



State of West Virginia *Board of Medicine*

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UNIVERSAL PROFESSIONAL AND OCCUPATIONAL LICENSING ACT OF 2025

GENETIC COUNSELOR APPLICATION INSTRUCTIONS

Thank you for your interest in obtaining a genetic counselor license in the State of West Virginia. It is our goal to assist qualified, eligible candidates in obtaining licensure in this state as efficiently and expeditiously as possible.

There are two primary pathways for genetic counselor licensure in West Virginia: (1) the traditional licensure pathway; and (2) the Universal Professional and Occupational Licensing Act of 2025 (UPOLA¹) pathway. Information on the traditional pathway is available on the Board's website. These instructions are intended for applicants who seek to utilize the UPOLA pathway for initial genetic counselor licensure.

Prerequisites to Utilize UPOLA Pathway

To utilize the UPOLA pathway, applicants must either:

1. Establish residency in the state of West Virginia;

OR

2. Be married to an active-duty member of the armed forces of the United States and have accompanied the member to an official permanent change of station to a military installation located in West Virginia.

Applicants who do not meet either of these criteria are ineligible to use the UPOLA pathway, and are invited to apply through the traditional pathway, if eligibility criteria are met.

¹ Pursuant to W. Va. Code § 30-1-27, a person shall be granted an occupational or professional license, registration, or certificate if the person has been licensed or certified in another state, the license, registration, or certificate is in the same discipline and at the same practice level as the license, registration, or certificate for which the person is applying in this state and the person meets other conditions prescribed by W. Va. Code § 30-1-27.

**Additional Eligibility Requirements for Genetic Counselor
Who Meet Prerequisites to Utilize UPOLA Pathway**

Genetic counselors who have established West Virginia residency or who are married to an active-duty member of the armed forces of the United States and have accompanied the member to an official permanent change of station to a military installation located in West Virginia must also satisfy the following additional minimum eligibility criteria to request licensure pursuant to the UPOLA pathway:

1. The applicant must be currently licensed, registered, or certified in at least one other state in the discipline applied for and at the same practice level as determined by the WVBOM;
2. The applicant's license, registration, or certification is in good standing in all states in which the applicant holds a license, registration, or certification;
3. The applicant is licensed, registered, or certified by another state with minimum education requirements and, if applicable, work experience and clinical supervision requirements in effect, and the other state verifies that the person met those requirements in order to be licensed, registered, or certified in that state;
4. The applicant previously passed any examinations, written or clinical, required for the license, registration, or certification if required by the other state;
5. The applicant has not had a license, registration, or certificate revoked or has not voluntarily surrendered a license, registration, or certificate in any other state or country while under investigation for unprofessional conduct;
6. The applicant has not had any other form of discipline imposed by any other regulating entity: *Provided*, that if another state's regulating entity has taken disciplinary action against the applicant, the Board may issue the license, registration, or certificate if it determines the cause of action in the other state was corrected and the matter fully resolved;
7. The applicant pays all applicable fees in this state; and
8. The applicant does not have a disqualifying criminal history.

A license issued by the Board pursuant to the UPOLA pathway provides the applicant with full practice authority in West Virginia. However, a UPOLA license:

1. May not form the basis of participation in a Licensing Compact; and
2. Because this pathway does not include verification of your genetic counselor education, the West Virginia Board of Medicine website cannot provide primary source verification of your education, licensee verification information for UPOLA licensees will denote that education is not primary source verified.

