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THE VIRGINIA REGISTER INFORMATION PAGE

THE VIRGINIA REGISTER OF REGULATIONS is an official state publication issued every other week throughout the year. Indexes are published quarterly, and are cumulative for the year. The *Virginia Register* has several functions. The new and amended sections of regulations, both as proposed and as finally adopted, are required by law to be published in the *Virginia Register*. In addition, the *Virginia Register* is a source of other information about state government, including petitions for rulemaking, emergency regulations, executive orders issued by the Governor, and notices of public hearings on regulations.

ADOPTION, AMENDMENT, AND REPEAL OF REGULATIONS

Unless exempted by law, an agency wishing to adopt, amend, or repeal regulations must follow the procedures in the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia). Typically, this includes first publishing in the *Virginia Register* a notice of intended regulatory action; a basis, purpose, substance and issues statement; an economic impact analysis prepared by the Department of Planning and Budget; the agency's response to the economic impact analysis; a summary; a notice giving the public an opportunity to comment on the proposal; and the text of the proposed regulation.

Following publication of the proposed regulation in the *Virginia Register*, the promulgating agency receives public comments for a minimum of 60 days. The Governor reviews the proposed regulation to determine if it is necessary to protect the public health, safety, and welfare, and if it is clearly written and easily understandable. If the Governor chooses to comment on the proposed regulation, his comments must be transmitted to the agency and the Registrar of Regulations no later than 15 days following the completion of the 60-day public comment period. The Governor's comments, if any, will be published in the *Virginia Register*. Not less than 15 days following the completion of the 60-day public comment period, the agency may adopt the proposed regulation.

The Joint Commission on Administrative Rules or the appropriate standing committee of each house of the General Assembly may meet during the promulgation or final adoption process and file an objection with the Registrar and the promulgating agency. The objection will be published in the *Virginia Register*. Within 21 days after receipt by the agency of a legislative objection, the agency shall file a response with the Registrar, the objecting legislative body, and the Governor.

When final action is taken, the agency again publishes the text of the regulation as adopted, highlighting all changes made to the proposed regulation and explaining any substantial changes made since publication of the proposal. A 30-day final adoption period begins upon final publication in the *Virginia Register*.

The Governor may review the final regulation during this time and, if he objects, forward his objection to the Registrar and the agency. In addition to or in lieu of filing a formal objection, the Governor may suspend the effective date of a portion or all of a regulation until the end of the next regular General Assembly session by issuing a directive signed by a majority of the members of the appropriate legislative body and the Governor. The Governor's objection or suspension of the regulation, or both, will be published in the *Virginia Register*.

If the Governor finds that the final regulation contains changes made after publication of the proposed regulation that have substantial impact, he may require the agency to provide an additional 30-day public comment period on the changes. Notice of the additional public comment period required by the Governor will be published in the *Virginia Register*. Pursuant to § 2.2-4007.06 of the Code of Virginia, any person may request that the agency solicit additional public comment on certain changes made after publication of the proposed regulation. The agency shall suspend the regulatory process for 30 days upon such request from 25 or more individuals, unless the agency determines that the changes have minor or inconsequential impact.

A regulation becomes effective at the conclusion of the 30-day final adoption period, or at any other later date specified by the promulgating agency, unless (i) a legislative objection has been filed, in which event the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the 21-day objection period; (ii) the Governor exercises his

authority to require the agency to provide for additional public comment, in which event the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the period for which the Governor has provided for additional public comment; (iii) the Governor and the General Assembly exercise their authority to suspend the effective date of a regulation until the end of the next regular legislative session; or (iv) the agency suspends the regulatory process, in which event the regulation, unless withdrawn, becomes effective on the date specified, which shall be after the expiration of the 30-day public comment period and no earlier than 15 days from publication of the readopted action.

A regulatory action may be withdrawn by the promulgating agency at any time before the regulation becomes final.

FAST-TRACK RULEMAKING PROCESS

Section 2.2-4012.1 of the Code of Virginia provides an alternative to the standard process set forth in the Administrative Process Act for regulations deemed by the Governor to be noncontroversial. To use this process, the Governor's concurrence is required and advance notice must be provided to certain legislative committees. Fast-track regulations become effective on the date noted in the regulatory action if fewer than 10 persons object to using the process in accordance with § 2.2-4012.1.

EMERGENCY REGULATIONS

Pursuant to § 2.2-4011 of the Code of Virginia, an agency may adopt emergency regulations if necessitated by an emergency situation or when Virginia statutory law or the appropriation act or federal law or federal regulation requires that a regulation be effective in 280 days or fewer from its enactment. In either situation, approval of the Governor is required. The emergency regulation is effective upon its filing with the Registrar of Regulations, unless a later date is specified per § 2.2-4012 of the Code of Virginia. Emergency regulations are limited to no more than 18 months in duration; however, may be extended for six months under the circumstances noted in § 2.2-4011 D. Emergency regulations are published as soon as possible in the *Virginia Register* and are on the Register of Regulations website at <https://register.dls.virginia.gov>.

During the time the emergency regulation is in effect, the agency may proceed with the adoption of permanent regulations in accordance with the Administrative Process Act. If the agency chooses not to adopt the regulations, the emergency status ends when the prescribed time limit expires.

STATEMENT

The foregoing constitutes a generalized statement of the procedures to be followed. For specific statutory language, it is suggested that Article 2 (§ 2.2-4006 et seq.) of Chapter 40 of Title 2.2 of the Code of Virginia be examined carefully.

CITATION TO THE VIRGINIA REGISTER

The *Virginia Register* is cited by volume, issue, page number, and date. **34:8 VA.R. 763-832 December 11, 2017**, refers to Volume 34, Issue 8, pages 763 through 832 of the *Virginia Register* issued on December 11, 2017.

The Virginia Register of Regulations is published pursuant to Article 6 (§ 2.2-4031 et seq.) of Chapter 40 of Title 2.2 of the Code of Virginia.

Members of the Virginia Code Commission: **Marcus B. Simon, Chair; Russet W. Perry, Vice Chair; Katrina E. Callsen; Nicole Cheuk; Richard E. Gardiner; Ryan T. McDougle; Michael Mullin; Christopher R. Nolen; Steven Popps; Charles S. Sharp; Malfourd W. Trumbo; Amigo R. Wade.**

Staff of the Virginia Register: **Holly Trice, Registrar of Regulations; Anne Bloomsburg, Assistant Registrar; Nikki Clemons, Managing Editor; Erin Comerford, Regulations Analyst**

PUBLICATION SCHEDULE AND DEADLINES

This schedule is available on the Virginia Register of Regulations website (<http://register.dls.virginia.gov>).

March 2025 through April 2026

<u>Volume: Issue</u>	<u>Material Submitted By Noon*</u>	<u>Will Be Published On</u>
41:16	March 5, 2025	March 24, 2025
41:17	March 19, 2025	April 7, 2025
41:18	April 2, 2025	April 21, 2025
41:19	April 16, 2025	May 5, 2025
41:20	April 30, 2025	May 19, 2025
41:21	May 14, 2025	June 2, 2025
41:22	May 28, 2025	June 16, 2025
41:23	June 11, 2025	June 30, 2025
41:24	June 25, 2025	July 14, 2025
41:25	July 9, 2025	July 28, 2025
41:26	July 23, 2025	August 11, 2025
42:1	August 6, 2025	August 25, 2025
42:2	August 20, 2025	September 8, 2025
42:3	September 3, 2025	September 22, 2025
42:4	September 17, 2025	October 6, 2025
42:5	October 1, 2025	October 20, 2025
42:6	October 15, 2025	November 3, 2025
42:7	October 29, 2025	November 17, 2025
42:8	November 10, 2025 (Monday)	December 1, 2025
42:9	November 24, 2025 (Monday)	December 15, 2025
42:10	December 9, 2025	December 29, 2025
42:11	December 22, 2025 (Monday)	January 12, 2026
42:12	January 6, 2026 (Tuesday)	January 26, 2026
42:13	January 21, 2026	February 9, 2026
42:14	February 4, 2026	February 23, 2026
42:15	February 18, 2026	March 9, 2026
42:16	March 4, 2026	March 23, 2026
42:17	March 18, 2026	April 6, 2026

*Filing deadlines are Wednesdays unless otherwise specified.

PETITIONS FOR RULEMAKING

TITLE 4. CONSERVATION AND NATURAL RESOURCES

MARINE RESOURCES COMMISSION

Initial Agency Notice

Title of Regulation: 4VAC20-270. Pertaining to Blue Crab Fishery.

Statutory Authority: § 28.2-201 of the Code of Virginia.

Names of Petitioners: Center for Biological Diversity; Virginia Herpetological Society; Wild Virginia; Dr. Willem M. Roosenburg.

Nature of Petitioners' Request: The Center for Biological Diversity, Virginia Herpetological Society, Wild Virginia, and Dr. Willem M. Roosenburg petition the Marine Resources Commission to formally adopt a rule requiring by-catch reduction devices (BRD) in all licensed blue crab pots deployed in near-shore waters to protect the diamondback terrapin. Virginia's fishing regulations currently do not require the use of BRDs in licensed blue crab pots. To protect diamondback terrapins from incidental mortality in active and inactive blue crab pots, the petitioners request that the Marine Resources Commission adopt or amend regulations to require BRDs on licensed commercial and recreational blue crab pots in waters less than 150 yards from shore (at mean low water mark), including manmade lagoons, creeks, coves, rivers, tributaries, shallow bays, inlets, and near-shore harbors. To provide the fishery reasonable time to retrofit crab pots, the petitioners suggest a three-year grace period from the date of adoption or amendment of the regulation. The proposal also includes a provision to allow the use of other gear modifications that demonstrate through peer-reviewed study similar efficacy to 4.5-by-12 centimeter BRDs.

Agency Plan for Disposition of Request: The Marine Resources Commission is submitting notice of the petition for publication in the Virginia Register of Regulations and announcing a public comment period. Following receipt of comments on the petition, the commission will review the petition.

Public Comment Deadline: March 31, 2025.

Agency Contact: Zachary Widgeon, Director of Communications, Marine Resources Commission, 380 Fenwick Road, Building 96, Fort Monroe, VA 23651, telephone (757) 414-0713, or email zachary.widgeon@mrc.virginia.gov.

VA.R. Doc. No. PFR25-31; Filed February 18, 2025, 8:06 a.m.

PERIODIC REVIEWS AND SMALL BUSINESS IMPACT REVIEWS

TITLE 12. HEALTH

STATE BOARD OF HEALTH

Agency Notice

Pursuant to §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the following regulation is undergoing a periodic review and a small business impact review: **12VAC5-421, Food Regulations**. The review will be guided by the principles in Executive Order 19 (2022). The purpose of this review is to determine whether this regulation should be repealed, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare or for the economical performance of important governmental functions; (ii) minimizes the economic impact on small businesses in a manner consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

Public comment period begins March 10, 2025, and ends March 31, 2025.

Comments must include the commenter's name and address (physical or email) information in order to receive a response to the comment from the agency.

Following the close of the public comment period, a report of both reviews will be posted on the Virginia Regulatory Town Hall and published in the Virginia Register of Regulations.

Contact Information: Olivia McCormick, Director, Division of Food and General Environment, Virginia Department of Health, 109 Governor Street, Fifth Floor, Richmond, VA 23219, telephone (804) 864-8146, FAX (804) 864-7022, or email olivia.mccormick@vdh.virginia.gov.

The department's public participation guidelines afford interested persons an opportunity to (i) submit data, views, and arguments, either orally or in writing, to the department, including through an online public comment forum on the Virginia Regulatory Town Hall or other specially designated subordinate and (ii) be accompanied by and represented by counsel or other representative. This regulation meets the criteria set out in Executive Order 19, as it is necessary for the protection of public health, safety, and welfare and is clearly written and easily understandable. There is no negative impact on the regulated community. The periodic review determined that the regulation should be retained as is.

The regulation is necessary to comply with § 2.2-4007.02 of the Code of Virginia and to provide opportunities for input from interested parties regarding the formation and development of regulations. The department has not received any complaints or concerns about the regulation, which does not overlap, duplicate, or conflict with any federal or state law or regulation. This regulation was last reviewed January 2021. There is no anticipated economic impact on small businesses.

Contact Information: Charlotte Arbogast, Senior Policy Analyst and Regulatory Coordinator, Department for Aging and Rehabilitative Services, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 662-7093, FAX (804) 662-7663, or email charlotte.arbogast@dars.virginia.gov.

TITLE 22. SOCIAL SERVICES

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

Report of Findings

Pursuant to §§ 2.2-4007.1 and 2.2-4017 of the Code of Virginia, the Department for Aging and Rehabilitative Services conducted a periodic review and a small business impact review of **22VAC30-11, Public Participation Guidelines**, and determined that this regulation should be retained as is. The department is publishing its report of findings dated February 10, 2025, to support this decision.

NOTICES OF INTENDED REGULATORY ACTION

TITLE 2. AGRICULTURE

BOARD OF AGRICULTURE AND CONSUMER SERVICES

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Board of Agriculture and Consumer Services intends to consider amending **2VAC5-360, Regulations for the Enforcement of the Virginia Commercial Feed Act**. The purpose of the proposed action is to amend the regulation to replace the crude fiber requirement for pet and specialty pet food product labels with a required maximum guarantee of dietary fiber content. Currently, all commercial animal feed products are required to list a maximum crude fiber guarantee on product labels. The amendment being considered will be limited to pet and specialty pet food only and does not impact labeling requirements for other categories of commercial feed, which will still require a maximum crude fiber guarantee.

The agency does not intend to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: § 3.2-4801 of the Code of Virginia.

Public Comment Deadline: April 9, 2025.

Agency Contact: David Gianino, Program Manager, Office of Plant Industry Services, Department of Agriculture and Consumer Services, P.O. Box 1163, Richmond, VA 23218, telephone (804) 786-3515, FAX (804) 371-7793, TDD (800) 828-1120, or email david.gianino@vdacs.virginia.gov.

VA.R. Doc. No. R25-8217; Filed February 6, 2025, 10:46 a.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

DEPARTMENT OF HEALTH PROFESSIONS

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Department of Health Professions intends to consider amending **18VAC76-20, Regulations Governing the Prescription Monitoring Program**. The purpose of the proposed action is to amend the regulation to (i) reflect actual practice, (ii) change the time of submission of reports, (iii) reflect changes in federal and state law, (iv) combine provisions, and (v) eliminate certain requirements. The amendments being considered are result of a periodic review of the regulation.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: § 54.1-2520 of the Code of Virginia.

Public Comment Deadline: April 9, 2025.

Agency Contact: Ashley Carter, Program Manager, Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233-1463, telephone (804) 597-4282, or email ashley.carter@dhp.virginia.gov.

VA.R. Doc. No. R24-7762; Filed February 5, 2025, 4:01 p.m.

BOARD OF MEDICINE

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Board of Medicine intends to consider amending **18VAC85-50, Regulations Governing the Practice of Physician Assistants**. The purpose of the proposed action is to remove the requirement that the patient care team physician or podiatrist name appear on prescriptions issued by physician assistants for Schedules II through V drugs in response to a petition for rulemaking.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: § 54.1-2400 of the Code of Virginia.

Public Comment Deadline: April 9, 2025.

Agency Contact: Erin Barrett, Director of Legislative and Regulatory Affairs, Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 750-3912, FAX (804) 915-0382, or email erin.barrett@dhp.virginia.gov.

VA.R. Doc. No. R23-32; Filed February 5, 2025, 3:27 p.m.

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Board of Medicine intends to consider amending **18VAC85-50, Regulations Governing the Practice of Physician Assistants**. The purpose of the proposed action is to amend 18VAC85-50-110 to reduce requirements for consultation and collaboration with the patient care team physician or podiatrist in response to a petition for rulemaking.

The agency intends to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: § 54.1-2400 of the Code of Virginia.

Public Comment Deadline: April 9, 2025.

Agency Contact: Erin Barrett, Director of Legislative and Regulatory Affairs, Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 750-3912, FAX (804) 915-0382, or email erin.barrett@dhp.virginia.gov.

VA.R. Doc. No. R23-31; Filed February 5, 2025, 3:43 p.m.

Notices of Intended Regulatory Action

BOARD OF NURSING

Notice of Intended Regulatory Action

Notice is hereby given in accordance with § 2.2-4007.01 of the Code of Virginia that the Board of Nursing intends to consider amending **18VAC90-19, Regulations Governing the Practice of Nursing**. The purpose of the proposed action is to implement amendments identified during the 2022 periodic review of the regulation. The changes being considered include (i) removing outdated provisions that conflict with the Code of Virginia or are redundant of requirements in the Code of Virginia; (ii) clarifying language and terms regarding authorization letters, modes of board communication, and nursing refresher courses; (iii) removing fees and references to clinical nurse specialist (CNS) registrations in 18VAC90-19-30; (iv) expanding the time applicants may practice while an application for licensure is being processed; (v) revising provisional licensure requirements for consistency with nursing education provisions; (vi) combining requirements for inactive licensure and reinstatement of such inactive licenses; (vii) reviewing requirements for restricted volunteer licenses and registration for voluntary practice to ensure regulations are necessary and comport with statute; (viii) clarifying when receiving unauthorized assistance is unprofessional conduct and adding a requirement for proper documentation; and (ix) making nonsubstantive edits for clarity.

The agency does not intend to hold a public hearing on the proposed action after publication in the Virginia Register.

Statutory Authority: § 54.1-2400 of the Code of Virginia.

Public Comment Deadline: April 9, 2025.

Agency Contact: Claire Morris, RN, Executive Director, Board of Nursing, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 367-4665, or email claire.morris@dhp.virginia.gov.

VA.R. Doc. No. R23-7365; Filed February 5, 2025, 3:55 p.m.

REGULATIONS

For information concerning the different types of regulations, see the Information Page.

Symbol Key

Roman type indicates existing text of regulations. Underscored language indicates proposed new text. Language that has been stricken indicates proposed text for deletion. Brackets are used in final regulations to indicate changes from the proposed regulation.

TITLE 16. LABOR AND EMPLOYMENT

VIRGINIA EMPLOYMENT COMMISSION

Fast-Track Regulation

Titles of Regulations: **16VAC5-10. Definitions and General Provisions (amending 16VAC5-10-10).**

16VAC5-60. Benefits (amending 16VAC5-60-10, 16VAC5-60-20, 16VAC5-60-30).

Statutory Authority: § 60.2-111 of the Code of Virginia.

Public Hearing Information: No public hearing is currently scheduled.

Public Comment Deadline: April 9, 2025.

Effective Date: April 24, 2025.

Agency Contact: Ashley Ervin, Policy Planning Specialist III, Virginia Employment Commission, 6606 West Broad Street, Richmond, VA 23230, telephone (804) 786-3020, or email ashley.ervin@vec.virginia.gov.

Basis: Section 60.2-111 of the Code of Virginia authorizes the Virginia Employment Commission to adopt, amend, or rescind such rules and regulations as it deems necessary or suitable to carry out the commission's duties and powers.

Purpose: The changes aim to remove language that has become obsolete due to internal technology or process changes. The language is also being updated to remove redundant language that is already addressed by statute. Revising agency regulations benefits the welfare of Virginia citizens by formalizing the efficiencies within the agency that have been developed over time. These revisions allow the agency to adapt and evolve in response to changing needs, ensuring that services are delivered more effectively and efficiently. These improvements allow the agency to better address customer needs, providing enhanced service, fostering innovation, and ensure Virginia citizens receive the highest quality of care and support.

