to generate only the amount the board  
21 reasonably needs to operate under this chapter.

**§30B-1-17. Compensation of members; expenses.**

1 (a) Each member of every board in this chapter is entitled to receive compensation for  
2 attending official meetings or engaging in official duties not to exceed the amount paid to members  
3 of the Legislature for their interim duties as recommended by the Citizens Legislative  
4 Compensation Commission and authorized by law. A board member may not receive  
5 compensation for travel days that are not on the same day as the official meeting or official duties.

6 (b) The limitations contained in this section do not apply if they conflict with provisions of  
7 this chapter relating to a particular board.

8 (c) A board may reimburse actual and necessary expenses incurred for each day or  
9 portion of a day engaged in the discharge of official duties in a manner consistent with guidelines  
10 of the Travel Management Office of the Department of Administration.

11 (d) No member of any board in this chapter may receive compensation as an employee  
12 of the board.

**§30B-1-18. Record of proceedings; register of applicants; certified copies of records prima  
facie evidence; report to Governor and Legislature; public access.**

1 (a) The secretary of every board shall keep a record of its proceedings and a register of  
2 all applicants for license or registration, showing for each the date of his or her application, his or  
3 her name, age, educational, and other qualifications, place of residence, whether an examination  
4 was required, whether the applicant was rejected or a certificate of license or registration granted,  
5 the date of this action, the license or registration number, all renewals of the license or registration,  
6 if required, and any suspension or revocation thereof. The books and register of the board shall  
7 be open to public inspection at all reasonable times, and the books and register, or a copy of any  
8 part thereof, certified by the secretary and attested by the seal of the board, shall be prima facie  
9 evidence of all matters recorded therein.

10 (b) On or before January 1, of each year in which the Legislature meets in regular session,  
11 the board shall submit to the Governor and to the Legislature a report of its activities for the  
12 preceding two years, containing the following information for that period:

- 13 (1) The total receipts and disbursements for each year;  
14 (2) A list of amounts received in each year for the following categories of receipts:  
15 (A) License applications, registrations, and renewals;  
16 (B) Examination fees, if applicable;  
17 (C) Other fees, including late fees, copying charges and fees for printed certificates;  
18 (D) Fines or penalties;  
19 (E) Expense reimbursements from disciplinary actions; and  
20 (F) Grants, special appropriations or other sources of revenue not from fees;  
21 (3) A list of amounts spent in each year for the following categories of expenditures:  
22 (A) Personal services;

23 (B) Board member per diem compensation;

24 (C) Travel expenses and automobile mileage;

25 (D) Professional contracts;

26 (E) Rent;

27 (F) Office supplies;

28 (G) Postage;

29 (H) Entertainment and hosting;

30 (I) Insurance; and

31 (J) Bank costs;

32 (4) A complete list of the names of all persons newly licensed or registered;

33 (5) A table or list showing numbers of licensees or registrants by West Virginia county of

34 practice or, for out-of-state licensees or registrants, by state of residence, and by specialty, if

35 appropriate to the particular profession;

36 (6) Complaints filed and investigations opened by the board, with a brief classification of

37 the nature of the complaint, together with the dates of compliance with the time requirements of

38 §30B-18(c) of this code, and the disposition, if any;

39 (7) In addition to complaints reported under the preceding subsection, complaints resolved

40 and investigations closed by the board, with a brief classification of the nature of the complaint,

41 together with the dates of compliance with the time requirements of §30B-18(c) of this code, and

42 the disposition, if any; and

43 (8) Copies of the agendas for, and minutes of, board and committee or subcommittee

44 meetings.

45 The report shall be certified by the president and the secretary of the board, and a copy

46 of the report shall be filed with the Secretary of State and with the legislative librarian.

47 (c) To promote public access, the secretary of every board shall ensure that the address

48 and telephone number of the board are included every year in the state government listings of

49 the Charleston area telephone directory. Every board shall regularly evaluate the feasibility of  
50 adopting additional methods of providing public access, including, but not limited to, listings in  
51 additional telephone directories, toll-free telephone numbers, facsimile, and computer-based  
52 communications.

**§30B-1-19. Roster of licensed or registered practitioners.**

1 The secretary of every board shall prepare and maintain a complete roster of the names  
2 and office addresses of all persons licensed, or registered, and practicing in this state the  
3 profession or occupation to which such board relates, arranged alphabetically by name and also  
4 by the cities or counties in which their offices are situated. Each board shall make the roster  
5 available upon request to any member of the public.

**§30B-1-20. Remission of certain fees.**

1 Every board of examination or registration referred to in this chapter is hereby authorized,  
2 under such rules and regulations as may be adopted by each board, to remit all annual license or  
3 annual registration fees required to be paid by any licensee or registrant under its supervision  
4 during such time as such licensee or registrant is serving with the Armed Forces of the United  
5 States of America, and to retain the name of such licensee or registrant in good standing on the  
6 roster of said board during said time.

**§30B-1-21. Liability limitations of peer review committees and professional standards**  
**review committees.**

1 No member of a peer review committee or a professional standards review committee of  
2 a state or local professional organization, including, but not limited to, committees established to  
3 review the practices of real estate brokers, real estate agents, or real estate appraisers shall be  
4 deemed liable to any person for any action taken or recommendation made within the scope of  
5 the functions of the committee, if the committee member acts without malice and in the reasonable  
6 belief that such action or recommendation is warranted by the facts known to him or her after

7 reasonable effort to obtain the facts of the matter as to which such action is taken or  
8 recommendation is made.

**§30B-1-22. Annual reports.**

1 (a) A licensing board, organized under the provisions of this chapter, may submit its annual  
2 report on electronic media to be filed in the same manner as a printed annual report, or transmitted  
3 electronically via the Internet. Any report filed in an electronic format shall be considered as having  
4 satisfied the filing requirements.

5 (b) If a board chooses to submit its annual report electronically, it shall transmit an  
6 electronic copy to the legislative manager.

**§30B-1-23. Retired, volunteer and inactive status licenses.**

1 (a) Every board referred to in this chapter may propose rules for legislative approval in  
2 accordance with the provisions of §29A-3-1 et seq. of this code, to establish licensure criteria and  
3 other requirements for retired, volunteer, and inactive licenses.

4 (b) If a board which establishes licensure criteria as authorized in this section does not  
5 establish specific continuing education requirements, the retired, volunteer, or inactive licensees  
6 shall comply with the same continuing education requirements as established by the respective  
7 boards for an active license.

**§30B-1-24. Combining board staff functions.**

1 (a) Any board referred to in this chapter may combine administrative staff functions with  
2 any other board or boards referred to in this chapter, Chapter 30, or Chapter 30A of this code,  
3 pursuant to the provisions of subsection (b) of this section, to carry out the administrative duties  
4 of the boards as set forth in this article, the practice acts of each board set forth in this chapter  
5 and the legislative rules of each board: *Provided*, That each board retains responsibility for  
6 fulfilling its statutory duties.

7 (b) Before combining administrative staff functions pursuant to subsection (a) of this  
8 section, the boards shall, in consultation with the office of the Attorney General, enter into a  
9 memorandum of understanding with the following provisions:

10 (1) The names of the boards combining administrative staff functions;

11 (2) The administrative staff functions being combined, including the staffs' titles and duties  
12 relative to each board;

13 (3) The prorata share of expenses that each board will be responsible for paying, including  
14 salaries, office rent, office supplies, telephone, fax and computer services, travel expenses and  
15 any other expenses anticipated by the boards;

16 (4) A description of how decisions will be made by the boards, including employment of  
17 staff, the staff's functions and duties, and any other necessary decisions;

18 (5) A description of how modifications may be made to the terms of the agreement; and

19 (6) Any other provisions necessary to set forth the agreement of the boards.

20 (c) The boards that combine administrative staff functions pursuant to this section, may  
21 promulgate rules in accordance with the provisions of Chapter 29A of this code, to make any  
22 necessary changes to facilitate the combining of administrative staff functions. The boards may  
23 also promulgate emergency rules pursuant to the provisions of §29A-3-15 of this code, to correct  
24 any conflicts with a board's current rules.

**§30B-1-25. Exemption from licensure for practice for a charitable function.**

1 (a) A person holding an unrestricted license, certificate, registration or permit granted by  
2 another state or jurisdiction to practice a trade or occupation licensed under this chapter may  
3 serve as a volunteer without compensation for a charitable function for a period not to exceed 10  
4 days, subject to the approval process described in this section: *Provided*, That a person who has  
5 received any completed disciplinary actions in which discipline was ordered in any of the three  
6 most recent years, or is the subject of any pending disciplinary actions is not eligible for this  
7 charitable exemption from licensure.

8           (b) The person shall notify the board of the nature of the volunteer charitable practice, the  
9 specific dates the person will participate in the charitable practice, and shall provide to the board  
10 a list of all professional and occupational licenses, registrations, permits or certificates held in  
11 each state or jurisdiction for the previous three years.

12           (c) Upon a review of the information required by this section, the board shall provide a  
13 temporary authorization to a qualified volunteer to participate in the volunteer activity for the  
14 duration not to exceed 10 days. Each board shall keep a record of each authorization issued  
15 pursuant to his section.

16           (d) The board may not charge a fee to authorize this charitable practice.

**§30B-1-26. Lobbying.**

1           No board may employ or contract with any person whose job functions or obligations  
2 include lobbying on behalf of the board: *Provided*, That the director, board counsel, and appointed  
3 board members may lobby on behalf of the board.

**§30B-1-27. Waiver of initial licensing fees for certain individuals; definitions.**

1           (a) As used in this section:

2           (1) "Initial" means obtaining a license in West Virginia for the occupation sought for the  
3 first time;

4           (2) "Low-income individuals" means individuals in the local labor market as defined in §21-  
5 1C-2 of this code whose household adjusted gross income is below 130 percent of the federal  
6 poverty line. This term also includes any person enrolled in a state or federal public assistance  
7 program including, but not limited to, the Temporary Assistance for Needy Families Program,  
8 Medicaid, or the Supplemental Nutrition Assistance Program; and

9           (3) "Military families" means any person who serves as an active member of the armed  
10 forces of the United States, the National Guard, or a reserve component as described in 38 U.S.C.  
11 § 101, honorably discharged veterans of those forces, and their spouses. This term also includes  
12 surviving spouses of deceased service members who have not remarried.

13 (b) Each board or licensing authority referred to in this chapter shall waive all initial  
14 occupational licensing fees for the following classes of individuals:

15 (1) Low-income individuals; and

16 (2) Military families.

17 (c) Individuals seeking a waiver of initial occupational licensing fees must apply to the  
18 appropriate board or licensing authority in a format prescribed by the board or licensing authority.

19 The board or licensing authority shall process the application within 30 days of receiving it from  
20 the applicant.

21 (d) The board or licensing authority shall propose rules for legislative approval in  
22 accordance with §29A-3-1 et seq. of this code to implement the provisions of this section.

**§30B-1-28. Use of criminal records as disqualification from authorization to practice.**

1 (a) Definitions. — For the purposes of this section:

2 (1) “Board” means the board, authority, or other agency authorized by the provisions of  
3 this chapter to issue licenses, certifications, registrations, or other authorizations to engage in a  
4 particular profession or occupation.

5 (2) “License” or “licensure” means the official authorization to engage in a profession or  
6 occupation issued by a board, pursuant to the requirements of this chapter.

7 (3) “Unreversed”, as that term refers to a criminal conviction, means that a conviction has  
8 not been set aside, vacated, pardoned, or expunged.

9 (b) (1) Boards subject to the requirements of this section may not disqualify an applicant  
10 from initial licensure to engage in a profession or occupation because of a prior criminal conviction  
11 that remains unreversed unless that conviction is for a crime that bears a rational nexus to the  
12 profession or occupation requiring licensure. In determining whether a criminal conviction bears  
13 a rational nexus to a profession or occupation, the board shall consider at a minimum:

14 (A) The nature and seriousness of the crime for which the individual was convicted;

15 (B) The passage of time since the commission of the crime;

16 (C) The relationship of the crime to the ability, capacity, and fitness required to perform  
17 the duties and discharge the responsibilities of the profession or occupation; and

18 (D) Any evidence of rehabilitation or treatment undertaken by the individual.

19 (2) Because the term "moral turpitude" is vague and subject to inconsistent applications,  
20 boards subject to the requirements of this section may not rely upon the description of a crime for  
21 which an applicant has been convicted as one of "moral turpitude" as a basis for denying  
22 licensure: *Provided*, That if the prior conviction for the underlying crime bears a rational nexus to  
23 the profession or occupation requiring licensure, the board may consider the conviction according  
24 to the requirements of subdivision (1) of this subsection.

25 (3) Notwithstanding any other provision of this chapter to the contrary, if an applicant is  
26 disqualified from licensure because of a prior criminal conviction, a board shall permit the  
27 applicant to apply for initial licensure if:

28 (A) A period of five years has elapsed from the date of conviction or the date of release  
29 from incarceration, whichever is later;

30 (B) The individual has not been convicted of any other crime during the period of time  
31 following the disqualifying offense; and

32 (C) The conviction was not for an offense of a violent or sexual nature: *Provided*, That a  
33 conviction for an offense of a violent or sexual nature may subject an individual to a longer period  
34 of disqualification from licensure, to be determined by the individual board.

35 (4) An individual with a criminal record who has not previously applied for licensure may  
36 petition the appropriate board at any time for a determination of whether the individual's criminal  
37 record will disqualify the individual from obtaining a license. This petition shall include sufficient  
38 details about the individual's criminal record to enable the board to identify the jurisdiction where  
39 the conviction occurred, the date of the conviction, and the specific nature of the conviction. The  
40 board shall provide the determination within 60 days of receiving the petition from the applicant.  
41 The board may charge a fee to recoup its costs for each petition.

42 (5) The requirements of this section do not apply to the criteria that boards may consider  
43 when making determinations regarding relicensure or discipline of licensees.

44 (c) Every board subject to the provisions of this section shall propose rules or amendments  
45 to existing rules for legislative approval to comply with the provisions of this section. These rules  
46 or amendments to rules shall be proposed pursuant to the provisions of §29A-3-1 et seq. of this  
47 code within the applicable time limit to be considered by the Legislature during its regular session  
48 in the year 2020.

**§30B-1-29. Continuation of Rules.**

1 All rules of the boards organized in this Chapter as previously authorized under Chapter  
2 30 of this code that are in effect on June 30, 2020 shall continue in full force and effect until  
3 amended, replaced, or repealed by the Board or Commission.

**ARTICLE 1B. PROVISIONS APPLICABLE TO MILITARY MEMBERS AND THEIR**  
**SPOUSES.**

**§30B-1B-1. Legislative findings and declarations.**

1 The Legislature finds that:

2 (1) In recognition of the enormous sacrifices made by members of the Armed Forces of  
3 the United States of America and their families in voluntary service to this state and our nation,  
4 the citizens of West Virginia must endeavor to find new and innovative ways to improve the lives  
5 of military families and support their personal and professional growth;

6 (2) Many current and former members of the United States Armed Forces have acquired  
7 extensive academic, professional and occupational training and experience in various professions  
8 and occupations while serving in the Armed Forces, comparable to or exceeding that required in  
9 this state to register for examination or qualify for licensure, certification, or registration for similar  
10 or related occupations and professions;

11 (3) Military families are ten times more likely to move from one state to another than their  
12 civilian counterparts, and 35 percent of military spouses work in professions that require state  
13 licenses, certifications, or registrations;

14 (4) Armed forces members who return to this state after being called to active duty service,  
15 and spouses accompanying armed forces members outside of this state or to this state for active  
16 duty, are frequently delayed in beginning employment as professionals because of issues with  
17 obtaining licenses, certifications, or registrations upon arrival or return to West Virginia;

18 (5) The boards in this chapter have the particular expertise necessary to evaluate and  
19 determine the adequacy of military education, training and experience for licensure, certification,  
20 or registration and to adopt procedures that ease the burden of transition for military families  
21 through waivers, temporary licensing, or otherwise, while ensuring competency of professionals  
22 and protecting the citizens of the state from harm.

**§30B-1B-2. Consideration of military education, training and experience for licensure or registration, generally.**

1 Notwithstanding any law to the contrary, all boards referred to in this chapter shall, upon  
2 presentation of satisfactory evidence by an applicant for licensure, certification, or registration,  
3 consider the individual's education, training, or experience as a member of the Armed Forces or  
4 Reserves of the United States, the National Guard of any state, or the military reserves of any  
5 state, as part of the evaluation process toward the qualifications to receive, or take examination  
6 for, that respective professional license, certification, or registration.

**§30B-1B-3. Licensure, certification, or registration of persons on military active duty outside this state; extension of licenses or registration; waiver of certain license, certification, or registration requirements.**

1 (a) During periods when the licensee, certificate holder, or registrant is on active duty as  
2 a member of the Armed Forces of the United States and deployed outside of this state, and for  
3 six months after discharge from active duty, his or her license, certification, or registration shall

4 continue in good standing and shall be renewed, upon receipt of a waiver request pursuant to  
5 subsection (b) of this section:

6 (1) Without meeting continuing education requirements for the license, certification, or  
7 registration when:

8 (A) Circumstances associated with the military duty prevent the obtaining of continuing  
9 education, or

10 (B) The licensee, certificate holder or registrant performs the profession or occupation as  
11 part of his or her military duties, as may be evidenced by annotation on Defense Department  
12 Form 214 (DD214), National Guard Bureau Form 22 (NGB22) or other official record; and

13 (2) Without payment of fees for the renewal of the license, certification, or registration.

14 (b) The licensee, certificate holder, or registrant shall submit a waiver request to the  
15 appropriate board, informing the board of circumstances which include, but are not limited to,  
16 being deployed outside of this state.

**§30B-1B-4. Licensure, certification, or registration of spouses of persons on military active  
duty outside this state; extension of licenses or registration; waiver of certain  
license, certification, or registration requirements.**

1 (a) During periods when the licensee, certificate holder, or registrant is accompanying his  
2 or her spouse who is on active duty as a member of the Armed Forces of the United States and  
3 deployed outside of this state, and for six months after his or her spouse is discharged from active  
4 duty, his or her license, certification, or registration shall continue in good standing and shall be  
5 renewed, upon receipt of a waiver request pursuant to subsection (b) of this section:

6 (1) Without meeting continuing education requirements for the license, certification, or  
7 registration when:

8 (A) Circumstances associated with accompanying his or her spouse who is on active duty  
9 prevent the obtaining of continuing education, or

10 (B) The licensee, certificate holder or registrant presents evidence that he or she performs  
11 or performed the profession or occupation while accompanying his or her spouse on active duty;  
12 and

13 (2) Without payment of fees for the maintenance or renewal of the license, certification, or  
14 registration.

15 (b) The licensee, certificate holder or registrant shall submit a waiver request to the  
16 appropriate board informing the board of circumstances which include, but are not limited to,  
17 accompanying a spouse who is deployed outside of this state.

**§30B-1B-5. Temporary licensure, certification, or registration of spouses of persons on  
military active duty; waiver of certain license, certification, or registration  
fees.**

1 (a) Notwithstanding any law to the contrary, the spouse of a person who is on active duty  
2 as a member of the Armed Forces of the United States shall be issued a temporary license,  
3 certification, or registration by a board referred to in this chapter within 30 days of submitting the  
4 following to the board:

5 (1) A completed application for temporary license, certification, or registration, as  
6 developed by the board;

7 (2) The required application fee;

8 (3) Proof that the applicant is married to a member of the Armed Forces of the United  
9 States who is on active duty; and

10 (4) Proof that the applicant holds a valid license, certification, or registration for the  
11 profession issued by another state, the District of Columbia, or a possession or territory of the  
12 United States, and whose license, certification, or registration is not and has not been the subject  
13 of disciplinary action in that jurisdiction.

14 (b) Notwithstanding subsection (a), a board may require the applicant to submit to a  
15 criminal history records check, to be paid for by the applicant, and the board may deny a request

16 for a temporary license, certification, or registration if the criminal history records check provides  
17 reason to believe that the applicant does not meet the requirements of the board or presents a  
18 safety risk to the public.

19 (c) A temporary license expires six months after the date of issuance and is not renewable.

20 (d) An applicant under this section may submit an application for waiver of the temporary  
21 license application fee, and the board shall grant the waiver if the applicant has paid a fee for his  
22 or her previous license, certification, or registration in another state, the District of Columbia, or a  
23 possession or territory of the United States, within six months immediately prior to submitting an  
24 application for temporary license, certification or registration. The applicant shall provide proof of  
25 the date and amount of the previous payment.

**§30B-1B-6. Rule-making authority.**

1 The Boards referred to in this chapter may propose rules for legislative approval in  
2 accordance with the provisions of §29A-3-1 et seq. of this code to implement the provisions of  
3 this article. Proposed rules may:

4 (1) Establish criteria or requirements for military education, training and experience that  
5 qualify the applicant to take an examination for licensure, certification, or registration or for a  
6 waiver of any examination requirement to be licensed, certified, or registered; and

7 (2) Implement the provisions of this article while ensuring competency, protecting the  
8 citizens of this state from harm, and addressing issues specific to each profession.

**§30B-1B-7. Data collection.**

1 (a) The boards referred to in this chapter shall require an applicant to state on the  
2 application form that he or she is an active duty member of the armed forces of the United States  
3 or is a spouse of an active duty member of the armed forces of the United States.

4 (b) The boards referred to in this chapter shall include the following information in their  
5 annual reports, as required in §30A-1-22 of this code:

6 (1) The number of licenses, certificates and/or registrations issued pursuant to this article;

7 (2) The amount of fees waived pursuant to this article;

8 (3) The number of persons who had continuing education requirements waived pursuant  
9 to this article; and

10 (4) The number of temporary licenses issued pursuant to this article.

**§30B-1B-8. Liberality of construction.**

1 This article shall be liberally construed and applied to promote the public interest.

**ARTICLE 1C. CAREER TRAINING EDUCATION AND APPRENTICESHIPS.**

**§30B-1C-1. Declaration of purpose.**

1 The provisions of this article are intended to facilitate certification and/or licensure for  
2 workers who acquire training via career technical education provided by West Virginia public  
3 schools or an employer-sponsored apprenticeship and employer-sponsored training programs.

**§30B-1C-2. Definitions.**

1 As used in this article and the legislative rules promulgated pursuant to this article:

2 “Apprentice” means someone who is enrolled in an apprenticeship program.

3 “Apprenticeship program” means a program offered by an employer to provide supervised  
4 on-the-job training to employees approved by the United States Department of Labor.

5 “Employer-sponsored training program” means a program approved in accordance with a  
6 rule promulgated by the respective board of examination or registration in accordance with their  
7 authority granted to by this chapter.

8 “License” means a valid and current certification or license issued by a regulatory board  
9 or commission in this chapter.

10 “Career technical education” means programs of study, clusters, and pathways approved  
11 by the West Virginia Board of Education pursuant to state board policy.

**§30B-1C-3. Recognition of training and apprenticeship programs.**

1 Beginning July 1, 2019, applicants for certification or licensure pursuant to this chapter  
2 shall be permitted to apply training hours earned via career technical education provided by West

3 Virginia public schools or an apprenticeship program or employer-sponsored training program  
4 towards the requirements for certification and/or licensure in the same occupation in accordance  
5 with the standards and procedures authorized in accordance with this article.

