

**TITLE 27  
LEGISLATIVE RULE  
BOARD OF EXAMINERS IN COUNSELING**

**SERIES 2  
FEES**

**§27-2-1. General.**

1.1. Scope. -- This rule establishes fee requirements related to the licensing of professional counselors, renewal of the licenses, and application and monitoring of continuing professional education providers and their programs.

1.2. Authority. -- W. Va. Code §30-31-5.

1.3. Filing Date. -- April 27, 2004.

1.4. Effective Date. -- April 27, 2004.

**§27-2-2. Definitions.**

2.1. "Bad check fee" means a fee for a payment made by a check that is returned due to insufficient funds, closed account or similar failure to negotiate payment.

**§27-2-2. Application of Rule.**

This legislative rule applies to all persons applying to become a licensed professional counselor, all licensed professional counselors and providers of continuing professional education programs.

**§27-2-4. Fee Schedule**

4.1. All fees paid to the Board are not refundable.

4.2. All fees, with the exception of those for examination, are payable to the West Virginia Board of Examiners in Counseling (WVBEC).

4.3. License fees.

4.3.a. The fee for the initial application for licensure is one hundred twenty dollars (\$120.00);

4.3.a.1. The fee required for the issuance of the initial license certificate shall be calculated on the current renewal rate set in this rule, the date the license is issued and the number of days remaining in the current biennial renewal cycle;

4.3.b. The fee for reciprocity application processing is one hundred twenty dollars (\$120.00);

4.3.c. The fee for biennial license renewal is one hundred and fifty dollars (\$150.00).

(1). The licensee shall submit the renewal application and documentation of continuing education according to the instructions in the application provided by the Board at the time of renewal. The Board shall return the licensee's renewal application for, but not limited to, improper documentation or inappropriate continuing education. A licensee who has his or her licensure renewal application returned by the Board as incomplete or incorrect shall pay an additional fee of \$75.00 when resubmitting the renewal application for the third (3<sup>rd</sup>) time in one renewal period.

4.3.d. The fee for examination score endorsement is twenty dollars (\$20.00);

4.3.e. The fee for name change on all records is five dollars (\$5.00);

4.3.f. The fee for endorsement to another state or a National or State certification is twenty dollars (\$20.00);

4.3.g. The fee for a duplicate certificate is ten dollars (\$10.00);

4.3.h. The fee for filling a request for public information, print or electronic data, or other services relating to the Board, its members,

or licensed professional counselors, is calculated based on the actual cost of materials, employee time, and services required to comply with the request;

exam, and the employee's time to process the exam.

4.3.i. The fee for a bad check is twenty dollars (\$20.00); and,

4.3.j. The annual fee for monitoring the Restricted Practice License counselors is twenty-five dollars (\$25.00).

4.4. Continuing professional education provider and programs fees.

4.4.a. The application fee to be certified as an approved provider of continuing professional education biennially is one hundred fifty dollars (\$150.00);

4.4.b. The application fee to be certified as an approved provider of continuing professional education for one event only is fifty dollars (\$50.00) per day of event.

4.4.c. The fee to monitor the continuing professional education records and activities of an approved provider for the purpose of quality assurance is fifty dollars (\$50.00) for one event in each biennial year cycle and one hundred dollars (\$100.00) for more than one event in each biennial year cycle; and,

4.4.d. The biennial fee to re-certify as an approved provider is one hundred dollars (\$100.00), payable only after the Board has notified the provider that it is eligible to re-certify.

(1). An approved provider who does not pay a fee to re-certify within thirty (30) days of notice forfeits all rights and privileges of an approved provider.

4.5. Examination fees.

4.5.a. The fee for the examination required by the Board is established by and payable to the National Board for Certified Counselors (NBCC) or its designee.

4.5.b The additional fee to administer the exam shall be based on the current cost of the facilities, the number of proctors for the