Rationale for Using Fast-Track Rulemaking Process: This action is considered noncontroversial because the amendments reflect an updated and more accurate layout of the unemployment insurance (UI) process, which has been adapted to be less burdensome on customers.

Substance: The amendments clarify current practices, update language to conform to current policies, update UI form names and titles, and eliminate requirements already addressed by statute. The amendments also remove obsolete and duplicative language.

Issues: The advantage to both the public and the agency is that the regulation will now conform to the current practices of the UI division and remove language already addressed by statute or prior regulation, reducing the overall regulatory burden. There is no disadvantage as no changes in the UI process will occur because of the updates.

Department of Planning and Budget Economic Impact Analysis:

The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed regulation in accordance with § 2.2-4007.04 of the Code of Virginia and Executive Order 19. The analysis presented represents DPB's best estimate of the potential economic impacts as of the date of this analysis.¹

Summary of the Proposed Amendments to Regulation. In response to Executive Order 19 (2022) and Executive Directive 1 (2022), the Virginia Employment Commission (VEC) proposes to amend the regulation governing unemployment insurance benefits to update the language to reflect current practice and to remove language that is obsolete or redundant.

Background. Executive Directive 1 (2022) directs executive branch entities under the authority of the Governor to initiate regulatory processes to reduce by at least 25% the number of regulations not mandated by federal or state statute, in consultation with the Office of the Attorney General, and in a manner consistent with the laws of the Commonwealth.² Accordingly, VEC proposes to remove language that is either redundant or no longer reflects current practice. The most substantive changes are summarized as follows. 16VAC5-60-10 C would be amended to remove text addressing when "the commission is at fault due to a representative giving inadequate or misleading information to an individual about filing a claim" from the list of necessary conditions for canceling a claim. VEC reports that the text is redundant because a claim can be canceled as long as the other conditions are met. 16VAC5-60-20 C would be amended to remove a current requirement that employers provide certain information to employees within seven days of the effective date of a claim. Similar requirements in 16VAC5-60-20 E, pertaining to weeks of partial unemployment after the first week, would also be stricken. The Partial Unemployment Verification form, included in the Forms section of this regulation, contains these requirements for employers.³ In 16VAC5-60-20 C stating, "evidence need not be furnished if the worker's earnings equal or exceed the worker's weekly benefit amount." The Partial Unemployment Verification form states that employers should include "calendar weeks in which the worker earns less than

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his/her weekly benefit amount." VEC also proposes to strike language in subsection E stating that "the claimant shall continue to present such evidence to the commission within 10 days after it is delivered to the claimant by the employer. Failure to do so shall render the claim invalid with respect to any week to which the statement or other evidence related." The Partial Unemployment Verification form contains a Notice to Worker stating, "To avoid delay of any payment due to you, you must mail this statement immediately upon completion to Virginia Employment Commission," which appears to reflect current VEC practice.

Estimated Benefits and Costs: The proposed amendments largely serve to clarify and update the regulation. Thus, to the extent that the proposed changes are consistent with current agency practice and statute, they are not expected to create new costs. However, as a result of the proposed changes to 16VAC5-60-20, some requirements for employers and claimants would appear only in the Partial Unemployment Verification form, but not in the regulatory text. The proposed changes to strike these statements from the regulation, rather than update it to reflect current practice, could make the regulation less clear for readers.

Businesses and Other Entities Affected. The proposed amendments would affect workers who file a claim for unemployment insurance benefits in Virginia and employers in Virginia. The Code of Virginia requires DPB to assess whether an adverse impact may result from the proposed regulation.⁴ An adverse impact is indicated if there is any increase in net cost or reduction in net benefit for any entity, even if the benefits exceed the costs for all entities combined.⁵ To the extent that the proposed changes are consistent with agency practice and statute, they are not expected to increase net costs or reduce net benefits for employers or employees in Virginia. Thus, no adverse impact is indicated.

Small Businesses⁶ Affected.⁷ The proposed amendments do not adversely affect small businesses.

Localities⁸ Affected.⁹ The proposed amendments do not disproportionately affect particular localities or affect costs for local governments.

Projected Impact on Employment. The proposed amendments do not affect total employment.

Effects on the Use and Value of Private Property. The proposed amendments neither affect the use and value of private property nor real estate development costs.

¹ Section 2.2-4007.04 of the Code of Virginia requires that such economic impact analyses determine the public benefits and costs of the proposed amendments. Further the analysis should include but not be limited to: (1) the projected number of businesses or other entities to whom the proposed regulatory action would apply, (2) the identity of any localities and types of businesses or other entities particularly affected, (3) the projected number of persons and employment positions to be affected, (4) the projected costs to affected businesses or entities to implement or comply with the regulation, and (5) the impact on the use and value of private property.

² See <https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/ed/ED-1-Regulatory-Reduction.pdf>.

³ See https://ris.dls.virginia.gov/uploads/16VAC5/forms/B-31_statement_of_partial_unemployment_revised_7-2019-20221101135630.pdf.

⁴ Pursuant to § 2.2-4007.04 D: In the event this economic impact analysis reveals that the proposed regulation would have an adverse economic impact on businesses or would impose a significant adverse economic impact on a locality, business, or entity particularly affected, the Department of Planning and Budget shall advise the Joint Commission on Administrative Rules, the House Committee on Appropriations, and the Senate Committee on Finance. Statute does not define "adverse impact," state whether only Virginia entities should be considered, nor indicate whether an adverse impact results from regulatory requirements mandated by legislation.

⁵ Statute does not define "adverse impact," state whether only Virginia entities should be considered, nor indicate whether an adverse impact results from regulatory requirements mandated by legislation. As a result, DPB has adopted a definition of adverse impact that assesses changes in net costs and benefits for each affected Virginia entity that directly results from discretionary changes to the regulation.

⁶ Pursuant to § 2.2-4007.04, small business is defined as "a business entity, including its affiliates, that (i) is independently owned and operated and (ii) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million."

⁷ If the proposed regulatory action may have an adverse effect on small businesses, § 2.2-4007.04 requires that such economic impact analyses include: (1) an identification and estimate of the number of small businesses subject to the proposed regulation, (2) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the proposed regulation, including the type of professional skills necessary for preparing required reports and other documents, (3) a statement of the probable effect of the proposed regulation on affected small businesses, and (4) a description of any less intrusive or less costly alternative methods of achieving the purpose of the proposed regulation. Additionally, pursuant to § 2.2-4007.1 of the Code of Virginia, if there is a finding that a proposed regulation may have an adverse impact on small business, the Joint Commission on Administrative Rules shall be notified.

⁸ "Locality" can refer to either local governments or the locations in the Commonwealth where the activities relevant to the regulatory change are most likely to occur.

⁹ Section 2.2-4007.04 defines "particularly affected" as bearing disproportionate material impact.

Agency Response to Economic Impact Analysis: The Virginia Employment Commission has reviewed the economic impact analysis prepared by the Department of Planning and Budget and has no comment.

Summary:

Pursuant to Executive Order 19 (2022), the amendments (i) clarify current practices, (ii) update language to conform to current policies, (iii) update an unemployment insurance form name, (iv) eliminate requirements already addressed by statute, and (v) eliminate obsolete or duplicative requirements.

16VAC5-10-10. Definitions.

The following words and terms when used in ~~this chapter~~ regulations of the Virginia Employment Commission shall have the following meanings unless the context clearly indicates otherwise:

"Act" means the Virginia Unemployment Compensation Act as set out in Title 60.2 (§ 60.2-100 et seq.) of the Code of Virginia.

"Additional claim" means a claim for unemployment compensation benefits filed within an existing benefit year by a claimant who has had an intervening period of employment since filing a prior claim.

"Adjudication center" means a service location designated by the commission as an official station for agency staff who are primarily involved in adjudication of disputed benefit and tax liability issues. An adjudication center may be co-located with or incorporated into other agency service locations.

"Agency" means any officer, board, commission, or other authority charged with the administration of the unemployment compensation law of a participating jurisdiction.

"Agent state" means any state in which an individual files a claim for benefits from another state.

"Area of high unemployment" means that geographic area of Virginia, including all cities and counties where the average unemployment rate as determined by the commission has been 10% or more during the more recent completed calendar quarters.

"Benefits" means the compensation payable to an individual, with respect to ~~his~~ the individual's unemployment, under the unemployment insurance law of any state or under any federal program in which such compensation is payable in accordance with applicable state law.

"Cash value of remuneration" means the value of rent, housing, lodging, board, or any other payment in kind, in addition to or in lieu of money wages, as agreed upon by the employing unit and the worker at the time of entering into the contract of hire or thereafter. If there is no such agreement, the value thereof shall be an amount equal to a fair estimate of what the worker would, according to ~~his~~ the worker's custom and station, pay for similar goods, services, or accommodations in the same community at premises other than those provided by the employing unit.

"Combined-wage claimant" means a claimant who has covered wages under the unemployment compensation law of Virginia and one other state and who has filed a claim under the Interstate Arrangement for Combining Employment and Wages.

"Commission" means the Virginia Employment Commission as defined in § 60.2-108 of the Code of Virginia.

"Continued claim" or "weekly claim" means a request for the payment of unemployment compensation benefits that is made after the filing of an initial claim.

"Days" means consecutive calendar days unless the use of the term in this chapter specifies otherwise.

"Ex parte communication" means any communication with the presiding appeals examiner or special examiner, regardless of the medium, not in the agency's record regarding substantive, procedural, or other matters that could be reasonably expected to influence the outcome of the case or case decision pending before the agency and for which reasonable notice to all parties is not given at the time of the communication. "Parties" shall include claimants and any employers or employing units that have a direct interest in the outcome of the pending case.

"Initial claim" means any new claim for unemployment compensation benefits.

"In-person hearing" means a hearing where the parties, witnesses, and representatives personally appear before the appeals examiner or special examiner.

"Interested jurisdiction" means any participating jurisdiction to which an election submitted under 16VAC5-50-10 ~~et seq.~~ is sent for ~~its~~ approval and "interested agency" means the agency of such jurisdiction.

"Interstate Benefit Payment Plan" means an approved plan under which benefits shall be payable to unemployed individuals absent from the state in which benefit credits have been accumulated.

"Interstate claimant" means an individual who claims benefits under the unemployment insurance law of one liable state through the facilities of an agent state. The term "interstate claimant" shall not include any individual who customarily commutes from a residence in an agent state to work in a liable state unless the commission finds that this exclusion would create undue hardship on such claimants in specified areas.

"Jurisdiction" means the Commonwealth of Virginia, including land or premises located therein, owned, held, or possessed by the United States, the states of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands.

"Liable employer" means the employing unit for whom a claimant last worked ~~during~~ for 30 days, whether or not such days were consecutive, or for 240 hours prior to filing an initial, additional, or reopened claim for benefits.

"Liable state" means any state against which an individual files, through another state, a claim for benefits.

"Mass separation" means a separation (permanently, for an expected duration of at least seven days, or for any indefinite period) at or about the same time and for the same reasons (i) of at least 20% of the total number of workers employed in an establishment; (ii) of at least 50% of the total number of workers employed in any division or department of any establishment; or (iii) notwithstanding ~~any of the foregoing clauses (i) and (ii) of this definition~~, a separation at or about the same time and for the same reason of 25 or more workers employed in a single establishment.

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"New claim" means a claim for unemployment compensation benefits filed in a manner prescribed by the commission, by an individual who does not have an existing benefit year established.

"Notification lists" means lists used by the commission to notify interested parties of regulatory actions pursuant to this chapter. Such lists may include electronic mailing lists maintained through a state website or regular mailing lists maintained by the commission.

"Partially unemployed individual" means an individual who during a particular week (i) had earnings, but less than ~~his~~ the individual's weekly benefit amounts; (ii) was employed by a regular employer; and (iii) worked, but ~~less for fewer~~ less for fewer than ~~his~~ the individual's normal customary hours for such regular employer because of lack of work.

"Participating jurisdiction" means a jurisdiction whose administrative agency has subscribed to the Interstate Arrangement for Combining Employment and Wages and whose adherence thereto has not terminated.

"Part-total unemployment" means the unemployment of any individual (i) in any week of less than full-time work in which ~~he~~ the individual earns some remuneration (but less than ~~his~~ the individual's weekly benefit amount) and during which ~~he~~ the individual is not attached to a regular employer; or, (ii) in any week in which ~~he~~ the individual has wages such as holiday or vacation pay that are less than ~~his~~ the individual's weekly benefit amount, but where no actual work has been performed regardless of ~~his~~ the individual's attachment to a regular employer.

"Paying state" means (i) the state in which a combined-wage claimant files a combined-wage claim, if the claimant qualifies for unemployment benefits in that state on the basis of combined employment and wages, and combining will increase either the weekly benefit amount or the maximum benefit amount; or (ii) if the state in which a combined-wage claimant files a combined-wage claim is not the paying state under the criterion set forth in clause (i) of this definition, or if the combined-wage claim is filed in Canada or the U.S. Virgin Islands, then the paying state shall be that state where the combined-wage claimant was last employed in covered employment among the states in which the claimant qualifies for unemployment benefits on the basis of combined employment and wages.

"Reopened claim" means the first claim for unemployment compensation benefits filed within an existing benefit year after a break in the claim series caused by any reason other than intervening employment.

"Services customarily performed by an individual in more than one jurisdiction" means services performed in more than one jurisdiction during a reasonable period, if the nature of the services gives reasonable assurance that ~~they~~ the services will continue to be performed in more than one jurisdiction or if

such services are required or expected to be performed in more than one jurisdiction under the election.

"Severance and dismissal pay" means, for the purpose of taxation and benefits, all payments made by an employer at or subsequent to an employee's separation, except that payments that are exclusively for services performed prior to separation shall not be treated as severance or dismissal pay. Such payments may be allocated by the employer for any period following separation so long as such allocation is at a weekly rate at least equal to the average weekly wage received by such employee during the last calendar quarter preceding the separation, and will in such cases be deemed to have been paid in those weeks covered by the allocation. If no allocation is made by the employer, such payments will be deemed allocated to the last day of work.

"Split hearing" means an in-person hearing where one or more parties, representatives, or witnesses are allowed to participate ~~telephonically~~ by telephone.

"State" means the Commonwealth of Virginia, including land or premises located therein, owned, held, or possessed by the United States, the states of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands.

"Telephone hearing" means a hearing where all parties, witnesses, and representatives participate before the appeals or special examiner by way of a telephone conference call.

"Total unemployment" means the unemployment of an individual for any week in which ~~he~~ the individual performs no work and has no wages due payable ~~to him~~, regardless of whether or not ~~he~~ the individual is attached to an employing unit's payroll.

"Transferring state" means a state in which a combined-wage claimant had covered employment and wages in the base period of a paying state, and that transfers such employment and wages to the paying state for its use in determining the benefit rights of such claimant under its law.

"Workforce center" means an office of the commission, which may include one-stop centers, job information, referral services, and unemployment insurance services.

16VAC5-60-10. Total and part-total unemployment.

A. An individual's week of total or part-total unemployment shall consist of the seven-consecutive-day period beginning with the Sunday prior to the first day the individual files a claim and registers for work, and, thereafter, the seven-consecutive-day period following any week of such unemployment. An initial claim may be filed by telephone, Internet, or by other means at the discretion of the commission.

B. Whenever an employing unit receives an Employer's Report of Separation and Wage Information correspondence electronically or by mail from the commission informing it that

an individual has filed a claim for benefits, such employing unit shall, within 10 days from the date of notification, complete the report and return or submit it to the commission as directed. That portion of the Employer's Report of Separation and Wage Information to be completed by the employing unit shall set forth:

1. The date the worker began working;
2. The last day on which ~~he~~ the worker actually worked;
3. The reason for separation;
4. Such other information as is required by such form. The employing unit's official name and account number, if any, assigned to such employing unit by the commission shall appear on the completed report; and
5. The name and title of the official completing the report shall be provided as well as certification that the information contained in the report is accurate and complete to the best knowledge of that official.

C. To file a claim for benefits, a claimant shall report in a manner prescribed by the commission and shall file a claim for benefits setting forth (i) the claimant's unemployment and that the claimant claims benefits, (ii) that the claimant is able to work and is available for work, and (iii) such other information as is required. A claim for benefits, when filed, may also constitute the individual's registration for work.

~~D.~~ D. Upon written request by the claimant, an initial claim for benefits, not to include combined-wage claims, may be canceled if (i) the request is made within the appeal period shown on the monetary determination; (ii) there has been no payment made on the claim; and (iii) the deputy has not rendered a determination based on the claimant's separation from employment; and (iv) ~~the commission is at fault due to a representative of the commission giving inadequate or misleading information to an individual about filing a claim.~~ Upon written request by the claimant, a claim may be withdrawn if the commission determines that the provisions of § 60.2-107 of the Code of Virginia have been met and any benefits paid the claimant have been repaid.

Combined wage claims may be canceled under the provisions set forth in 16VAC5-70-20 B.

1. Except as otherwise provided in this section, the claimant shall continue to report as directed during a continuous period of unemployment.
2. The commission shall permit continued or weekly claims to be filed by Internet, telephone, or such other means as the commission may authorize.

~~D.~~ E. All initial total, partial, or part-total unemployment claims shall be effective consistent with the provisions set forth in subsection A of this section, except that an earlier effective date may apply for late filing of claims in the following cases:

1. The commission is at fault due to a representative of the commission giving inadequate or misleading information to an individual about filing a claim;
2. A previous claim was filed against a wrong liable state;
3. Filing was delayed due to circumstances attributable to the commission;
4. A transitional claim is filed within 14 days from the date the Notice of Benefit Year Ending was mailed to the claimant by the commission;
5. When claiming benefits under any special unemployment insurance program, the claimant becomes eligible for regular unemployment insurance when the calendar quarter changes;
6. The wrong type of claim was processed by the commission; or
7. With respect to reopened or additional claims only, the claimant can show circumstances beyond the claimant's control ~~which that~~ that prevented or prohibited ~~him~~ the claimant from reporting earlier.

~~E.~~ F. In order to claim benefit rights with respect to a given week, the claimant must file a continued or weekly claim for such week. The first continued or weekly claim must be filed within 21 days of the day the initial application was filed. Thereafter, a subsequent continued or weekly claim must be filed within 21 days after the week ending date of the last week claimed. If filing by mail is permitted by the commission, the postmark date constitutes the date of claim filing with the commission. If no postmark appears on the envelope, the continued or weekly claim shall be presumed to be filed on the date it was received by the commission. ~~If the 21st day falls upon a date when the commission's office is closed, the final date for filing shall be extended to the next day the office is open.~~ Failure to file a continued or weekly claim within the 21-day period will result in the denial of benefits for the weeks in question unless good cause is shown, and an additional or reopened claim must be filed in order to initiate any further claim for benefits. Good cause for a delay in filing may be shown for any of the following reasons:

1. The commission is at fault due to a representative of the commission giving inadequate or misleading information to an individual about filing a claim;
2. Filing was delayed due to circumstances attributable to the commission; or
3. The claimant can show circumstances beyond the claimant's control that prevented or prohibited the claimant from filing earlier.