**§30B-1C-4. Rule-making authority.**

1 The licensing boards and commissions in this chapter shall, after consultation with the  
2 State Superintendent of Schools, propose rules for legislative approval, in accordance with the  
3 provisions of §29A-3-1 et seq. of this code for the implementation and enforcement of the  
4 provisions of this article. The rules shall provide at least the following:

5 (1) Standards and procedures for recognizing training hours acquired through career  
6 technical education provided by West Virginia public schools and applying those hours to  
7 requirements for testing and/or certification and/or licensure.

8 (2) Standards and procedures for recognizing training hours acquired through  
9 apprenticeship programs and employer-sponsored training programs and applying those hours  
10 to requirements for testing and/or certification and/or licensure.

**ARTICLE 2. BOARD OF BARBERS AND COSMETOLOGISTS.**

**§30B-2-1. Unlawful acts.**

1 (a) It is unlawful for any person to practice or offer to practice barbering, barber permanent  
2 waving, cosmetology, hairstyling, waxing, shampoo assisting, aesthetics or nail care in this state  
3 without a license or certification issued under the provisions of this article, or advertise or use any  
4 title or description tending to convey the impression that the person is a licensed or certified  
5 aesthetician, barber, barber crossover, barber permanent waviest, cosmetologist, cosmetologist  
6 crossover, hairstylist, shampoo assistant, waxing specialist or nail technician unless the person  
7 has been licensed or obtained certification under the provisions of this article and the license or  
8 certification has not expired, been suspended or revoked.

9           (b) No salon, except through a licensee or certification, may render any service or engage  
10 in any activity which, if rendered or engaged in by an individual, would constitute the practices  
11 licensed or certified under the provisions of this article.

12           (c) No school, except through a certified instructor, may instruct, render any service, or  
13 engage in any activity which, if taught, rendered, or engaged in by an individual, would constitute  
14 the practices licensed under the provisions of this article.

**§30B-2-2. Applicable law.**

1           The practices licensed under the provisions of this article and the board of Barbers and  
2 Cosmetologists are subject to the provisions of §30B-1-1 et seq. of this code, the provisions of  
3 this article, and any rules promulgated hereunder.

**§30B-2-3. Definitions.**

1           As used in this article, the following words and terms have the following meanings, unless  
2 the context clearly indicates otherwise:

3           (a) “Aesthetics” or “esthetics” means any one or any combination of the following acts  
4 when done on the human body for compensation and not for the treatment of disease:

5           (1) Administering cosmetic treatments to enhance or improve the appearance of the skin,  
6 including cleansing, toning, performing effleurage or other related movements, stimulating,  
7 exfoliating, or performing any other similar procedure on the skin of the human body or scalp;

8           (2) Applying, by hand or with a mechanical or electrical apparatus, any cosmetics,  
9 makeups, oils, powders, clays, antiseptics, tonics, lotions, creams or chemical preparations  
10 necessary for the practice of aesthetics to another person’s face, neck, back, shoulders, hands,  
11 elbows and feet up to and including the knee;

12           (3) The rubbing, cleansing, exercising, beautifying, or grooming of another person’s face,  
13 neck, back, shoulders, hands, elbows, and feet up to and including the knee;

14           (4) The waxing and tweezing of hair on another person’s body;

15           (5) The wrapping of another person’s body in a body wrap;

16 (6) Applying artificial eyelashes and eyebrows; and

17 (7) The lightening of hair on the body except the scalp.

18 (b) "Aesthetician" or "esthetician" means a person licensed under the provisions of this  
19 article who engages in the practice of aesthetics and has completed 600 clock hours of training.

20 (c) "Applicant" means a person making application for a professional license, license,  
21 certificate, registration, permit or renewal under the provisions of this article.

22 (d) "Barber" means a person licensed under the provisions of this article who engages in  
23 the practice of barbering and has completed a 1200 clock-hour barber training program without  
24 chemical services or a 1500 clock-hour barber training program with chemical services, or has  
25 successfully completed the barber apprenticeship program.

26 (e) "Barbering" means any one or any combination of the following acts when done on the  
27 head and neck for compensation and not for the treatment of disease:

28 (1) Shaving, shaping, and trimming the beard, or both;

29 (2) Cutting, singeing, shampooing, arranging, dressing, tinting, bleaching, or applying  
30 lotions or tonics on human hair, or a wig or hairpiece; and

31 (3) Applications, treatments or rubs of the scalp, face, or neck with oils, creams, lotions,  
32 cosmetics, antiseptics, powders, or other preparations in connection with the shaving, cutting, or  
33 trimming of the hair or beard.

34 (f) "Barber crossover" " is a person who has completed 1200 or 1500 clock hours of  
35 training, is licensed as a barber, and completed additional hours of training in nails, aesthetics  
36 and/or chemical services, to the total amount of 2100 hours, to perform cosmetology.

37 (g) "Barber permanent waving" means the following acts performed on the head and neck  
38 for compensation and not for the treatment of disease:

39 (1) The bleaching or tinting of hair; and

40 (2) The permanent waving of hair.

41 (h) "Barber permanent wavist" means a person who has completed 2000 clock hours of  
42 training and was licensed to perform barbering and barber permanent waving enrolled by August  
43 28, 2012.

44 (i) "Board" means the West Virginia Board of Barbers and Cosmetologists.

45 (j) "Certificate" means an instructor certificate to teach in a school under the provisions of  
46 this article or a document issued by the board for certification obtained pursuant to §30B-2-8b of  
47 this code.

48 (k) "Certificate holder" means a person certified as an instructor to teach in a school under  
49 the provisions of this article or who has obtained a certification pursuant to §30B-2-8b of this code.

50 (l) "Cosmetologist" means a person licensed under the provisions of this article who  
51 engages in the practice of cosmetology and who has completed 1800 clock hours of training.

52 (m) "Cosmetology" means any one or any combination of the following acts when done on  
53 the human body for compensation and not for the treatment of disease:

54 (1) Cutting, styling, shaping, arranging, braiding, weaving, dressing, adding extensions,  
55 curling, waving, permanent waving, relaxing, straightening, shampooing, cleansing, singeing,  
56 bleaching, tinting, coloring, waxing, tweezing, or similarly work on human hair, or a wig or  
57 hairpiece, by any means, including hands, mechanical or electrical devices or appliances;

58 (2) Nail care;

59 (3) Applying by hand or with a mechanical or electrical device or appliance, any cosmetics,  
60 makeups, oils, powders, clays, antiseptics, tonics, lotions, creams or chemical preparations  
61 necessary for the practice of aesthetics to another person's face, neck, shoulders, hands, elbows  
62 and feet up to and including the knee;

63 (4) The rubbing, cleansing, exercising, beautifying, or grooming of another person's face,  
64 neck, shoulders, hands, elbows, and feet up to and including the knee;

65 (5) The wrapping of another person's body in a body wrap; and

66 (6) Performing aesthetics.

67 (n) "Cosmetology crossover" is a person who has completed 1800 clock hours of training,  
68 is licensed as a cosmetologist, and completes an additional 300 hours of training in clipper cuts  
69 and face shaving to perform barbering, for a total of 2100 hours.

70 (o) "General supervision" means:

71 (1) For schools, a master or certified instructor is on the premises and is quickly and easily  
72 available; or

73 (2) For salons, a professional licensee is on the premises and is quickly and easily  
74 available.

75 (p) "Hair styling" means any one or any combination of the following acts when done on  
76 the head and neck for compensation and not for the treatment of disease:

77 Cutting, styling, shaping, arranging, braiding, weaving, dressing, adding extensions,  
78 curling, facial hair trimming, scalp treatments, waving, permanent waving, relaxing, straightening,  
79 shampooing, singeing, bleaching, tinting, coloring, or similarly work on human hair, or a wig or  
80 hairpiece, by any means, including hands, mechanical or electrical devices or appliances.

81 (q) "Hair stylist" means a person licensed under the provisions of this article who engages  
82 in the practice of hair styling and who has completed 1000 clock hours of training, effective July  
83 1, 2016.

84 (r) "License" means a professional license, a salon license, or a school license.

85 (s) "Licensed school" means a facility which has been approved by the West Virginia  
86 Council for Community and Technical College Education (CCTCE), Department of Education in  
87 conjunction with CCTCE or Department of Education in conjunction with the Department of  
88 Corrections pursuant to §18B-2B-9 of this code to educate persons to be licensed or issued  
89 certain permits under the provisions of this article.

90 (t) "Licensee" means a person, corporation or firm holding a license issued under the  
91 provisions of this article.

92 (u) "Nail care" means any one or any combination of the following acts when done on the  
93 human body for compensation and not for the treatment of disease:

94 (1) The cleansing, dressing, or polishing of nails of a person;

95 (2) Performing artificial nail service; and

96 (3) The cosmetic treatment of the feet up to the knee and the hands up to the elbow.

97 (v) "Nail technician" or "manicurist" means a person licensed under the provisions of this  
98 article who engages in the practice of nail care and has completed 400 clock hours of training.

99 (w) "Permit" means a work permit.

100 (x) "Permittee" means a person holding a work permit.

101 (y) "Professional license" means a license to practice as an aesthetician, barber, barber  
102 crossover, barber permanent wavist, cosmetologist, cosmetologist crossover, hairstylist, or nail  
103 technician.

104 (z) "Registration" means a registration issued by the board to a person who rents or leases  
105 a booth or chair from a licensed salon owner and operator, or both, or a registration issued by the  
106 board to a person who is a student in a school.

107 (aa) "Registrant" means a person who holds a registration under the provisions of this  
108 article.

109 (bb) "Salon" means a shop or other facility where a person practices under a professional  
110 license.

111 (cc) "Salon license" means a license to own and operate a salon.

112 (dd) "Student registration" means a registration issued by the board to a student to study  
113 at a school licensed under the provisions of this article.

114 (ee) "Waxing specialist" means a person certified under the provisions of this article who  
115 engages in the practice of waxing and tweezing of hair on another person's body.

116 (ff) "Shampoo assistant" means a person certified under the provisions of this article who  
117 engages in the practice of shampooing and rinsing hair; removing rollers or permanent rods and

118 cleansing or other sink-related functions not requiring the skill of a license. They must work at all  
119 times under the direct supervision of a licensed barber, hairstylist or cosmetologist.

120 (gg) Hair braiding, threading and any other item not spelled out are not regulated by the  
121 West Virginia Board of Barbers and Cosmetologists.

**§30B-2-4. Board of Barbers and Cosmetologists.**

1 (a) The West Virginia Board of Barbers and Cosmetologists is continued. The members  
2 of the board in office on July 1, 2016, shall, unless sooner removed, continue to serve until their  
3 respective terms expire and until their successors have been appointed and qualified.

4 (b) The Governor, by and with the advice and consent of the Senate, shall appoint:

5 (1) One licensed cosmetologist;

6 (2) One licensed barber or barber permanent wavist;

7 (3) One licensed aesthetician who is not a cosmetologist;

8 (4) One licensed nail technician who is not a cosmetologist;

9 (5) One representative from a privately owned beauty school licensed by the West Virginia  
10 Council for Community and Technical College Education (CCTCE), Department of Education in  
11 conjunction with CCTCE or Department of Education with the Department of Corrections; and

12 (6) Four citizen members representing the public;

13 (c) After the initial appointment term, the term shall be for five years. All appointments to  
14 the board shall be made by the Governor by and with the advice and consent of the Senate.

15 (d) Each licensed member of the board, at the time of his or her appointment, must have  
16 held a professional license in this state for a period of not less than three years immediately  
17 preceding the appointment.

18 (e) Each member of the board must be a resident of this state during the appointment  
19 term.

20 (f) A member may not serve more than two consecutive full terms. A member may continue  
21 to serve until a successor has been appointed and has qualified. A member serving on the board  
22 on June 30, 2016, may be reappointed in accordance with the provisions of this section.

23 (g) A vacancy on the board shall be filled by appointment by the Governor for the  
24 unexpired term of the member whose office is vacant and the appointment shall be made within  
25 60 days of the vacancy.

26 (h) The Governor may remove any member from the board for neglect of duty,  
27 incompetency, or official misconduct.

28 (i) A member of the board immediately and automatically forfeits membership to the board  
29 if his or her license to practice is suspended or revoked, is convicted of a felony under the laws  
30 of any jurisdiction or becomes a nonresident of this state.

31 (j) The board shall elect annually one of its members as chairperson who serves at the will  
32 of the board.

33 (k) Each member of the board is entitled to compensation and expense reimbursement in  
34 accordance with §30B-1-1 et seq. of this code.

35 (l) A majority of the members of the board constitutes a quorum.

36 (m) The board shall hold at least two annual meetings. Other meetings may be held at the  
37 call of the chairperson or upon the written request of two members, at the time and place as  
38 designated in the call or request.

39 (n) Prior to commencing his or her duties as a member of the board, each member shall  
40 take and subscribe to the oath required by section five, article IV of the constitution of this state.

**§30B-2-5. Powers and duties of the board.**

1 (a) The board has all the powers and duties set forth in this article, by rule, provided such  
2 rule does not contradict the provisions of this article and does not exceed the authorities granted  
3 in this article, in §30B-1-1 et seq. of this code and elsewhere in law.

4 (b) The board shall:

- 5           (1) Hold meetings, conduct hearings, and administer examinations;
- 6           (2) Establish requirements for licenses, permits, certificates and registrations;
- 7           (3) Establish procedures for submitting, approving, and rejecting applications for licenses,  
8 permits, certificates and registrations;
- 9           (4) Determine the qualifications of any applicant for licenses, permits, certificates and  
10 registrations;
- 11           (5) Prepare, conduct, administer and grade examinations for professional licenses and  
12 certificates: *Provided*, That the examinations must meet national standards;
- 13           (6) Determine the passing grade for the examinations;
- 14           (7) Maintain records of the examinations the board or a third party administers, including  
15 the number of persons taking the examinations and the pass and fail rate;
- 16           (8) Set operational standards and requirements for licensed schools: *Provided*, That a  
17 licensed school shall have a minimum of one chair per student available during practical  
18 instruction;
- 19           (9) Hire, discharge, establish the job requirements and fix the compensation of the  
20 executive director;
- 21           (10) Maintain an office and hire, discharge, establish the job requirements and fix the  
22 compensation of employees, investigators/inspectors and contracted employees necessary to  
23 enforce the provisions of this article: *Provided*, That any investigator/inspector employed by the  
24 board on July 1, 2009, shall retain their coverage under the classified service, including job  
25 classification, job tenure and salary, until that person retires or is dismissed: *Provided, however*,  
26 That nothing may prohibit the disciplining or dismissal of any investigator/inspector for cause;
- 27           (11) Investigate alleged violations of the provisions of this article, legislative rules, orders,  
28 and final decisions of the board;
- 29           (12) Establish the criteria for the training of investigators/inspectors;
- 30           (13) Set the requirements for investigations and inspections;

- 31 (14) Conduct disciplinary hearings of persons regulated by the board;
- 32 (15) Determine disciplinary action and issue orders;
- 33 (16) Institute appropriate legal action for the enforcement of the provisions of this article;
- 34 (17) Report violations of the provisions of this article, and legislative rules promulgated  
35 pursuant to this article, alleged to have been committed by a licensed school to the West Virginia  
36 Council for Community and Technical College Education or the Department of Education. If the  
37 board determines that probable cause exists that a violation occurred, the board immediately shall  
38 advise and provide its investigation file to the West Virginia Council for Community and Technical  
39 College Education or the Department of Education;
- 40 (18) Maintain an accurate registry of names and addresses of all persons regulated by the  
41 board;
- 42 (19) Keep accurate and complete records of its proceedings, and certify the same as may  
43 be necessary and appropriate;
- 44 (20) Establish the continuing education requirements for professional licensees and  
45 certificate holders;
- 46 (21) Issue, renew, combine, deny, suspend, revoke, or reinstate licenses, permits,  
47 certificates and registrations;
- 48 (22) Establish a fee schedule;
- 49 (23) Propose rules in accordance with the provisions of §29A-3-1 et seq. of this code to  
50 implement the provisions of this article; and
- 51 (24) Take all other actions necessary and proper to effectuate the purposes of this article.
- 52 (c) The board may:
- 53 (1) Establish joint licenses;
- 54 (2) Contract with third parties to administer the examinations required under the provisions  
55 of this article;
- 56 (3) Sue and be sued in its official name as an agency of this state;

57 (4) Confer with the Attorney General or his or her assistant in connection with legal matters  
58 and questions.

59 (d) Notwithstanding any other provision of this code, the board may not restrict a certificate  
60 holder or licensee from practicing his or her licensed craft at temporary on-site events in  
61 connection with, but not limited to: Fairs, carnivals, weddings, pageants or photographs: *Provided,*  
62 That the certificate holder or licensee is compliant with all other prescribed requirements and rules  
63 under this code. If an out-of-state licensee works in a temporary capacity, less than five days, in  
64 connection with an event or temporary commercial enterprise, he or she may be granted a  
65 temporary permit to work after submitting his or her current license certification to this state and  
66 paying the applicable fee: *Provided, however,* That the licensee shall display or have immediately  
67 available their license for the duration of his or her practice at a temporary event.

**§30B-2-6. Rulemaking.**

1 The board shall propose rules for legislative approval, in accordance with §29A-3-1 *et seq.*  
2 of this code, to implement the provisions of this article, including:

3 (1) Standards and requirements for licenses, permits, certificates and registrations;

4 (2) Procedures for examinations and reexaminations: *Provided,* That the board shall offer  
5 examinations in all languages other than English if available to the board and requested by the  
6 applicant;

7 (3) Requirements for third parties to prepare and/or administer examinations and  
8 reexaminations;

9 (4) Educational and experience requirements;

10 (5) The passing grade on the examinations;

11 (6) Standards for approval of courses and curriculum;

12 (7) Procedures for the issuance and renewal of licenses, permits, certificates and  
13 registrations;

14 (8) A fee schedule;

- 15 (9) Continuing education requirements for professional licensees and certificate holders;
- 16 (10) The procedures for denying, suspending, revoking, reinstating, or limiting the practice
- 17 of licensees, permittees, certificate holders and registrants;
- 18 (11) Designating the regions for investigators/inspectors;
- 19 (12) Criteria for the training of investigators/inspectors;
- 20 (13) Requirements for investigations and inspections;
- 21 (14) Requirements for inactive or revoked licenses, permits, certificates and registrations;
- 22 (15) Establishing the training program and requirements for instructors for schools
- 23 licensed under this article;
- 24 (16) Establishing operating procedures for salons; and
- 25 (17) Any other rules necessary to effectuate the provisions of this article.

**§30B-2-7. Fees; special revenue account; administrative fines.**

- 1 (a) All fees in effect on January 1, 2009, shall remain in effect until they are amended or
- 2 repealed by legislative rule or statute.
- 3 (b) All fees and other moneys, except administrative fines, received by the board shall be
- 4 deposited in a separate special revenue fund in the state Treasury designated the “Barbers and
- 5 Beauticians Special Fund”, which is continued and shall be known as the “Board of Barbers and
- 6 Cosmetologists Special Fund”. The fund is used by the board for the administration of this article.
- 7 Except as may be provided in §30B-1-1 et seq. of this code, the board retains the amount in the
- 8 special revenue account from year to year. No compensation or expense incurred under this
- 9 article is a charge against the General Revenue Fund.
- 10 (c) Any amount received as fines, imposed pursuant to this article, shall be deposited into
- 11 the General Revenue Fund of the state Treasury.

**§30B-2-8. Professional license requirements.**

- 1 (a) An applicant for a professional license to practice as an aesthetician, barber, barber
- 2 crossover, cosmetologist, hair stylist, cosmetologist crossover, or nail technician shall present
- 3 satisfactory evidence that he or she:

4           (1) Is at least 18 years of age;

5           (2) Is of good moral character;

6           (3) Has a high school diploma, a GED, or has passed the “ability to benefit test” approved  
7 by the United States Department of Education;

8           (4) Has graduated from a licensed school which has been approved by the West Virginia  
9 Council for Community and Technical College Education (CCTCE), Department of Education in  
10 conjunction with CCTCE, or Department of Education with the Department of Corrections, or has  
11 completed education requirements in another state and meets the licensure provisions of the  
12 board;

13           (5) Has passed an examination that tests the applicant’s knowledge of subjects specified  
14 by the board: *Provided*, That the board may recognize a certificate or similar license in lieu of the  
15 examination or part of the examination that the board requires: *Provided, however*, That any  
16 examination meets national standards;

17           (6) Has paid the applicable fee;

18           (7) Presents a certificate of health from a licensed physician;

19           (8) Is a citizen of the United States or is eligible for employment in the United States; and

20           (9) Has fulfilled any other requirement specified by the board.

21           (b) A license to practice issued by the board prior to July 1, 2016, shall for all purposes be  
22 considered a professional license issued under this article: *Provided*, That a person holding a  
23 license issued prior to July 1, 2016, must renew the license pursuant to the provisions of this  
24 article.

25           (c) A person, who by education and experience qualifies to be a barber and a  
26 cosmetologist or a barber crossover or cosmetologist crossover, may elect at any time to practice  
27 solely as a barber and, after notice and application to the board, may be licensed as a barber  
28 without other designation.

**§30B-2-8a. Barber apprentice.**

1           (a) The board may establish an apprenticeship program to become a barber. A barber  
2 apprentice shall work at all times under the direct supervision of a licensed barber and any permit  
3 issued by the board to work as a barber apprentice does not allow a person to practice individually  
4 as a barber.

5           (b) An applicant for a barber apprenticeship shall present satisfactory evidence that he or  
6 she:

7           (1) Is at least 16 years of age;

8           (2) Is of good moral character;

9           (3) Is in high school or has a high school diploma, a GED, or has passed the “ability to  
10 benefit test” approved by the United States Department of Education;

11           (4) Has paid the applicable fee;

12           (5) Has a certificate of health from a licensed physician;

13           (6) Is a citizen of the United States or is eligible for employment in the United States; and

14           (7) Has fulfilled any other requirement specified by the board.

15           (c) An applicant for a sponsor of a barber apprentice shall present satisfactory evidence  
16 that he or she:

17           (1) Is licensed as a barber under the provisions of this article;

18           (2) Has paid the applicable fee; and

19           (3) Has fulfilled any other requirement specified by the board.

20           (d) A sponsor of a barber apprentice shall be a current licensed barber with at least five  
21 years’ experience and has worked in a shop for the last five years.

22           (e) The board may propose emergency rules and rules for legislative approval, in  
23 accordance with the provisions of §29A-3-1 et seq. of this code, to implement the provisions of  
24 this section, including:

25           (1) The requirements for:

- 26 (A) The barber apprenticeship program;
- 27 (B) The barber apprentice permit; and
- 28 (C) A licensed barber to sponsor a barber apprentice;
- 29 (2) Procedures for an examination;
- 30 (3) A fee schedule; and
- 31 (4) Any other rules necessary to effectuate the provisions of this section.