GENERAL INSTRUCTIONS FOR UPOLA APPLICANTS

1. Please review these instructions carefully.
2. Prior to submitting your application and nonrefundable fee, confirm your eligibility for the license type you seek.
3. The West Virginia Board of Medicine requires applicants to **personally** complete the application and the WVBOM Photo Affidavit and Authorization for Release of Information. Any errors, omissions or misstatements are solely the responsibility of the applicant.
4. Applications are assigned to analysts for initial screening upon:
 - Submission of the application;
 - Payment of the license application fee (submitted online); and
 - Receipt of your original WVBOM Photo Affidavit and Authorization for Release of Information (original submitted by mail).
5. The analyst assigned to your application will send you a written status update upon initial screening, and periodically throughout the application process.
6. Any unusual circumstances or discrepancies in your application documents may require supplementation and/or other follow-up, and may increase the application processing time.
7. Applications which fail to complete within six months expire.
8. Applications are subject to a continuous supplementation obligation. If any information changes during the application process (i.e. after you start the process and before a licensure decision is rendered) you are obligated to update any and all application components affected by the change in information.
9. Licenses are issued within three business days of a determination that a complete application has been submitted by an eligible and qualified applicant and that the application does not contain unusual circumstances or discrepant information requiring personal review by the Board.
10. Applications which include discrepant information or unusual circumstances will be referred for review and recommendation at the next meeting of the Licensure Committee. Regular meetings occur in January, March, May, July, September, and November. Applications must complete ten days prior to a scheduled meeting to be included on the meeting agenda.
11. If warranted by information included in the application, and at the direction of the Committee, an applicant may be scheduled to meet with the Licensure Committee of the Board in advance of licensure consideration.
12. Some information in your application file is considered public information, including but not limited to your: identity (full name and other names); age (not date of birth); graduate education program and graduation date; malpractice history; disciplinary history; and current practice locations.
13. Please do not make legal commitments based upon your expectation of licensure and review your eligibility carefully. Not all applicants receive a license. License applications are not always complete within the anticipated timeframe. Neither applicants nor the Board can control the time frame in which third parties submit required documentation. The Board does not expedite one application in advance of another, nor does it issue a license if an application is incomplete, or if an applicant is ineligible.

INITIAL GENETIC COUNSELOR LICENSURE -- UPOLA PATHWAY

To apply for initial genetic counselor licensure using the UPOLA pathway, please submit all of the following:

INITIAL LICENSE APPLICATION COMPONENTS UPOLA

1.a Evidence of eligibility – Establishment of West Virginia residence. To establish proof of West Virginia residence, please submit a legible color copy of your West Virginia driver's license or your West Virginia issued identification card.

1.b. Evidence of eligibility – Applicants who are married to an active-duty member of the armed forces of the United States and have accompanied the member to an official permanent change of station to a military installation located in West Virginia should submit: (1) a certified copy of their marriage certificate; and (2) a complete and legible copy of their spouse's duty orders identifying the spouse's official permanent change of station to West Virginia.

2. Fingerprint-Based Criminal History Record Check. Fingerprinting services are provided by IdentoGo for a fee. The 6-digit service code for the West Virginia Board of Medicine is **228Q9Z**. Complete instructions are available at: wvbom.wv.gov/Criminalhistory.asp. The Board is not permitted to utilize background checks performed for other entities. Background checks are valid for one year. The Board encourages you to start the background check process as soon as you submit your application.

3. WVBOM Photo Affidavit and Authorization for Release of Information. Complete and mail this original notarized form to the Board. The Board does not accept emailed or faxed copies of this document. This form is available for download during the application process. **In the upper right corner of page one, please write "UPOLA" so WVBOM staff are aware that you are utilizing the UPOLA pathway.**

4. West Virginia Genetic Counselor Application. The Genetic Counselor application is a paper form. **In the upper right corner of page one, please write "UPOLA" so WVBOM staff are aware that you are utilizing the UPOLA pathway.** Please complete the application and personally sign pages 4 and 5. The Board does not accept copies or digital signatures on initial license applications. Mail your original application to the Board.

5. Fee payment. Pay the nonrefundable application fee of \$150 online. The West Virginia Board of Medicine accepts online credit card payments for all fees. Upon receipt of your application, the Board will send payment instructions via email. Please do not send payment with your mailed application.

6. License Verifications. Each state or jurisdiction where you are or have ever been licensed must submit verification of licensure to the West Virginia Board of Medicine. Please check each Board's website for instructions on how to request licensure verification. If the license verification does not confirm all statutory requirements, additional information may be required. If so, you will be notified by the licensure analyst assigned to your application.

7. ABGC/ABMG Certification Verification. Arrange for your certifying board (ABGC or ABMG) to directly submit to the Board a verification of your certification as a genetic counselor or medical geneticist. The verification can be submitted to the Board via mail to the Board's office, or via email to the Board at wvbom@wv.gov.

8.a Identity. Mail a copy of your birth certificate, passport, or certificate of naturalization to the Board. To protect your personally identifiable information, the Board does not accept identity documents via email. Applicants who establish residency by submitting a West Virginia driver's license or identification card do not need to submit an additional identification document.

8.b. Name Change Documentation. If your current legal name does not match the name on any of your verifications, you must submit legal documentation supporting your name change. Licenses are issued utilizing current legal names.

Genetic counselor licenses issued pursuant to the UPOLA pathway are valid from issuance until the renewal deadline for genetic counselors. Regardless of the date of initial license issuance, all genetic counselors must renew by June 30 in odd years. Thereafter, all eligible genetic counselors may renew licensure for two-year intervals. Renewal requires the completion of all required Continuing Education. CE requirements for renewal are available on the WVBOM website.