~~F.~~ G. Normally, all claimants whose unemployment is total or part-total must make an active search for work by contacting prospective employers in an effort to find work during each week claimed in order to meet the eligibility requirements of

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§ 60.2-612 of the Code of Virginia. A claimant who is temporarily unemployed with an expected return to work date within a reasonable period of time as determined by the commission that can be verified from employer information may be considered attached to the claimant's regular employer so as to meet the requirement that the claimant be actively seeking and unable to find suitable work if the claimant performs all suitable work that the claimant's regular employer has for the claimant during any week claimed while attached. Attachment will end if the claimant does not return to work as scheduled or if changed circumstances indicate the claimant has become separated.

G. H. In areas of high unemployment as defined in 16VAC5-10-10, the commission has the authority, in the absence of federal law to the contrary, to adjust the work search requirement of the Act. Any adjustment will be made quarterly within the designated area of high unemployment as follows:

1. The adjustment will be implemented by requiring claimants filing claims who reside in an area experiencing a total unemployment rate of 10% through 14.9% to make one job contact with an employer each week; or
2. The adjustment will be implemented by waiving the search for work requirement of all claimants filing claims for benefits who reside in an area experiencing a total unemployment rate of 15% or more.
3. ~~No adjustment will be made for claimants filing claims for benefits who reside in an area experiencing a total unemployment rate below 10%.~~

16VAC5-60-20. Partial unemployment.

A. With respect to a partially unemployed individual, a week of partial unemployment shall consist of a calendar week beginning on Sunday and ending at midnight on Saturday. Total wages payable to partially unemployed workers are to be reported on a calendar week basis.

B. Upon filing of a new claim for partial benefits in each claimant's benefit year, the commission shall promptly notify the employer of such claimant's weekly benefit amount, the date on which the claimant's benefit year commenced, and the effective date of the claim for partial benefits. Similar notice shall likewise be given at least once during the claimant's benefit year to each subsequent employer to whom the claimant is attached during a period of partial unemployment for which the claimant claims benefits. Upon receipt of the notice, the employer shall record this information for use in the preparation of the evidence the employer is required to furnish periodically as required in subsection C of this section.

~~C. After the employer has been notified of the benefit year, the weekly benefit amount, and the effective date of the claim for partial benefits of any worker in the employer's employ (pursuant to subsection B of this section) the employer shall, within seven days, furnish the employee with written evidence concerning any week of partial unemployment that ended on~~

~~or before the receipt of such notice and that began on or after the effective date of the employee's claim for partial benefits. The employer, until otherwise notified, shall, within 14 days after the termination of any pay period that includes a week of partial unemployment; and that ends after the date of receipt of such notification, furnish the employee with written evidence concerning the employee's partial unemployment with respect to such week. Written evidence of partial unemployment required by this subsection shall be furnished by means of a Statement of Partial Unemployment, Form VEC B-31, Verification form or other suitable medium approved by the commission. ~~Such evidence need not be furnished, however, where the worker's earnings for a week of partial unemployment equals or exceeds the worker's weekly benefit amount.~~~~

The information contained on such medium shall be in ink or typewritten and shall show:

1. The name of the employer and employer account number;
2. The name and social security account number of the worker;
3. The date delivered to the worker;
4. The calendar week ending date;
5. The gross amount of wages earned in such week; ~~by day;~~
6. The reason and the number of days or hours involved where the worker's earnings were reduced for any cause other than lack of work;
7. The following certification, or one similar:
"During the ~~week or~~ weeks covered by this report, the worker whose name is entered worked less than full time and earned less than his weekly benefit amount for total unemployment because of lack of work, or otherwise shown. I certify that to the best of my knowledge, this information is true and correct"; and
8. An original signature by the employer to the certification in subdivision 7 of this subsection or other identification of the authority supplying the evidence.

~~D. The new claim for benefits for partial unemployment shall be effective Sunday, the first day of the beginning of the individual's week in which the partial unemployment claim is filed.~~

~~E. D.~~ 1. Upon filing a claim as specified in subsection ~~D~~ A of this section, the commission shall cause the notice referred to in subsection B of this section to be sent to the employer. Thereafter, the employer shall make available to the claimant the Statement of Partial Unemployment, Form VEC B-31, Verification form or other written evidence concerning the claimant's partial unemployment, as provided in subsection C of this section. Such written evidence of partial unemployment shall be presented to the commission within 10 days after it is delivered to the ~~claimant by the employer by the claimant,~~ and

failure to do so, within that time, shall result in the claim being processed based on the available information.

2. For each subsequent week the partial claim is continued, the employer shall furnish the claimant with the evidence of partial unemployment as provided in subsection C of this section, and the claimant shall continue to present such evidence to the commission ~~within 10 days after it is delivered to the claimant by the employer by the date specified by the commission.~~ Failure to do so shall render the claim invalid with respect to any week to which the statement or other evidence relates.

3. Notwithstanding the provisions of subdivisions 1 and 2 of this subsection, the commission shall permit the claimant to file a continued or weekly claim in the same circumstances applicable to a claimant for total or part-total unemployment compensation.

~~F.~~ E. With respect to any week claimed, a partially unemployed claimant shall be deemed to be actively seeking work if the claimant performs all suitable work offered to the claimant by the claimant's regular employer.

16VAC5-60-30. Disposition of benefit checks payable to a deceased claimant.

If a claimant has met the eligibility requirements of the Act ~~and completed all forms prescribed by the commission~~ prior to ~~his~~ the claimant's death, upon proof ~~thereof~~ of the claimant's death, the ~~check(s)~~ check for all benefits due shall be payable to the decedent's estate.

NOTICE: The following forms used in administering the regulation have been filed by the agency. Amended or added forms are reflected in the listing and are published following the listing. Online users of this issue of the Virginia Register of Regulations may also click on the name to access a form. The forms are also available from the agency contact or may be viewed at the Office of Registrar of Regulations, General Assembly Building, 201 North Ninth Street, Fourth Floor, Richmond, Virginia 23219.

FORMS (16VAC5-60)

- [Instructions to Partial Claimants, VEC-B-19 \(rev. 9/2016\)](#)
- [Verification of Offer of Continuing Employment, VEC-B-25 \(rev. 6/2012\)](#)
- [Request for Name Changes, VEC-B-41 \(rev. 8/2012\)](#)
- [Continued Claim for Benefits, VEC-B-3 \(rev. 12/2011\)](#)
- [Notice of Exhaustion, VEC-B-3a \(rev. 3/2014\)](#)
- [VEC Claim for Benefits, VEC-B-10 \(rev. 8/2013\)](#)
- [Employer's Report of Separation and Wage Information, B-10SEP \(rev. 1/2013\)](#)
- [Request for Physician's Certificate of Health, VEC-B-14 \(rev. 6/2012\)](#)

[Request for Licensed Medical Professional's Certificate of Health, VEC-B-14A \(rev. 6/2012\)](#)

[Notice of Benefit Year Ending \(BYE\), VEC-B-22, \(filed 11/2022\)](#)

[Notice to Workers, VEC-B-29 \(rev. 4/2015\)](#)

[Monetary Determination, VEC-B-30 \(rev. 1/2013\)](#)

[Notice of Benefit Liability, VEC-B-30R \(rev. 9/95\)](#)

~~Statement of Partial Unemployment, VEC-B-31 (rev. 3/2014)~~

[Statement of Partial Unemployment, VAEC-B-31 \(rev. 7/2019\)](#)

[Notification of Claim Filed for Benefits, VEC-B-32 \(rev. 10/2015\)](#)

[Verification of Work Search Revised, VEC-B-36 \(rev. 8/2013\)](#)

[Unemployment Benefits Tax Withholding, VEC-B-38 \(rev. 9/2012\)](#)

[Your Unemployment Benefits Rights and Responsibilities \(rev. 1/2016\).](#) (Although issued for informational purposes only, this booklet contains some interpretative material.)

[Training Certification, VEC-TB-1 \(rev. 11/1972\)](#)

[Notice of Child Support Intercept Deduction, VEC-CSI-1 \(rev. 2/2010\)](#)

[Wage Verification Request, VEC-BPC-65 \(rev. 4/2016\)](#)

[New Hire Audit, VEC-BPC-65A \(rev. 4/2016\)](#)

[Claimant's Statement Concerning Report of New Hire, VEC-BPC-66A \(rev. 8/2013\)](#)

~~Unemployment Insurance~~ [Billing Statement, VEC-BPC-89-UI \(rev. 11/2013\)](#)

[Initial Application for Disaster Unemployment Assistance \(DUA\), DUA-1 \(rev. 1/1996\)](#)

[Weekly Request for DUA, DUA-3 \(rev. 719/96\)](#)

[Bi-weekly Request for Allowances by Workers in Training - Trade Act of 1974, ETA 8-58A \(rev. 8/2013\)](#)

[Claim Cancellation Request \(rev. 12/2014\)](#)

[Notice of Reemployment and Eligibility Assessment \(REA\) Interview \(rev. 10/2015\)](#)

VA.R. Doc. No. R25-8164; Filed February 5, 2025, 3:45 p.m.

Fast-Track Regulation

Title of Regulation: **16VAC5-70. Interstate and Multistate Claimants (amending 16VAC5-70-10).**

Statutory Authority: § 60.2-111 of the Code of Virginia.

Public Hearing Information: No public hearing is currently scheduled.

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Public Comment Deadline: April 9, 2025.

Effective Date: April 24, 2025.

Agency Contact: Ashley Ervin, Policy Planning Specialist III, Virginia Employment Commission, 6606 West Broad Street, Richmond, VA 23230, telephone (804) 786-3020, or email ashley.ervin@vec.virginia.gov.

Basis: Section 60.2-111 of the Code of Virginia authorizes the Virginia Employment Commission (VEC) to adopt, amend, or rescind such rules and regulations as it deems necessary or suitable to carry out the commission's duties and powers.

Purpose: The amendments remove language that has become obsolete due to technology or internal process changes. Removal of the language makes the regulation less burdensome and allows the agency to operate more efficiently, which in turn benefits the welfare of Virginia citizens. By eliminating unnecessary complexities, the agency can better focus on providing high-quality support and care to Virginia residents.

Rationale for Using Fast-Track Rulemaking Process: This action is expected to be noncontroversial because the requirements outlined in the existing regulation are covered by federal regulations. The commission is part of the Interstate Reciprocal Overpayment Recovery Agreement (IRORA), which governs interstate claims.

Substance: The amendments remove provisions that regulate other U.S. states and Canada during the unemployment insurance (UI) process, which is already under federal agreement.

Issues: The advantage to both the public and the agency is the regulations will now conform to the current practices of the UI division and remove language already addressed by IRORA or prior existing VEC regulations, to reduce the overall regulatory burden. There are no disadvantages as no changes in the UI process will occur because of the updates.

Department of Planning and Budget Economic Impact Analysis:

The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed regulation in accordance with § 2.2-4007.04 of the Code of Virginia and Executive Order 19. The analysis presented represents DPB's best estimate of the potential economic impacts as of the date of this analysis.¹

Summary of the Proposed Amendments to Regulation. In response to Executive Order 19 (2022) and Executive Directive 1 (2022), the Virginia Employment Commission (VEC) proposes to amend the regulation governing interstate and multistate claimants of unemployment insurance benefits to remove language that it reports is duplicative of federal regulations, specifically the Interstate Reciprocal Overpayment Recovery Agreement (IRORA).

Background. Executive Directive 1 (2022) directs executive branch entities under the authority of the Governor to initiate regulatory processes to reduce by at least 25% the number of

regulations not mandated by federal or state statute, in consultation with the Office of the Attorney General, and in a manner consistent with the laws of the Commonwealth.² Accordingly, VEC proposes to remove language regarding cooperative agreements with other states adopting a similar agreement for the payment of benefits to interstate claimants. VEC reports that the language that would be repealed is duplicative of statutory requirements. Section 60.2-609 of the Code of Virginia directs the agency to participate in any arrangements for the payment of compensation on the basis of combining an individual's wages and employment covered under the unemployment compensation laws of two or more states. Such arrangements shall be approved by the United States Secretary of Labor, in consultation with the state unemployment compensation agencies, to ensure the prompt and full payment of compensation in such situations. In addition, VEC reports that the specific interstate rules are governed by IRORA and that the provisions that would be repealed are covered in the ETA Employment and Training Administration Handbook No. 392, Section 2 and in the Handbook for Interstate Overpayment Recovery, which is an alphabetical compilation of pages prepared by each state to provide a reference directory when assistance with benefit payment control is needed from another state.³

Estimated Benefits and Costs: The proposed amendments are intended to remove language that is duplicative of federal regulations and are not expected to create new costs.

Businesses and Other Entities Affected. The proposed amendments would affect workers who file a multistate claim for unemployment insurance benefits in Virginia. The Code of Virginia requires DPB to assess whether an adverse impact may result from the proposed regulation.⁴ An adverse impact is indicated if there is any increase in net cost or reduction in net benefit for any entity, even if the benefits exceed the costs for all entities combined.⁵ As the proposed amendments neither increase net costs nor reduce net benefits, no adverse impact is indicated.

Small Businesses⁶ Affected.⁷ The proposed amendments do not adversely affect small businesses.

Localities⁸ Affected.⁹ The proposed amendments do not disproportionately affect particular localities or affect costs for local governments.

Projected Impact on Employment. The proposed amendments do not affect total employment.

Effects on the Use and Value of Private Property. The proposed amendments neither affect the use and value of private property nor real estate development costs.

¹ Section 2.2-4007.04 of the Code of Virginia requires that such economic impact analyses determine the public benefits and costs of the proposed amendments. Further the analysis should include but not be limited to: (1) the projected number of businesses or other entities to whom the proposed regulatory action would apply, (2) the identity of any localities of businesses or other entities particularly affected, (3) the projected number of persons and employment positions to be affected, (4) the projected costs to affected businesses or entities to implement or comply with the regulation, and (5) the impact on the use and value of private property.

² See <https://www.governor.virginia.gov/media/governorvirginiagov/governor-of-virginia/pdf/ed/ED-1-Regulatory-Reduction.pdf>.

³ See the ETA Handbook here: https://oui.doleta.gov/dmstree/handbooks/392/hb_392_2nd.pdf. The Handbook for Interstate Overpayment Recovery is described on page IX-1 but does not appear to be available online.

⁴ Pursuant to § 2.2-4007.04 D: In the event this economic impact analysis reveals that the proposed regulation would have an adverse economic impact on businesses or would impose a significant adverse economic impact on a locality, business, or entity particularly affected, the Department of Planning and Budget shall advise the Joint Commission on Administrative Rules, the House Committee on Appropriations, and the Senate Committee on Finance. Statute does not define "adverse impact," state whether only Virginia entities should be considered, nor indicate whether an adverse impact results from regulatory requirements mandated by legislation.

⁵ Statute does not define "adverse impact," state whether only Virginia entities should be considered, nor indicate whether an adverse impact results from regulatory requirements mandated by legislation. As a result, DPB has adopted a definition of adverse impact that assesses changes in net costs and benefits for each affected Virginia entity that directly results from discretionary changes to the regulation.

⁶ Pursuant to § 2.2-4007.04, small business is defined as "a business entity, including its affiliates, that (i) is independently owned and operated and (ii) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million."

⁷ If the proposed regulatory action may have an adverse effect on small businesses, § 2.2-4007.04 requires that such economic impact analyses include: (1) an identification and estimate of the number of small businesses subject to the proposed regulation, (2) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the proposed regulation, including the type of professional skills necessary for preparing required reports and other documents, (3) a statement of the probable effect of the proposed regulation on affected small businesses, and (4) a description of any less intrusive or less costly alternative methods of achieving the purpose of the proposed regulation. Additionally, pursuant to § 2.2-4007.1 of the Code of Virginia, if there is a finding that a proposed regulation may have an adverse impact on small business, the Joint Commission on Administrative Rules shall be notified.

⁸ "Locality" can refer to either local governments or the locations in the Commonwealth where the activities relevant to the regulatory change are most likely to occur.

⁹ Section 2.2-4007.04 defines "particularly affected" as bearing disproportionate material impact.

Agency Response to Economic Impact Analysis: The Virginia Employment Commission has reviewed the economic impact analysis prepared by the Department of Planning and Budget and has no comment.

Summary:

Pursuant to Executive Order 19 (2022), the amendments (i) eliminate duplicative or obsolete provisions and (ii) remove requirements that seek to regulate other U.S. states and Canada.

16VAC5-70-10. Cooperative agreement.

A. This section shall govern the commission in its administrative cooperation with other states adopting a similar regulation for the payment of benefits to interstate claimants.

B. A week of unemployment for an interstate claimant shall consist of any week of unemployment as defined in the law of the liable state from which benefits with respect to such week are claimed.

C. Each interstate claimant shall be registered for work through any public employment office in the agent state when and as required by the law, regulations, and procedures of the agent state. Such registration shall be accepted as meeting the registration requirements of the liable state.

Each agent state shall duly report to the liable state in question whether each interstate claimant meets the registration requirements of the agent state.

~~D. If a claimant files a claim against any state and it is determined by such state that the claimant has available benefit credits in such state, then claims shall be filed only against such state as long as benefit credits are available in that state. Thereafter, the claimant may file claims against any other state in which there are available benefit credits. For the purposes of this chapter, benefit credits shall be deemed to be unavailable whenever benefits have been exhausted, terminated, or postponed for an indefinite period or for the entire period in which benefits would otherwise be payable or whenever benefits are affected by the application of a seasonal restriction.~~

~~E. Claims for benefits or a waiting period shall be filed by interstate claimants by Internet, telephone, or other such means as the commission may authorize.~~

~~Claims shall be filed in accordance with agent state regulations for intrastate claims.~~

~~1. With respect to claims for weeks of unemployment in which an individual was not working for the individual's regular employer, the liable state shall, under circumstances which it considers good cause, accept a continued claim filed up to one week or one reporting period late. If a claimant files more than one reporting period late, an initial claim shall be used to begin a claim series and no continued claim for a past period shall be accepted.~~

~~2. D.~~ With respect to weeks of unemployment during which an individual is attached to the individual's regular employer, the liable state shall accept any claim which is filed within the time limit applicable to such claims under the law of the agent state.

~~F. The agent state shall, in connection with each claim filed by an interstate claimant, ascertain and report to the liable state in question such facts relating to the claimant's availability for work and eligibility for benefits as are readily determinable in and by the agent state. The liable state may utilize the telephone or mail to directly ascertain facts from the parties.~~

~~The agent state's responsibility and authority in connection with the determination of interstate claims shall be limited to investigation and reporting of relevant facts. The agent state shall not refuse to take an interstate claim.~~

G. The agent state shall afford all reasonable cooperation in the holding of hearings in connection with appealed interstate benefit claims.

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~~With respect to the time limits imposed by the law of a liable state upon the filing of an appeal in connection with a disputed benefit claim, an appeal made by an interstate claimant shall be deemed to have been made and communicated to the liable state on the date when it is received by any qualified officer of the agent state, or the date it was mailed by the claimant, whichever is earlier.~~

~~H. This section shall apply in all its provisions to claims taken in and for Canada.~~

VA.R. Doc. No. R25-8165; Filed February 5, 2025, 3:42 p.m.