**§30B-2-8b. Certifications.**

- 1 (a) The board shall issue a certification to an applicant who obtains training at a licensed
- 2 school or continuing education provider, in West Virginia, in the following area:
- 3 *Waxing Specialist.*—
- 4 An applicant for a waxing specialist shall present satisfactory evidence that he or she:
- 5 (A) Is at least 18 years of age;
- 6 (B) Is of good moral character;
- 7 (C) Has a high school diploma, a GED, or has passed the “ability to benefit test” approved
- 8 by the United States Department of Education;
- 9 (D) Has paid the applicable fee;
- 10 (E) Has a certificate of health from a licensed physician;
- 11 (F) Is a citizen of the United States or is eligible for employment in the United States;
- 12 (G) Has completed a 100-hour class that consists of: Professional requirements, safety
- 13 and health, skin structure, disorders and diseases, removal of superfluous hair and 25 hours on
- 14 the clinic floor, supervised, for a total of 125 hours;
- 15 (H) If not currently licensed, must take the West Virginia state law test; and
- 16 (I) Has fulfilled any other requirement specified by the board.
- 17 (b) The board shall issue to any barber the 1500 clock-hour level licensure who has
- 18 previously completed a 1200 clock-hour training program, and who subsequently completes a
- 19 300 clock-hour certification program in chemical services.

**§30B-2-9. Professional license from another state; license to practice in this state.**

1           (a) The board may issue a professional license to practice to an applicant of good moral  
2 character who holds a valid license or other authorization to practice in that particular field from  
3 another state, if the applicant demonstrates that he or she:

4           (1) Holds a license or other authorization to practice in another state which was granted  
5 after completion of educational requirements substantially equivalent to those required in this  
6 state and passed an examination that is substantially equivalent to the examination required in  
7 this state;

8           (2) Does not have charges pending against his or her license or other authorization to  
9 practice and has never had a license or other authorization to practice revoked;

10           (3) Has not previously failed an examination for professional licensure in this state;

11           (4) Has paid the applicable fee;

12           (5) Is at least 18 years of age;

13           (6) Has a high school diploma, a GED, or has passed the “ability to benefit test” approved  
14 by the United States Department of Education;

15           (7) Is a citizen of the United States or is eligible for employment in the United States;

16           (8) Has presented a certificate of health issued by a licensed physician; and

17           (9) Has fulfilled any other requirement specified by the board.

18           (b) In its discretion, the board may examine a person by a written, oral or skills test for  
19 licensing under this section, and may enter into agreements for reciprocal licensing with other  
20 jurisdictions having substantially similar requirements for licensure.

**§30B-2-10. Professional license and certificate renewal requirements.**

1           (a) A professional licensee and certificate holder shall annually on or before January 1,  
2 renew his or her professional license or certificate by completing a form prescribed by the board,  
3 paying the renewal fee, and submitting any other information required by the board.

4           (b) The board shall charge a fee for each renewal of a license or certificate, and a late fee  
5 for any renewal not paid by the due date.

6           (c) The board shall require as a condition of renewal of a professional license or certificate  
7 that each licensee or certificate holder complete continuing education: subject to the following  
8 exceptions:

9           (1) When a barber or cosmetologist has been licensed and in practice for 10 years, that  
10 barber or cosmetologist will not be required to complete any continuing education other than a  
11 three-hour sanitation class every other year for a period of 10 years; and

12           (2) A person, who by education and experience qualifies to be a barber and a  
13 cosmetologist or a barber crossover or cosmetologist crossover, may elect to be licensed solely  
14 as a barber and shall not be required to attend or participate in continuing education programs  
15 that are not required of licensed barbers.

16           (d) The board may approve for continuing education credit any education course providing  
17 instruction in any curriculum, subject matter or discipline included in the education required for  
18 licensure that is submitted to the board or offered by:

19           (1) A licensed school or instructor, outside of school instruction;

20           (2) A manufacturer or distributor of barbering, aesthetics, nail technology, or cosmetology  
21 products;

22           (3) A barber or cosmetology trade organization; or

23           (4) Any course offered at an accredited private or public university, college or community  
24 college in this state that relates to the profession or a general business class.

25           (e) The board may deny an application for renewal for any reason which would justify the  
26 denial of an original application for a license or certificate.

27           (f) The board shall recognize reciprocity for military barbers for the purpose of the state  
28 examination for barbers.

**§30B-2-11. Work permit.**

1           (a) The board may issue a work permit to practice to an applicant who meets the following  
2 conditions:

3           (1) Has graduated from a licensed school approved by the West Virginia Council for  
4 Community and Technical College Education (CCTCE), Department of Education in conjunction  
5 with CCTCE, or Department of Education with the Department of Corrections, or has completed  
6 education requirements in another state and meets the licensure provisions of the board;

7           (2) Is waiting to take the examination;

8           (3) Has employment in the field in which he or she applied to take the examination and is  
9 working under the general supervision of a professional licensee;

10          (4) Has paid the work permit fee;

11          (5) Has presented a certificate of health issued by a licensed physician;

12          (6) Is a citizen of the United States or is eligible for employment in the United States; and

13          (7) Meets all the other requirements specified by the board.

14          (b) A work permit expires at the end of the month after issuance following the next  
15 examination in the specific field. A work permit may be renewed once.

16          (c) While in effect, a work permittee is subject to the restrictions and requirements imposed  
17 by this article.

**§30B-2-11a. Shampoo assistant.**

1           (a) The board may establish a shampoo assistant permit. A shampoo assistant shall work  
2 at all times under the direct supervision of a licensed barber or cosmetologist and any permit  
3 issued by the board to work as a shampoo assistant does not allow a person to practice  
4 individually as a shampoo assistant.

5           (b) A shampoo assistant is only authorized to perform the following services:

6           (1) Shampooing and rinsing hair;

7           (2) Removing rollers or permanent rods; and

8 (3) Cleansing or other sink-related functions not requiring the skill of a licensee.

9 (c) An applicant for a shampoo assistant permit shall present satisfactory evidence that  
10 he or she:

11 (1) Is at least 16 years of age;

12 (2) Is of good moral character;

13 (3) Is in high school or has a high school diploma, a GED, or has passed the “ability to  
14 benefit test” approved by the United States Department of Education;

15 (4) Has paid the applicable fee;

16 (5) Has a certificate of health from a licensed physician;

17 (6) Is a citizen of the United States or is eligible for employment in the United States; and

18 (7) Has fulfilled any other requirement specified by the board.

19 (d) The board may propose rules for legislative approval, in accordance with the provisions  
20 of §29A-3-1 et seq. of this code, to implement the provisions of this section, including:

21 (1) The requirements and procedures for a shampoo assistant permit;

22 (2) A fee schedule; and

23 (3) Any other rules necessary to effectuate the provisions of this section.

**§30B-2-12. Student registration; classes.**

1 (a) Prior to commencing studies in a licensed school, a student shall acquire a student  
2 registration issued by the board.

3 (b) An applicant for a student registration shall present satisfactory evidence that he or  
4 she meets the following conditions:

5 (1) Is enrolled as a student in a licensed school;

6 (2) Is of good moral character;

7 (3) Has paid the required fee;

8 (4) Has presented a certificate of health issued by a licensed physician; and

9 (5) Is a citizen of the United States or is eligible for employment in the United States.

10 (c) The student registration is good during the prescribed period of study for the student.

11 (d) The student may perform acts constituting barbering, hairstyling, cosmetology,  
12 aesthetics, or nail care in a school under the general supervision of a master or certified instructor.

13 (e) The student is not required to take class hours that are consecutive.

**§30B-2-13. Display of professional license and permits.**

1 (a) The board shall prescribe the form for a professional license and work and student  
2 permits, including a photograph, and may issue a duplicate license or permit upon payment of a  
3 fee.

4 (b) Every professional licensee and work permittee shall display his or her license or permit  
5 in a conspicuous place at his or her work station.

6 (c) Every student shall have available his or her student permit and be able to produce it  
7 upon request.

8 (d) Every professional licensee, work permittee, or certificate holder must present such  
9 license, permit, certification or registration to an investigator/inspector or a board member upon  
10 request.

**§30B-2-14. Health certificate requirements.**

1 (a) It is unlawful for a person to practice as a professional licensee, certificate holder or be  
2 a permittee or be a certified instructor while having an infectious, contagious, or communicable  
3 disease.

4 (b) The board may, with cause, require a professional licensee, permittee, certificate  
5 holder, or certified instructor to submit to a physical examination and file a certificate of health.

**§30B-2-15. Schools may provide certain classes at different locations.**

1 A licensed school may provide clinical instruction and theory instruction in separate  
2 locations. Any school authorized under this article cannot be established within the same physical  
3 structure as a salon, spa or similar business licensed under W. Va. Code §30B-2-7.

**§30B-2-16. Certification requirements to be an instructor in a school.**

- 1           (a) The board may issue a certificate to be an instructor in a school to an applicant who  
2 meets the following requirements:
- 3           (1) Meets the educational requirements established by the board;  
4           (2) Has completed and passed a course in teaching techniques at a post-secondary  
5 educational level;  
6           (3) Has passed the instructor examination;  
7           (4) Has paid the appropriate fees;  
8           (5) Presents a certificate of health from a licensed physician;  
9           (6) Is a citizen of the United States or is eligible for employment in the United States; and  
10           (7) Has fulfilled any other requirement specified by the board.
- 11           (b) All instructor certifications must be renewed annually or biennially on or before January  
12 1 and pay a renewal fee.
- 13           (c) A certification to be an instructor issued by the board prior to January 1, 2009, shall for  
14 all purposes be considered a certification issued under this article: *Provided*, That a person  
15 holding a certification issued prior to January 1, 2009, must renew the certification pursuant to the  
16 provisions of this article.
- 17           (d) An instructor with an expired certificate must comply with the following to renew his or  
18 her certificate:
- 19           (1) Notify the board that he or she wants to be placed on inactive status; or  
20           (2) Pay all lapsed renewal fees;  
21           (3) Present a new certificate of health; and  
22           (4) Meet the qualifications for certification set out in this article.
- 23           (e) A certified instructor is not required to have an active professional license, unless the  
24 instructor is in fact practicing outside the scope of his or her employment as an instructor.

**§30B-2-17. Salon license requirements.**

1           (a) Prior to opening a salon, any person, firm, or corporation owning and/or operating a  
2 salon, and any person, firm, or corporation practicing in a field authorized by this article, shall  
3 meet the following requirements to acquire a salon license to do business:

4           (1) The salon has been approved by the board as having met all the requirements and  
5 qualifications for the place of business as are required by this article;

6           (2) Notify the board, in writing, at least 20 days before the proposed opening date, so there  
7 can be an inspection of the salon: *Provided*, That if an inspection is not made within 10 days of  
8 the opening of the salon, or a salon license to open has not been granted or refused, then the  
9 salon may open provisionally subject to a later inspection and to all other provisions and rules  
10 provided in this article;

11           (3) Pay all applicable fees;

12           (4) All rooms, facilities, bathrooms, toilets, and adjoining rooms used in the place of  
13 business are kept clean, sanitary, well lighted, and ventilated at all times. The use of chunk alum,  
14 powder puffs, and styptic pencils in any shop is prohibited;

15           (5) Every professional licensee, certificate holder, or permittee in the place of business  
16 thoroughly cleans his or her hands with soap and water immediately before serving any patron;  
17 and

18           (6) Every patron is served with clean, freshly laundered linen that is kept in a closed  
19 cabinet used for that purpose only. All linens, immediately after being used, must be placed in a  
20 receptacle used for that purpose only.

21           (b) All rules shall be kept posted in a conspicuous place in each place of business.

22           (c) All salon licenses must be renewed annually on or before July 1 and pay a renewal  
23 fee.

24           (d) A license to operate a salon issued by the board prior to July 1, 2009, shall for all  
25 purposes be considered a salon license issued under this article: *Provided*, That a person holding

26 a license issued prior to July 1, 2009, must renew the license pursuant to the provisions of this  
27 article.

28 (e) The salon license shall be permanently displayed in the salon and a suitable sign shall  
29 be displayed at the main entrance of the salon which shall plainly indicate what type of salon is  
30 being operated.

**§30B-2-18. Salon management requirements.**

1 (a) Every salon in this state offering the services set forth in this article shall be operated  
2 under the supervision and management of a professional licensee or certificate holder licensed  
3 under this article.

4 (b) Any services set forth in this article may be conducted within the same salon. A suitable  
5 sign shall be displayed at the main entrance of all salons plainly indicating the business conducted  
6 therein.

**§30B-2-19. Booth or chair rental registration requirements.**

1 (a) Any professional licensee or certificate holder who elects to rent or lease a booth or  
2 chair from a licensed salon owner and/or operator must comply with the following to receive a  
3 registration from the board:

4 (1) Register with the board;

5 (2) Register with the state Tax Division and present the registration to the board;

6 (3) Pay a registration fee;

7 (4) Notify the board of the length of any rental or lease agreement;

8 (5) State the name of the person or salon from which a chair or booth is being rented or  
9 leased; and

10 (6) State the effective date of the rental or lease.

11 (b) If a person registered with the board pursuant to this section elects to move from one  
12 salon to rent or lease a chair or booth from another salon, then he or she must register again with  
13 the board and pay a fee.

14 (c) Each licensed salon owner and/or operator who elects to rent or lease chairs or booths  
15 shall notify the board in writing of such rental or lease within 10 days of the effective date of the  
16 rental or lease.

17 (d) The board shall quarterly notify the state Tax Commissioner of all persons registered  
18 pursuant to this section during the previous quarter. Such notice shall be in writing and shall  
19 include the following:

20 (1) The names of all the registered professional licensees or certificate holders;

21 (2) The names of the salons where space is being rented or leased; and

22 (3) The length of time of each rental or lease agreement.

23 (e) All registrations must be renewed annually on or before July 1 and pay a renewal fee.

24 (f) A registration to rent or lease a booth or chair issued by the board prior to July 1, 2009,  
25 shall for all purposes be considered a registration issued under this article: *Provided, That a*  
26 person holding a registration to rent or lease a booth or chair issued prior to July 1, 2009, must  
27 renew the registration pursuant to the provisions of this article.

**§30B-2-20. Complaints; investigations; due process procedure; grounds for disciplinary  
action.**

1 (a) The board may upon its own motion based on credible information, and shall upon the  
2 written complaint of any person cause an investigation to be made to determine whether grounds  
3 exist for disciplinary action under this article or the legislative rules of the board.

4 (b) Upon initiation or receipt of the complaint, the board shall provide a copy of the  
5 complaint to the licensee, permittee, registrant, or certificate holder.

6 (c) After reviewing any information obtained through an investigation, the board shall  
7 determine if probable cause exists that the licensee, permittee, registrant, or certificate holder has  
8 violated subsection (g) of this section or rules promulgated pursuant to this article.

9 (d) Upon a finding that probable cause exists that the licensee, permittee, registrant, or  
10 certificate holder has violated subsection (g) of this section or rules promulgated pursuant to this

11 article, the board may enter into a consent decree or hold a hearing for the suspension or  
12 revocation of the license, permit, registration, or certification or the imposition of sanctions against  
13 the licensee, permittee, registrant, or certificate holder. Any hearing shall be held in accordance  
14 with the provisions of this article.

15 (e) Any member of the board or the executive director of the board may issue subpoenas  
16 and subpoenas duces tecum to obtain testimony and documents to aid in the investigation of  
17 allegations against any person regulated by the article.

18 (f) Any member of the board or its executive director may sign a consent decree or other  
19 legal document on behalf of the board.

20 (g) The board may, after notice and opportunity for hearing, deny or refuse to renew,  
21 suspend or revoke the license, permit, registration, or certification of, impose probationary  
22 conditions upon or take disciplinary action against, any licensee, permittee, registrant, or  
23 certificate holder for any of the following reasons once a violation has been proven by a  
24 preponderance of the evidence:

25 (1) Obtaining a license, permit, registration, or certification by fraud, misrepresentation, or  
26 concealment of material facts;

27 (2) Being convicted of a felony or other crime involving moral turpitude;

28 (3) Being guilty of unprofessional conduct which placed the public at risk, as defined by  
29 legislative rule of the board;

30 (4) Intentional violation of a lawful order or legislative rule of the board;

31 (5) Having had a license or other authorization revoked or suspended, other disciplinary  
32 action taken, or an application for licensure or other authorization revoked or suspended by the  
33 proper authorities of another jurisdiction;

34 (6) Aiding or abetting unlicensed practice; or

35 (7) Engaging in an act while acting in a professional capacity which has endangered or is  
36 likely to endanger the health, welfare, or safety of the public.

37 (h) For the purposes of subsection (g) of this section, effective July 15, 2009, disciplinary  
38 action may include:

39 (1) Reprimand;

40 (2) Probation;

41 (3) Administrative fine, not to exceed \$1,000 per day per violation;

42 (4) Mandatory attendance at continuing education seminars or other training;

43 (5) Practicing under supervision or other restriction;

44 (6) Requiring the licensee, permittee, registrant, or certificate holder to report to the board  
45 for periodic interviews for a specified period of time; or

46 (7) Other corrective action considered by the board to be necessary to protect the public,  
47 including advising other parties whose legitimate interests may be at risk.

**§30B-2-21. Procedures for hearing; right of appeal.**

1 (a) Hearings shall be governed by the provisions of §30B-1-12 of this code.

2 (b) The board may conduct the hearing or elect to have an administrative law judge  
3 conduct the hearing.

4 (c) If the hearing is conducted by an administrative law judge, at the conclusion of a  
5 hearing he or she shall prepare a proposed written order containing findings of fact and  
6 conclusions of law. The proposed order may contain proposed disciplinary actions if the board so  
7 directs. The board may accept, reject, or modify the decision of the administrative law judge.

8 (d) Any member or the executive director of the board has the authority to administer  
9 oaths, examine any person under oath, and issue subpoenas and subpoenas duces tecum.

10 (e) If, after a hearing, the board determines the licensee, permittee, registrant, or certificate  
11 holder has violated subsection (g) of this section or the board's rules, a formal written decision  
12 shall be prepared which contains findings of fact, conclusions of law, and a specific description of  
13 the disciplinary actions imposed.

**§30B-2-22. Judicial review.**

1 Any licensee, permittee, registrant, or certificate holder adversely affected by a decision  
2 of the board entered after a hearing may obtain judicial review of the decision in accordance with  
3 §29A-5-4 of this code, and may appeal any ruling resulting from judicial review in accordance with  
4 §29A-6-1 of this code.

**§30B-2-23. Criminal proceedings; penalties.**

1 (a) When, as a result of an investigation under this article or otherwise, the board has  
2 reason to believe that a licensee, permittee, registrant, or certificate holder has committed a  
3 criminal offense under this article, the board may bring its information to the attention of an  
4 appropriate law-enforcement official.

5 (b) Effective July 15, 2009, a person violating a provision of this article is guilty of a  
6 misdemeanor and, upon conviction thereof, shall be fined not less than \$500 nor more than  
7 \$1,000 or confined in jail not more than six months, or both fined and confined.

**§30B-2-24. Single act evidence of practice.**

1 In any action brought or in any proceeding initiated under this article, evidence of the  
2 commission of a single act prohibited by this article is sufficient to justify a penalty, injunction,  
3 restraining order, or conviction without evidence of a general course of conduct.

**ARTICLE 3. LAW-ENFORCEMENT TRAINING AND CERTIFICATION.**

**§30B-3-1. Definitions.**

1 For the purposes of this article, unless a different meaning clearly appears in the context:

2 (1) "Approved law-enforcement training academy" means any training facility which is  
3 approved and authorized to conduct law-enforcement training as provided in this article;

4 (2) "Chief executive" means the Superintendent of the State Police; the chief natural  
5 resources police officer of the Division of Natural Resources; the sheriff of any West Virginia  
6 county; any administrative deputy appointed by the chief natural resources police officer of the  
7 Division of Natural Resources; or the chief of any West Virginia municipal law-enforcement  
8 agency;

9           (3) “County” means the 55 major political subdivisions of the state;

10           (4) “Exempt rank” means any noncommissioned or commissioned rank of sergeant or  
11 above;

12           (5) “Governor’s Committee on Crime, Delinquency, and Correction” or “Governor’s  
13 committee” means the Governor’s Committee on Crime, Delinquency, and Correction established  
14 as a state planning agency pursuant to §15-3-1 of this code;

15           (6) “Law-enforcement officer” means any duly authorized member of a law-enforcement  
16 agency who is authorized to maintain public peace and order, prevent and detect crime, make  
17 arrests, and enforce the laws of the state or any county or municipality thereof, other than parking  
18 ordinances, and includes those persons employed as campus police officers at state institutions  
19 of higher education in accordance with the provisions of §8B-4-5 of this code, and persons  
20 employed by the Public Service Commission as motor carrier inspectors and weight-enforcement  
21 officers charged with enforcing commercial motor vehicle safety and weight restriction laws,  
22 although those institutions and agencies may not be considered law-enforcement agencies. The  
23 term also includes those persons employed as county litter control officers charged with enforcing  
24 litter laws: *Provided*, That those persons have been trained and certified as law-enforcement  
25 officers and that certification is currently active. The term also includes those persons employed  
26 as rangers by resort area districts in accordance with the provisions of §7-11-23 of this code,  
27 although no resort area district may be considered a law-enforcement agency: *Provided, however,*  
28 That the subject rangers shall pay the tuition and costs of training. As used in this article, the term  
29 “law-enforcement officer” does not apply to the chief executive of any West Virginia law-  
30 enforcement agency or any watchman or special natural resources police officer;

31           (7) “Law-enforcement official” means the duly appointed chief administrator of a  
32 designated law-enforcement agency or a duly authorized designee;

33           (8) “Municipality” means any incorporated town or city whose boundaries lie within the  
34 geographic boundaries of the state;

35 (9) “Subcommittee” or “law-enforcement professional standards subcommittee” means  
36 the subcommittee of the Governor’s Committee on Crime, Delinquency, and Correction created  
37 by §30B-13-2 of this code; and

38 (10) “West Virginia law-enforcement agency” means any duly authorized state, county, or  
39 municipal organization employing one or more persons whose responsibility is the enforcement  
40 of laws of the state or any county or municipality thereof: *Provided*, That neither the Public Service  
41 Commission nor any state institution of higher education nor any resort area district is a law-  
42 enforcement agency.

**§30B-3-2. Law-enforcement professional standards subcommittee.**

1 (a) The Law-Enforcement Professional Standards Subcommittee is continued as a  
2 subcommittee of the Governor’s Committee on Crime, Delinquency, and Correction. The  
3 subcommittee has the following responsibilities:

4 (1) Review and administer programs for qualification, training, and certification of law-  
5 enforcement officers in the state; and

6 (2) Consider applications by law-enforcement officers whose certification is deemed  
7 inactive as a result of his or her separation from employment with a law-enforcement agency.

8 (b) The subcommittee shall be comprised of 11 members, including one representative of  
9 each of the following:

10 (1) West Virginia State Police;

11 (2) Law-enforcement section of the Department of Natural Resources;

12 (3) West Virginia Sheriffs’ Association;

13 (4) West Virginia Association of Chiefs of Police;

14 (5) West Virginia Deputy Sheriffs’ Association;

15 (6) West Virginia State Lodge Fraternal Order of Police;

16 (7) West Virginia Municipal League;

17 (8) West Virginia Association of County Officials;

18 (9) Human Rights Commission;

19 (10) West Virginia Troopers Association; and

20 (11) The public at large.