TITLE 18. PROFESSIONAL AND OCCUPATIONAL LICENSING

BOARD FOR CONTRACTORS

Fast-Track Regulation

Title of Regulation: **18VAC50-30. Individual License and Certification Regulations (amending 18VAC50-30-90, 18VAC50-30-120; adding 18VAC50-30-72).**

Statutory Authority: §§ 54.1-201 and 54.1-1102 of the Code of Virginia.

Public Hearing Information: No public hearing is currently scheduled.

Public Comment Deadline: April 9, 2025.

Effective Date: June 1, 2025.

Agency Contact: Cameron Parris, Regulatory Operations Administrator, Department of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-9183, FAX (866) 350-5354, or email cameron.parris@dpor.virginia.gov.

Basis: Section 54.1-201 of the Code of Virginia requires the Board for Contractors to promulgate regulations that establish the qualifications of applicants for certification or licensure. Section 54.1-1102 of the Code of Virginia authorizes the board to administer the licensure of contractors and the relicensure of contractors after license or certificate suspension or revocation.

Purpose: The board protects the health, safety, and welfare of citizens in part by establishing through regulation the minimum qualifications for entry into a trade-related profession, such as that of an elevator mechanic. The performance of trade-related work by those who lack sufficient expertise poses a risk to the health, safety, and welfare of the public. These risks include significant damage to property, personal injury, and death. In addition, the improper performance of trade-related work may create a substantial risk of financial harm to property owners who may be responsible for assuming costs to correct or complete work that is defective. Representatives in the construction industry have informed the board that there is a shortage of certified elevator

mechanics and have expressed concern about a qualified candidate's inability to obtain temporary certification, as allowed by statute, due to the board not having established procedures that provide a pathway to obtain such certification. Additionally, the amendments create a process for the issuance of temporary elevator mechanic certifications while also addressing the shortage of certified elevator mechanics as represented by stakeholders.

Rationale for Using Fast-Track Rulemaking Process: Section 54.1-1142.2 of the Code of Virginia mandates that when a licensed contractor demonstrates to the satisfaction of the board that there is a shortage of elevator mechanics, the board shall issue temporary certifications. Additionally, representatives of the elevator mechanic industry, including the National Elevator Industry Educational Program, have expressed concern to the board regarding the current shortage of certified elevator mechanics available to licensed contractors in Virginia. This rulemaking is expected to be noncontroversial as the action is prompted by request from industry representatives and allows the board to comply with a statutory mandate.

Substance: The amendments create a new section that provides for the process of applying for a temporary elevator mechanic certification and outlines qualifications necessary for such certification. The action also amends the regulation to provide fees for initial temporary certifications and renewal of temporary certifications.

Issues: Currently, there is a shortage of certified elevator mechanics, which is causing delays in the construction and repair of elevators and related conveyances. The primary advantage to the public is that this regulatory change allows qualified individuals to obtain temporary certification as elevator mechanics, thus providing a larger workforce competent to perform construction, maintenance, and service or repair of elevators, escalators, or related conveyances. The primary advantage to the Commonwealth is that the regulatory change allows the board to comply with statute. A pertinent matter of interest to the regulated community is that the regulation allows individuals who are enrolled in a related apprenticeship program and who have completed at least two years of the program to apply for temporary certification, which may provide additional practical experience for the apprentice. No disadvantages to the public or the Commonwealth have been identified.

Department of Planning and Budget Economic Impact Analysis:

The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed regulation in accordance with § 2.2-4007.04 of the Code of Virginia and Executive Order 19. The analysis presented represents DPB's best estimate of the potential economic impacts as of the date of this analysis.¹

Summary of the Proposed Amendments to Regulation. The Board for Contractors (board) proposes to amend the

Individual License and Certification Regulations to allow the board to issue temporary elevator mechanic certifications when there is an industry shortage of elevator mechanics, as required by statute.

Background. Chapter 586 of the 2009 Acts of Assembly amended § 54.1-1142.2 of the Code of Virginia to state that the board shall issue temporary certifications to qualified individuals, whenever a contractor licensed under the provisions of this chapter demonstrates to the satisfaction of the board that there is a shortage of elevator mechanics. Additionally, the board reports that representatives of the elevator mechanic industry, including the National Elevator Industry Educational Program, have expressed concern to the board regarding the current shortage of certified elevator mechanics available to licensed contractors in Virginia. Thus, the board seeks to amend the Individual License and Certification Regulations to establish a process for licensed contractors to obtain a temporary elevator mechanic certification for one of their employees. The proposed new section, 18VAC15-30-72, would require the requesting contractors to attest to the board, on a form provided by the board, that, after due diligence, the contractor is unable to find an elevator mechanic from the list of certified elevator mechanics maintained by the board to perform elevator work. In addition, the employee of the contractor would be required to submit an application to the board documenting a minimum of two years of practical experience in the construction, maintenance, and service or repair of elevators, escalators, or related conveyances, and 144 hours of formal vocational training. As provided in the statute, the proposed language would specify that the certification would be valid for no more than 45 days from the day of issuance, provided the applicant remains employed by the licensed contractor. The statute also directs the board to, renew such certifications as often as necessary to ensure that there is a sufficient number of elevator mechanics to meet the shortage. Accordingly, the proposed language allows for the temporary certification to be renewed indefinitely provided the licensed contractor continues to provide an attestation. The statute authorizes the board to set fees for such certification and renewal; the board proposes to set the initial application fee at \$50 and the renewal fee at \$25.

Estimated Benefits and Costs: The proposed amendments would benefit individuals and firms in the construction industry, including licensed contractors who are facing a shortage of certified elevator mechanics by providing a pathway to obtain a temporary certification for an employee. The proposed amendments are not expected to increase competitive pressures for currently certified elevator mechanics in the short run, to the extent that contractors would actually have to verify that they are unable to find an elevator mechanic within a reasonable vicinity or within a reasonable time frame for their construction project and establish that a shortage exists. One of the pathways to certification for elevator mechanics, as provided in 18VAC50-30-40, requires applicants to have three years of practical experience in the

construction, maintenance, and service or repair of elevators, escalators, or related conveyances; 144 hours of formal vocational training; and to pass a written examination administered by the board. Thus, the most suitable candidates for the temporary certification are likely to be individuals who are already pursuing the elevator mechanic certification but have yet to accrue the third year of practical experience. The Department of Professional and Occupational Regulation (DPOR) reports that the board receives roughly 182 applications per year, which implies that there may be roughly 182 individuals who are one year shy of completing an apprenticeship program, who would likely be eligible to obtain a temporary certification. If the creation of the temporary certification leads to increased opportunities for such individuals to obtain practical experience or allows them to earn more in that capacity prior to becoming fully certified, these workers would be made better off. In the long run, opportunities to work under the temporary certification may encourage other workers in the trades to pursue an elevator mechanic certification, thereby reducing the shortage. DPOR reports that the board considered reducing the education and experience requirements for the elevator mechanic certification but decided to maintain the current requirements as they were necessary to ensure the safety of elevators and escalators installed in the Commonwealth.

Businesses and Other Entities Affected. The proposed amendments would affect licensed contractors facing a shortage of elevator mechanics. DPOR reports that there are 87 contractors in Virginia who are licensed to engage in elevator or escalator contracting. The Code of Virginia requires DPB to assess whether an adverse impact may result from the proposed regulation.² An adverse impact is indicated if there is any increase in net cost or reduction in net benefit for any entity, even if the benefits exceed the costs for all entities combined.³ Although the board is establishing new fees for the initial issuance and renewal of the temporary certification, the fees would only apply in the circumstances specified by the proposed language and would only be incurred if a contractor elected to request such a certification for an employee who met the requirements. Thus, no adverse impact is indicated.

Small Businesses⁴ Affected.⁵ The proposed amendments do not appear to adversely affect small businesses.

Localities⁶ Affected.⁷ The proposed amendments do not disproportionately affect particular localities or affect costs for local governments.

Projected Impact on Employment. The proposed temporary certification would create new opportunities for individuals pursuing an elevator mechanic certification to be employed. DPOR estimates that as many as 182 individuals may be eligible for the temporary certification. The proposed amendments are not expected to significantly affect total employment.

Effects on the Use and Value of Private Property. The proposed amendments could increase the value of private contractor firms by allowing them to complete construction projects without delays due to the shortage of elevator mechanics. Similarly, the

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temporary certification could marginally reduce real estate development costs.

¹ Section 2.2-4007.04 of the Code of Virginia requires that such economic impact analyses determine the public benefits and costs of the proposed amendments. Further the analysis should include but not be limited to: (1) the projected number of businesses or other entities to whom the proposed regulatory action would apply, (2) the identity of any localities and types of businesses or other entities particularly affected, (3) the projected number of persons and employment positions to be affected, (4) the projected costs to affected businesses or entities to implement or comply with the regulation, and (5) the impact on the use and value of private property.

² Pursuant to § 2.2-4007.04 D: In the event this economic impact analysis reveals that the proposed regulation would have an adverse economic impact on businesses or would impose a significant adverse economic impact on a locality, business, or entity particularly affected, the Department of Planning and Budget shall advise the Joint Commission on Administrative Rules, the House Committee on Appropriations, and the Senate Committee on Finance. Statute does not define "adverse impact," state whether only Virginia entities should be considered, nor indicate whether an adverse impact results from regulatory requirements mandated by legislation.

³ Statute does not define "adverse impact," state whether only Virginia entities should be considered, nor indicate whether an adverse impact results from regulatory requirements mandated by legislation. As a result, DPB has adopted a definition of adverse impact that assesses changes in net costs and benefits for each affected Virginia entity that directly results from discretionary changes to the regulation.

⁴ Pursuant to § 2.2-4007.04, small business is defined as "a business entity, including its affiliates, that (i) is independently owned and operated and (ii) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million."

⁵ If the proposed regulatory action may have an adverse effect on small businesses, § 2.2-4007.04 requires that such economic impact analyses include: (1) an identification and estimate of the number of small businesses subject to the proposed regulation, (2) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the proposed regulation, including the type of professional skills necessary for preparing required reports and other documents, (3) a statement of the probable effect of the proposed regulation on affected small businesses, and (4) a description of any less intrusive or less costly alternative methods of achieving the purpose of the proposed regulation. Additionally, pursuant to § 2.2-4007.1 of the Code of Virginia, if there is a finding that a proposed regulation may have an adverse impact on small business, the Joint Commission on Administrative Rules shall be notified.

⁶ "Locality" can refer to either local governments or the locations in the Commonwealth where the activities relevant to the regulatory change are most likely to occur.

⁷ Section 2.2-4007.04 defines "particularly affected" as bearing disproportionate material impact.

Agency's Response to Economic Impact Analysis: The Board for Contractors concurs with the economic impact analysis prepared by the Department of Planning and Budget.

Summary:

In conformance with § 54.1-1142.2 of the Code of Virginia, the amendments establish a process for issuance and renewal of temporary elevator mechanic certifications.

18VAC50-30-72. Temporary certification of elevator mechanics.

A. In accordance with § 54.1-1142.2 of the Code of Virginia, a contractor licensed pursuant to Board for Contractors Regulations (18VAC50-22) may demonstrate to the

satisfaction of the board that there is a shortage of elevator mechanics certified pursuant to this chapter and request the board issue a temporary certification as an elevator mechanic to an employee of the licensed contractor.

B. The licensed contractor must attest to the board, on a form provided by the board, that after due diligence, the contractor is unable to find an elevator mechanic from the list of elevator mechanics maintained by the board to perform elevator work.

C. The employee of the contractor must submit an application with the appropriate fee specified in 18VAC50-30-90 for temporary certification as an elevator mechanic. The applicant for temporary certification must submit documentation acceptable to the board that the applicant has a minimum of two years of practical experience in the construction, maintenance, and service, repair, or both of elevators, escalators, or related conveyances, and 144 hours of formal vocational training.

D. If the application is satisfactory to the board, the board will issue a temporary certification to the employee of the licensed contractor. The temporary certification will be valid for no more than 45 days from the date of issuance, provided the employee continues to be employed by the licensed contractor.

E. To the extent that the shortage of elevator mechanics remains, the licensed contractor may request the temporary certification be renewed by submitting the information required under subsection B of this section and payment of the appropriate fee specified in 18VAC50-30-140.

18VAC50-30-90. Fees for licensure and certification.

A. Each check or money order must be made payable to the Treasurer of Virginia. All fees required by the board are nonrefundable and shall not be prorated. The date of receipt by the department or its agent is the date that will be used to determine whether or not ~~the fee~~ the fee is on time. Fees remain active for a period of one year from the date of receipt, and all applications must be completed within that ~~time frame~~ timeframe.

B. Fees are as follows:

Original tradesman license by examination	\$130
Original tradesman license without examination	\$130
Card exchange (exchange of locality-issued card for state-issued Virginia tradesman license)	\$95
Liquefied petroleum gas fitter	\$130
Natural gas fitter provider	\$130
Additional tradesman designation	\$90

Backflow prevention device worker certification	\$130
Elevator mechanic certification	\$130
<u>Temporary elevator mechanic certification</u>	<u>\$50</u>
Certified accessibility mechanic	\$130
Certified automatic fire sprinkler inspector	\$130
Water well systems provider certification	\$130
Residential building energy analyst license	\$130
Limited use/limited application endorsement	\$65

18VAC50-30-120. Renewal.

A. Licenses issued under this chapter to electricians, gas fitters, HVAC tradesmen, or plumbers will expire three years from the last day of the month in which they were issued as indicated on the license.

B. ~~All~~ Except as otherwise provided in this chapter, all other licenses and certifications issued under this chapter will expire two years from the last day of the month in which they were issued as indicated on the license or certification.

C. As a condition of renewal or reinstatement and pursuant to § 54.1-1133 of the Code of Virginia, all individuals holding tradesman licenses with the trade designations of plumbing, electrical, and heating ventilation and cooling must satisfactorily complete three hours of continuing education for each designation, and individuals holding a license as a liquefied petroleum gas fitter, a natural gas fitter provider, or a gas fitter, one hour of continuing education, relating to the applicable building code changes, from a provider approved by the board.

D. Certified elevator mechanics and certified accessibility mechanics, as a condition of renewal and pursuant to § 54.1-1143 of the Code of Virginia, must satisfactorily complete eight hours of continuing education relating to the provisions of the Virginia Uniform Statewide Building Code (13VAC5-63) pertaining to elevators, escalators, and related conveyances. This continuing education must be from a provider approved by the board.

E. Certified water well systems providers, as a condition of renewal or reinstatement and pursuant to § 54.1-1129.1 B of the Code of Virginia, must satisfactorily complete eight hours of continuing education in the specialty of technical aspects of water well construction, applicable statutory and regulatory provisions, and business practices related to water well construction from a provider approved by the board.

F. Certified automatic fire sprinkler inspectors, as a condition of renewal and pursuant to § 54.1-1148 of the Code of Virginia,

must satisfactorily complete eight hours of continuing education ~~relating~~ related to changes and knowledge of the Virginia Statewide Fire Prevention Code (13VAC5-51). No renewal will be permitted once 30 days from the expiration date have passed. After that date, the applicant must apply for a new certification and meet the current entry requirements.

G. Renewal fees are as follows:

Tradesman license	\$135
Liquefied petroleum gas fitter license	\$90
Natural gas fitter provider license	\$90
Backflow prevention device worker certification	\$90
Elevator mechanic certification	\$90
<u>Temporary elevator mechanic certification</u>	<u>\$25</u>
Certified accessibility mechanic	\$90
Certified automatic fire sprinkler inspector	\$90
Water well systems provider certification	\$90
Residential building energy analyst license	\$90

All fees are nonrefundable and will not be prorated.

Tradesman license renewal fees received on or before August 31, 2025, shall be \$100. For all other renewal fees received on or before August 31, 2025, the fee shall be \$70.

H. The board will mail a renewal notice to the regulant outlining procedures for renewal. Failure to receive this notice, however, will not relieve the regulant of the obligation to renew. If the regulant fails to receive the renewal notice, a copy of the license or certification may be submitted with the required fee as an application for renewal within 30 days of the expiration date.

I. The date on which the renewal fee is received by the department or its agent will determine whether the regulant is eligible for renewal or required to apply for reinstatement.

J. The board may deny renewal of a license or certification for the same reasons as it may refuse initial licensure or certification or discipline a regulant. The regulant has a right to request review of any such action by the board under the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

K. Failure to timely pay any monetary penalty, reimbursement of cost, or other fee assessed by consent order or final order shall result in delaying or withholding services provided by the department, including renewal, reinstatement, or processing of a new application.

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L. Residential building energy analysts, as a condition of renewal or reinstatement, must provide documentation of continued membership, in good standing, of a certifying organization approved by the board and proof of insurance as required in 18VAC50-30-40 I 4.

NOTICE: The following forms used in administering the regulation have been filed by the agency. Amended or added forms are reflected in the listing and are published following the listing. Online users of this issue of the Virginia Register of Regulations may also click on the name to access a form. The forms are also available from the agency contact or may be viewed at the Office of Registrar of Regulations, General Assembly Building, 201 North Ninth Street, Fourth Floor, Richmond, Virginia 23219.

FORMS (18VAC50-30)

[Education Provider Listing Application, A501-27EDLIST-v3 \(rev. 12/2012\)](#)

[Education Provider ~~Registration~~/Course Registration and Course Approval Application, A501-27EDREG-v5 \(rev. 12/2012\)](#)

[Tradesman Additional Designation & License Upgrade Application, A501-2710_ADDLIC-v2 \(rev. 12/2012\)](#)

[Tradesman Exam & License Application, A501-2710EXLIC-v2 \(rev. 12/2012\)](#)

[Tradesman Individual Experience Form, A501-2710EXP-v2 \(rev. 12/2012\)](#)

[Tradesman – Inactive/Activate License Application, A501-2710INAT-v1 \(eff. 1/2013\)](#)

[Backflow Prevention Device Worker Certification Application, A501-2717CERT-v2 \(rev. 12/2012\)](#)

[Certified Elevator Mechanic Application, A501-2718CERT-v3 \(rev. 7/2013\)](#)

~~[Temporary Elevator Mechanic Certification \(rev. 4/2010\)](#)~~

[Temporary Certified Elevator Mechanic Application and Renewal, A501-2716TEPCERT v-1 \(eff. 6/2025\)](#)

[Certified Water Well System Provider Application, A501-2719CERT-v2 \(rev. 12/2012\)](#)

[Certified Accessibility Mechanics Application, A501-2720CERT-v1 \(eff. 1/2014\)](#)

[Certified Accessibility Mechanics Limited Use/Limited Application \(LULA\) Endorsement Application, A501-2720LULA-v1 \(eff. 1/2014\)](#)

[Automatic Fire Sprinkler Inspector Certification Application, A501-2723FSI-v1 \(eff. 4/2020\)](#)

[Residential Building Energy Analyst License Application, Form A501-2722LIC-v4 \(rev. 7/2014\)](#)

[Residential Building Energy Analyst Experience Form, Form A501-2722EXP-v3 \(rev. 7/2013\)](#)

VA.R. Doc. No. R25-7761; Filed February 18, 2025, 8:19 a.m.

BOARD OF LONG-TERM CARE ADMINISTRATORS

Final Regulation

Titles of Regulations: **18VAC95-20. Regulations Governing the Practice of Nursing Home Administrators (amending 18VAC95-20-80, 18VAC95-20-130, 18VAC95-20-175, 18VAC95-20-180, 18VAC95-20-220, 18VAC95-20-230, 18VAC95-20-300, 18VAC95-20-440; adding 18VAC95-20-201).**

18VAC95-30. Regulations Governing the Practice of Assisted Living Facility Administrators (amending 18VAC95-30-40, 18VAC95-30-70, 18VAC95-30-80, 18VAC95-30-130, 18VAC95-30-140, 18VAC95-30-200; adding 18VAC95-30-91).

Statutory Authority: § 54.1-2400 of the Code of Virginia.

Effective Date: April 9, 2025.

Agency Contact: Corie Tillman Wolf, Executive Director, Board of Long-Term Care Administrators, 9960 Mayland Drive, Suite 300, Henrico, VA 23233-1463, telephone (804) 367-4595, FAX (804) 527-4413, or email corie.wolf@dhp.virginia.gov.

Summary:

Pursuant to Executive Directive One (2022) and Executive Order 19 (2022), the amendments (i) create a pathway for inactive licensure for nursing home administrators and assisted living facility administrators, (ii) eliminate requirements for attestations of compliance with existing laws from application and renewal requirements, (iii) remove requirements for all documents in an application for licensure to be submitted at the same time, and (iv) remove requirements to obtain new preceptors within 60 days upon interruption of a preceptor program.

Summary of Public Comments and Agency's Response: A summary of comments made by the public and the agency's response may be obtained from the promulgating agency or viewed at the office of the Registrar of Regulations.

18VAC95-20-80. Required fees.

The applicant or licensee shall submit all fees in this section that apply:

1. AIT program application	\$215
2. Preceptor application	\$65
3. Licensure application	\$315
4. Verification of licensure requests from other states	\$35

5. Nursing home administrator license renewal	\$315
6. <u>Inactive nursing home administrator license renewal</u>	<u>\$150</u>
7. Preceptor renewal	\$65
7. Penalty 8. Fee for nursing home administrator late renewal	\$110
8. Penalty 9. Fee for preceptor late renewal	\$25
9. 10. Fee for late inactive licensure renewal	<u>\$35</u>
11. Nursing home administrator reinstatement	\$435
10. 12. Preceptor reinstatement	\$105
11. 13. Duplicate license	\$25
12. 14. Duplicate wall certificates	\$40
13. 15. Reinstatement after disciplinary action	\$1,000

18VAC95-20-130. Additional fee information.

- A. There shall be a fee of \$50 for a returned check or a dishonored credit card or debit card.
- B. Fees shall not be refunded once submitted.
- C. Examination fees are to be paid directly to the service ~~contracted by the board to administer~~ or entity that administers the examinations.

Part II

Renewals and Reinstatements, and Inactive Licenses

18VAC95-20-175. Continuing education requirements.

- A. In order to renew a nursing home administrator license, an applicant shall attest on ~~his~~ the renewal application to completion of 20 hours of approved continuing education for each renewal year.
 - 1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year.
 - 2. Up to two hours of the 20 hours required for annual renewal may be satisfied through delivery of services, without compensation, to low-income individuals receiving health services through a local health department or a free clinic organized in whole or primarily for the delivery of those services. One hour of continuing education may be credited for one hour of providing such volunteer services, as documented by the health department or free clinic.

- 3. At least two hours of continuing education for each renewal year shall relate to the care of residents with mental or cognitive impairments, including Alzheimer's disease and dementia.
- 4. A licensee who serves as the registered preceptor in an approved AIT or Assisted Living Facility AIT program may receive one hour of continuing education credit for each week of training up to a maximum of 10 hours of self-study course credit for each renewal year.
- 5. A licensee is exempt from completing continuing education requirements and considered in compliance on the first renewal date following initial licensure.

B. In order for continuing education to be approved by the board, it shall [be] (i) [~~be~~] related to health care administration and shall be approved or offered by NAB, an accredited institution, or a government agency or (ii) as provided in subdivision A 2 of this section.

C. Documentation of continuing education.

- 1. The licensee shall retain in the licensee's personal files for a period of three renewal years complete documentation of continuing education, including evidence of attendance or participation as provided by the approved sponsor for each course taken.
- 2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:
 - a. Date the course was taken;
 - b. Hours of attendance or participation; and
 - c. Participant's name; ~~and~~
 - d. ~~Signature of an authorized representative of the approved sponsor.~~
- 3. If contacted for an audit, the licensee shall forward to the board by the date requested a signed affidavit of completion on forms provided by the board and evidence of attendance or participation as provided by the approved sponsor or as documented in the NAB continuing education registry.

D. The board may grant an extension of up to one year or an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the administrator, such as a certified illness, a temporary disability, mandatory military service, or officially declared disasters. The request for an extension shall be received in writing and granted by the board prior to the renewal date.

18VAC95-20-180. Late renewal.

- A. A person who fails to renew ~~his~~ a license or preceptor registration by the expiration date ~~shall~~ may, within one year of the initial expiration date:
 - 1. Return the renewal notice or request renewal in writing to the board; and

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2. Submit the applicable renewal fee and late fee.

B. The documents required in subsection A of this section shall be received in the board office within one year of the initial expiration date. Postmarks shall not be considered.

18VAC95-20-201. Inactive licensure.

A. A nursing home administrator who holds a current, unrestricted license in Virginia shall, upon a request for inactive status on the renewal application and submission of the required renewal fee, be issued an inactive license.

1. An inactive licensee shall not be entitled to perform any act requiring a license to practice nursing home administration or registration to serve as a preceptor in Virginia.

2. The holder of an inactive license shall not be required to meet continuing education requirements, except as may be required for reactivation in subsection B of this section.

B. A nursing home administrator who holds an inactive license may reactivate a license by:

1. Paying the difference between the renewal fee for an inactive license and that of an active license for the year in which the license is being reactivated; and

2. Providing proof of completion of the number of continuing competency hours required for the period in which the license has been inactive, not to exceed three years.

18VAC95-20-220. Qualifications for initial licensure.

One of the following sets of qualifications is required for licensure as a nursing home administrator:

1. Degree and practical experience. The applicant shall (i) hold a baccalaureate or higher degree in a health care-related field that meets the requirements of 18VAC95-20-221 from an accredited institution; (ii) have completed not less than a 320-hour internship that addresses the Domains of Practice as specified in 18VAC95-20-390 in a licensed nursing home as part of the degree program under the supervision of a preceptor; and (iii) have received a passing grade on the national examination;

2. Certificate program. The applicant shall (i) hold a baccalaureate or higher degree from an accredited college or university, (ii) successfully complete a program with a minimum of 21 semester hours study in a health care-related field that meets the requirements of 18VAC95-20-221 from an accredited institution, (iii) successfully complete not less than a 400-hour internship that addresses the Domains of Practice as specified in 18VAC95-20-390 in a licensed nursing home as part of the certificate program under the supervision of a preceptor, and (iv) have received a passing grade on the national examination;

3. Administrator-in-training program. The applicant shall have (i) successfully completed an AIT program that meets the requirements of Part IV (18VAC95-20-300 et seq.) of this chapter; and (ii) received a passing grade on the national examination; ~~and (iii) completed the Domains of Practice form required by the board; or~~

4. Health Services Executive (HSE) credential. The applicant shall provide evidence that ~~he~~ the applicant has met the minimum education, experience, and examination standards established by NAB for qualification as a Health Services Executive.

18VAC95-20-230. Application package.

A. An application for licensure shall be submitted after the applicant completes the qualifications for licensure.

B. An individual seeking licensure as a nursing home administrator or registration as a preceptor shall submit:

1. A completed application as provided by the board;

2. Additional documentation as may be required by the board to determine eligibility of the applicant;

3. The applicable fee; and

~~4. An attestation that he has read and understands and will remain current with the applicable Virginia laws and regulations relating to the administration of nursing homes; and~~

~~5. A current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB).~~

~~C. With the exception of school transcripts, examination scores, the NPDB report, employer verifications, and verifications from other state boards, all parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year, after which time the application shall be destroyed and a new application and fee shall be required.~~

18VAC95-20-300. Administrator-in-training qualifications.

A. To be approved as an administrator-in-training, a person shall:

1. Have received a passing grade on a total of 60 semester hours of education from an accredited institution;

2. Obtain a registered preceptor to provide training;

3. Submit the fee prescribed in 18VAC95-20-80;

4. Submit the application and Domains of Practice form provided by the board; and

5. Submit additional documentation as may be necessary to determine eligibility of the applicant and the number of hours required for the AIT program.

B. ~~With the exception of school transcripts, all required parts of the application package shall be submitted at the same time.~~ An incomplete package shall be retained by the board for one year after which time the application shall be destroyed and a new application and fee shall be required.

18VAC95-20-440. Interruption of program.

A. If the program is interrupted because the registered preceptor is unable to serve, the AIT shall notify the board within five working days ~~and shall obtain a new preceptor who is registered with the board within 60 days.~~

B. Credit for training shall resume when a new preceptor is obtained and approved by the board.

C. If an alternate training plan is developed, it shall be submitted to the board for approval before the AIT resumes training.

18VAC95-30-40. Required fees.

A. The applicant or licensee shall submit all fees in this subsection that apply:

1. ALF AIT program application	\$215
2. Preceptor application	\$65
3. Licensure application	\$315
4. Verification of licensure requests from other states	\$35
5. Assisted living facility administrator license renewal	\$315
6. <u>Inactive license renewal</u>	<u>\$150</u>
7. Preceptor renewal	\$65
7. Penalty 8. Fee for assisted living facility administrator late renewal	\$110
8. Penalty 9. Fee for preceptor late renewal	\$25
<u>10. Fee for inactive license late renewal</u>	<u>\$35</u>
9. <u>11.</u> Assisted living facility administrator reinstatement	\$435
10. <u>12.</u> Preceptor reinstatement	\$105
11. <u>13.</u> Duplicate license	\$25
12. <u>14.</u> Duplicate wall certificates	\$40
13. <u>15.</u> Returned check or dishonored credit card or debit card	\$50
14. <u>16.</u> Reinstatement after disciplinary action	\$1,000

B. Fees shall not be refunded once submitted.

C. Examination fees are to be paid directly to the service ~~contracted by the board to administer~~ or entity that administers the examination.

Part II

Renewals and Reinstatements, and Inactive Licenses

18VAC95-30-70. Continuing education requirements.

A. In order to renew an assisted living administrator license, an applicant shall attest on the applicant's renewal application to completion of 20 hours of approved continuing education for each renewal year.

1. Up to 10 of the 20 hours may be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required may be transferred or credited to the next renewal year.

2. Up to two hours of the 20 hours required for annual renewal may be satisfied through delivery of services, without compensation, to low-income individuals receiving health services through a local health department or a free clinic organized in whole or primarily for the delivery of those services. One hour of continuing education may be credited for one hour of providing such volunteer services, as documented by the health department or free clinic.

3. At least two hours of continuing education for each renewal year shall relate to the care of residents with mental or cognitive impairments, including Alzheimer's disease and dementia.

4. A licensee who serves as the registered preceptor in an approved ALF AIT program may receive one hour of continuing education credit for each week of training up to a maximum of 10 hours of self-study course credit for each renewal year.

5. A licensee is exempt from completing continuing education requirements for the first renewal following initial licensure in Virginia.

B. In order for continuing education to be approved by the board, it shall (i) be related to the Domains of Practice for residential ~~care/assisted care~~ or assisted living and approved or offered by NAB, an accredited educational institution, or a governmental agency or (ii) be as provided in subdivision A 2 of this section.

C. Documentation of continuing education.

1. The licensee shall retain in ~~his~~ the licensee's personal files for a period of three renewal years complete documentation of continuing education including evidence of attendance or participation as provided by the approved sponsor for each course taken.

2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:

- a. Date the course was taken;

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- b. Hours of attendance or participation; and
- c. Participant's name; ~~and~~
- d. ~~Signature of an authorized representative of the approved sponsor.~~

3. If contacted for an audit, the licensee shall forward to the board by the date requested a signed affidavit of completion on forms provided by the board and evidence of attendance or participation as provided by the approved sponsor or as documented in the NAB continuing education registry.

D. The board may grant an extension of up to one year or an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the administrator, such as a certified illness, a temporary disability, mandatory military service, or officially declared disasters. The request for an extension shall be submitted in writing and granted by the board prior to the renewal date.

18VAC95-30-80. Late renewal.

A. A person who fails to renew his a license or preceptor registration by the expiration date ~~shall~~ may, within one year of the initial expiration date:

1. Submit the renewal notice or request renewal by mail to the board;
2. Submit the applicable renewal fee and penalty fee;
3. Provide evidence as may be necessary to establish eligibility for renewal.

B. The documents required in subsection A of this section shall be received in the board office within one year of the initial expiration date. Postmarks shall not be considered.

18VAC95-30-91. Inactive licensure.

A. An assisted living facility administrator who holds a current, unrestricted license in Virginia shall, upon a request for inactive status on the renewal application and submission of the required renewal fee, be issued an inactive license.

1. An inactive licensee shall not be entitled to perform any act requiring a license to practice assisted living facility administration or registration to serve as a preceptor in Virginia.

2. The holder of an inactive license shall not be required to meet continuing education requirements, except as may be required for reactivation in subsection B of this section.

B. An assisted living facility administrator who holds an inactive license may reactivate such license by:

1. Paying the difference between the renewal fee for an inactive license and that of an active license for the year in which the license is being reactivated; and

2. Providing proof of completion of the number of continuing competency hours required for the period in

which the license has been inactive, not to exceed three years.

18VAC95-30-130. Application package.

A. An application for licensure shall be submitted after the applicant completes the qualifications for licensure.

B. An individual seeking licensure as an assisted living facility administrator or registration as a preceptor shall submit:

1. A completed application as provided by the board;
2. Additional documentation as may be required by the board to determine eligibility of the applicant, to include the most recent survey report if the applicant has been serving as an acting administrator of a facility;
3. The applicable fee; and
4. ~~An attestation that he has read and understands and will remain current with the applicable Virginia laws and the regulations relating to assisted living facilities; and~~
5. A current report from the U.S. Department of Health and Human Services National Practitioner Data Bank (NPDB).

~~C. With the exception of school transcripts, examination scores, the NPDB report, employer verifications, and verifications from other state boards, all parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year, after which time the application shall be destroyed and a new application and fee shall be required.~~

18VAC95-30-140. Training qualifications.

A. To be approved as an ALF administrator-in-training, a person shall:

1. Meet the requirements of 18VAC95-30-100 A 1;
2. Obtain a registered preceptor to provide training;
3. Submit the application and Domains of Practice form provided by the board and the fee prescribed in 18VAC95-30-40; and
4. Submit additional documentation as may be necessary to determine eligibility of the applicant and the number of hours required for the ALF AIT program.

~~B. With the exception of school transcripts, all required parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year after which time the application shall be destroyed and a new application and fee shall be required.~~

18VAC95-30-200. Interruption or termination of program.

A. If the program is interrupted because the registered preceptor is unable to serve, the trainee shall notify the board within 10 working days ~~and shall obtain a new preceptor who is registered with the board within 60 days.~~

1. Credit for training shall resume when a new preceptor is obtained and approved by the board.

2. If an alternate training plan is developed, it shall be submitted to the board for approval before the trainee resumes training.

B. If the training program is terminated prior to completion, the trainee and the preceptor shall each submit a written explanation of the causes of program termination to the board within 10 business days. The preceptor shall also submit all required monthly progress reports completed prior to termination within 10 business days.

VA.R. Doc. No. R23-7641; Filed February 5, 2025, 6:50 p.m.

BOARD OF PHARMACY

Notice of Extension of Emergency Regulation

Title of Regulation: 18VAC110-20. Regulations Governing the Practice of Pharmacy (amending 18VAC110-20-110; adding 18VAC110-20-113).

Statutory Authority: §§ 54.1-2400 and 54.1-3307 of the Code of Virginia.

The Governor has approved the request of the Board of Pharmacy to extend the expiration date of the emergency regulation for 18VAC110-20 for six months as provided for in § 2.2-4011 D of the Code of Virginia. Therefore, the emergency regulation is continued in effect through September 27, 2025. This extension is required for the board to continue to meet the mandate of Chapter 628 of the 2022 Acts of Assembly, which addresses pharmacy work environments, and to allow the board to have time to meet and vote on the final permanent amendments. The review period for the proposed stage of the pharmacy working conditions emergency regulations lasted for almost one year. The Board of Pharmacy will vote on final stage regulations at its next board meeting, which is currently scheduled for March 25, 2025. The emergency regulation was published in [40:5 VA.R. 330-332 October 23, 2023](#).

Effective Date Extended Through: September 27, 2025.

Agency Contact: Caroline Juran, RPh, Executive Director, Board of Pharmacy, 9960 Mayland Drive, Suite 300, Richmond, VA 23233-1463, telephone (804) 367-4456, FAX (804) 527-4472, or email caroline.juran@dhp.virginia.gov.

VA.R. Doc. No. R24-7342; Filed February 5, 2025, 3:15 p.m.

BOARD FOR WASTE MANAGEMENT FACILITY OPERATORS

Final Regulation

Title of Regulation: 18VAC155-20. Waste Management Facility Operators Regulations (amending 18VAC155-20-10, 18VAC155-20-40, 18VAC155-20-50, 18VAC155-20-110

through 18VAC155-20-190, 18VAC155-20-210 through 18VAC155-20-285).

Statutory Authority: §§ 54.1-201 and 54.1-2211 of the Code of Virginia.

Effective Date: July 1, 2025.

Agency Contact: Cameron Parris, Regulatory Operations Administrator, Department of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-9183, FAX (866) 350-5354, or email cameron.parris@dpor.virginia.gov.

Summary:

The amendments (i) reduce the duration of the experience required for entry into the profession from one year to six months; (ii) reduce the continuing education requirement from eight hours to six hours; (iii) reduce the record retention period for providers of education courses from 10 years to five years; (iv) limit the look-back period for criminal convictions that must be disclosed to three years for any non-marijuana related misdemeanors and 10 years for felonies; (v) eliminate the one-year waiting period for relicensure following a revocation; and (vi) make numerous editorial changes to improve clarity.

Changes to the proposed regulation include (i) further revisions to criminal history disclosure provisions in the entry requirements for licensure, for the renewal and reinstatement of licenses, and to education course applications; (ii) removing a provision that a reinstated license will continue to have the same license number and will be assigned an expiration date two years from the previous expiration date; (iii) restoring prohibition on certain acts; (iv) removing provisions that a plea of nolo contendere is considered a conviction and that the record of conviction received from a court will be accepted as prima facie evidence of a conviction or finding of guilt; and (v) adding forms.

Summary of Public Comments and Agency's Response: No public comments were received by the promulgating agency.

18VAC155-20-10. Definitions.

The following words and terms when used in this chapter [~~shall~~] have the following meanings unless the context clearly indicates otherwise:

"Board" means the Board for Waste Management Facility Operators.

"Class I license" means the authorization from the board to act as a waste management facility operator of a transfer station, a material recovery facility ~~receiving mixed waste~~, an experimental facility, ~~or~~ a composting facility, a centralized waste treatment facility, a surface impoundment or lagoon, a waste pile, a remediation waste management unit, or a miscellaneous unit.