21 (c) The subcommittee shall elect a chairperson and a vice chairperson. Special meetings  
22 may be held upon the call of the chairperson, vice chairperson, or a majority of the members of  
23 the subcommittee. A majority of the members of the subcommittee who are present in person, by  
24 proxy or designation, or by electronic means constitutes a quorum. Any member appointed to the  
25 subcommittee who is a written designated representative has the full rights of a member, including  
26 the right to vote, serve on subcommittees, or perform any other function.

**§30B-3-3. Duties of the subcommittee.**

1 (a) The subcommittee shall, by or pursuant to rules proposed for legislative approval in  
2 accordance with §29A-3-1 et seq. of this code:

3 (1) Provide funding for the establishment and support of law-enforcement training  
4 academies in the state;

5 (2) Establish standards governing the establishment and operation of the law-enforcement  
6 training academies, including regional locations throughout the state, in order to provide access  
7 to each law-enforcement agency in the state in accordance with available funds;

8 (3) Establish minimum law-enforcement instructor qualifications;

9 (4) Certify qualified law-enforcement instructors;

10 (5) Maintain a list of approved law-enforcement instructors;

11 (6) Promulgate standards governing the training, firearms qualification, and initial and  
12 ongoing professional certification of law-enforcement officers, and the entry-level law-  
13 enforcement training curricula. These standards shall require satisfactory completion of a  
14 minimum of 400 classroom hours as promulgated by legislative rule, shall provide for credit to be  
15 given for relevant classroom hours earned pursuant to training other than training at an  
16 established law-enforcement training academy if earned within five years immediately preceding

17 the date of application for certification, and shall provide that the required classroom hours can  
18 be accumulated on the basis of a part-time curricula spanning no more than 12 months or a full-  
19 time curricula;

20 (7) Establish standards governing in-service law-enforcement officer training curricula and  
21 in-service supervisory level training curricula;

22 (8) Certify organized criminal enterprise investigation techniques with a qualified anti-racial  
23 profiling training course or module;

24 (9) Establish standards governing mandatory training to effectively investigate organized  
25 criminal enterprises as defined in §61-13-1 et seq. of this code while preventing racial profiling,  
26 as defined in §30B-3-10 of this code, for entry level training curricula and for law-enforcement  
27 officers who have not received such training as certified by the subcommittee as required in this  
28 section;

29 (10) Establish procedures for implementation of a course in investigation of organized  
30 criminal enterprises which includes an anti-racial training module to be available on the Internet  
31 or otherwise to all law-enforcement officers. The procedures shall include the frequency with  
32 which a law-enforcement officer shall receive training in investigation of organized criminal  
33 enterprises and anti-racial profiling and a time frame for which all law-enforcement officers must  
34 receive such training: *Provided*, That all law-enforcement officers in this state shall receive such  
35 training no later than July 1, 2012. In order to implement and carry out the intent of this section,  
36 the subcommittee may promulgate emergency rules pursuant to §29A-3-15 of this code;

37 (11) Certify or decertify or reactivate law-enforcement officers, as provided in §30B-3-15  
38 and §30B-3-11 of this code;

39 (12) Establish standards and procedures for the reporting of complaints and certain  
40 disciplinary matters concerning law-enforcement officers and for reviewing the certification of law-  
41 enforcement officers. These standards and procedures shall provide for preservation of records  
42 and access to records by law-enforcement agencies and conditions as to how the information in

43 those records is to be used regarding an officer's law-enforcement employment by another law-  
44 enforcement agency;

45 (A) The subcommittee shall establish and manage a database that is available to all law-  
46 enforcement agencies in the state concerning the status of any person's certification.

47 (B) Personnel or personal information not resulting in a criminal conviction is exempt from  
48 disclosure pursuant to the provisions of Chapter 29B of this code.

49 (13) Seek supplemental funding for law-enforcement training academies from sources  
50 other than the fees collected pursuant to §30B-3-4 of this code;

51 (14) Any responsibilities and duties as the Legislature may, from time to time, see fit to  
52 direct to the subcommittee; and

53 (15) Submit, on or before September 30 of each year, to the Governor, the Speaker of the  
54 House, the President of the Senate and, upon request, to any individual member of the Legislature  
55 a report on its activities during the previous year and an accounting of funds paid into and  
56 disbursed from the special revenue account established pursuant to §30B-3-4 of this code.

57 (16) Develop and promulgate rules for state, county and municipal law-enforcement  
58 officers, law-enforcement agencies, and communications and emergency operations centers that  
59 dispatch law-enforcement officers with regard to the identification, investigation, reporting, and  
60 prosecution of suspected child abuse and neglect: *Provided*, That such rules and procedures  
61 must be consistent with the priority criteria prescribed by generally applicable department  
62 procedures.

63 (17) Make recommendations to the Governor's Committee on Crime, Delinquency, and  
64 Correction for legislation related to the subcommittee's duties and responsibilities, or for research  
65 or studies by the Division of Justice and Community Services on topics related to the  
66 subcommittee's duties and responsibilities.

67 (b) In addition to the duties authorized and established by this section, the subcommittee  
68 may:

69 (1) Establish training to effectively investigate human trafficking offenses as defined in  
70 §61-14-1 et seq. of this code for entry level training curricula and for law-enforcement officers who  
71 have not received such training as certified by the committee as required by this section; and

72 (2) Establish procedures for the implementation of a course in investigation of human  
73 trafficking offenses. The course may include methods of identifying and investigating human  
74 trafficking and methods for assisting trafficking victims. In order to implement and carry out the  
75 intent of this subdivision, the committee may promulgate emergency rules pursuant to section  
76 §29A-3-15 of this code.

**§30B-3-4. Special revenue account — Collections; disbursements; administrative expenses.**

1 (a) A \$2 fee shall be added to the usual court costs of all criminal court proceedings  
2 involving violation of any criminal law of the state or any county or municipality thereof, excluding  
3 violations of municipal parking ordinances, unless such fee is later modified pursuant to legislative  
4 rule.

5 (b) A \$2 fee shall be added to the amount of any cash or property bond posted for violation  
6 of any criminal law of the state or any county or municipality thereof, excluding bonds posted  
7 solely for violation of municipal parking ordinances, unless such fee is later modified pursuant to  
8 legislative rule. Upon forfeiture of such bond, the \$2 fee shall be deposited as provided in  
9 subsection (c) of this section.

10 (c) All fees collected pursuant to subsections (a) and (b) of this section shall be deposited  
11 in a separate account by the collecting agency. Within 10 calendar days following the beginning  
12 of each calendar month, the collecting agency shall forward the amount deposited to the State  
13 Treasurer. The Treasurer shall deposit all fees so received to a special revenue account. Funds  
14 in the account shall be disbursed by the subcommittee for the funding of law-enforcement entry  
15 level training programs, professional development programs, the certification of law-enforcement  
16 officers, and to pay expenses of the Governor's Committee on Crime, Delinquency, and

17 Correction or the subcommittee in administering the provisions of this article, which expenses  
18 may not in any fiscal year exceed 15 percent of the funds deposited to said special revenue  
19 account during that fiscal year.

20 (d) The fees established by this section may be modified by legislative rule as provided in  
21 §30B-3-3 of this code.

**§30B-3-5. Certification requirements and power to decertify or reinstate.**

1 (a) Except as provided in subsections (b) and (g) of this section, a person may not be  
2 employed as a law-enforcement officer by any West Virginia law-enforcement agency or by any  
3 state institution of higher education or by the Public Service Commission of West Virginia on or  
4 after the effective date of this article unless the person is certified, or is certifiable in one of the  
5 manners specified in subsections (c) through (e), inclusive, of this section, by the subcommittee  
6 as having met the minimum entry level law-enforcement qualification and training program  
7 requirements promulgated pursuant to this article: *Provided*, That the provisions of this section do  
8 not apply to persons hired by the Public Service Commission as motor carrier inspectors and  
9 weight enforcement officers before July 1, 2007.

10 (b) Except as provided in subsection (g) of this section, a person who is not certified, or  
11 certifiable in one of the manners specified in subsections (c) through (e), inclusive, of this section,  
12 may be conditionally employed as a law-enforcement officer until certified: *Provided*, That within  
13 90 calendar days of the commencement of employment or the effective date of this article if the  
14 person is already employed on the effective date, he or she makes a written application to attend  
15 an approved law-enforcement training academy. The person's employer shall provide notice, in  
16 writing, of the 90-day deadline to file a written application to the academy within 30 calendar days  
17 of that person's commencement of employment. The employer shall provide full disclosure as to  
18 the consequences of failing to file a timely written application. The academy shall notify the  
19 applicant in writing of the receipt of the application and of the tentative date of the applicant's  
20 enrollment. Any applicant who, as the result of extenuating circumstances acceptable to his or

21 her law-enforcement official, is unable to attend the scheduled training program to which he or  
22 she was admitted may reapply and shall be admitted to the next regularly scheduled training  
23 program. An applicant who satisfactorily completes the program shall, within 30 days of  
24 completion, make written application to the subcommittee requesting certification as having met  
25 the minimum entry level law-enforcement qualification and training program requirements. Upon  
26 determining that an applicant has met the requirements for certification, the subcommittee shall  
27 forward to the applicant documentation of certification. An applicant who fails to complete the  
28 training program to which he or she is first admitted, or was admitted upon reapplication, may not  
29 be certified by the subcommittee: *Provided, however,* That an applicant who has completed the  
30 minimum training required by the subcommittee may be certified as a law-enforcement officer,  
31 notwithstanding the applicant's failure to complete additional training hours required in the training  
32 program to which he or she originally applied.

33 (c) Any person who is employed as a law-enforcement officer on the effective date of this  
34 article and is a graduate of the West Virginia basic police training course, the West Virginia State  
35 Police cadet training program, or other approved law-enforcement training academy, is certifiable  
36 as having met the minimum entry level law-enforcement training program requirements and is  
37 exempt from the requirement of attending a law-enforcement training academy. To receive  
38 certification, the person shall make written application within 90 calendar days of the effective  
39 date of this article to the subcommittee requesting certification. The subcommittee shall review  
40 the applicant's relevant scholastic records and, upon determining that the applicant has met the  
41 requirements for certification, shall forward to the applicant documentation of certification.

42 (d) Any person who is employed as a law-enforcement officer on the effective date of this  
43 article and is not a graduate of the West Virginia basic police training course, the West Virginia  
44 State Police Cadet Training Program or other approved law-enforcement training academy, is  
45 certifiable as having met the minimum entry level law-enforcement training program requirements  
46 and is exempt from the requirement of attending a law-enforcement training academy if the person

47 has been employed as a law-enforcement officer for a period of not less than five consecutive  
48 years immediately preceding the date of application for certification. To receive certification, the  
49 person shall make written application within 90 calendar days following the effective date of this  
50 article to the subcommittee requesting certification. The application shall include notarized  
51 statements as to the applicant's years of employment as a law-enforcement officer. The  
52 subcommittee shall review the application and, upon determining that the applicant has met the  
53 requirements for certification, shall forward to the applicant documentation of certification.

54 (e) Any person who begins employment on or after the effective date of this article as a  
55 law-enforcement officer is certifiable as having met the minimum entry level law-enforcement  
56 training program requirements and is exempt from attending a law-enforcement training academy  
57 if the person has satisfactorily completed a course of instruction in law enforcement equivalent to  
58 or exceeding the minimum applicable law-enforcement training curricula promulgated by the  
59 subcommittee. To receive certification, the person shall make written application within 90  
60 calendar days following the commencement of employment to the subcommittee requesting  
61 certification. The application shall include a notarized statement of the applicant's satisfactory  
62 completion of the course of instruction in law enforcement, a notarized transcript of the applicant's  
63 relevant scholastic records, and a notarized copy of the curriculum of the completed course of  
64 instruction. The subcommittee shall review the application and, if it finds the applicant has met  
65 the requirements for certification, shall forward to the applicant documentation of certification. The  
66 subcommittee may set the standards for required records to be provided by or on behalf of the  
67 applicant officer to verify his or her training, status, or certification as a law-enforcement officer.  
68 The subcommittee may allow an applicant officer to participate in the approved equivalent  
69 certification program to gain certification as a law-enforcement officer in this state.

70 (f) Except as provided in subdivisions (1) through (3), inclusive, of this subsection, any  
71 person who is employed as a law-enforcement officer on or after the effective date of this article  
72 and fails to be certified shall be automatically terminated and no further emoluments shall be paid

73 to such officer by his or her employer. Any person terminated shall be entitled to reapply, as a  
74 private citizen, to the subcommittee for training and certification, and upon being certified may  
75 again be employed as a law-enforcement officer in this state: *Provided*, That if a person is  
76 terminated under this subsection because an application was not timely filed to the academy, and  
77 the person's employer failed to provide notice or disclosure to that person as set forth in  
78 subsection (b) of this section, the employer shall pay the full cost of attending the academy if the  
79 person's application to the subcommittee as a private citizen is subsequently approved.

80 (1) Any person who is employed as a law-enforcement officer on or after the effective date  
81 of this article and fails to be certified as a result of hardship and/or circumstance beyond his or  
82 her control may apply to the director of a training academy for reentry to the next available  
83 academy.

84 (2) Any person who is employed as a law-enforcement officer on or after the effective date  
85 of this article and fails to be certified as a result of voluntary separation from an academy program  
86 shall be automatically terminated and no further emoluments may be paid to such officer by his  
87 or her employer. Any person terminated as a result of voluntary separation from an academy  
88 program may not be conditionally employed as a law-enforcement officer for a period of two years  
89 from the date of voluntary separation.

90 (3) Any person who is employed as a law-enforcement officer on or after the effective date  
91 of this article and fails to be certified as a result of dismissal from an academy program shall be  
92 automatically terminated and no further emoluments may be paid to such officer by his or her  
93 employer. Any person terminated as a result of dismissal from an academy program may not be  
94 conditionally employed as a law-enforcement officer for a period of five years from the date of  
95 dismissal and receiving approval from the subcommittee.

96 (g) Nothing in this article may be construed as prohibiting any governing body, Civil  
97 Service Commission or chief executive of any West Virginia law-enforcement agency from  
98 requiring their law-enforcement officers to meet qualifications and satisfactorily complete a course

99 of law-enforcement instruction which exceeds the minimum entry level law-enforcement  
100 qualification and training curricula promulgated by the subcommittee.

101 (h) The subcommittee, or its designee, may decertify or reactivate a law-enforcement  
102 officer pursuant to the procedure contained in this article and legislative rules promulgated by the  
103 subcommittee.

104 (i) Any person aggrieved by a decision of the subcommittee made pursuant to this article  
105 may contest the decision in accordance with the provisions of §29A-5-4 of this code.

106 (j) The subcommittee may issue subpoenas for the attendance of witnesses and the  
107 production of necessary evidence or documents in any proceeding, review, or investigation  
108 relating to certification or hearing before the subcommittee.

**§30B-3-6. Review of certification.**

1 Certification of each West Virginia law-enforcement officer shall be reviewed annually  
2 following the first certification and until such time as the officer may achieve exempt rank.  
3 Certification may be revoked, suspended, or not renewed if any law-enforcement officer fails to  
4 attend annually an in-service approved law-enforcement training program, or if a law-enforcement  
5 officer achieving exempt rank fails to attend biennially an approved in-service supervisory level  
6 training program. When a law-enforcement officer is a member of the United States Air Force,  
7 Army, Coast Guard, Marines, or Navy, or a member of the national guard or reserve military forces  
8 of any such armed forces, and has been called to active duty, resulting in separation from a law-  
9 enforcement agency for more than 12 months but less than 24 months, he or she shall attend and  
10 complete the mandated in-service training for the period and rank and qualify with his or her  
11 firearm within 90 days from his or her reappointment as a law-enforcement officer by a law-  
12 enforcement agency.

**§30B-3-7. Compliance.**

1 The subcommittee and the executive of each West Virginia law-enforcement agency shall  
2 ensure employee compliance with this article.

**§30B-3-8. Compensation for employees attending law-enforcement training academy; limitations; agreements to reimburse employers for wages and expenses of employees trained but not continuing employment.**

1        (a) A West Virginia law-enforcement agency shall, and a governing board may, pay  
2 compensation to employees, including wages, salaries, benefits, tuition, and expenses, for the  
3 employees' attendance at a law-enforcement training academy. The compensation paid to the  
4 employees for such attendance may not include overtime compensation under the provisions of  
5 §21-5C-3 of this code and shall be at the regular rate to which each employee would be entitled  
6 for a workweek of 40 hours in regular employment with the employer.

7        (b) In consideration for such compensation, the governing board, county commission, or  
8 municipal government may require each employee to enter into a written agreement in advance  
9 of such attendance that obligates the employee to repay the employer if he or she voluntarily  
10 discontinues employment within one year immediately following completion of the training  
11 curriculum. The amount of repayment shall be a pro rata portion of the total compensation which  
12 is equal to the portion of the year which the employee chose not to remain employed.

13        (c) As used in this section, "governing board" has the meaning ascribed in §18B-1-2 of  
14 this code.

**§30B-3-9. Special railroad police permitted to attend law-enforcement training academies.**

1        Special railroad police officers shall be permitted to attend law-enforcement training  
2 academies for law-enforcement officers: *Provided*, That the railroad companies shall pay a tuition  
3 fee in an amount sufficient to pay the entire cost of training each employee who attends an  
4 academy, which fee shall in no event be less than \$45 per day: *Provided, however*, That special  
5 railroad police officers shall be permitted to attend an academy only as space may be available.

**§30B-3-10. Prohibition of racial profiling.**

1        (a) The Legislature finds that the use by a law-enforcement officer of race, ethnicity, or  
2 national origin in deciding which persons should be subject to traffic stops, stops and frisks,

3 questioning, searches, and seizures is a problematic law-enforcement tactic. The reality or public  
4 perception of racial profiling alienates people from police, hinders community policing efforts, and  
5 causes law-enforcement officers and law-enforcement agencies to lose credibility and trust  
6 among the people law-enforcement is sworn to protect and serve. Therefore, the West Virginia  
7 Legislature declares that racial profiling is contrary to public policy and should not be used as a  
8 law-enforcement investigative tactic.

9 (b) For purposes of this section:

10 (1) The term “law-enforcement officer” means any duly authorized member of a law-  
11 enforcement agency who is authorized to maintain public peace and order, prevent and detect  
12 crime, make arrests and enforce the laws of the state or any county or municipality thereof.

13 (2) The term “municipality” means any incorporated town or city whose boundaries lie  
14 within the geographic boundaries of the state.

15 (3) The term “racial profiling” means the practice of a law-enforcement officer relying, to  
16 any degree, on race, ethnicity, or national origin in selecting which individuals to subject to routine  
17 investigatory activities, or in deciding upon the scope and substance of law-enforcement activity  
18 following the initial routine investigatory activity. Racial profiling does not include reliance on race,  
19 ethnicity, or national origin in combination with other identifying factors when the law-enforcement  
20 officer is seeking to apprehend a specific suspect whose race, ethnicity, or national origin is part  
21 of the description of the suspect.

22 (4) The term “state and local law-enforcement agencies” means any duly authorized state,  
23 county or municipal organization employing one or more persons whose responsibility is the  
24 enforcement of laws of the state or any county or municipality thereof.

25 (c) No law-enforcement officer shall engage in racial profiling.

26 (d) All state and local law-enforcement agencies shall establish and maintain policies and  
27 procedures designed to eliminate racial profiling. Policies and procedures shall include the  
28 following:

- 29           (1) A prohibition on racial profiling;  
30           (2) Independent procedures for receiving, investigating, and responding to complaints  
31 alleging racial profiling by law-enforcement officers;  
32           (3) Procedures to discipline law-enforcement officers who engage in racial profiling;  
33           (4) Procedures to insure the inclusion of training in the investigation of organized criminal  
34 enterprises and anti-racial profiling training in new officer training and to law-enforcement officers  
35 who have not received such training as certified by the Governor's committee; and  
36           (5) Any other policies and procedures deemed necessary by state and local law-  
37 enforcement agencies to eliminate racial profiling.

**§30B-3-11. Certified law-enforcement officers who are separated from their employment.**

- 1           (a) The certification of a law-enforcement officer who is separated from his or her  
2 employment with a West Virginia law-enforcement agency, shall immediately become inactive  
3 and remain inactive until the subcommittee authorizes reactivation of the officer's certification  
4 pursuant to the procedure set forth in this section.  
5           (b) Whenever a law-enforcement officer is separated from his or her employment with a  
6 West Virginia law-enforcement agency, the chief law-enforcement officer of that law-enforcement  
7 agency shall notify the subcommittee of the separation within 10 days of the date of separation.  
8 The notification of the separation from employment shall include reason or reasons the officer is  
9 no longer employed.  
10           (c) A person whose law-enforcement certification has become inactive pursuant to  
11 subsection (a), may apply to the subcommittee to have his or her certification reactivated.  
12           (d) At the time of his or her application, an applicant for the reactivation of his or her  
13 certification, whether for employment purposes or otherwise, shall provide the subcommittee with  
14 an authorization for the release of his or her personnel file from the law-enforcement agency with  
15 which they were most recently employed.

16 (e) Upon receipt of an application for reactivation, the subcommittee shall review the  
17 notification of separation received from the law-enforcement agency with which the applicant was  
18 most recently employed, and unless the notification indicates that the separation from  
19 employment was based on circumstances that would result in the applicant being ineligible for  
20 certification pursuant to §30B-3-5 of this code, the subcommittee shall grant the applicant a  
21 temporary reactivation of his or her certification until a final determination is made pursuant to  
22 subsection (i).

23 (f) The subcommittee may request that the law-enforcement agency from which the  
24 applicant was most recently separated, provide a copy of the applicants personnel file or other  
25 information relevant to the applicant's separation of employment.

26 (g) Upon receipt of a request by the subcommittee, the chief law-enforcement official of  
27 the law-enforcement agency with which the applicant was most recently employed, or his or her  
28 designee, shall, within eight calendar days, provide the subcommittee with a copy of the  
29 applicant's personnel file or other information relevant to the applicant's separation of  
30 employment.

31 (h) An applicant shall be entitled to a copy of all documents or other materials submitted  
32 to the subcommittee related to the application.

33 (i) Within 30 days of the receipt of the applicant's personnel file or any other information  
34 provided by the law-enforcement agency, the subcommittee shall review the information and  
35 issue a final decision.

36 (j) For the purpose of making a determination on an application for reactivation, the  
37 subcommittee is authorized to examine witnesses and to subpoena persons, books, records, or  
38 documents from law-enforcement agencies in this state.

39 (k) An application for reactivation shall be approved unless the subcommittee affirmatively  
40 demonstrates, in writing, that the applicant has engaged in conduct that may result in his or her  
41 decertification. Where information available to the subcommittee indicates that the applicant has

42 engaged in conduct that is in violation of this article or other laws or rules, the application for  
43 reactivation may not be granted.

44 (l) An applicant whose certification is not reactivated pursuant to a final decision of the  
45 subcommittee, may appeal the final decision of the subcommittee to the Governor's committee.

46 (m) Nothing in this section shall be construed to require the rehiring of a person by a law  
47 enforcement agency from which he or she was separated, even though the subcommittee  
48 authorizes his or her certification to be reactivated.

49 (n) A law-enforcement official, or appointing officer, or his or her designee, is immune from  
50 civil liability for providing to the subcommittee any information required or requested by this  
51 section.