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"Class II license" means the authorization from the board to act as a waste management facility operator of a sanitary landfill, an industrial landfill, ~~a construction landfill~~, or a ~~debris construction/demolition/debris (CDD) landfill~~.

"Class III license" means the authorization from the board to act as a waste management facility operator of ~~an infectious waste incinerator or autoclave~~ a regulated medical waste management facility.

"Class IV license" means the authorization from the board to act as a waste management facility operator of a municipal waste ~~combustor~~ combustion unit, a waste-to-energy facility, or an incineration facility.

"Contact hour" means 50 minutes of participation in a group program or 60 minutes of completion time for a project.

"Department" means the Department of Professional and Occupational Regulation.

"Full-time employment" means 1,760 hours per year or 220 work days per year.

~~"License" means an authorization issued by the board to an individual to practice as a waste management facility operator who meets the provisions of this chapter.~~

"Municipal solid waste" means that waste that is defined as "municipal solid waste" in 9VAC20-81-10.

~~"Municipal waste combustor" means a mass burn or a refuse derived fuel incinerator or facility designed or modified for the purpose of noninfectious solid waste combustion.~~

"Operation" means any waste management facility that is under construction, treating, processing, storing, or disposing of solid waste, or in the act of securing a facility for closure as defined in 9VAC20-81-10.

~~"Organized program" means a formal learning process designed to permit a participant to learn a given subject or subjects through interaction with an instructor in a formal course, seminar or conference as approved by the board.~~

~~"Owner" means the person who owns a solid waste management facility or part of a solid waste management facility.~~

"Solid waste" means any of those materials ~~identified~~ defined as ~~nonhazardous~~ solid waste in 9VAC20-81-95.

18VAC155-20-40. Fees.

A. All fees are nonrefundable and ~~shall~~ will not be prorated.

B. An application ~~shall~~ is not be ~~deemed~~ complete and ~~shall~~ will not be processed without the required fee.

1. The application fee for licensure ~~shall be~~ is \$75.

2. The fee for renewal of licensure ~~shall be~~ is \$50.

3. The fee for late renewal of licensure ~~shall be~~ is \$75.

4. The fee for reinstatement of licensure ~~shall be~~ is \$125.

5. The examination fee is charged to the applicant by an outside vendor competitively negotiated and contracted for in compliance with the Virginia Public Procurement Act (§ 2.2-4300 et seq. of the Code of Virginia). Fees may be adjusted and charged to the applicant in accordance with this contract.

~~[C. All checks] shall [must be made payable to the Treasurer of Virginia.~~

~~D. C.]~~ Receipt and deposit of fees submitted with applications do not indicate licensure.

18VAC155-20-50. Change of status.

A. Each licensee ~~shall~~ must provide written notification of any change of address to the department within 30 days.

B. Each licensee ~~shall~~ must provide written notification and proof of any change of name to the department within 30 days.

C. The license issued by the board ~~shall~~ will not be transferred or otherwise reassigned.

18VAC155-20-110. License classification.

A. The applicant ~~shall~~ must apply for at least one classification of license as outlined in this subsection:

1. An individual operating a facility ~~that is defined in 9VAC20-81-10~~ regulated under Solid Waste Management Regulations (9VAC20-81), as a transfer station, a materials recovery facility ~~receiving mixed waste~~, an experimental facility, ~~or a composting facility~~ ~~shall~~, a centralized waste treatment facility, a surface impoundment or lagoon, a waste pile, a remediation waste management unit, or a miscellaneous unit must hold a Class I license. An individual who has obtained a Class II, III, or IV license may also operate a facility listed under Class I.

2. An individual operating a facility that is defined in 9VAC20-81-10 as a sanitary landfill, industrial waste landfill, or construction/demolition/debris (CDD) landfill, ~~shall~~ must hold a Class II license.

3. An individual operating a facility regulated under ~~9VAC20-120~~, Regulated Medical Waste Management Regulations, ~~shall~~ (9VAC20-121) must hold a Class III license.

4. An individual operating a facility defined in 9VAC5-40-6560 as a municipal waste combustion unit ~~shall~~ or a facility regulated under 9VAC20-81 as a waste-to-energy facility or incineration facility must hold a Class IV license.

B. A licensee may not operate a facility outside of ~~his~~ the licensee's classification other than that defined by subdivision A 1 of this section.

~~C. An individual operating a solid waste management facility that has been issued a permit by the Department of~~

~~Environmental Quality but for which the board has not established training and licensure requirements shall hold a Class I license until the board establishes the training and licensing requirements by regulation.~~

18VAC155-20-120. Qualifications for licensure.

A. Every applicant to the Board for Waste Management Facility Operators for licensure ~~shall~~ must meet the requirements and have the qualifications provided in this subsection.

1. The applicant ~~shall~~ must be at least 18 years of age.
2. Unless otherwise exempt, the applicant ~~shall~~ must have successfully completed a basic training course approved by the board. Additionally, an applicant for a Class II, III, or IV license ~~shall~~ must complete a training course approved by the board specific to the license for which ~~he~~ the individual applies.
3. Unless exempt, the applicant ~~shall~~ must have passed the applicable examination provided by the board or by a testing organization acting on behalf of the board.
4. Each applicant ~~shall~~ must document a minimum of ~~one year~~ six months of verified operational experience with a waste management facility of the same class for which ~~he~~ the individual applies. Experience claimed on the application for licensure ~~shall~~ must be verified by the individual's supervisor or personnel officer. Individuals who are under contract with a facility owner may obtain a letter from the facility owner to verify experience.
5. Applicants certified or licensed as waste management facility operators by governing bodies outside of the Commonwealth of Virginia ~~shall be~~ are considered to be in compliance with this chapter if the board or ~~its~~ the board's designee has determined the certifying system to be substantially equivalent to the Virginia system.
6. In accordance with § 54.1-204 of the Code of Virginia, each applicant ~~shall~~ must disclose a conviction, in any jurisdiction, of any non-marijuana misdemeanor within the last three years or felony within the last 10 years. [~~Any plea of nolo contendere shall be considered a conviction for the purpose of this subdivision. The record of conviction received from a court shall be accepted as prima facie evidence of a conviction or finding of guilt.~~] The board, at its discretion, may deny licensure to any applicant in accordance with § 54.1-204 of the Code of Virginia.
7. The applicant ~~shall~~ must report suspensions, revocations, or ~~surrendering~~ surrender of a certificate or license in connection with a disciplinary action. The applicant ~~shall~~ must report if a license has been the subject of discipline in any jurisdiction prior to applying for licensure in Virginia. The board, at its discretion, may deny licensure to any applicant based on prior suspensions, revocations, or

surrender of certifications or licenses based on disciplinary action by any jurisdiction.

B. The board may make further inquiries and investigations with respect to the qualifications of the applicant.

18VAC155-20-130. Application procedures.

Application ~~shall~~ must be made on forms supplied by the department, and application forms ~~shall~~ must be completed in accordance with the instructions on the forms. Failure to provide a complete application and all applicable addenda may result in a denial of ~~approval~~ the application. ~~The failure to provide complete information may be interpreted as misrepresentation and may result in disciplinary action as described in 18VAC155-20-280.~~

18VAC155-20-140. Examinations.

A. Applicants will be approved to sit for the examination for licensure once all training and experience requirements have been satisfied and documentation pertaining to all other qualifications has been received by the board.

B. An applicant must follow all rules established by the board or by the testing service acting on behalf of the board with regard to the conduct at the examination site. Such rules ~~shall~~ include any written instructions communicated prior to the examination date and any [~~oral or written~~] instructions given at the site on the date of the exam.

18VAC155-20-160. Procedures for renewal.

A. Licenses issued under this chapter ~~shall~~ expire two years from the last day of the month in which ~~they were~~ the license was issued as indicated on the license.

B. The board will [~~mail send~~] a renewal notice to the licensee at the address on file with the board outlining the fee and procedures for license renewal. Failure to receive [~~written~~] notice from the department does not relieve the licensee from the requirement to renew ~~his~~ the license. [~~If the license holder fails to receive the renewal notice, a copy of the license may be submitted with evidence of completion of the continuing education requirements and the appropriate fee.~~]

C. The date the required fee is received by the department or ~~its~~ the department's agent will be used to determine whether a penalty fee or the requirement for reinstatement of a license is applicable.

D. As a condition of renewal or reinstatement, all individuals holding a license ~~shall be required to~~ must satisfactorily complete ~~eight~~ six hours of continuing education from a provider approved by the board in accordance with the provisions of this chapter, except that no continuing education ~~shall be~~ is required for the first renewal after the issuance of the initial license to an individual.

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18VAC155-20-180. Late renewal.

If the renewal fee, as provided for in 18VAC155-20-40 B 2, is not received by the department within 30 days after the expiration date noted on the license, the late renewal fee provided for in 18VAC155-20-40 B 3 ~~shall be~~ is required.

18VAC155-20-190. Reinstatements.

If the licensee fails to renew ~~his~~ the license within six months following the expiration date, the licensee ~~shall~~ will be required to apply for reinstatement of the license. ~~[The applicant will be required to present reasons that the license was allowed to expire, and the board may grant reinstatement of the license or require requalification or reexamination or both.]~~ The application fee for reinstatement of a license ~~shall~~ will be the amount provided for in 18VAC155-20-40 B 4. An individual who has not been reinstated within two years after expiration of the license must reapply as a new applicant. The new applicant ~~shall~~ must provide evidence of satisfactory completion of the training ~~course(s)~~ course required by this chapter and ~~shall~~ pass the examination as determined by the board.

18VAC155-20-210. Status of licensure during the period prior to reinstatement.

~~[A. Reinstated licenses] shall [will continue to have the same license number and] shall [will be assigned an expiration date two years from the previous expiration date of the license.~~

~~B. A.]~~ Reinstated licenses ~~shall be~~ are regarded as having been continuously licensed without interruption. Therefore, the holder of the reinstated license ~~shall~~ will remain under the disciplinary authority of the board during this entire period and may be held accountable for ~~his~~ any activities during this period.

~~[C. B.]~~ Licenses ~~which~~ that are not renewed or reinstated ~~shall be~~ are regarded as expired from the date of the expiration forward.

~~[D. C.]~~ Nothing in this chapter ~~shall divest~~ divests the board of its authority to take disciplinary action for a violation of the law or regulations during the period of time for which an individual was licensed.

18VAC155-20-220. Education courses.

A. All training and continuing education courses must be completed through accredited colleges, universities, junior and community colleges, Virginia Apprenticeship Council programs, proprietary schools approved by the Virginia Department of Education, or other programs approved by the board.

B. All courses for which credit for pre-license education is sought ~~shall~~ must be related to the operation of the class of waste management facility for which the course is being offered and ~~shall~~ must be approved by the board.

C. All courses for which credit for continuing education is sought ~~shall~~ must be related to the operation of the class of waste management facility for which the course is being offered and may be reviewed by the board.

D. Each provider of a pre-license education course or person submitting a course for continuing education credit ~~shall~~ must submit an application for approval on a form provided by the board. The application ~~shall~~ must include, ~~but is not limited to:~~

1. The name of the provider;
2. Provider contact person, address, and [~~telephone number~~ contact information];
3. Course contact hours;
4. Schedule of courses, if established, including dates, times, and locations;
5. Course syllabus; and
6. Instructor information, including name, license number if applicable, education and training background, and a list of other appropriate trade designations or training certifications.

18VAC155-20-230. Training records.

An approved training provider ~~shall~~ must retain records for all participants for a period of ~~10~~ five years and [~~shall~~ must] maintain a written policy on the retention and release of records. All records pertaining to the approved training and participants ~~shall~~ must be made available to the board immediately upon request.

18VAC155-20-235. Denial or withdrawal of approval.

The board may deny or withdraw the approval of any training or continuing education course for the following reasons:

1. Courses being offered no longer meet the standards established by the board;
2. The course provider, through an agent or otherwise, advertises its services in a fraudulent or deceptive way;
3. The course provider, instructor, or designee of the provider falsifies any information relating to the application for approval, course information, or student records or fails to produce records required by the ~~Board for Waste Management Facility Operators~~ board; or
4. The course provider fails to maintain student course completion records for a minimum of ~~10~~ five years.

18VAC155-20-280. Grounds for denial of application, denial of renewal, or discipline.

A. The board ~~shall have the authority to~~ may (i) deny an application for and ~~to~~ deny renewal of a license or training course approval, (ii) revoke or suspend ~~the~~ a license or training course approval, [~~and~~ or] (iii) discipline a licensee or an approved training provider who is found to be in violation of

the statutes or regulations governing the practice of licensed waste management facility operators.

B. Any individual whose license is revoked under this section ~~shall not be eligible to apply for licensure for a period of one year from the effective date of the final order of revocation. After the one year period, the individual shall~~ must meet all education, examination, experience, and training requirements, complete the application, and submit the required fee for consideration as a new applicant.

C. The board ~~shall~~ will conduct disciplinary procedures in accordance with the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

18VAC155-20-285. Prohibited acts.

Any of the following are cause for disciplinary action:

1. Violating or inducing another to violate any provisions of Chapter 1 (§ 54.1-100 et seq.), 2 (§ 54.1-200 et seq.), 3 (§ 54.1-300 et seq.), or 22.1 (§ 54.1-2209 et seq.) of Title 54.1 of the Code of Virginia; or any provision of this chapter.
2. Obtaining or renewing a license through fraudulent means or misrepresentation.
3. Having been found guilty by the board, an administrative body, or ~~by~~ a court of [any material] misrepresentation in the course of performing ~~his~~ operating duties.
4. Subject to the provisions of § 54.1-204 of the Code of Virginia, having been convicted or found guilty, regardless of jurisdiction, of any felony or any violation that resulted in the [significant] harm or the imminent and substantial threat of [significant] harm to human health or the environment, there being no appeal pending therefrom, or the time of appeal having elapsed. ~~[Any plea of nolo contendere shall be considered a conviction for the purposes of this chapter. A certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision shall be admissible as prima facie evidence of such conviction.]~~
5. Failing to inform the board in writing within 30 days of pleading guilty to, pleading nolo contendere to, being convicted of, or being found guilty of (i) any felony or (ii) any violation that resulted in the [significant] harm or the imminent and substantial threat of [significant] harm to human health or the environment.
6. Gross negligence, or a continued pattern of incompetence, in the practice of a waste management facility operator.
7. Violating the permit conditions for the facility, or violating federal, state, or local laws or regulations, which resulted in the [significant] harm or the imminent and substantial threat of [significant] harm to human health or the environment.

8. Failure to comply with all rules established by the board and the testing organization with regard to conduct at the examination.

NOTICE: The following forms used in administering the regulation have been filed by the agency. Amended or added forms are reflected in the listing and are published following the listing. Online users of this issue of the Virginia Register of Regulations may also click on the name to access a form. The forms are also available from the agency contact or may be viewed at the Office of Registrar of Regulations, General Assembly Building, 201 North Ninth Street, Fourth Floor, Richmond, Virginia 23219.

[FORMS (18VAC155-20)

[Experience Verification Form, A438-46EXP-v5 \(rev. 10/2013\)](#)

[Examination Site Conduct Agreement Form \(rev. 2/2013\)](#)

[Education Verification Form, A438-46ED \(rev. 7/2012\)](#)

~~License Application, A438-4605LIC v10 (rev. 8/2016)~~

[License Application, A438-4605LIC v11 \(rev. 7/2025\)](#)

[Universal License Recognition Application, A438-4605ULR v3 \(rev. 7/2025\)](#)

[Training Course Approval Application, A438-46CRS-v4 \(rev. 8/2016\)](#)]

VA.R. Doc. No. R23-7452; Filed February 13, 2025, 9:40 a.m.

◆ ————— ◆

**TITLE 20. PUBLIC UTILITIES AND
TELECOMMUNICATIONS**

STATE CORPORATION COMMISSION

Notice of Effective Date

REGISTRAR'S NOTICE: The State Corporation Commission is claiming an exemption from the Administrative Process Act in accordance with § 2.2-4002 A 2 of the Code of Virginia, which exempts courts, any agency of the Supreme Court, and any agency that by the Constitution is expressly granted any of the powers of a court of record.

Title of Regulation: **20VAC5-340. Rules Governing Shared Solar Program (amending 20VAC5-340-10 through 20VAC5-340-90, 20VAC5-340-110; adding 20VAC5-340-65; repealing 20VAC5-340-100).**

Statutory Authority: §§ 12.1-13 and 56-594.3 of the Code of Virginia.

AT RICHMOND, FEBRUARY 10, 2025

COMMONWEALTH OF VIRGINIA, ex rel.

Regulations

CASE NO. PUR-2024-00122

STATE CORPORATION COMMISSION

Ex parte: In the matter of amending regulations governing shared solar programs

ORDER ON RECONSIDERATION

On November 25, 2024, the State Corporation Commission ("Commission") entered an Order Adopting Regulations in this case. On December 12, 2024, the Coalition for Community Solar Access ("CCSA") filed a Petition for Reconsideration and Clarification ("Petition").

CCSA requested the Commission to enter an order that:

Establishes a timeline for initiating initial minimum bill proceedings for Virginia Electric and Power Company d/b/a Dominion Energy Virginia and Appalachian Power Company under the new shared solar rules, such that the minimum bills will be established prior to the statutory tariff filing deadlines of December 1, 2025, and July 1, 2025, respectively;

Replaces the term "date of awarded capacity" with "anticipated installed capacity" in 20VAC5-340-40 F 1; and

Provides additional relief as is reasonable and proper.

On December 13, 2024, the Commission issued an Order Granting Reconsideration that: (1) continued jurisdiction over this matter to consider the Petition; and (2) suspended the Order Adopting Regulations pending the Commission's consideration of the Petition.

NOW THE COMMISSION, upon consideration of this matter, is of the opinion and finds as follows.

First, the Commission notes that it is, concurrently with the instant Order, initiating minimum bill proceedings under the new shared solar rules. Second, the Commission finds that it is appropriate to revise 20VAC5-340-40 F 1 by replacing the term "date of awarded capacity" with "anticipated installed capacity."

Accordingly, IT IS ORDERED THAT:

(1) Regulation 20VAC5-340-40 F 1 is revised as discussed herein.

(2) The November 25, 2024 Order Adopting Regulations is no longer suspended. The regulations adopted therein, including the revision made herein, shall be effective as of February 14, 2025.

(3) The Commission's Division of Information Resources shall forward a copy of this Order to the Office of the Registrar of Regulations for publication in the Virginia Register of Regulations.

(4) On or before February 14, 2025, Dominion Energy Virginia and Appalachian Power Company shall file in this docket, with

the Clerk of the Commission, any revised tariff provisions necessary to implement the regulations adopted herein and shall also provide a copy of the document containing the revised tariff provisions to the Commission's Division of Public Utility Regulation. The Clerk of the Commission need not distribute copies but shall make such filings available for public inspection in the Clerk's Office and post them on the Commission's website at scc.virginia.gov/pages/Case-Information.

(5) This docket shall remain open to receive the filings from electric utilities pursuant to Ordering Paragraph (4).

A COPY hereof shall be sent electronically by the Clerk of the Commission to all persons on the official Service List in this matter. The Service List is available from the Clerk of the Commission.

¹ Petition at 7.

On November 25, 2024, the State Corporation Commission entered an Order Adopting Regulations in Case No. PUR-2024-00122 adopting final amendments to **Rules Governing Shared Solar Program (20VAC5-340)**. The final regulation was published December 16, 2024, in Volume 41, Issue 9 of the Virginia Register ([41:9 VA.R. 1053-1068 December 16, 2024](#)) with an effective date of January 1, 2025. The amendments are necessary to implement Chapters 715, 716, 763, and 765 of the 2024 Acts of Assembly.

On December 13, 2024, the State Corporation Commission, pursuant to Case No. PUR-2024-00122, Order Granting Reconsideration and 5VAC5-20-220, suspended the effective date of the amendments to consider a petition filed on December 12, 2024, by the Coalition for Community Solar Access. The suspension of the regulatory process was published February 10, 2025, in Volume 41, Issue 13 ([41:13 VA.R. 1504 February 10, 2025](#)). And, on February 10, 2025, pursuant to Case No. PUR-2024-00122, Order on Reconsideration and 5VAC5-20-220, the commission adopted final text of the rules for 20VAC5-340. The effective date of the regulation is February 14, 2025.

The commissioner has adopted the final text as it was published December 16, 2024, with the following change as shown:

1. For each accepted project in the program queue, the project list shall rank projects primarily by the date of the awarded capacity and secondarily by the date of anticipated substantial completion. Any subscriber organization with a project in the program queue shall notify the utility within 10 days of any reduction in a project's anticipated installed AC capacity or its ability to achieve the anticipated substantial completion date. The utility shall update the list within two business days of any change to the [~~date of awarded~~ anticipated installed] capacity in the program

queue, and within 14 business days of any change to the date of substantial completion.

Effective Date: February 14, 2025.

Agency Contact: Matthew Unger, Senior Analyst, Division of Public Utility Regulation, State Corporation Commission, P.O. Box 1197, Richmond, VA 23218, telephone (804) 371-9849, FAX (804) 371-9350, or email matthew.unger@scc.virginia.gov.

TITLE 22. SOCIAL SERVICES

STATE BOARD OF SOCIAL SERVICES

Fast-Track Regulation

Title of Regulation: **22VAC40-295. Temporary Assistance for Needy Families (TANF) (amending 22VAC40-295-10).**

Statutory Authority: § 63.2-217 of the Code of Virginia.

Public Hearing Information: No public hearing is currently scheduled.

Public Comment Deadline: April 9, 2025.

Effective Date: April 24, 2025.

Agency Contact: Mark Golden, Program Manager, Department of Social Services, 801 East Main Street, Richmond, VA 23219, telephone (804) 726-7385, FAX (804) 726-7357, or email mark.golden@dss.virginia.gov.

Basis: Section 63.2-217 of the Code of Virginia states that the State Board of Social Services shall adopt regulations, not in conflict with Title 63.2 of the Code of Virginia, as may be necessary or desirable to carry out the purpose of that title.

Purpose: The Temporary Assistance for Needy Families (TANF) Program provides cash assistance to eligible needy families that include a minor child living with a parent or caretaker relative. The program is an essential safety net to protect the welfare of citizens.

Rationale for Using Fast-Track Rulemaking Process: This action is expected to be noncontroversial because the amendments reduce the regulatory burden without changing the substance of the regulation.

Substance: The amendments include (i) revising definitions and (ii) updating the document incorporated by reference into the regulation.

Issues: Amending the definitions allows for the elimination of several current requirements, which serves as an advantage to the agency and the Commonwealth. It eliminates the need for time and effort by staff to ensure the state complies with the unnecessary requirements. Changing the regulation is advantageous to the public as it will ensure the regulation is reflective of current practice, so program rules are transparent to the public. There are no disadvantages to the agency, the Commonwealth, or the public.

Department of Planning and Budget Economic Impact Analysis:

The Department of Planning and Budget (DPB) has analyzed the economic impact of this proposed regulation in accordance with § 2.2-4007.04 of the Code of Virginia and Executive Order 19. The analysis presented represents DPB's best estimate of the potential economic impacts as of the date of this analysis.¹

Summary of the Proposed Amendments to Regulation. The State Board of Social Services (board) proposes to replace references to the Department of Social Services (DSS) child care policy with references to the Department of Education (DOE) child care policy in the regulation governing the Temporary Assistance for Needy Families (TANF) program. This change follows the move of the Child Care Program from DSS to DOE in 2021.

Background. The current regulation defines affordable child care arrangements as the cost of the child care being less than or equal to the payment amounts specified in the Virginia Department of Social Services Child Care Services policy (Volume VII, Section II, Chapter D, Revised February 2000). The board proposes to replace the Virginia Department of Social Services Child Care Services policy (Volume VII, Section II, Chapter D, Revised February 2000) with Appendices E, F, and G of the Virginia Department of Education Child Care Subsidy Program Guidance Manual. The current regulation defines unsuitability of informal child care as a child care arrangement that does not meet the requirements for relative care in the Virginia Department of Social Services Child Day Care Services policy. The board proposes to replace the Virginia Department of Social Services Child Day Care Services policy with Section 5.2 A of the Virginia Department of Education Child Care Subsidy Program Guidance Manual.

Estimated Benefits and Costs: According to DSS, the relevant language in the DOE manual is the same as the relevant language in DSS Child Care Services policy. Thus, the proposed amendments would have no impact beyond helping readers of the regulation find the effective citations.

Businesses and Other Entities Affected. The proposed amendments do not have an effect in practice, but concern the 45,045 children in the Commonwealth that receive subsidized child care through TANF.² The Code of Virginia requires DPB to assess whether an adverse impact may result from the proposed regulation.³ An adverse impact is indicated if there is any increase in net cost or reduction in net benefit for any entity, even if the benefits exceed the costs for all entities combined.⁴ The proposed amendments neither increase net cost nor reduce net benefits. Thus, no adverse impact is indicated.

Small Businesses⁵ Affected.⁶ The proposed amendments do not adversely affect small businesses.

Localities⁷ Affected.⁸ The proposed amendments neither disproportionately affect particular localities, nor effect costs for local governments.

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Projected Impact on Employment. The proposed amendments do not affect total employment.

Effects on the Use and Value of Private Property. The proposed amendments do not affect the use and value of private property or costs related to the development of real estate.

¹ Section 2.2-4007.04 of the Code of Virginia requires that such economic impact analyses determine the public benefits and costs of the proposed amendments. Further the analysis should include but not be limited to: (1) the projected number of businesses or other entities to whom the proposed regulatory action would apply, (2) the identity of any localities and types of businesses or other entities particularly affected, (3) the projected number of persons and employment positions to be affected, (4) the projected costs to affected businesses or entities to implement or comply with the regulation, and (5) the impact on the use and value of private property.

² Data source: DSS.

³ Pursuant to § 2.2-4007.04 D: In the event this economic impact analysis reveals that the proposed regulation would have an adverse economic impact on businesses or would impose a significant adverse economic impact on a locality, business, or entity particularly affected, the Department of Planning and Budget shall advise the Joint Commission on Administrative Rules, the House Committee on Appropriations, and the Senate Committee on Finance. Statute does not define "adverse impact," state whether only Virginia entities should be considered, nor indicate whether an adverse impact results from regulatory requirements mandated by legislation.

⁴ Statute does not define "adverse impact," state whether only Virginia entities should be considered, nor indicate whether an adverse impact results from regulatory requirements mandated by legislation. As a result, DPB has adopted a definition of adverse impact that assesses changes in net costs and benefits for each affected Virginia entity that directly results from discretionary changes to the regulation.

⁵ Pursuant to § 2.2-4007.04, small business is defined as "a business entity, including its affiliates, that (i) is independently owned and operated and (ii) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million."

⁶ If the proposed regulatory action may have an adverse effect on small businesses, § 2.2-4007.04 requires that such economic impact analyses include: (1) an identification and estimate of the number of small businesses subject to the proposed regulation, (2) the projected reporting, recordkeeping, and other administrative costs required for small businesses to comply with the proposed regulation, including the type of professional skills necessary for preparing required reports and other documents, (3) a statement of the probable effect of the proposed regulation on affected small businesses, and (4) a description of any less intrusive or less costly alternative methods of achieving the purpose of the proposed regulation. Additionally, pursuant to § 2.2-4007.1 of the Code of Virginia, if there is a finding that a proposed regulation may have an adverse impact on small business, the Joint Commission on Administrative Rules shall be notified.

⁷ "Locality" can refer to either local governments or the locations in the Commonwealth where the activities relevant to the regulatory change are most likely to occur.

⁸ Section 2.2-4007.04 defines "particularly affected" as bearing disproportionate material impact.

Agency Response to Economic Impact Analysis: The State Board of Social Services has reviewed the economic impact analysis prepared by the Department of Planning and Budget and concurs.

Summary:

In response to Executive Order 19 (2022), the amendments (i) revise definitions to clarify which parts of a document

being incorporated by reference apply to the regulation; and (ii) update the document incorporated by reference.

22VAC40-295-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Administrative disqualification hearing" or "ADH" means an impartial review by a hearing officer of an individual's actions involving an alleged intentional program violation for the purpose of rendering a decision of guilty or not guilty of committing an intentional program violation.

"Adoption assistance" means a money payment or services provided to adoptive parents on behalf of a child with special needs.

"Affordable child care arrangements" means the cost of the child care is less than or equal to the payment amounts specified in ~~the Virginia Department of Social Services Child Care Services policy (Volume VII, Section II, Chapter D, Revised February 2000)~~ Appendices E, F, and G of the Virginia Department of Education Child Care Subsidy Program Guidance Manual.

"Application" means a request for financial assistance received by the local social services agency in the format prescribed by the Virginia Department of Social Services.

"Appropriate child care" means child care arranged by the participant or, if the participant cannot arrange for the child's care, child care arranged by the local department of social services with a ~~legally operating~~ legally operating provider.

"Assistance unit" means those persons who must participate together as a family unit.

"Board" means the State Board of Social Services.

"Caretaker" means the natural or adoptive parent or other relative with whom the child resides who is responsible for supervision and care of the needy child and is the individual to whom the assistance payment is made.

"Child" means a child who is eligible for TANF and has not attained ~~the age of 18 years of age~~, or if regularly attending a secondary school or in the equivalent level of career and technical education, has not attained ~~the age of 19 years of age~~ and is reasonably expected to complete his senior year of school prior to attaining age 19 years of age.

"Department" means the Virginia Department of Social Services.

"Dependent child" means a child living in the home of a parent or relative.

"Determination of eligibility" means the screening procedure to determine the need for assistance and the amount of the monthly assistance payment.

"Disregard" means income that is not considered when determining eligibility for the TANF program.

"Earned income" means income from wages, salary, commissions, or profit from activities in which an individual is engaged as self-employed.

"Emancipated child" means a minor who has been released from parental care and responsibility by court order.

"Former recipient" means an individual whose case has been closed and is not presently receiving an assistance payment through TANF.

"Gross earned and unearned income" means total income before application of any applicable disregards.

"Hearing officer" means an impartial representative of the Department of Social Services to whom requests for hearings are assigned and by whom they are heard. The hearing officer has been delegated the authority by the Commissioner of the Department of Social Services to conduct and control hearings and to render decisions.

"Income" means all income, both earned and unearned, ~~which~~ that is available or expected to be available to the assistance unit.

"Intentional program violation" or "IPV" means any action by an individual for the purpose of establishing or maintaining the family's eligibility for TANF or TANF service or for increasing or preventing a reduction in the amount of the grant ~~which~~ that is intentionally a false or misleading statement or misrepresentation, concealment or withholding of facts, or any act intended to mislead, misrepresent, conceal or withhold facts, or propound a falsity.

"Local agency" means any one of the local departments of social services.

"Lump sum" means money received in the form of a nonrecurring payment that is treated as income in the month of receipt.

"Minor" means any person who is under ~~the age of~~ 18 years of age.

"Otherwise eligible" means that the individual is not precluded from eligibility by some provision of law or regulation.

"Overpayment" means an assistance payment or the value of services provided by a local department of social services that is greater than the amount ~~to which~~ that the assistance unit is eligible to receive.

"Parent" means a mother or father, married or unmarried, natural or, following entry of an interlocutory order, adoptive.

"Payee" means the person to whom the assistance payment is made payable. In most situations, the caretaker is the payee.

"Protective payee" means an appropriate individual to act for the caretaker in receiving and managing the assistance payment. The protective payee should be someone who is interested and concerned with the welfare of the caretaker and his children.

"Reasonable distance" means that the travel time from the child's home to the child care provider and the work site is generally no more than one hour, based on transportation available to the parent.

"Recipient" means a person whose application for TANF or TANF-UP has been approved and who is currently a member of an eligible assistance unit.

"Recoupment" means withholding all or part of an assistance payment to a current assistance unit for the purpose of repaying a prior overpayment.

"Recovery" means a voluntary or ~~court ordered~~ court-ordered arrangement with a current or former assistance unit for repayment of an overpayment.

"Sanctioned caretaker" means a caretaker whose needs are removed from the grant and who is ineligible for an assistance payment.

"SSN" means social security number.

"Standard of assistance" means the dollar amount, based on the family size, ~~which~~ that has been established by the State Board of Social Services to cover predetermined monthly maintenance needs.

"Temporary Assistance for Needy Families" or "TANF" means the program administered by the Virginia Department of Social Services, through which a relative can receive monthly cash assistance for the support of ~~his~~ eligible children.

"Unearned income" means income that is not earned.

"Unsuitability of informal child care" means that the child care arrangement does not meet the requirements for relative care in ~~the Virginia Department of Social Services Child Day Care Services policy~~ Section 5.2 A of the Virginia Department of Education Child Care Subsidy Program Guidance Manual.

DOCUMENTS INCORPORATED BY REFERENCE
(22VAC40-295)

~~Virginia Department of Social Services Child Care Services Policy, Volume VII, Section II, Chapter D, Revised February 2000.~~

[Child Care Subsidy Program Guidance Manual, Section 5.2 A and Appendices E, F, and G, Virginia Department of Education, effective 8/3/2023.](#)

VA.R. Doc. No. R25-8034; Filed February 6, 2025, 12:29 p.m.



Regulations

TITLE 24. TRANSPORTATION AND MOTOR VEHICLES

COMMONWEALTH TRANSPORTATION BOARD

Forms

REGISTRAR'S NOTICE: Forms used in administering the regulation have been filed by the agency. The forms are not being published; however, online users of this issue of the Virginia Register of Regulations may click on the name of a form with a hyperlink to access it. The forms are also available from the agency contact or may be viewed at the Office of the Registrar of Regulations, General Assembly Building, 201 North Ninth Street, Fourth Floor, Richmond, Virginia 23219.

Title of Regulation: **24VAC30-92. Secondary Street Acceptance Requirements.**

Agency Contact: Steven Jack, Department of Transportation, 1410 East Broad Street, Richmond, VA 23219, telephone (804) 786-3885, or email steven.jack@vdot.virginia.gov.

FORMS (24VAC30-92)

~~Secondary Street Acceptance Requirements Exception Form (eff. 5/2024)~~

[2024 Secondary Street Acceptance Requirements Exception, Waiver, or Modification Request Form \(rev. 2/2025\)](#)

VA.R. Doc. No. R25-8219; Filed February 16, 2025, 9:02 a.m.

GOVERNOR

EXECUTIVE ORDER NUMBER FORTY-FIVE (2025)

DECLARATION OF A STATE OF EMERGENCY DUE TO SEVERE WINTER WEATHER SYSTEMS

Importance of the Issue

The Virginia Emergency Operations Center has been actively monitoring the movement of several winter weather systems heading toward Virginia, with the anticipated arrival of the most severe impacts Monday evening into the morning of Tuesday, February 11, 2025. The National Weather Service forecasts are predicting areas of accumulating snow, freezing rain, ice, and excessive rainfall that could cause flooding, power outages, and hazardous travel conditions. Accordingly, the pre-positioning of response assets and supplies will be necessary to assist our local and state partners. The Virginia Emergency Support Team will activate for this incident.

The health and general welfare of the citizens of the Commonwealth require that state action be taken to help alleviate the conditions caused by these systems. The effects of these storms constitute a disaster wherein human life and public and private property are imperiled, as described in § 44-146.16 of the Code of Virginia (the Code). Therefore, by virtue of the authority vested in me by Article V, Section 7 of the Constitution of Virginia, by §§ 44-146.17 and 44-75.1 of the Code, as Governor and Director of Emergency Management and Commander-in-Chief of the Commonwealth's Armed Forces, I proclaim a state of emergency. Accordingly, I direct state and local governments to render appropriate assistance to prepare for this event, to alleviate any conditions resulting from the situation, and to implement recovery and mitigation operations and activities so as to return impacted areas to pre-event conditions as much as possible. Emergency services shall be conducted in accordance with § 44-146.13 et seq. of the Code.

Following a declaration of a local emergency pursuant to § 44-146.21 of the Code, if a local governing body determines that evacuation is deemed necessary for the preservation of life or other emergency mitigation, response or recovery, pursuant to § 44-146.17(A)(1) of the Code, I direct the evacuation of all or part of the populace therein from such areas and upon such timetable as the local governing body, in coordination with the Virginia Emergency Operations Center (VEOC), acting on behalf of the State Coordinator of Emergency Management, shall determine. Notwithstanding the foregoing, I reserve the right to direct and compel evacuation from the same and different areas and determine a different timetable both where local governing bodies have made such a determination and where local governing bodies have not made such a determination. Violations of any order to citizens to evacuate shall constitute a violation of this Executive Order and are punishable as a Class 1 misdemeanor.

This Executive Order also covers preparatory actions for this event that began on February 9, 2025.

Directive

In order to marshal all public resources and appropriate preparedness, response, and recovery measures, I order the following actions:

1. Implementation by state agencies of the Commonwealth of Virginia Emergency Operations Plan, as amended, along with other appropriate state plans.
2. Activation of the Virginia Emergency Operations Center and the Virginia Emergency Support Team, as directed by the State Coordinator of Emergency Management, to coordinate the provision of assistance to state, local, and tribal governments and to facilitate emergency services assignments to other agencies; activation of the Emergency Management Assistance Compact § 44-146.28:1 of the Code, as needed.
3. Authorization for the heads of executive branch agencies, on behalf of their regulatory boards as appropriate, and with the concurrence of their Cabinet Secretary, to waive any state requirement or regulation, and enter into contracts without regard to normal procedures or formalities, and without regard to application or permit fees or royalties. All waivers issued by agencies shall be posted on their websites.
4. Activation of § 59.1-525 et seq. of the Code related to price gouging.
5. Authorization of a maximum of \$1,000,000 in state sum sufficient funds for state and local government mission assignments and state response and recovery operations authorized and coordinated through the Virginia Department of Emergency Management allowable by The Stafford Act, 42 U.S.C. § 5121 et seq. Included in this authorization is \$500,000 for the Department of Military Affairs.
6. Activation of the Virginia National Guard to State Active Duty.

Effective Date of this Executive Order

This Executive Order shall be effective February 10, 2025, and shall remain in full force and effect for 30 days pursuant to § 44-146.17(A)(1) of the Code, unless sooner amended or rescinded by further executive order.

Termination of this Executive Order is not intended to terminate any federal type benefits granted or to be granted due to injury or death as a result of service under this Executive Order.

Given under my hand and under the Seal of the Commonwealth of Virginia, this 10th day of February 2025.