52 (o) The provisions of this section apply only to those certified law-enforcement officers  
53 who are separated from employment with a West Virginia law enforcement agency after the  
54 effective date of this section during the 2011 Regular Session of the Legislature.

**§30B-3-12. Law-enforcement officers to receive identification and certification to carry  
weapons off duty.**

1 (a) Every person employed by a West Virginia state, county, or municipal agency as a  
2 qualified law-enforcement officer within the meaning of 8 U. S. C. § 926B, shall receive an  
3 appropriate photo identification and certification of training required to carry a concealed firearm  
4 under the federal Law-Enforcement Officers Safety Act, 8 U. S. C. § 926B. No currently employed  
5 officer may be charged a fee for the photo identification and certification. This subsection does  
6 not prohibit a law-enforcement agency from controlling the use of any department-owned weapon.

7 (b) When a qualified law-enforcement officer, within the meaning of 8 U. S. C. § 926B,  
8 retires from, or otherwise honorably ceases employment with, a West Virginia state, county, or  
9 municipal agency, the agency shall provide, at no charge, an appropriate photo identification to  
10 show the former employee's status as an honorably separated or retired qualified retired law-  
11 enforcement officer within the meaning of 8 U. S. C. § 926C. Every West Virginia state, county,

12 or municipal law enforcement agency which conducts firearms qualification for current employees  
13 shall offer its honorably retired or separated former employees an opportunity to participate in  
14 such firearms qualification on an annual basis. The former employees shall provide, at their own  
15 expense, an appropriate firearm and ammunition and may be charged a fee not to exceed \$25  
16 for such training. Upon completion of the training and payment of any fee, the law-enforcement  
17 agency shall issue a new photo identification and certification which identifies the former  
18 employee as a “qualified retired law-enforcement officer” who has satisfied the annual training  
19 requirements of 8 U. S. C. § 926C.

20 (c) A law-enforcement agency may, in its sole discretion, allow a person who honorably  
21 retired or separated from another federal, state, county, or municipal law-enforcement agency as  
22 a qualified law-enforcement officer within the meaning of 8 U. S. C. § 926B, the opportunity to  
23 participate in firearms qualification the agency provides its own former employees under  
24 subsection (b) of this section. Participants shall provide, at their own expense, an appropriate  
25 firearm and ammunition and may be charged a fee not to exceed \$50 for such training. Upon  
26 completion of the training and payment of any fee, the law-enforcement agency shall issue a  
27 certificate which states that the retiree satisfied the training requirements of 8 U. S. C. § 926C.

**§30B-3-13. Chief executive requirements.**

1 Notwithstanding any provision of this code to the contrary, on or after July 1, 2018, any  
2 person appointed to serve as the chief executive of a municipal law-enforcement agency shall be  
3 a certified, or certifiable as, a law-enforcement officer as provided in §30A-14-5 of this code:  
4 Provided, That chief executives of municipal law-enforcement agencies employed prior to July 1,  
5 2018, who are not certified law-enforcement officers are exempt from this requirement for  
6 purposes of the position he or she holds as of that date.

**ARTICLE 4. PRIVATE INVESTIGATIVE AND SECURITY SERVICES.**

**§30B-4-1. Definitions.**

1           For the purposes of this article, except where the context clearly requires otherwise, the  
2 following terms shall have the meanings ascribed to them:

3           (1) "Applicant" means a person who files a completed application as required by §30B-4-  
4 3 and §30B-4-6 of this code to be licensed to conduct a private investigation business or a security  
5 guard business. When a person other than a natural person is applying for a license, the applicant  
6 shall be the person whose qualifications are presented to meet the experience or education  
7 requirements of §30B-4-2 and §30B-4-5 of this code.

8           (2) "Private investigation business" means the business of doing an investigation or  
9 investigations, for hire, reward, or any other type of remuneration, to obtain information about:

10           (A) A crime which is alleged to have occurred or is threatened to occur;

11           (B) The habits, activities, conduct, movements, location, associations, transactions,  
12 reputation, or character of any person;

13           (C) The credibility of witnesses or other persons;

14           (D) The location or recovery of lost or stolen property;

15           (E) The causes or origins of any fire, accident, or injury to any property, real or personal,  
16 or to identify or locate any person or persons responsible for any such fire, accident, or injury;

17           (F) The truth or falsity of any statement or representation, whether written or oral, or of  
18 any type of depiction;

19           (G) Any matters which constitute evidence or which may lead to the discovery of evidence  
20 to be used before any judicial or quasijudicial tribunal, including, but not limited to, civil or criminal  
21 courts, administrative agencies, investigating committees, or boards of award or arbitration;

22           (H) The whereabouts of any missing or kidnapped person;

23           (I) The affiliation, connection, or relationship of any person with any corporation or other  
24 business entity, union, organization, society, or association, or with any official, member or  
25 representative thereof;

26 (J) Any person or persons seeking employment in the place of any employee or employees  
27 who have quit work by reason of any strike; or

28 (K) The conduct, honesty, efficiency, loyalty, or activities of employees, agents,  
29 contractors, and subcontractors.

30 (3) "Firm license" means the license held by a person whom the Secretary of State has  
31 authorized to operate a private detective investigative firm or security guard firm after such person  
32 has filed and completed an application pursuant to the application requirements contained in  
33 sections three or six and has satisfied the eligibility requirements contained in sections two or five.

34 (4) "Person" means a natural person, a group of persons or individuals acting individually  
35 or as a group, a corporation, company, partnership, association, society, firm, or any business  
36 organization or entity organized or existing under the laws of this or any other state or country;

37 (5) (A) "Private detective" or "private investigator" means a person who is licensed  
38 pursuant to the provisions of this article to conduct a private investigation business, as defined in  
39 subdivision (2) of this section, and who conducts such business individually and independently  
40 from any private detective or investigative firm;

41 (B) "Private detective" or "private investigator" does not include:

42 (i) Any individual while acting as an adjuster for an insurance company or companies;

43 (ii) Individuals employed exclusively and regularly by only one employer in connection with  
44 the affairs of such employer only;

45 (iii) An officer or employee of the United States, or any law-enforcement officer of this state  
46 or any political subdivision thereof, while such officer or employee is engaged in the performance  
47 of his or her official duties or while working for a private employer in his or her off-duty hours;

48 (iv) Attorneys or counselors-at-law or any employee or representative of such attorney or  
49 counselor;

50 (v) Any corporation duly authorized by this state to operate central burglar or fire alarm  
51 protection business; or

52 (vii) Any investigator of crime appointed by a prosecuting attorney of a county pursuant to  
53 the provisions of §7-4-2 of this code.

54 (6) "Private detective or investigative firm" means any private detective agency or business  
55 or any investigative agency or business that is operated by a licensed private detective or  
56 investigator and which employs one or more other persons who actually conduct the private  
57 investigation business as defined in subdivision (2) of this section.

58 (7) (A) "Security guard" means a person who is licensed pursuant to the provisions of this  
59 article to conduct a security guard business, as defined in subdivision (8) of this section, and who  
60 conducts such business individually and independently from a security guard firm.

61 (B) "Security guard" does not include a person who is employed exclusively and regularly  
62 by only one employer in connection with the affairs of such employer only, or a person who is  
63 otherwise hereinafter excluded from the requirements of this article;

64 (8) (A) "Security guard business" means the business of furnishing, for hire, reward or  
65 other remuneration, watchmen, guards, bodyguards, private patrolmen, or other persons, to:

66 (i) Protect property, real or personal, or any person;

67 (ii) To prevent theft, unlawful taking, misappropriation or concealment of goods, wares or  
68 merchandise, money, bonds, stocks, notes, or other valuable documents, papers, and articles of  
69 value; or

70 (iii) To furnish for hire, guard dogs or armored motor vehicle security services, in  
71 connection with the protection of persons or property;

72 (B) "Security guard business" does not include any activities or duties for which it is  
73 necessary to be trained and certified as a law-enforcement officer in accordance with the  
74 provisions of §30B-3-1 et seq. of this code.

75 (9) "Security guard firm" means any security guard agency or business that is operated by  
76 a licensed security guard and which employs one or more other persons who actually conduct a  
77 security guard business as defined in subdivision (8) of this section.

**§30B-4-2. Eligibility requirements for license to conduct the private investigation business.**

1           (a) In order to be eligible for any license to conduct the private investigation business, an  
2 applicant shall:

3           (1) Be at least 18 years of age;

4           (2) Be a citizen of the United States or an alien who is legally residing within the United  
5 States;

6           (3) Not have had any previous license to conduct a private investigation business or to  
7 conduct a security guard business revoked or any application for any such licenses or  
8 registrations denied by the appropriate governmental authority in this or any other state or  
9 territory;

10           (4) Not have been declared incompetent by reason of mental defect or disease by any  
11 court of competent jurisdiction unless a court has subsequently determined that the applicant's  
12 competency has been restored;

13           (5) Not suffer from habitual drunkenness or from narcotics addiction or dependence;

14           (6) Be of good moral character;

15           (7) Have a minimum of two years of experience, education, or training in any one of the  
16 following areas, or some combination thereof:

17           (A) Course work that is relevant to the private investigation business at an accredited  
18 college or university;

19           (B) Employment as a member of any United States government investigative agency,  
20 employment as a member of a state or local law-enforcement agency, or service as a sheriff;

21           (C) Employment by a licensed private investigative or detective agency for the purpose of  
22 conducting the private investigation business;

23           (D) Service as a magistrate in this state; or

24           (E) Any other substantially equivalent training or experience;

25           (8) Not have been convicted of a felony in this state or any other state or territory;

- 26 (9) Not have been convicted of any of the following:  
27 (A) Illegally using, carrying, or possessing a pistol or other dangerous weapon;  
28 (B) Making or possessing burglar's instruments;  
29 (C) Buying or receiving stolen property;  
30 (D) Entering a building unlawfully;  
31 (E) Aiding an inmate's escape from prison;  
32 (F) Possessing or distributing illicit drugs;  
33 (G) Any misdemeanor involving moral turpitude or for which dishonesty of character is a  
34 necessary element; and  
35 (10) Not have violated any provision of §30B-4-8 of this code.

36 The provisions of this section shall not prevent the issuance of a license to any person  
37 who, subsequent to his or her conviction, shall have received an executive pardon therefor,  
38 removing this disability.

39 (b) Any person who qualifies for a private investigator's license shall also be qualified to  
40 conduct security guard business upon notifying the Secretary of State in writing that the person  
41 will be conducting such business.

42 (c) No person may be employed as a licensed private investigator while serving as  
43 magistrate.

**§30B-4-3. Application requirements for a license to conduct the private investigation business.**

1 (a) To be licensed to be a private detective, a private investigator, or to operate a private  
2 detective or investigative firm, each applicant shall complete and file a written application, under  
3 oath, with the Secretary of State and in such form as the secretary may prescribe.

4 (b) On the application each applicant shall provide the following information: The  
5 applicant's name, birth date, citizenship, physical description, military service, current residence,  
6 residences for the preceding seven years, qualifying education or experience, the location of each

7 of his or her offices in this state and any other information requested by the Secretary of State in  
8 order to comply with the requirements of this article.

9 (c) In the case of a corporation that is seeking a firm license, the application shall be signed  
10 by the president, and verified by the secretary or treasurer of such corporation and shall specify  
11 the name of the corporation, the date and place of its incorporation, the names and titles of all  
12 officers, the location of its principal place of business, and the name of the city, town or village,  
13 stating the street and number, and otherwise such apt description as will reasonably indicate the  
14 location. If the corporation has been incorporated in a state other than West Virginia, a certificate  
15 of good standing from the state of incorporation must accompany the application. This information  
16 must be provided in addition to that required to be provided by the applicant.

17 (d) The applicant shall provide:

18 (1) Information in the application about whether the applicant has ever been arrested for  
19 or convicted of any crime or wrongs, either done or threatened, against the government of the  
20 United States;

21 (2) Information about offenses against the laws of West Virginia or any state; and

22 (3) Any facts as may be required by the Secretary of State to show the good character,  
23 competency, and integrity of the applicant.

24 To qualify for a firm license, the applicant shall provide such information for each person  
25 who will be authorized to conduct the private investigation business and for each officer, member,  
26 or partner of the firm.

27 (e) As part of the application, each applicant shall give the Secretary of State permission  
28 to review the records held by the division of public safety for any convictions that may be on record  
29 for the applicant.

30 (f) For each applicant for a license and for each officer, member and partner of the firm  
31 applying for a license, the application shall be accompanied by one recent full-face photograph  
32 and one complete set of the person's fingerprints.

33 (g) For each applicant, the application shall be accompanied by:

34 (1) Character references from at least five reputable citizens. Each reference must have  
35 known the applicant for at least five years preceding the application. No reference may be  
36 connected to the applicant by blood or marriage. All references must have been written for the  
37 purpose of the application for a license to conduct the private investigation business; and

38 (2) A nonrefundable application processing service charge of \$50, which shall be payable  
39 to the Secretary of State to offset the cost of license review and criminal investigation background  
40 report from the department of public safety, along with a license fee of \$100 if the applicant is an  
41 individual, or \$200 if the applicant is a firm, or \$500 if the applicant is a nonresident of West  
42 Virginia or a foreign corporation or business entity. The license fee shall be deposited to the  
43 General Revenue Fund, and shall be refunded only if the license is denied.

44 (h) All applicants for private detective or private investigator licenses or for private  
45 investigation firm licenses shall file in the office of Secretary of State a surety bond. Such bond  
46 shall:

47 (1) Be in the sum of \$2,500 and conditioned upon the faithful and honest conduct of such  
48 business by such applicant;

49 (2) Be written by a company recognized and approved by the Insurance Commissioner of  
50 West Virginia and approved by the Attorney General of West Virginia with respect to its form;

51 (3) Be in favor of the State of West Virginia for any person who is damaged by any violation  
52 of this article. The bond must also be in favor of any person damaged by such a violation.

53 (i) Any person claiming against the bond required by subsection (h) of this section for a  
54 violation of this article may maintain an action at law against any licensed individual or firm and  
55 against the surety. The surety shall be liable only for damages awarded under §30B-4-12 of this  
56 code and not the punitive damages permitted under that section. The aggregate liability of the  
57 surety to all persons damaged by a person or firm licensed under this article may not exceed the  
58 amount of the bond.

**§30B-4-4. Requirements for employees conducting the private investigation business under a firm license.**

1        (a) Any person who has a private detective firm or investigative firm license shall be  
2 responsible for supervising any employee or other individual who conducts the private  
3 investigation business under the authority of such person's firm license, regardless of whether  
4 such employee or other individual receives compensation for conducting such business. Such  
5 supervision shall include providing any education or training that is reasonably necessary to  
6 ensure compliance with the requirements of this article.

7        (b) Any employee or individual who conducts the private investigation business under the  
8 authority of a private detective or investigative firm license shall:

9            (1) Satisfy the requirements of §30B-4-2 of this code, except that such person need not  
10 satisfy the education and training requirements contained in subdivision (7) of said section; and

11            (2) Authorize the Secretary of State to review the records held by the division of public  
12 safety for any convictions that may be on record for such employee or individual.

13        (c) A holder of a private detective or investigative firm license is prohibited from authorizing  
14 any individual or employee to conduct a private investigation business if such individual does not  
15 comply with the requirements of this section.

16        (d) For every employee or individual who conducts the business of private investigation  
17 under the authority of a private detective or investigative firm license, the holder of such license  
18 must maintain a recent full-face photograph and one complete set of fingerprints on file at such  
19 firm's central business location in this state. Upon request, the holder of the firm license must  
20 release the photographs and fingerprints to the Secretary of State.

**§30B-4-5. Eligibility requirements to be licensed to conduct security guard business.**

1        (a) In order to be eligible for any license to conduct security guard business, an applicant  
2 shall:

3            (1) Be at least 18 years of age;

4           (2) Be a citizen of the United States or an alien who is legally residing within the United  
5 States;

6           (3) Not have had any previous license to conduct security guard business or to conduct  
7 the private investigation business revoked or any application for any such licenses or registrations  
8 denied by the appropriate governmental authority in this or any other state or territory;

9           (4) Not have been declared incompetent by reason of mental defect or disease by any  
10 court of competent jurisdiction unless said court has subsequently determined that the applicant's  
11 competency has been restored;

12           (5) Not suffer from habitual drunkenness or from narcotics addiction or dependence;

13           (6) Be of good moral character;

14           (7) Have had at least one year verified, full time employment conducting security guard  
15 business or conducting the private investigation business working for a licensed firm or have one  
16 year of substantially equivalent training or experience;

17           (8) Not have been convicted of a felony in this state or any other state or territory;

18           (9) Not have been convicted of any of the following:

19           (A) Illegally using, carrying, or possessing a pistol or other dangerous weapon;

20           (B) Making or possessing burglar's instruments;

21           (C) Buying or receiving stolen property;

22           (D) Entering a building unlawfully;

23           (E) Aiding an inmate's escape from prison;

24           (F) Possessing or distributing illicit drugs;

25           (G) Any misdemeanor involving moral turpitude or for which dishonesty of character is a  
26 necessary element; and

27           (10) Not having violated any provision of §30B-4-8 of this code.

28           The provisions of this section shall not prevent the issuance of a license to any person  
29 who, subsequent to his or her conviction, shall have received an executive pardon therefor,  
30 removing this disability.

**§30B-4-6. Application requirements for a license to conduct security guard business.**

1           (a) To be licensed as a security guard or to operate a security guard firm, each applicant  
2 shall complete and file a written application, under oath, with the Secretary of State and in such  
3 form as the secretary may prescribe.

4           (b) On the application, each applicant shall provide the following information: The  
5 applicant's name, birth date, citizenship, physical description, military service, current residence,  
6 residences for the preceding seven years, qualifying education or experience, the location of each  
7 of his or her offices in this state, and any other information requested by the Secretary of State in  
8 order to comply with the requirements of this article.

9           (c) In the case of a corporation that is seeking a firm license, the application shall be signed  
10 by the president, and verified by the secretary or treasurer of such corporation and shall specify  
11 the name of the corporation, the date and place of its incorporation, the names and titles of all  
12 officers, the location of its principal place of business, and the name of the city, town or village,  
13 stating the street and number, and otherwise such apt description as will reasonably indicate the  
14 location. If the corporation has been incorporated in a state other than West Virginia, a certificate  
15 of good standing from the state of incorporation must accompany the application. This information  
16 shall be provided in addition to that required to be provided the applicant.

17           (d) The applicant shall provide:

18           (1) Information in the application about whether the applicant has ever been arrested for  
19 or convicted of any crime or wrongs, either done or threatened, against the government of the  
20 United States;

21           (2) Information about offenses against the laws of West Virginia or any state; and

22 (3) Any facts as may be required by the Secretary of State to show the good character,  
23 competency, and integrity of the applicant.

24 To qualify for a firm license, the applicant shall provide such information for each person  
25 who would be authorized to conduct security guard business under the applicant's firm license  
26 and for each officer, member, or partner in the firm.

27 (e) As part of the application, each applicant shall give the Secretary of State permission  
28 to review the records held by the department of public safety for any convictions that may be on  
29 record for the applicant.

30 (f) For each applicant for a license and for each officer, member, and partner of the firm  
31 applying for a license, the application shall be accompanied by one recent full-face photograph  
32 and one complete set of the person's fingerprints.

33 (g) For each applicant, the application shall be accompanied by:

34 (1) Character references from at least five reputable citizens. Each reference must have  
35 known the applicant for at least five years preceding the application. No reference may be  
36 connected to the applicant by blood or marriage. All references must have been written for the  
37 purpose of the application for a license to conduct security guard business; and

38 (2) A nonrefundable application processing service charge of \$50, which shall be payable  
39 to the Secretary of State to offset the cost of license review and criminal investigation background  
40 report from the department of public safety, along with a license fee of \$100 if the applicant is an  
41 individual, or \$200 if the applicant is a firm, or \$500 if the applicant is a nonresident of West  
42 Virginia or a foreign corporation or business entity. The license fee shall be deposited to the  
43 General Revenue Fund, and shall be refunded only if the license is denied.

44 (h) All applicants for security guard licenses or security guard firm licenses shall file in the  
45 office of Secretary of State a surety bond. Such bond shall:

46 (1) Be in the sum of \$2,500 and conditioned upon the faithful and honest conduct of such  
47 business by such applicant;

48 (2) Be written by a company recognized and approved by the Insurance Commissioner of  
49 West Virginia and approved by the Attorney General of West Virginia with respect to its form;

50 (3) Be in favor of the State of West Virginia for any person who is damaged by any violation  
51 of this article. The bond must also be in favor of any person damaged by such a violation.

52 (i) Any person claiming against the bond required by subsection (h) of this section for a  
53 violation of this article may maintain an action at law against any licensed individual or firm and  
54 against the surety. The surety shall be liable only for damages awarded under §30B-4-12 of this  
55 code and not the punitive damages permitted under that section. The aggregate liability of the  
56 surety to all persons damaged by a person or firm licensed under this article may not exceed the  
57 amount of the bond.

**§30B-4-7. Requirements for employees conducting security guard business under a firm license.**

1 (a) Any person who has a security guard firm license shall be responsible for supervising  
2 any employee or other individual who conducts security guard business under the authority of  
3 such person's firm license, regardless of whether such employee or other individual receives  
4 compensation for conducting such business. Such supervision shall include providing any  
5 education or training that is reasonably necessary to ensure compliance with the requirements of  
6 this article.

7 (b) Any employee or individual who conducts security guard business under the authority  
8 of a firm license shall:

9 (1) Satisfy the requirements of §30B-4-5 of this code, except that such person need not  
10 satisfy the prior employment requirements contained in subdivision (7) of said section; and

11 (2) Authorize the Secretary of State to review the records held by the department of public  
12 safety for any convictions that may be on record for such employee or individual.

13 (c) A holder of a security guard firm license is prohibited from authorizing any individual or  
14 employee to conduct security guard business if such individual does not comply with the  
15 requirements of this section.

16 (d) For every employee or individual who conducts security guard business under the  
17 authority of a security guard firm license, the holder of such license must maintain a recent full-  
18 face photograph and one complete set of fingerprints on file at such firm's central business  
19 location in this state. Upon request, the holder of the firm license must release the photographs  
20 and fingerprints to the Secretary of State.

**§30B-4-8. Prohibitions.**

1 (a) No person shall engage in the private investigation business or security guard business  
2 without having first obtained from the Secretary of State a license to conduct such business.

3 (b) All licensed persons, including private detectives, private investigators, security  
4 guards, private detective or investigative firms and security guard firms, are prohibited from  
5 transferring their licenses to an unlicensed person, firm, or agency. This prohibition includes  
6 contracting or subcontracting with an unlicensed person, firm, or agency to conduct the private  
7 investigation business or security guard business.

8 (c) It is unlawful for any person subject to the provisions of this article to knowingly commit  
9 any of the following:

10 (1) Employ any individual to perform the duties of an employee who has not first complied  
11 with all provisions of this article and the adopted regulations;

12 (2) Falsely represent that a person is the holder of a valid license;

13 (3) Make a false report with respect to any matter with which he or she is employed;

14 (4) Divulge any information acquired from or for a client to persons other than the client or  
15 his or her authorized agent without express authorization to do so or unless required by law;

16 (5) Accept employment which includes obtaining information intended for illegal purposes;

17           (6) Authorize or permit another person to violate any provision of this article or any rule of  
18 the Secretary of State adopted for this article.

**§30B-4-9. Renewal of license.**

1           A license granted under the provisions of this article shall be in effect for one year from  
2 the date the certificate of license is issued and may be renewed for a period of one year by the  
3 Secretary of State upon application, in such form as the secretary may prescribe, and upon  
4 payment of the fee and the filing of the surety bond. At the time of applying for renewal of a license,  
5 the Secretary of State may require any person to provide additional information to reflect any  
6 changes in the original application or any previous renewal.

**§30B-4-10. Authority of Secretary of State.**

1           (a) When the Secretary of State is satisfied as to the good character, competency and  
2 integrity of an applicant, of all employees or individuals conducting the private investigation  
3 business or security guard services under a firm license and, if the applicant is a firm, of each  
4 member, officer or partner, he or she shall issue and deliver to the applicant a certificate of license.  
5 Each license issued shall be for a period of one year and is revocable at all times for cause shown  
6 pursuant to subsection (b) of this section or any rules promulgated pursuant thereto.

7           (b) The Secretary of State may propose for promulgation in accordance with the provisions  
8 of §29A-3-1 et seq. of this code legislative rules necessary for the administration and enforcement  
9 of this article and for the issuance, suspension and revocation of licenses issued under the  
10 provisions of this article. The Secretary of State shall afford any applicant an opportunity to be  
11 heard in person or by counsel when a determination is made to deny, revoke, or suspend an  
12 applicant's license or application for license, including a renewal of a license. The applicant has  
13 15 days from the date of receiving written notice of the Secretary of State's adverse determination  
14 to request a hearing on the matter of denial, suspension, or revocation. The action of the Secretary  
15 of State in granting, renewing, or in refusing to grant or to renew, a license is subject to review by  
16 the circuit court of Kanawha County or other court of competent jurisdiction.

17 (c) At any hearing before the Secretary of State to challenge an adverse determination by  
18 the Secretary of State on the matter of a denial, suspension or revocation of a license, if the  
19 adverse determination is based upon a conviction for a crime which would bar licensure under  
20 the provisions of this article, the hearing shall be an identity hearing only and the sole issue which  
21 may be contested is whether the person whose application is denied or whose license is  
22 suspended or revoked is the same person convicted of the crime.

23 (d) The Secretary of State shall require each applicant to submit to a state and national  
24 criminal history record check, as set forth in this subsection:

25 (1) The criminal history record check shall be based on fingerprints submitted to the West  
26 Virginia State Police or its assigned agent for forwarding to the Federal Bureau of Investigation.

27 (2) The applicant shall meet all requirements necessary to accomplish the state and  
28 national criminal history record check, including:

29 (A) Submitting fingerprints for the purposes set forth in this section; and

30 (B) Authorizing the Secretary of State, the West Virginia State Police and the Federal  
31 Bureau of Investigation to use all records submitted and produced for the purpose of screening  
32 the applicant for a license.

33 (3) The results of the state and national criminal history record check may not be released  
34 to or by a private entity except:

35 (A) To the individual who is the subject of the criminal history record check;

36 (B) With the written authorization of the individual who is the subject of the criminal history  
37 record check; or

38 (C) Pursuant to a court order.

39 (4) The criminal history record check and related records are not public records for the  
40 purposes of Chapter 29B of this code.

41 (5) The applicant shall ensure that the criminal history record check is completed as soon  
42 as possible after the date of the original application for registration.

43           (6) The applicant shall pay the actual costs of the fingerprinting and criminal history record  
44 check.

**§30B-4-11. Penalties.**

1           (a) Any person, licensed or unlicensed, who violates any of the provisions of this article is  
2 guilty of a misdemeanor and, upon conviction, shall be fined not less than \$100 nor more than  
3 \$5,000 or be confined in jail for not more than one year, or both.

4           (b) In the case of a violation of subsection (a) of section eight, a fine is assessed by the  
5 court for each day that an individual conducted the private investigation business or security guard  
6 business. In the case of a firm license, the fine is based on each day that the private investigative  
7 or security services were provided multiplied by the number of unauthorized persons providing  
8 those services.

**§30B-4-12. Action for damages.**

1           Any individual who is injured by a violation of this article may bring an action for recovery  
2 of damages, including punitive damages plus reasonable attorney's fees and court costs.

**§30B-4-13. Disposition of fees.**

1           All fees collected hereunder by the Secretary of State shall be paid to the treasurer of the  
2 state and deposited in the General Revenue Fund.

**ARTICLE 5. WEST VIRGINIA REAL ESTATE LICENSE ACT.**

**§30B-5-1. Legislative findings.**

1           The Legislature hereby finds and declares that the practice of real estate brokerage is a  
2 privilege and any person engaged in the professional practice of real estate brokerage should  
3 possess the requisite experience and training and be subject to adequate regulation and control.  
4 As a matter of public policy, it is necessary to protect the public interest from the unauthorized,  
5 unqualified, and unregulated practice of real estate brokerage through enactment of this article  
6 and to regulate the granting of such privileges and their use. This article shall be liberally  
7 construed to carry out these purposes.

**§30B-5-2. Short title.**

1           This article shall be known and may be cited as the “West Virginia Real Estate License  
2 Act”.

**§30B-5-3. License required.**

1           It shall be unlawful for any person to engage in or carry on, directly or indirectly, or to  
2 advertise or hold himself or herself out as engaging in or carrying on the business or act in the  
3 capacity of a real estate broker, associate broker or salesperson within this state without first  
4 obtaining a license as provided for in this article.

**§30B-5-4. Definitions.**

1           Unless the context in which used clearly requires a different meaning, as used in this  
2 article:

3           (a) “Applicant” means any person who is making application to the commission for a  
4 license.

5           (b) “Associate broker” means any person who qualifies for a broker’s license, but who is  
6 employed or engaged by a licensed broker to engage in any activity regulated by this article, in  
7 the name of and under the direct supervision of the licensed broker.

8           (c) “Broker” means any person who for compensation or with the intention or expectation  
9 of receiving or collecting compensation:

10           (1) Lists, sells, purchases, exchanges, options, rents, manages, leases, or auctions any  
11 interest in real estate; or

12           (2) Directs or assists in the procuring of a prospect calculated or intended to result in a  
13 real estate transaction; or

14           (3) Advertises or holds himself or herself out as engaged in, negotiates, or attempts to  
15 negotiate, or offers to engage in any activity enumerated in subdivision (1) of this subsection.

16           (d) “Commission” means the West Virginia Real Estate Commission as established in  
17 §30B-5-6 of this code.

18 (e) "Compensation" means fee, commission, salary, or other valuable consideration, in the  
19 form of money or otherwise.

20 (f) "Designated broker" means a person holding a broker's license who has been  
21 appointed by a partnership, association, corporation, or other form of business organization  
22 engaged in the real estate brokerage business, to be responsible for the acts of the business and  
23 to whom the partners, members, or board of directors have delegated full authority to conduct the  
24 real estate brokerage activities of the business organization.

25 (g) "Distance education" means courses of instruction in which instruction takes place  
26 through media where the teacher and student are separated by distance and sometimes by time.

27 (h) "Inactive" means a licensee who is not authorized to conduct any real estate business  
28 and is not required to comply with any continuing education requirements.

29 (i) "License" means a license to act as a broker, associate broker, or salesperson.

30 (j) "Licensee" means a person holding a license.

31 (k) "Member" means a commissioner of the Real Estate Commission.

32 (l) "Real estate" means any interest or estate in land and anything permanently affixed to  
33 land.

34 (m) "Salesperson" means a person employed or engaged by or on behalf of a broker to  
35 do or deal in any activity included in this article, in the name of and under the direct supervision  
36 of a broker, other than an associate broker.

**§30B-5-5. Scope of practice; exceptions.**

1 (a) The practice of real estate brokerage includes acting in the capacity of a broker,  
2 associate broker, or salesperson as defined in §30B-5-4 of this code.

3 (b) The practice of real estate brokerage does not include the activities normally performed  
4 by an appraiser, mortgage company, lawyer, engineer, contractor, surveyor, home inspector, or  
5 other professional who may perform an ancillary service in conjunction with a real estate  
6 transaction.

7           (c) The provisions of this article do not apply to:

8           (1) Any person acting on his or her own behalf as owner or lessor of real estate.

9           (2) The regular employees of an owner of real estate, who perform any acts regulated by  
10 this article, where the acts are incidental to the management of the real estate: *Provided*, That  
11 the employee does not receive additional compensation for the act and does not perform the act  
12 as a vocation.

13           (3) Attorneys-at-law: *Provided*, That attorneys-at-law shall be required to submit to the  
14 written examination required under §30B-5-12 of this code in order to qualify for a broker's license:  
15 *Provided, however*, That an attorney-at-law who is licensed as a real estate broker prior to July  
16 1, 1980, is exempt from the written examination required under §30B-5-12 of this code.

17           (4) Any person holding, in good faith, a valid power of attorney from the owner or lessor  
18 of the real estate.

19           (5) Any person acting as a receiver, trustee, administrator, executor, guardian,  
20 conservator, or under the order of any court or under the authority of a deed of trust or will.

21           (6) A public officer while performing his or her official duties.

22           (7) Any person acquiring or disposing of any interest in timber or minerals, or acquiring or  
23 disposing of properties for easements and rights-of-ways for pipelines, electric power lines, and  
24 stations, public utilities, railroads, or roads.

25           (8) Any person employed exclusively to act as the management or rental agent for the real  
26 estate of one person, partnership, or corporation.

27           (9) Any person properly licensed pursuant to the provisions of §19-2C-1 *et seq.* of this  
28 code when conducting an auction, any portion of which contains any leasehold or estate in real  
29 estate, only when the person so licensed is retained to conduct an auction by:

30           (A) A receiver or trustee in bankruptcy;

31           (B) A fiduciary acting under the authority of a deed of trust or will; or

32           (C) A fiduciary of a decedent's estate.

33           (10) Any person employed by a broker in a noncommissioned secretarial or clerical  
34 capacity who may in the normal course of employment, be required to:

35           (A) Disseminate brokerage preprinted and predetermined real estate sales and rental  
36 information;

37           (B) Accept and process rental reservations or bookings for a period not to exceed 30  
38 consecutive days in a manner and procedure predetermined by the broker;

39           (C) Collect predetermined rental fees for the rentals which are to be promptly tendered to  
40 the broker;

41           (D) Make appointments on behalf of the broker or licensed salesperson with buyers and  
42 sellers of real estate and potential buyers and sellers of real estate; or

43           (E) Any combination thereof.

**§30B-5-6. Commission created; membership; appointment and removal of members;**  
**qualifications; terms; organization.**

1           (a) The West Virginia Real Estate Commission is hereby continued. The members of the  
2 commission in office on the date this section takes effect shall, unless sooner removed, continue  
3 to serve until their respective terms expire and until their successors have been appointed and  
4 qualified.

5           (b)(1) Commencing with the terms beginning with July 1, 2002, the commission shall  
6 consist of five persons appointed for terms of four years by the Governor with the advice and  
7 consent of the Senate. Four commissioners must be licensed under the provisions of this article  
8 and one commissioner must be a citizen member who is not licensed under the provisions of this  
9 article.

10           (2) Each licensed commissioner, at the time of his or her appointment, must have been  
11 licensed and practiced in this state as a real estate broker, associate broker or salesperson as  
12 his or her primary vocation for a period of not less than 10 years immediately preceding the  
13 appointment. Each commissioner must have been a resident of this state for at least six years

14 prior to his or her appointment and must remain a resident during the appointment term. No more  
15 than four commissioners shall belong to the same political party.

16 (3) The appointment of three licensed commissioners, whether for a full term or to fill a  
17 vacancy, shall be made by the Governor with the advice and consent of the Senate. The  
18 appointment of one licensed commissioner, whether for a full term or to fill a vacancy, shall be  
19 made by the Governor from among three nominees selected by the West Virginia association of  
20 realtors. If the appointment is for a full term, the nominations must be submitted to the Governor  
21 not later than three months prior to the date on which the appointment becomes effective. If the  
22 appointment is to fill a vacancy, the nominations must be submitted to the Governor within 30  
23 days after a request for the nominations has been made by the Governor to the West Virginia  
24 association of realtors. If the association fails to submit nominations in accordance with the  
25 requirements of this section, the Governor may make the appointment without the nominations.

26 (c) Any commissioner immediately and automatically forfeits his or her membership on the  
27 commission if he or she has his or her license to practice as a real estate broker, associate broker,  
28 or salesperson suspended or revoked by the board, is convicted of a felony under the laws of this  
29 state or of the United States, becomes a nonresident of this state, or holds any elective public  
30 office or becomes a member of any political committee.

31 (d) No member of the commission may be removed from office by the Governor except  
32 for official misconduct, incompetency, neglect of duty, gross immorality, or other good cause, but  
33 then only in the manner prescribed by law for the removal by the Governor of state elective  
34 officials.

35 (e) No member of the commission may serve more than two consecutive full terms and  
36 any member having served two full terms may not be appointed for one year after completion of  
37 his or her second full term. A member shall continue to serve until his or her successor has been  
38 appointed and qualified.

39 (f) The Governor shall designate one member of the commission as chairman and the  
40 members shall choose a vice chairman and a secretary, each of whom shall continue to serve in  
41 their respective capacity until replaced.

42 (g) Three members shall constitute a quorum for the conduct of official business.

43 (h) Each commissioner shall receive the same compensation as is paid to members of the  
44 Legislature for their interim duties as recommended by the citizens legislative compensation  
45 commission and authorized by law for each day or portion thereof engaged in the discharge of  
46 official duties. Each commissioner shall be reimbursed for his or her actual and necessary  
47 expenses for each day or portion thereof engaged in the discharge of official duties in a manner  
48 consistent with guidelines of the travel management office of the Department of Administration.

**§30B-5-7. General powers and duties.**

1 The commission has all the powers set forth in §30B-1-1 *et seq.* of this code and in  
2 addition:

3 (a) May sue and be sued in its official name as an agency of this state;

4 (b) Shall employ an executive director and shall fix his or her compensation subject to the  
5 general laws of this state. The commission shall determine the duties of the executive director as  
6 it shall consider necessary and appropriate to discharge the duties imposed by the provisions of  
7 this code;

8 (c) Shall employ or contract with such other investigators, hearing examiners, attorneys,  
9 consultants, clerks, and assistants as the commission considers necessary and determine the  
10 duties and fix the compensation of such investigators, clerks, and assistants subject to the general  
11 laws of this state;

12 (d) Shall have the authority to issue subpoenas and subpoenas duces tecum through any  
13 member, its executive director, or any duly authorized representative;

14 (e) Shall prescribe, examine, and determine the qualifications of any applicant for a  
15 license;

16 (f) Shall provide for an appropriate examination of any applicant for a license;

17 (g) May enter into agreements with other jurisdictions whereby the license issued by  
18 another jurisdiction may be recognized as successfully qualifying a nonresident for a license in  
19 this state;

20 (h) Shall issue, renew, deny, suspend, revoke, or reinstate licenses and take disciplinary  
21 action against any licensee;

22 (i) May investigate or cause to be investigated alleged violations of the provisions of this  
23 article, the rules promulgated hereunder and the orders or final decisions of the commission;

24 (j) Shall conduct hearings or cause hearings to be conducted upon charges calling for the  
25 discipline of a licensee or for the suspension or revocation of a license;

26 (k) May examine the books and records relating to the real estate business of a licensee  
27 if the licensee is charged in a complaint of any violation of this article, commission rule or any  
28 order or final decision issued by the commission: *Provided*, That such examination shall not  
29 extend beyond the specific violation charged in the complaint;

30 (l) May impose one or more sanctions as considered appropriate in the circumstances for  
31 the discipline of a licensee. Available sanctions include, but are not limited to, denial of a license  
32 or renewal thereof, administrative fine not to exceed \$1,000 per day per violation, probation,  
33 revocation, suspension, restitution, require additional education, censure, denial of future license,  
34 downgrade of license, reprimand, or order the return of compensation collected from an injured  
35 consumer;

36 (m) Shall meet at least once each calendar year at such place and time as the commission  
37 shall designate and at such other times and places as it considers necessary to conduct  
38 commission business;

39 (n) Shall publish an annual directory of licensees in compliance with the provisions of  
40 §30B-1-19 of this code;

41 (o) May sponsor real estate-related educational seminars, courses, workshops, or  
42 institutes, may incur, and pay the necessary expenses and may charge a fee for attendance;

43 (p) May assist libraries, institutions, and foundations with financial aid or otherwise in  
44 providing texts, sponsoring studies, surveys, and programs;

45 (q) May perform compliance audits on real estate brokerage offices, education providers,  
46 or any other person regulated by the commission;

47 (r) May provide distance education courses for applicants for a license sufficient to meet  
48 the educational requirements contained §30B-5-14(a) and (b) of this code; and

49 (s) Shall take all other actions necessary and proper to effectuate the purposes of this  
50 article.

**§30B-5-8. Rule-making authority.**

1 (a) The commission may propose rules for legislative approval in accordance with the  
2 provisions of §29A-3-1 et seq. of this code which are necessary for the conduct of its business,  
3 the holding of hearings and for the general implementation, enforcement, and administration of  
4 the provisions of this article, including, but not limited to, establishing, administering, and  
5 governing the following:

6 (1) Fees for applications, examinations, licenses, renewal of licenses, changes to licenses  
7 requiring reissuance, courses, investigations, copies of records, license certifications, and other  
8 fees considered necessary by the commission, none of which shall be prorated or refundable:  
9 Provided, That the fee schedule in effect prior to enactment of this article, enumerated in §47-12-  
10 9 of this code, shall continue to be effective until withdrawn, revoked, or amended;

11 (2) The minimum requirements and qualifications necessary for approval by the  
12 commission of providers, instructors, and the course content of any prelicense education course  
13 required in §30B-5-14 of this code;

14 (3) The experience required of an applicant;

15 (4) The minimum standards for licensure;

- 16           (5) The standards for examinations;  
17           (6) The minimum requirements and qualifications necessary for approval by the  
18 commission of providers, instructors, and courses of continuing professional education required  
19 by §30B-5-16 of this code;  
20           (7) Continuing professional education requirements for licensees, including any  
21 exemptions;  
22           (8) Renewal of licenses;  
23           (9) Use of firm or trade name;  
24           (10) Denying, suspending, revoking, or reinstating a license;  
25           (11) Form and use of contracts used in a real estate transaction;  
26           (12) Notification required to clients or customers of agency relationship;  
27           (13) Professional conduct requirements; and  
28           (14) Any other purpose to carry out the requirements of this article or to protect the public  
29 interest.

30           (b) All rules in effect as of the passage of this article previously promulgated by the  
31 commission pursuant to §47-12-1 et seq. of this code will remain in effect until amended, modified,  
32 repealed, or replaced, except that references to provisions of former enactments of this article are  
33 interpreted to mean provisions of this article.

**§30B-5-9. Fees; special revenue account; administrative fines.**

1           (a) All fees and other moneys, except administrative fines, received by the commission  
2 shall be deposited into the treasury of the state, at least once each month, into a special revenue  
3 fund known as the “real estate license fund” which is continued.

4           (b) Except as may be provided in §30B-1-16 of this code, the commission shall retain the  
5 amounts in the special revenue fund from year to year and no funds collected under this article  
6 may be used by the commission for any purpose other than the administration and enforcement

7 of this article. No compensation or expense incurred under this article is a charge against the  
8 General Revenue Fund.

9 (c) Any amounts received as administrative fines imposed pursuant to this article shall be  
10 deposited into the General Revenue Fund of the state Treasury.

**§30B-5-10. Civil liability for commission members; liability limitations of person reporting  
to commission.**

1 (a) Members of the commission shall be immune from individual civil liability for actions  
2 taken in good faith and without malice, within the scope of their duties as commission members.

3 (b) Any person who reports or otherwise provides evidence of violations of this article, the  
4 commission's rules, orders or final decisions to the commission or other law-enforcement agency,  
5 is not liable for making the report if it is made without malice and in the reasonable belief that the  
6 report is warranted by the facts known to him or her at the time.

**§30B-5-11. Application for license.**

1 The commission shall only issue an original license to an applicant if he or she:

2 (a) Submits an application, in writing, in a form prescribed by the commission which must  
3 contain, but is not limited to:

4 (1) The applicant's social security number;

5 (2) The recommendation of at least two persons who:

6 (A) Are property owners at the time of signing the application;

7 (B) Have been property owners for at least 12 months preceding the signing of the  
8 application;

9 (C) Have known the applicant for at least two years;

10 (D) Are not related to the applicant;

11 (E) Are not affiliated with the applicant as an employer, partner, or associate or with the  
12 broker that will employ the applicant;

13 (F) Believe the applicant bears a good reputation for honesty, trustworthiness, and fair  
14 dealing; and

15 (G) Believe the applicant is competent to transact the business of a real estate broker,  
16 associate broker, or salesperson, as the case may be, in a manner that would protect the interest  
17 of the public.

18 (3) A clear record indicating all jurisdictions where the applicant holds or has held any  
19 professional license.

20 (4) A clear record indicating if the applicant has been convicted of any criminal offense or  
21 if there is any criminal charge pending against the applicant, or a member or officer of the  
22 brokerage business, at the time of application.

23 (b) Is at least 18 years of age.

24 (c) Is a high school graduate or the holder of an equivalency diploma.

25 (d) Is trustworthy, of good moral character, and competent to transact the business of a  
26 broker, associate broker, or salesperson.

27 (e) Has paid the appropriate fee, if any, which must accompany all applications for original  
28 license or renewal.

29 (f) Has submitted to a state and national criminal history record check, as set forth in this  
30 subsection: *Provided*, That an applicant for a license who is an attorney at law may submit a letter  
31 of good standing from the Clerk of the Supreme Court of Appeals of West Virginia in lieu of  
32 submitting to a state and national criminal history record check.

33 (1) This requirement is found not to be against public policy.

34 (2) The criminal history record check shall be based on fingerprints submitted to the West  
35 Virginia State Police or its assigned agent for forwarding to the Federal Bureau of Investigation.

36 (3) The applicant shall meet all requirements necessary to accomplish the state and  
37 national criminal history record check, including:

38 (A) Submitting fingerprints for the purposes set forth in this subsection; and

39 (B) Authorizing the commission, the West Virginia State Police and the Federal Bureau of  
40 Investigation to use all records submitted and produced for the purpose of screening the applicant  
41 for a license.

42 (4) The results of the state and national criminal history record check may not be released  
43 to or by a private entity except:

44 (A) To the individual who is the subject of the criminal history record check;

45 (B) With the written authorization of the individual who is the subject of the criminal history  
46 record check; or

47 (C) Pursuant to a court order.

48 (5) The criminal history record check and related records are not public records for the  
49 purposes of Chapter 29B of this code.

50 (6) The applicant shall pay the actual costs of the fingerprinting and criminal history record  
51 check.

52 (7) Before implementing the provisions of this subsection, the commission shall propose  
53 rules for legislative approval in accordance with §29A-3-1 et seq. of this code. The rules shall set  
54 forth the requirements and procedures for the criminal history check and must be consistent with  
55 standards established by the Federal Bureau of Investigation and the National Crime Prevention  
56 and Privacy Compact as authorized by 42 U. S. C. A. §14611, et seq.

**§30B-5-12. Qualifications for broker's license.**

1 (a) An applicant for a broker's license shall:

2 (1) Have served an apprenticeship as a licensed salesperson for two years or shall  
3 produce evidence satisfactory to the commission, in its sole discretion, of real estate experience  
4 equivalent to two years full-time experience as a licensed salesperson;

5 (2) Submit satisfactory evidence of having completed the required education course as  
6 provided for in §30B-5-14 of this code;

7 (3) Successfully pass the examination or examinations provided by the commission.

8 (b) No broker's license shall be issued in the name of a corporation, association, or  
9 partnership except through one of its members or officers.

10 (c) No broker's license shall be issued in the name of a corporation, association, or  
11 partnership unless each member or officer, who will engage in the real estate business, obtains  
12 a license as a real estate salesperson or associate broker.

**§30B-5-13. Qualifications for salesperson's license.**

1 An applicant for a salesperson's license shall:

2 (1) Submit satisfactory evidence of having completed the required education course as  
3 provided in §30B-5-14 of this code.

4 (2) Successfully pass the examination or examinations provided by the commission.

**§30B-5-14. Prelicense education.**

1 (a) Applicants for a broker's license shall provide evidence satisfactory to the commission  
2 that he or she has completed at least 180 clock-hours, equivalent to 12 college semester credit  
3 hours, in a course or courses approved by the commission: *Provided*, That an applicant for a  
4 broker's license who holds a salesperson's license in this state shall only be required to provide  
5 evidence that he or she has completed 90 clock-hours, equivalent to six college semester hours,  
6 in a course or courses approved by the commission.

7 (b) Applicants for a salesperson's license shall provide evidence satisfactory to the  
8 commission that he or she has completed 90 clock-hours, equivalent to six college semester  
9 credit hours, in a course or courses approved by the commission.

10 (c) Any course required by subsection (a) or (b) of this section must have been completed  
11 during the five-year period preceding the date of application in order to be accepted by the  
12 commission.

**§30B-5-15. Licensing nonresidents.**

1 (a) The commission may recognize a valid license issued by another jurisdiction as  
2 satisfactorily qualifying a nonresident person to obtain a comparable license in this state:

3 Provided, That the nonresident has qualified for original license in his or her jurisdiction of  
4 residence by examination and by complying with all the provisions for obtaining an original license  
5 in that jurisdiction and the jurisdiction affords the same privilege to licensees of this state.

6 (b) In order to obtain a license in this state, a nonresident applicant must:

7 (1) Submit the appropriate application and fee, if any;

8 (2) Sign a statement that the applicant has read the real estate license law and rules of  
9 this state and agrees to abide by those provisions in all brokerage activity conducted in this state;

10 (3) Cause the real estate licensing body of the applicant's resident jurisdiction to furnish a  
11 certification of licensure which shall contain a clear record of any disciplinary actions;

12 (4) Cause the real estate licensing body of any other jurisdiction where the applicant  
13 currently holds or has held a real estate license to furnish a certification of licensure which shall  
14 contain a clear record of any disciplinary actions;

15 (5) File with the commission an irrevocable written designation that appoints the executive  
16 director of the commission to act as the nonresident licensee's agent, upon whom all judicial and  
17 other process or legal notices directed to the licensee may be served. The designation must  
18 stipulate and agree that service upon the executive director is equivalent to personal service upon  
19 the licensee. A copy of the designation of appointment, certified by the seal of the commission,  
20 may be admitted into evidence with the same force and affect as the original. The executive  
21 director shall mail a copy of any process or legal notice immediately upon receipt, by certified  
22 mail, to the last known business address of the licensee. No judgment by default may be taken in  
23 any action or proceeding until after 30 days of mailing and then only upon certification by the  
24 executive director that a copy of the judicial, other process or legal notice was mailed as required;  
25 and

26 (6) File with the commission, a bond in the penalty of \$2,000 if the applicant wishes to  
27 maintain an active license in this state. The bond must be issued by a recognized surety and must

28 be for the benefit of and to indemnify any person in this state who may have a cause of action  
29 against the principal.

**§30B-5-16. Continuing professional education.**

1 (a) Every licensee shall complete seven hours of continuing professional education for  
2 each fiscal year, with each hour equaling 50 minutes of instruction.

3 (b) Upon application for the renewal of a real estate license on active status, each licensee  
4 must furnish satisfactory evidence, as established by the commission, that he or she has  
5 completed seven hours of approved continuing professional education during the term of the  
6 previous license: *Provided*, That if the commission issues a license certificate for a period of more  
7 than one fiscal year, each licensee must furnish satisfactory evidence that he or she has  
8 completed the equivalent of seven hours of continuing professional education for each year  
9 covered by the term of the previous license.

10 (c) When a licensee in an inactive status makes application to revert to an active status,  
11 he or she must furnish satisfactory evidence to the commission that he or she has completed the  
12 approved continuing professional education that would have been required for active status at the  
13 time the license was renewed.

14 (d) Approval from the commission shall be obtained by each provider and instructor and  
15 for any course prior to any advertising or offering of the course.

16 (e) Real estate-related continuing education courses provided by or approved by the real  
17 estate appraiser licensing and certification board, the department of highways, the West Virginia  
18 State Bar or other agency of this state shall be recognized as approved by the commission.

19 (f) If approved in advance by the commission, distance education courses may be used  
20 to satisfy the continuing education requirement.

21 (g) Any licensee holding a license on July 1, 1969, and continuously thereafter, shall be  
22 exempt from the continuing professional education requirement.

**§30B-5-17. Place of business; branch offices; display of certificates; custody of license certificates; change of address; change of employer by a salesperson or associate broker; license certificates; term of license.**

1 (a) Every person holding a broker's license under the provisions of this article shall:

2 (1) Have and maintain a definite place of business within this state, which shall be a room  
3 or rooms used for the transaction of real estate business and any allied business. The definite  
4 place of business shall be designated in the license certificate issued by the commission and the  
5 broker may not transact business at any other location, unless such other location is properly  
6 licensed by the commission as a branch office: *Provided*, That a nonresident broker who  
7 maintains a definite place of business in his or her jurisdiction of residence may not be required  
8 to maintain an office in this state if said jurisdiction offers the same privilege to licensed brokers  
9 of this state;

10 (2) Conspicuously display his or her broker's license in the main office and the license of  
11 each associate broker and salesperson employed by the broker who is primarily working from the  
12 main office;

13 (3) Conspicuously display his or her branch office license in each branch office and the  
14 license of each associate broker and salesperson employed by the broker who is primarily  
15 working from each branch office;

16 (4) Make application to the commission before changing the address of any office or within  
17 10 days after any change;

18 (5) Maintain in his or her custody and control the license of each associate broker and  
19 salesperson employed by him or her; and

20 (6) Promptly return the license of any associate broker or salesperson whose employment  
21 with the broker is terminated.

22 (b) Every person holding an associate broker's or salesperson's license under the  
23 provisions of this article shall:

24 (1) Conduct real estate brokerage activities only under the direct supervision and control  
25 of his or her employing broker, which shall be designated in the license certificate;

26 (2) Promptly make application to the commission of any change of employing broker:  
27 Provided, That it shall be unlawful to perform any act contained in this article, either directly or  
28 indirectly, after employment has been terminated until the associate broker or salesperson has  
29 made application to the commission for a change of employing broker and the application is  
30 approved.

31 (c) The commission shall issue a license certificate which shall:

32 (1) Be in such form and size as shall be prescribed by the commission;

33 (2) Be imprinted with the seal of the commission and shall contain such other information  
34 as the commission may prescribe: Provided, That a salesperson's and an associate broker's  
35 license shall show the name of the broker by whom he or she is employed;

36 (3) In the case of an active licensee, be mailed or delivered to the broker's main office  
37 address;

38 (4) In the case of an inactive licensee, be held in the commission office;

39 (5) Be valid for a period that coincides with the fiscal year beginning on July 1, and ending  
40 on June 30 and may be issued for a period covering more than one fiscal year at the discretion  
41 of the commission: Provided, That nothing contained herein shall authorize any person to transact  
42 real estate business prior to becoming properly licensed.

**§30B-5-18. Trust fund accounts.**

1 (a) Every person licensed as a broker under the provisions of this article who does not  
2 immediately deliver all funds received, in relation to a real estate transaction, to his or her principal  
3 or to a neutral escrow depository shall maintain one or more trust fund accounts in a recognized  
4 financial institution and shall place all funds therein: Provided, That nothing contained herein shall  
5 require a broker to maintain a trust fund account if the broker does not hold any money in trust for  
6 another party.

7 (b) Funds that must be deposited into a trust fund account include, but are not limited to,  
8 earnest money deposits, security deposits, rental receipts, auction proceeds and money held in  
9 escrow at closing.

10 (c) Each trust fund account must be established at a financial institution which is insured  
11 against loss by an agency of the federal government and the amount deposited therein cannot  
12 exceed the amount that is insured against loss.

13 (d) Each trust fund account must provide for the withdrawal of funds without notice.

14 (e) No trust fund account may earn interest or any other form of income, unless specifically  
15 authorized by commission rule.

16 (f) The broker may not commingle his or her own funds with trust funds and the account  
17 may not be pledged as collateral for a loan or otherwise utilized by the broker in a manner that  
18 would violate his or her fiduciary obligations in relation to the trust funds: *Provided*, That nothing  
19 contained herein prevents the broker from depositing a maximum of \$100 of his or her own money  
20 in the trust fund account to maintain a minimum balance in the account.

21 (g) No financial institution, in which a trust fund account is established under the provisions  
22 of this article, shall require a minimum balance in excess of the amount authorized in subsection  
23 (f) of this section.

24 (h) The broker shall be the designated trustee of the account and shall maintain complete  
25 authority and control over all aspects of each trust fund account, including signature authority:  
26 *Provided*, That only one other member or officer of a corporation, association or partnership, who  
27 is licensed under the provisions of this article, may be authorized to disburse funds from the  
28 account: *Provided, however*, That if disbursements from a trust fund account require two  
29 signatures, one additional member or officer may be a signatory as provided in this section.

30 (i) The broker shall, at a minimum, maintain records of all funds deposited into the trust  
31 fund account, which shall clearly indicate the date and from whom the money was received, date  
32 deposited, date of withdrawal, to whom the money belongs, for whose account the money was

33 received and other pertinent information concerning the transaction. All records shall be open to  
34 inspection by the commission or its duly authorized representative at all times during regular  
35 business hours at the broker's place of business.

36 (j) The broker shall cause the financial institution wherein a trust fund account is  
37 maintained, to execute a statement, prepared by the commission, which shall include, but is not  
38 limited to:

39 (1) Exact title of the account as registered by the financial institution;

40 (2) The account number of the trust fund account;

41 (3) Identification of all persons authorized to make withdrawals from the account;

42 (4) Name and address of the financial institution;

43 (5) Title of the person executing the statement on behalf of the financial institution;

44 (6) Date the statement was executed; and

45 (7) Certification that the financial institution will notify the Real Estate Commission if any  
46 checks drawn against the account are returned for insufficient funds and that the financial  
47 institution does not require a minimum balance in excess of the amount authorized in subsection  
48 (f) of this section.

49 (k) The broker shall execute a statement authorizing the commission, or its duly authorized  
50 representative, to make periodic inspections of the trust fund account and to obtain copies of  
51 records from any financial institution wherein a trust fund account is maintained. A copy of any  
52 authorization shall be accepted by any financial institution with the same force and effect as the  
53 original.

54 (l) The broker shall notify the commission, within 10 days, of the establishment of or any  
55 change to a trust fund account.

56 (m) Nothing provided in this section creates any duty or obligation on a financial institution  
57 to monitor the activities of a broker designated as trustee of a trust fund account, except for those

58 duties or obligations specifically provided in subsection (g) of this section and subdivision (7),  
59 subsection (j) of this section.

**§30B-5-19. Refusal, suspension, or revocation of a license.**

1 (a) The commission shall have full power to refuse a license for reasonable cause or to  
2 revoke, suspend or impose any other sanction against a licensee if the licensee:

3 (1) Obtains, renews, or attempts to obtain or renew a license, for himself, herself, or  
4 another, through the submission of any application or other writing that contains false, fraudulent,  
5 or misleading information;

6 (2) Makes any substantial misrepresentation;

7 (3) Makes any false promises or representations of a character likely to influence,  
8 persuade or induce a person involved in a real estate transaction;

9 (4) Pursues a course of misrepresentation or makes false promises or representations  
10 through agents or any medium of advertising or otherwise;

11 (5) Uses misleading or false advertising;

12 (6) Uses any trade name or insignia of membership in any organization in which the  
13 licensee is not a member;

14 (7) Acts for more than one party in a transaction without the knowledge and written consent  
15 of all parties for whom he or she acts;

16 (8) Fails, within a reasonable time, to account for or to remit moneys or other assets  
17 coming into his or her possession, which belong to others;

18 (9) Commingles moneys belonging to others with his or her own funds;

19 (10) Advertises or displays a "for sale", "for rent" or other such sign on any property without  
20 an agency relationship being established or without the owner's knowledge and written consent;

21 (11) Advertises any property on terms other than those authorized by the owner;

22 (12) Fails to disclose, on the notice of agency relationship form promulgated by the  
23 commission, whether the licensee represents the seller, buyer, or both;

24 (13) Fails to voluntarily furnish copies of the notice of agency relationship, listing contract,  
25 sale contract, lease contract or any other contract to each party executing the same;

26 (14) Pays or receives any rebate, profit, compensation, commission or other valuable  
27 consideration, resulting from a real estate transaction, to or from any person other than the  
28 licensee's principal: *Provided*, That this subsection may not be construed to prevent the sharing  
29 of compensation or other valuable consideration between licensed brokers;

30 (15) Induces any person to a contract to break the contract for the purpose of substituting  
31 a new contract with a third party;

32 (16) Accepts compensation as a salesperson or associate broker for any act specified in  
33 this article from any person other than his or her employer who must be a broker;

34 (17) Pays compensation to any person for acts or services performed either in violation of  
35 this article or the real estate licensure laws of any other jurisdiction;

36 (18) Pays a compensation to any person knowing that they will pay a portion or all of that  
37 which is received, in a manner that would constitute a violation of this article if it were paid directly  
38 by a licensee of this state;

39 (19) Violates any of the provisions of this article, any rule or any order or final decision  
40 issued by the commission;

41 (20) Procures an attorney for any client or customer, or solicits legal business for any  
42 attorney-at-law;

43 (21) Engages in the unlawful or unauthorized practice of law as defined by the Supreme  
44 Court of Appeals of West Virginia;

45 (22) Commits or is a party to any material fraud, misrepresentation, concealment,  
46 conspiracy, collusion, trick, scheme, or other device whereby any other person relies upon the  
47 word, representation or conduct of the licensee;

48 (23) Continues in the capacity of or accepts the services of any broker, associate broker  
49 or salesperson who is not properly licensed;

50 (24) Fails to disclose any information within his or her knowledge or to produce any  
51 document, book, or record in his or her possession for inspection of and copying by the  
52 commission or its duly authorized representatives;

53 (25) Accepts other than cash or its equivalent as earnest money or other deposit unless  
54 this fact is disclosed in the contract to which the deposit relates;

55 (26) Accepts, takes, or charges any undisclosed compensation on expenditures made by  
56 or on behalf of the licensee's principal;

57 (27) Discriminates against any person involved in a real estate transaction which is in  
58 violation of any federal or state antidiscrimination law, including any fair housing law;

59 (28) Fails to preserve for five years following its consummation, records relating to any  
60 real estate transaction;

61 (29) Fails to maintain adequate records on the broker's "trust fund account";

62 (30) In the case of a broker, fails to adequately supervise all associate brokers and  
63 salespersons employed by him or her;

64 (31) Breaches a fiduciary duty owed by a licensee to his or her principal in a real estate  
65 transaction;

66 (32) Directs any party to a real estate transaction in which the licensee is involved, to any  
67 lending institution for financing with the expectation of receiving a financial incentive, rebate or  
68 other compensation, without first obtaining from his or her principal the signed acknowledgment  
69 of and consent to the receipt of the financial incentive, rebate or other compensation;

70 (33) Represents to any lending institution, or other interested party either verbally or  
71 through the preparation of false documents, an amount in excess of the true and actual sale price  
72 of the real estate or terms differing from those actually agreed upon;

73 (34) Fails to disclose to an owner the licensee's true position if he or she directly or  
74 indirectly through a third party, purchases for himself or herself or acquires or intends to acquire  
75 any interest in or any option to purchase the property;

76 (35) Lends a broker's license to any person, including a salesperson, or permits a  
77 salesperson to operate as a broker;

78 (36) Has been convicted in a court of competent jurisdiction in this or any other jurisdiction  
79 of forgery, embezzlement, obtaining money under false pretense, bribery, larceny, extortion,  
80 conspiracy to defraud, any other similar offense, a crime involving moral turpitude, or a felony;

81 (37) Engages in any act or conduct which constitutes or demonstrates bad faith,  
82 incompetency, or untrustworthiness, or dishonest, fraudulent, or improper dealing;

83 (38) Induces any person to alter, modify or change another licensee's fee or commission  
84 for brokerage services, without that licensee's prior written consent;

85 (39) Negotiates a real estate transaction directly with any person that is represented  
86 exclusively by another broker, unless the conduct is specifically authorized by the other broker;

87 (40) Obtains, negotiates, or attempts to obtain or negotiate a contract whereby the broker  
88 is entitled to a commission only to the extent that the sales price exceeds a given amount,  
89 commonly referred to as a net listing;

90 (41) Fails or refuses, on demand, to furnish copies of a document to a person whose  
91 signature is affixed to the document;

92 (42) In the case of an associate broker or salesperson, represents or attempts to represent  
93 a broker other than his or her employing broker;

94 (43) Fails to reduce a bona fide offer to writing;

95 (44) Guarantees, or authorizes or permits another licensee to guarantee, future profits  
96 which may result from a real estate transaction;

97 (45) Is disciplined by another jurisdiction if at least one of the grounds for that discipline is  
98 the same as or equivalent to one of the grounds for discipline in this article; or

99 (46) Engages in any other act or omission in violation of professional conduct  
100 requirements of licensees established by legislative rule of the commission.

101 (b) The provisions of this section shall be liberally construed in order to carry out the  
102 objectives and purposes of this article.

103 (c) As used in this section:

104 (1) The words "convicted in a court of competent jurisdiction" mean a plea of guilty or nolo  
105 contendere entered by a person or a verdict of guilt returned against a person at the conclusion  
106 of a trial;

107 (2) A certified copy of a conviction order entered in a court is sufficient evidence to  
108 demonstrate a person has been convicted in a court of competent jurisdiction.

109 (d) Every person licensed by the commission has an affirmative duty to report, in a timely  
110 manner, any known or observed violation of this article or the rules, orders or final decisions of  
111 the commission.

112 (e) The revocation of a broker's license shall automatically suspend the license of every  
113 associate broker and salesperson employed by the broker: *Provided*, That the commission shall  
114 issue a replacement license for any licensee so affected to a new employing broker, without  
115 charge, if a proper application is submitted to the commission during the same license term.

116 (f) A licensee whose license has been revoked shall be ineligible to apply for a new license  
117 until after the expiration of two years from the date of revocation.

**§30B-5-20. Complaints; investigation.**

1 (a) The commission may upon its own motion and shall upon the filing of a complaint  
2 setting forth a cause of action under this article, or the rules promulgated thereunder, ascertain  
3 the facts and if warranted hold a hearing for the suspension or revocation of a license, or the  
4 imposition of sanctions against a licensee: *Provided*, That no disciplinary action may be brought  
5 against a licensee upon any complaint that is filed more than two years after the acts or omissions  
6 alleged in the complaint or, where the licensee is alleged to have engaged in fraud, deceit or  
7 misrepresentation, more than two years after the date at which the complainant discovered, or  
8 through reasonable diligence should have discovered, the alleged unprofessional conduct. Time

9 limits for the filing of a complaint shall be tolled during any period in which material evidence  
10 necessary for the commission's evaluation or use is unavailable to the commission due to an  
11 ongoing criminal investigation or prosecution.

12 (b) All complaints must be submitted in writing and must fully describe the acts or  
13 omissions constituting the alleged unprofessional conduct.

14 (c) Upon initiation or receipt of the complaint, the commission shall provide a copy of the  
15 complaint to the licensee for his or her response to the allegations contained in the complaint.  
16 The accused party shall file an answer within 20 days of the date of service. Failure of the licensee  
17 to file a timely response may be considered an admission of the allegations in the complaint:  
18 Provided, That nothing contained herein shall prohibit the accused party from obtaining an  
19 extension of time to file a response, if the commission, its executive director or other authorized  
20 representative permits the extension.

21 (d) The commission may cause an investigation to be made into the facts and  
22 circumstances giving rise to the complaint and any person licensed by the commission has an  
23 affirmative duty to assist the commission, or its authorized representative, in the conduct of its  
24 investigation.

25 (e) After receiving the licensee's response and reviewing any information obtained through  
26 investigation, the commission shall determine if probable cause exists that the licensee has  
27 violated any provision of this article or the rules.

28 (f) If a determination that probable cause exists for disciplinary action, the commission  
29 may hold a hearing in compliance with §30B-5-21 of this code or may dispose of the matter  
30 informally through a consent agreement or otherwise.

**§30B-5-21. Hearings; judicial review; cost of proceedings.**

1 (a) Hearings shall be conducted in accordance with the provisions of §29A-5-1 et seq. of  
2 this code and the commission's rules.

3 (b) Hearings shall be held at a time and place determined by the commission, but in no  
4 event less than 30 days after the notice of hearing is given.

5 (c) Any member has the authority to administer oaths and to examine any person under  
6 oath.

7 (d) If, after hearing, the commission determines the licensee has violated any provision of  
8 this article, or the commission's rules, a formal decision shall be prepared which contains findings  
9 of fact, conclusions of law and specifically lists the disciplinary actions imposed.

10 (e) The commission may elect to have an administrative law judge or hearing examiner  
11 conduct the hearing. If the commission makes this election, the administrative law judge or  
12 hearing examiner, at the conclusion of a hearing, shall prepare a proposed order which shall  
13 contain findings of fact and conclusions of law. The commission may request that disciplinary  
14 actions imposed be a part of the proposed order, or may reserve this obligation for its  
15 consideration. The commission may accept, reject, or modify the decision of the administrative  
16 law judge or hearing examiner.

17 (f) Any person adversely affected by any decision or final order made by the commission,  
18 after a hearing, is entitled to judicial review by the circuit court of the county where the hearing  
19 was held.

20 (g) In addition to any other sanction imposed, the commission may require a licensee to  
21 pay the costs of the proceeding.

**§30B-5-22. Penalties for violations.**

1 (a) Any person violating a provision of this article or the commission's rules is guilty of a  
2 misdemeanor. Any person convicted of a first violation shall be fined not less than \$1,000 nor  
3 more than \$2,000, or confined in the county or regional jail not more than 90 days, or both fined  
4 and confined;

5 (b) Any person convicted of a second or subsequent violation shall be fined not less than  
6 \$2,000 nor more than \$5,000, or confined in the county or regional jail for a term not to exceed  
7 one year, or both fined and confined;

8 (c) Any corporation, association or partnership convicted of a first violation of this article  
9 or the commission's rules, shall be fined not less than \$2,000 nor more than \$5,000;

10 (d) Any corporation, association or partnership convicted of a second or subsequent  
11 violation, shall be fined not less than \$5,000 nor more than \$10,000;

12 (e) Any officer, member, employee or agent of a corporation, association, or partnership,  
13 shall be subject to the penalties herein prescribed for individuals;

14 (f) Each and every day a violation of this article continues shall constitute a separate  
15 offense;

16 (g) In addition to the penalties herein provided, if any person receives compensation for  
17 acts or services performed in violation of this article, he or she shall also be subject to a penalty  
18 of not less than the value of the compensation received nor more than three times the value of  
19 the compensation received, as may be determined by a court of competent jurisdiction. Any  
20 penalty may be recovered by a person aggrieved as a result of a violation of this article;

21 (h) The penalties provided in this section do not apply to a violation of the duties or  
22 obligations of a financial institution under the certification required by §30B-5-18(j)(7) of this code  
23 by a financial institution providing trust fund account services to a broker.

**§30B-5-23. Single act evidence of practice.**

1 One act by any person in consideration of receiving compensation, or with the expectation  
2 or intention of receiving such compensation, or upon the promise of receiving compensation for  
3 any act or service contained in this article shall constitute and consider the person a broker,  
4 associate broker or salesperson subject to the provisions of this article.

**§30B-5-24. Injunctions; criminal proceedings.**

1 (a) Whenever the commission or other interested person believes that any person has  
2 engaged, is engaging or is about to engage in any act that constitutes a violation of this article,  
3 the commission or other interested person may make application to any court of competent  
4 jurisdiction for an order enjoining the acts or services. Upon a showing that the person has  
5 engaged in or is about to engage in any act which violates this article, an injunction, restraining  
6 order or another appropriate order may be granted by the court without bond.

7 (b) Whenever the commission, its executive director or its authorized representative has  
8 reason to believe that any person has knowingly violated a provision of this article, the commission  
9 or its authorized representative may bring its information to the prosecuting attorney in the county  
10 where the violation has occurred who shall cause appropriate criminal proceedings to be brought.

11 (c) Whenever any other interested person has reason to believe that any person has  
12 knowingly violated a provision of this article, such person may bring its information to the attention  
13 of the appropriate law-enforcement officer who may cause an investigation to be made in order  
14 for appropriate criminal proceedings to be brought.

**§30B-5-25. Collection of compensation.**

1 No person may bring or maintain any action in any court of this state for the recovery of  
2 compensation for the performance of any act or service for which a broker's license is required,  
3 without alleging and proving that he or she was the holder of a valid broker's license at all times  
4 during the performance or rendering of any act or service: *Provided*, That an associate broker or  
5 salesperson shall have the right to institute suit in his or her own name for the recovery of  
6 compensation from his or her employing broker for acts or services performed while in the employ  
7 of said employing broker.

**§30B-5-26. Duties of licensees.**

1 Every broker, associate broker and salesperson owes certain inherent duties to the  
2 consumer which are required by virtue of the commission granting a license under this article.  
3 The duties include, but are not limited to:

4 (a) At the time of securing any contract whereby the broker is obligated to represent a  
5 principal to a real estate transaction, every licensee shall supply a true legible copy of the contract  
6 to each person signing the contract.

7 (b) Any contract in which a broker is obligated to represent a principal to a real estate  
8 transaction shall contain a definite expiration date, and no provision may be included in any  
9 contract whereby the principal is required to notify the broker of his or her intention to cancel the  
10 contract after the definite expiration date.

11 (c) No provision may be inserted in any contract for representation that would obligate the  
12 person signing the contract to pay a fee, commission or other valuable consideration to the broker,  
13 after the contract's expiration date, if the person subsequently enters into a contract for  
14 representation with a different broker.

15 (d) Every licensee shall disclose in writing, on the notice of agency relationship form  
16 promulgated by the commission, whether the licensee represents the seller, the buyer or both.  
17 The disclosure shall be made prior to any person signing any contract for representation by a  
18 licensee or a contract for the sale or purchase of real estate.

19 (e) Every licensee shall promptly deliver to his or her principal, every written offer received.

20 (f) Every licensee shall make certain that all the terms and conditions of a real estate  
21 transaction are contained in any contract prepared by the licensee.

22 (g) At the time of securing the signature of any party to a contract, the licensee shall deliver  
23 a true copy of the contract to the person whose signature was obtained.

24 (h) Upon the final acceptance or ratification of any contract, the licensee shall promptly  
25 deliver a true copy to each party that has signed the contract.

**§30B-5-27. Duration of existing licenses.**

1 Any valid license issued by the commission to a broker, associate broker, or salesperson  
2 pursuant to the provisions of §47-12-1 et seq. of this code prior to the effective date of this article  
3 shall continue to be valid until June 30, 2002.

**ARTICLE 6. UNIFORM ATHLETE AGENTS ACT.**

**§30B-6-1. Short title.**

1           This article may be cited as the Uniform Athlete Agents Act

**§30B-6-2. Definitions.**

1           In this article:

2           (1) "Agency contract" means an agreement in which a student-athlete authorizes a person  
3 to negotiate or solicit on behalf of the student-athlete a professional-sports-services contract or  
4 an endorsement contract.

5           (2) "Athlete agent" means an individual who enters into an agency contract with a student-  
6 athlete or, directly or indirectly, recruits or solicits a student-athlete to enter into an agency  
7 contract. The term includes an individual who represents to the public that the individual is an  
8 athlete agent. The term does not include a spouse, parent, sibling, grandparent, or guardian of  
9 the student-athlete or an individual acting solely on behalf of a professional sports team or  
10 professional sports organization.

11           (3) "Athletic director" means an individual responsible for administering the overall athletic  
12 program of an educational institution or, if an educational institution has separately administered  
13 athletic programs for male students and female students, the athletic program for males or the  
14 athletic program for females, as appropriate.

15           (4) "Contact" means a communication, direct or indirect, between an athlete agent and a  
16 student-athlete, to recruit or solicit the student-athlete to enter into an agency contract.

17           (5) "Endorsement contract" means an agreement under which a student-athlete is  
18 employed or receives consideration to use on behalf of the other party any value that the student-  
19 athlete may have because of publicity, reputation, following, or fame obtained because of athletic  
20 ability or performance.

21 (6) "Intercollegiate sport" means a sport played at the collegiate level for which eligibility  
22 requirements for participation by a student-athlete are established by a national association for  
23 the promotion or regulation of collegiate athletics.

24 (7) "Person" means an individual, corporation, business trust, estate, trust, partnership,  
25 limited liability company, association, joint venture, government, governmental subdivision,  
26 agency, or instrumentality; public corporation, or any other legal or commercial entity.

27 (8) "Professional-sports-services contract" means an agreement under which an individual  
28 is employed or agrees to render services, as a player on a professional sports team, with a  
29 professional sports organization, or as a professional athlete.

30 (9) "Record" means information that is inscribed on a tangible medium or that is stored in  
31 an electronic or other medium and is retrievable in perceivable form.

32 (10) "Registration" means registration as an athlete agent pursuant to this article.

33 (11) "State" means a state of the United States, the District of Columbia, Puerto Rico, the  
34 United States Virgin Islands or any territory or insular possession subject to the jurisdiction of the  
35 United States.

36 (12) "Student-athlete" means an individual who engages in, is eligible to engage in, or may  
37 be eligible in the future to engage in, any intercollegiate sport. If an individual is permanently  
38 ineligible to participate in a particular intercollegiate sport, the individual is not a student-athlete  
39 for purposes of that sport.

**§30B-6-3. Service of process; subpoenas.**

1 (a) By acting as an athlete agent in this state, a nonresident individual appoints the  
2 Secretary of State as the individual's agent for service of process in any civil action in this state  
3 related to the individual's acting as an athlete agent in this state.

4 (b) The Secretary of State may issue subpoenas for any material that is relevant to the  
5 administration of this article.

**§30B-6-4. Athlete agents: registration required; void contracts.**

1 (a) Except as otherwise provided in subsection (b) of this section, an individual may not  
2 act as an athlete agent in this state without holding a certificate of registration under section six  
3 or eight of this article.

4 (b) Before being issued a certificate of registration, an individual may act as an athlete  
5 agent in this state for all purposes except signing an agency contract, if:

6 (1) A student-athlete or another person acting on behalf of the student-athlete initiates  
7 communication with the individual; and

8 (2) Within seven days after an initial act as an athlete agent, the individual submits an  
9 application for registration as an athlete agent in this state.

10 (c) An agency contract resulting from conduct in violation of this section is void and the  
11 athlete agent shall return any consideration received under the contract.

**§30B-6-5. Registration as athlete agent; form; requirements.**

1 (a) An applicant for registration shall submit an application for registration to the Secretary  
2 of State in a form prescribed by the Secretary of State. An application filed under this section is a  
3 public record. The application must be in the name of an individual and, except as otherwise  
4 provided in subsection (b) of this section, signed or otherwise authenticated by the applicant under  
5 penalty of perjury and state or contain:

6 (1) The name of the applicant and the address of the applicant's principal place of  
7 business;

8 (2) The name of the applicant's business or employer, if applicable;

9 (3) Any business or occupation engaged in by the applicant for the five years next  
10 preceding the date of submission of the application;

11 (4) A description of the applicant's:

12 (A) Formal training as an athlete agent;

13 (B) Practical experience as an athlete agent; and

14 (C) Educational background relating to the applicant's activities as an athlete agent;

15 (5) The names and addresses of three individuals not related to the applicant who are  
16 willing to serve as references;

17 (6) The name, sport, and last known team for each individual for whom the applicant acted  
18 as an athlete agent during the five years next preceding the date of submission of the application;

19 (7) The names and addresses of all persons who are:

20 (A) With respect to the athlete agent's business if it is not a corporation, the partners,  
21 members, officers, managers, associates, or profit-sharers of the business; and

22 (B) With respect to a corporation employing the athlete agent, the officers, directors, and  
23 any shareholder of the corporation having an interest of five percent or greater;

24 (8) Whether the applicant or any person named pursuant to subdivision (7) of this  
25 subsection has been convicted of a crime that, if committed in this state, would be a crime  
26 involving moral turpitude or a felony and, identify the crime;

27 (9) Whether there has been any administrative or judicial determination that the applicant  
28 or any person named pursuant to subdivision (7) of this subsection has made a false, misleading,  
29 deceptive, or fraudulent representation;

30 (10) Any instance in which the conduct of the applicant or any person named pursuant to  
31 subdivision (7) of this subsection resulted in the imposition of a sanction, suspension, or  
32 declaration of ineligibility to participate in an interscholastic or intercollegiate athletic event on a  
33 student-athlete or educational institution;

34 (11) Any sanction, suspension, or disciplinary action taken against the applicant or any  
35 person named pursuant to subdivision (7) of this subsection arising out of occupational or  
36 professional conduct; and

37 (12) Whether there has been any denial of an application for, suspension or revocation of,  
38 or refusal to renew, the registration or licensure of the applicant or any person named pursuant  
39 to subdivision (7) of this subsection as an athlete agent in any state.

40 (b) An individual who has submitted an application for, and holds a certificate of,  
41 registration or licensure as an athlete agent in another state, may submit a copy of the application  
42 and certificate in lieu of submitting an application in the form prescribed pursuant to subsection  
43 (a) of this section. The Secretary of State shall accept the application and the certificate from the  
44 other state as an application for registration in this state if the application to the other state:

45 (1) Was submitted in the other state within six months next preceding the submission of  
46 the application in this state and the applicant certifies that the information contained in the  
47 application is current;

48 (2) Contains information substantially similar to or more comprehensive than that required  
49 in an application submitted in this state; and

50 (3) Was signed by the applicant under penalty of perjury.

**§30B-6-6. Certificate of registration; issuance or denial; renewal.**

1 (a) Except as otherwise provided in subsection (b) of this section, the Secretary of State  
2 shall issue a certificate of registration to an individual who complies with §30B-6-5(a) of this code  
3 or whose application has been accepted under §30B-6-5(b) of this code.

4 (b) The Secretary of State may refuse to issue a certificate of registration if the Secretary  
5 of State determines that the applicant has engaged in conduct that has a significant adverse effect  
6 on the applicant's fitness to act as an athlete agent. In making the determination, the Secretary  
7 of State may consider whether the applicant has:

8 (1) Been convicted of a crime that, if committed in this state, would be a felony;

9 (2) Made a materially false, misleading, deceptive, or fraudulent representation in the  
10 application or as an athlete agent;

11 (3) Engaged in conduct that would disqualify the applicant from serving in a fiduciary  
12 capacity;

13 (4) Engaged in conduct prohibited by §30B-6-14 of this code;

14 (5) Had a registration or licensure as an athlete agent suspended, revoked, or denied or  
15 been refused renewal of registration or licensure as an athlete agent in any state;

16 (6) Engaged in conduct the consequence of which was that a sanction, suspension, or  
17 declaration of ineligibility to participate in an interscholastic or intercollegiate athletic event was  
18 imposed on a student-athlete or educational institution; or

19 (7) Engaged in conduct that significantly adversely reflects on the applicant's credibility,  
20 honesty, or integrity.

21 (c) In making a determination under subsection (b) of this section, the Secretary of State  
22 shall consider:

23 (1) How recently the conduct occurred;

24 (2) The nature of the conduct and the context in which it occurred; and

25 (3) Any other relevant conduct of the applicant.

26 (d) An athlete agent may apply to renew a registration by submitting an application for  
27 renewal in a form prescribed by the Secretary of State. An application filed under this section is a  
28 public record. The application for renewal must be signed by the applicant under penalty of perjury  
29 and must contain current information on all matters required in an original registration.

30 (e) An individual who has submitted an application for renewal of registration or licensure  
31 in another state, in lieu of submitting an application for renewal in the form prescribed pursuant to  
32 subsection (d) of this section, may file a copy of the application for renewal and a valid certificate  
33 of registration or licensure from the other state. The Secretary of State shall accept the application  
34 for renewal from the other state as an application for renewal in this state if the application to the  
35 other state:

36 (1) Was submitted in the other state within six months next preceding the filing in this state  
37 and the applicant certifies the information contained in the application for renewal is current;

38 (2) Contains information substantially similar to or more comprehensive than that required  
39 in an application for renewal submitted in this state; and

40 (3) Was signed by the applicant under penalty of perjury.

41 (f) A certificate of registration or a renewal of a registration is valid for two years.

**§30B-6-7. Suspension, revocation, or refusal to renew registration.**

1 (a) The Secretary of State may suspend, revoke, or refuse to renew a registration for  
2 conduct that would have justified denial of registration under §30B-6-6(b) of this code.

3 (b) The Secretary of State may deny, suspend, revoke, or refuse to renew a certificate of  
4 registration or licensure only after proper notice and an opportunity for a hearing. The provisions  
5 of §29A-5-1 et seq. of this code apply to this article.

**§30B-6-8. Temporary registration.**

1 The Secretary of State may issue a temporary certificate of registration while an  
2 application for registration or renewal of registration is pending.

**§30B-6-9. Registration and renewal fees.**

1 An application for registration or renewal of registration must be accompanied by a fee in  
2 the following amount:

3 (1) \$50 for an initial application for registration;

4 (2) \$50 for an application for registration based upon a certificate of registration or  
5 licensure issued by another state;

6 (3) \$10 for an application for renewal of registration; or

7 (4) \$10 for an application for renewal of registration based upon an application for renewal  
8 of registration or licensure submitted in another state.

**§30B-6-10. Required form of contract.**

1 (a) An agency contract must be in a record, signed or otherwise authenticated by the  
2 parties.

3 (b) An agency contract must state or contain:

4 (1) The amount and method of calculating the consideration to be paid by the student-  
5 athlete for services to be provided by the athlete agent under the contract and any other

6 consideration the athlete agent has received or will receive from any other source for entering into  
7 the contract or for providing the services;

8 (2) The name of any person not listed in the application for registration or renewal of  
9 registration who will be compensated because the student-athlete signed the agency contract;

10 (3) A description of any expenses that the student-athlete agrees to reimburse;

11 (4) A description of the services to be provided to the student-athlete;

12 (5) The duration of the contract; and

13 (6) The date of execution.

14 (c) An agency contract must contain, in close proximity to the signature of the student-  
15 athlete, a conspicuous notice in boldface type in capital letters stating:

16 WARNING TO STUDENT-ATHLETE

17 IF YOU SIGN THIS CONTRACT:

18 (1) YOU MAY LOSE YOUR ELIGIBILITY TO COMPETE AS A STUDENT-ATHLETE IN  
19 YOUR SPORT;

20 (2) IF YOU HAVE AN ATHLETIC DIRECTOR, WITHIN 72 HOURS AFTER ENTERING  
21 INTO THIS CONTRACT, BOTH YOU AND YOUR ATHLETE AGENT MUST NOTIFY YOUR  
22 ATHLETIC DIRECTOR; AND

23 (3) YOU MAY CANCEL THIS CONTRACT WITHIN 14 DAYS AFTER SIGNING IT.  
24 CANCELLATION OF THIS CONTRACT MAY NOT REINSTATE YOUR ELIGIBILITY.

25 (d) An agency contract that does not conform to this section is voidable by the student-  
26 athlete. If a student-athlete voids an agency contract, the student-athlete is not required to pay  
27 any consideration under the contract or to return any consideration received from the athlete  
28 agent to induce the student-athlete to enter into the contract.

29 (e) The athlete agent shall give a record of the signed or otherwise authenticated agency  
30 contract to the student-athlete at the time of execution.

**§30B-6-11. Notice to educational institution.**

1        (a) Within 72 hours after entering into an agency contract or before the next scheduled  
2 athletic event in which the student-athlete may participate, whichever occurs first, the athlete  
3 agent shall give notice in a record of the existence of the contract to the athletic director of the  
4 educational institution at which the student-athlete is enrolled or the athlete agent has reasonable  
5 grounds to believe the student-athlete intends to enroll.

6        (b) Within 72 hours after entering into an agency contract or before the next athletic event  
7 in which the student-athlete may participate, whichever occurs first, the student-athlete shall  
8 inform the athletic director of the educational institution at which the student-athlete is enrolled  
9 that he or she has entered into an agency contract.

**§30B-6-12. Student-athlete's right to cancel.**

1        (a) A student-athlete may cancel an agency contract by giving notice of the cancellation  
2 to the athlete agent in a record within 14 days after the contract is signed.

3        (b) A student-athlete may not waive the right to cancel an agency contract.

4        (c) If a student-athlete cancels an agency contract, the student-athlete is not required to  
5 pay any consideration under the contract or to return any consideration received from the athlete  
6 agent to induce the student-athlete to enter into the contract.

**§30B-6-13. Required records.**

1        (a) An athlete agent shall retain the following records for a period of five years:

2        (1) The name and address of each individual represented by the athlete agent;

3        (2) Any agency contract entered into by the athlete agent; and

4        (3) Any direct costs incurred by the athlete agent in the recruitment or solicitation of a  
5 student-athlete to enter into an agency contract.

6        (b) Records required by subsection (a) of this section to be retained are open to inspection  
7 by the Secretary of State during normal business hours.

**§30B-6-14. Prohibited conduct.**

1           (a) An athlete agent, with the intent to induce a student-athlete to enter into an agency  
2 contract, may not:

3           (1) Give any materially false or misleading information or make a materially false promise  
4 or representation;

5           (2) Furnish anything of value to a student-athlete before the student-athlete enters into the  
6 agency contract; or

7           (3) Furnish anything of value to any individual other than the student-athlete or another  
8 registered athlete agent.

9           (b) An athlete agent may not intentionally:

10           (1) Initiate contact with a student-athlete unless registered under this article;

11           (2) Refuse or fail to retain or permit inspection of the records required to be retained by  
12 §30B-6-13 of this code;

13           (3) Fail to register when required by §30B-6-4 of this code;

14           (4) Provide materially false or misleading information in an application for registration or  
15 renewal of registration;

16           (5) Predate or postdate an agency contract; or

17           (6) Fail to notify a student-athlete before the student-athlete signs or otherwise  
18 authenticates an agency contract for a particular sport that the signing or authentication may make  
19 the student-athlete ineligible to participate as a student-athlete in that sport.

**§30B-6-15. Criminal penalties.**

1           An athlete agent who violates §30B-6-14(a) of this code is guilty of a felony and, upon  
2 conviction thereof, shall be fined not more than \$50,000 or confined in a state correctional facility  
3 for not less than one nor more than three years, or both so fined and confined.

4           An athlete agent who violates §30B-6-14(b) of this code is guilty of a misdemeanor and,  
5 upon conviction thereof, shall be fined not more than \$500 or confined in a county or regional jail  
6 for not more than one year, or both so fined and confined.

**§30B-6-16. Civil Remedies.**

1           (a) An educational institution has a right of action against an athlete agent or a former  
2 student-athlete for damages caused by a violation of this article. In an action under this section,  
3 the court may award to the prevailing party costs and reasonable attorney's fees.

4           (b) Damages of an educational institution under subsection (a) of this section include  
5 losses and expenses incurred because, as a result of the conduct of an athlete agent or former  
6 student-athlete, the educational institution was injured by a violation of this article or was  
7 penalized, disqualified or suspended from participation in athletics by a national association for  
8 the promotion and regulation of athletics, by an athletic conference, or by reasonable self-imposed  
9 disciplinary action taken to mitigate sanctions likely to be imposed by such an organization.

10           (c) A right of action under this section does not accrue until the educational institution  
11 discovers or by the exercise of reasonable diligence would have discovered the violation by the  
12 athlete agent or former student-athlete.

13           (d) Any liability of the athlete agent or the former student-athlete under this section is  
14 several and not joint.

15           (e) This article does not restrict rights, remedies, or defenses of any person under law or  
16 equity.

**§30B-6-17. Administrative penalty.**

1           The Secretary of State may assess a civil penalty against an athlete agent not to exceed  
2 \$25,000 for a violation of this article.

**§30B-6-18. Uniformity of application and construction.**

1           In applying and construing this uniform act, consideration must be given to the need to  
2 promote uniformity of the law with respect to its subject matter among states that enact it.

**§30B-6-19. Electronic signatures in global and national commerce act.**

1           The provisions of this article governing the legal effect, validity, or enforceability of  
2 electronic records or signatures, and of contracts formed or performed with the use of such

3 records or signatures conform to the requirements of Section 102 of the Electronic Signatures in  
4 Global and National Commerce Act, Pub. L. No. 106-229, 114 Stat. 464 (2000), and supersede,  
5 modify, and limit the Electronic Signatures in Global and National Commerce Act.

**§30B-6-20. Severability.**

1 If any provision of this article or its application to any person or circumstance is held invalid,  
2 the invalidity does not affect other provisions or applications of this article which can be given  
3 effect without the invalid provision or application, and to this end the provisions of this article are  
4 severable.

**§30B-6-21. Effective date.**

1 This article takes effect on July 1, 2001.

NOTE: The purpose of this bill is to reorganize the articles in the current Chapter 30, regarding licensing of professions and occupations, into three separate chapters arranged by duties and educational requirements, both prior to and following licensing.

Strike-throughs indicate language that would be stricken from a heading or the present law and underscoring indicates new language that would be added.