/s/ Glenn Youngkin, Governor

EXECUTIVE ORDER NUMBER FORTY-SIX (2025)

BANNING THE USE OF DEEPSEEK ARTIFICIAL INTELLIGENCE ON STATE GOVERNMENT TECHNOLOGY

By virtue of the authority vested in me as Governor of the Commonwealth, I hereby issue this Executive Order to guard the security of the Commonwealth's information technology infrastructure and the sensitive data it protects by banning the use of DeepSeek on government-owned or government-leased devices or over government-owned or government-maintained networks.

Importance of the Initiative

Information technology infrastructure is an integral part of the routine operations of state government and a critical component of serving the citizens of the Commonwealth. Safeguarding that infrastructure and the vital data it contains about the people of Virginia, including personally identifiable information, tax data, health records, and intellectual property, necessitates the restriction of applications that can be installed or websites that can be accessed on government-owned or leased technology.

On December 16, 2022, I issued Executive Order 24, which banned the download or use of any applications developed by ByteDance Limited or Tencent Holdings Limited or any visit to the TikTok or the WeChat website on any government-issued devices and the access of those applications and websites through wireless networks owned, operated or maintained by the Commonwealth, with limited exceptions for law enforcement use.¹

Today, DeepSeek, an artificial intelligence large language model natural language processing chatbot developed by Hangzhou DeepSeek Artificial Intelligence Basic Technology Research Co., Ltd., raises significant security and privacy concerns that call for similar restrictions on Commonwealth of Virginia devices. According to the Associated Press, security researchers have discovered that the DeepSeek application contains code capable of transmitting user login information to China Mobile, a state-owned telecommunications company banned from operating in the U.S. due to national security concerns. This raises the possibility of user data being accessed by the Chinese government.²

Security researchers have identified that DeepSeek's application for the Apple iOS iPhone operating system disables "App Transport Security," allowing the transmission of unencrypted data over the internet, which could lead to unauthorized access to sensitive information.³

Analyses by security experts reveal that DeepSeek lacks robust security measures, making it susceptible to "jailbreaking" attacks, meaning users can get around the security measures and ethical guardrails in place on the chatbot. According to Cisco Systems, in tests, the model failed to block harmful

prompts, resulting in a 100 percent attack success rate. This vulnerability could be exploited to generate malicious content.⁴

Furthermore, an investigation by Wiz Research uncovered that DeepSeek had an exposed database containing over a million lines of sensitive information, including chat histories and internal system details.⁵

Directive

Accordingly, pursuant to the authority vested in me as Chief Executive Officer of the Commonwealth and pursuant to Article V of the Constitution of Virginia and § 2.2-103 of the Code of Virginia, I hereby direct and order that no employee or contract employee of any agency of the Commonwealth of Virginia shall download or use the DeepSeek AI application or any other application developed by Hangzhou DeepSeek Artificial Intelligence Basic Technology Research Co., Ltd., hereafter referred to as "DeepSeek," on any government-issued devices, including state-issued cell phones, laptops, or other devices capable of connecting to the internet except for public safety purposes as certified by the Secretary of Public Safety & Homeland Security.

Further, no person or entity contracting with the Commonwealth, including but not limited to all agencies, boards, commissions, institutions of higher education, or authorities, or agents thereof, may download or use the DeepSeek AI application or any other application developed by DeepSeek on state-owned or leased equipment.

Any employee of the Commonwealth, or person or entity contracting with the Commonwealth, who has already downloaded the DeepSeek AI application, or any other application developed by DeepSeek to any government-issued devices as listed above is hereby directed to remove, delete, and uninstall these applications by February 12, 2025.

Finally, no person shall download or use the DeepSeek AI application, or any other application developed by DeepSeek, through Commonwealth owned, operated, or maintained wireless networks.

This Order applies to all Executive Offices, Secretariat Offices, and Executive Branch Agencies. Other units or entities of state government shall comply with this directive in the manner which best suits their information technology capability and network security parameters.

Accordingly, the Virginia Information Technologies Agency is directed to restrict access to these websites and applications in accordance with this Executive Order.

An authorized information technology officer or chief administrative officer for all Executive Branch Agencies shall send written confirmation and report of compliance with this directive to the Secretary of Administration by February 18, 2025.

Effective Date

This Executive Order shall be effective upon its signing and shall remain in force and effect unless amended or rescinded by further executive order or directive. Given under my hand and under the Seal of the Commonwealth of Virginia, this 11th day of February, 2025.

/s/ Glenn Youngkin, Governor

¹ EO-24 - Banning the Use of Certain Applications and Websites on State Government Technology

² Byron Tau, Researchers Link DeepSeek's Blockbuster Chatbot to Chinese Telecom Banned from Doing Business in US, The Associated Press, Feb. 5, 2025, available at <https://apnews.com/article/deepseek-china-generative-ai-internet-security-concerns-c52562f8c4760a81c476bc5fbdebad0>.

³ Brian Krebs, Experts Flag Security, Privacy Risks in DeepSeek AI App, Krebs on Security, Feb. 6, 2025, available at <https://krebsonsecurity.com/2025/02/experts-flag-security-privacy-risks-in-deepseek-ai-app>.

⁴ Paul Kassianik and Amin Karhasi, Evaluating Security Risk in DeepSeek and Other Frontier Reasoning Models, Cisco Blogs, Jan. 31, 2025, available at <https://blog.cisco.com/security/evaluating-security-risk-in-deepseek-and-other-frontier-reasoning-models>.

⁵ Gal Nagli, Wiz Research Uncovers Exposed DeepSeek Database Leaking Sensitive Information, Including Chat History, Wiz.io Blog, Jan. 29, 2025, available at <https://www.wiz.io/blog/wiz-research-uncovers-exposed-deepseek-database-leak>.

EXECUTIVE ORDER NUMBER FORTY-SEVEN (2025)**KEEPING VIRGINIANS SAFE FROM DANGEROUS CRIMINAL ILLEGAL IMMIGRANTS**

By virtue of the authority vested in me as Governor of the Commonwealth, I hereby issue this Executive Order to improve the safety of all Virginians by maximizing our collaboration with the federal government to enforce immigration law in the Commonwealth of Virginia and using all available methods to facilitate the arrest and deportation of inadmissible and removable criminal illegal immigrants.

Importance of Initiative

In February 2024, an Old Dominion University student was killed in a car crash by an illegal immigrant who previously had multiple run-ins with the law, having previously been ordered deported six years earlier. That same month, an illegal immigrant sexually assaulted a 14-year-old girl in Campbell County. In November 2024, a woman was attacked and raped by an illegal immigrant from Honduras while hiking along a trail in Herndon. Reports indicate that the man had 29 encounters with police dating back to 2017, ranging from drug possession to indecent exposure and public nudity. These stories echo others from across the country where illegal immigrants have committed additional heinous crimes: Laken Riley, murdered in Georgia; Rachel Morin, a mom of five from Maryland brutally murdered; and Jocelyn Nungaray, a 12-

year-old assaulted and murdered in Texas. In all cases, the tragedy is compounded by the fact that the perpetrator of the crime should not be in the country at all.

Virginia is not a sanctuary state. A commitment to public safety demands that the Commonwealth recognize that the nexus between illegal immigration and dangerous criminal activity is real, particularly in an era marked by rising transnational criminal organizations, criminal street gangs, human trafficking, the distribution of illegal narcotics including fentanyl, and crimes of violence linked to these clear and emerging threats.

As of February 27, 2025, 946 inmates in the Virginia Department of Corrections (VADOC) system had an open immigration detainer. These detainees are not issued lightly; they indicate that federal immigration authorities have flagged these individuals due to their involvement in serious criminal activities. Notably, nine out of every ten of these detainees are for violent criminals. Among them, four out of ten have been identified as rapists and sexual assailants, and two out of ten are classified as murderers. Such figures provide a sobering reminder of the potential dangers associated with allowing individuals who commit egregious crimes to be in our country illegally.

The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 added Section 287(g) to the Immigration and Nationality Act (INA). Section 287(g) authorizes U.S. Immigration and Customs Enforcement (ICE) to enter into agreements with state and local law enforcement agencies to advance enforcement of federal immigration laws. Further, Section 287(g) agreements delegate to federally trained and certified state and local law enforcement officers the authority to perform specified immigration officer functions under ICE's direction and oversight.

Delegation of authority under Section 287(g) agreements promotes the identification, arrest, and removal of criminal illegal immigrants who are subject to removal from the United States, thereby protecting the homeland from individuals who undermine the safety of our nation's communities and the integrity of U.S. immigration laws.

Various forms of Section 287(g) agreements exist. They include:

The Jail Enforcement Model, which is designed to identify and process removable immigrants who are incarcerated in state or local correctional facilities; and

The Task Force Model, which serves as a force multiplier for law enforcement agencies to enforce limited immigration authority with ICE oversight during their routine police duties.

On January 20, 2025, President Donald J. Trump issued Executive Order (EO) 14159, Protecting the American People Against Invasion. This EO requires ICE, through Section 287(g) agreements or otherwise and to the maximum extent

permitted by law, to authorize state and local law enforcement officials, as the Secretary of Homeland Security determines are qualified and appropriate, under Section 287(g) of the Immigration and Nationality Act.

The nexus between illegal immigration and dangerous criminal activity is real. Establishing Section 287(g) agreements with the Virginia State Police (VSP) and VADOC will bridge the gap between state and local policing and federal immigration policies—a role that has become ever more critical given rising concerns over criminal activity linked to transnational criminal organizations and gangs.

Formal Section 287(g) partnerships between VSP and VADOC will not only reinforce Virginia's commitment to justice and the rule of law but also enhance our ability to preempt the reentry of dangerous offenders into our communities and facilitate their removal from the Commonwealth of Virginia and the United States of America. Although VADOC already cooperates with ICE, this informal cooperation, while commendable, remains reactive in nature. Section 287(g) agreements enable our state and local law enforcement agencies to take more proactive measures in protecting Virginians and to address criminal immigration matters at the source.

Directive

Accordingly, pursuant to the authority vested in me in Article V of the Constitution of Virginia and as the Chief Executive Officer of the Commonwealth, and pursuant to § 2.2-103 of the Code of Virginia, I hereby,

1. Direct the Virginia State Police (VSP) to enter into a 287(g) Task Force Model Memorandum of Understanding with U.S. Immigration and Customs Enforcement (ICE). This agreement will provide for a Section 287(g) VSP Task Force of federally deputized officers to assist in the identification and apprehension of criminal illegal immigrants who pose a risk to public safety throughout the Commonwealth of Virginia.
2. Direct the Virginia Department of Corrections (VADOC) to enter into a Section 287(g) Jail Enforcement Model Memorandum of Understanding with ICE. This agreement will provide for a Section 287(g) VADOC Jail Enforcement Model Program to leverage multiple detention and processing facilities throughout the Commonwealth of Virginia and train corrections officers to be assigned as Designated Immigration Officers (DIOs).
3. Instruct the Secretary of Public Safety & Homeland Security to contact every Director, Sheriff, or other official in charge of a local or regional jail in the Commonwealth of Virginia and request a certification confirming their full cooperation with ICE in all Enforcement and Removal Operations and stating that they will cooperate with the Section 287(g) VSP Task Force.

Effective Date

This Executive Order shall be effective upon its signing and shall remain in force and effect unless amended or rescinded by further executive order or directive. Given under my hand and under the Seal of the Commonwealth of Virginia, this 27th day of February 2025.

/s/ Glenn Youngkin, Governor

GUIDANCE DOCUMENTS

PUBLIC COMMENT OPPORTUNITY

Pursuant to § 2.2-4002.1 of the Code of Virginia, a certified guidance document is subject to a 30-day public comment period after publication in the Virginia Register of Regulations and prior to the guidance document's effective date. During the public comment period, comments may be made through the Virginia Regulatory Town Hall website (<http://www.townhall.virginia.gov>) or sent to the agency contact. Under subsection C of § 2.2-4002.1, the effective date of the guidance document may be delayed for an additional period. The guidance document may also be withdrawn.

The following guidance documents have been submitted for publication by the listed agencies for a public comment period. Online users of this issue of the Virginia Register of Regulations may click on the name of a guidance document to access it. Guidance documents are also available on the Virginia Regulatory Town Hall (<http://www.townhall.virginia.gov>) or from the agency contact or may be viewed at the Office of the Registrar of Regulations, General Assembly Building, 201 North Ninth Street, Fourth Floor, Richmond, Virginia 23219.

BOARD OF DENTISTRY

Title of Document: [Guidance on Sedation Inspections and Permits.](#)

Public Comment Deadline: April 9, 2025.

Effective Date: April 10, 2025.

Agency Contact: Erin Barrett, Director of Legislative and Regulatory Affairs, Department of Health Professions, Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, VA 23233, telephone (804) 750-3912, or email erin.barrett@dhp.virginia.gov.

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

Title of Document: [Psychiatric Services, Chapter 5.](#)

Public Comment Deadline: April 9, 2025.

Effective Date: April 10, 2025.

Agency Contact: Syreeta Stewart, Regulatory Coordinator, Department of Medical Assistance Services, 600 East Broad Street, Suite 1300, Richmond, VA 23219, telephone (804) 298-3863, or email syreeta.stewart@dmas.virginia.gov.

The following guidance document has been submitted for deletion and the listed agency has opened up a 30-day public comment period. The listed agency previously identified this document as a certified guidance document, pursuant to § 2.2-4002.1 of the Code of Virginia. Online users of this issue of the Virginia Register of Regulations may click on the name of a guidance document to view the deleted document and comment. This information is also available on the Virginia Regulatory Town Hall (<http://www.townhall.virginia.gov>) or from the agency contact.

COMMONWEALTH TRANSPORTATION BOARD

Title of Document: [Frequently Asked Questions on the Access Management Regulations and Standards.](#)

Public Comment Deadline: April 9, 2025.

Effective Date: April 10, 2025.

Agency Contact: Steven P. Jack, Regulatory Manager, Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-3885, or email steven.jack@vdot.virginia.gov.

ANNUAL LIST

Section [2.2-4103.1](#) of the Code of Virginia requires annual publication in the Virginia Register of Regulations of guidance document lists from state agencies. A guidance document is defined as "...any document developed by a state agency or staff that provides information or guidance of general applicability to the staff or public to interpret or implement statutes or the agency's rules or regulations..." Agencies are required to maintain a complete, current list of all guidance documents and make the full text of such documents available to the public.

Generally, the format for the guidance document list is: document number (if any), title of document, date issued or last revised, and citation of Virginia Administrative Code regulatory authority or Code of Virginia statutory authority. Questions concerning documents or requests for copies of documents should be directed to the contact person listed by the agency.

BOARD OF ACCOUNTANCY

Copies of the following documents may be viewed or obtained on regular work days from 8:15 a.m. until 5 p.m. at the Board of Accountancy, 9960 Mayland Drive, Suite 402, Henrico, VA 23233, telephone (804) 367-8505, or FAX (804) 527-4409. There are no costs associated with obtaining printed copies of the documents listed.

Questions regarding obtaining copies, interpretation, or implementation of these documents may be directed to Nancy J. Glynn, CPA, Executive Director, at the address provided.

Guidance Documents:

[3638, Board of Accountancy Rights and Responsibilities under the Freedom of Information Act \(FOIA\)](#), 8/22/2019

[5970, Virginia Board of Accountancy \(VBOA\) Policy 1: Trust Account](#), 4/1/2020

[5971, VBOA Policy 2: Continuing Professional Education \(CPE\) Guidelines for Sponsors](#), 8/20/2020

[5972, VBOA Policy 3: Substantially Equivalent Jurisdictions](#), 8/20/2020

[5973, VBOA Policy 4: Continuing Professional Education Guidelines for Certified Public Accountants \(CPAs\)](#), 7/1/2022

[5974, VBOA Policy 5: Publication of Disciplinary Action](#), 12/31/2018

[5975, VBOA Policy 6: CPA and International Qualification Examinations](#), 12/31/2018

[5976, VBOA Policy 7: Peer Review Oversight Committee](#), 12/31/2018

[5977, VBOA Policy 8: Ethics Committee](#), 8/20/2020

[5978, VBOA Policy 9: Inactive Status Procedure for Approval, Denial, or Appeal](#), 3/5/2020

[5979, VBOA Policy 10: Electronic Participation in Virginia Board of Accountancy Meetings](#), 12/12/2019

[6132, Education Handbook](#), 12/5/2024

[6831, Virginia Board of Accountancy Bylaws](#), 4/30/2020

[7030, Disposition of Cases Involving Unlicensed Use of the CPA Title by Previously Licensed Individuals](#), 7/6/2023

[7082, CPE Violation Penalties - Guidelines](#), 9/28/2023

[7155, Delegations of Authority](#), 1/11/2022

[7384, Guidelines for Accreditation of Educational Institutions](#), 12/22/2022

[7544, VBOA Enforcement Processes](#), 8/15/2024

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES

All guidance documents are available at no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov or from the department website where indicated. However, documents may be viewed during regular work days from 9 a.m. until 4 p.m. at the department's central office location at 8004 Franklin Farms Drive, Richmond, VA 23229. Contact the individual listed under the individual document for more information. If no listing appears, contact Cara Kaufman, 8004 Franklin Farms Drive, Richmond, VA 23229, telephone (804) 845-4765. Costs for printing hard copies of these documents vary with the document requested.

Guidance Documents:

Board for Aging and Rehabilitative Services

[4519, Virginia Guide to Supported Employment and Job Coach Training Services](#), 5/13/2015

[4520, Consumer Guide to Self-Employment](#), 7/1/2012

[4525, Long-Term Employment Support Services \(LTISS\) and Extended Employment Services \(EES\) Policy Manual](#), 4/15/2023

[4531, Human Research Procedures Manual](#), 11/30/2021

[4532, Personal Assistance Services Program Handbook](#), 9/12/2011

[4540, State Plan for Independent Living](#), 10/1/2023

[5079, Vendor Application for Licensed Behavioral Health Services Provider A1205](#), 8/1/2014

5081, [Guidance for Provision of Therapeutic Behavioral Services \(TBS\)](#), 1/1/2017

5100, [Virginia State Plan for Aging Services](#), 12/7/2023

5335, [Adult Services \(AS\) Assisted Living Facility Private Pay Assessment Manual](#), 2/1/2024

5346, [AS Auxiliary Grant Policy Manual Chapters A through L and Transmittals](#), 11/9/2023

5348, [AS Assisted Living Facility Public Pay Assessment Manual](#), 2/1/2024

6264, [Licensed Behavioral Health Services Guidance and Fees](#), 10/1/2013

6494, [Work Incentives Specialist Advocate \(WISA\) Manual](#), 4/11/2024

6495, [Virginia Department for the Aging \(VDA\) Aging Services Standards: All Standards Combined](#), 4/4/2019

6496, [Pre-Employment Transition Services Manual](#), 3/16/2023

6497, [Office of State Long-Term Care Ombudsman Policies and Procedures](#), 8/1/2018

6499, [Board and Advisory Council Handbook for Virginia's Area Agencies on Aging](#), 12/23/2015

6500, [Auxiliary Grant in Supportive Housing: Provider Operating Manual](#), 3/16/2023

6501, [User Manual: Uniform Assessment Instrument](#), 2/1/2024

6504, [Assisted Living Facility Relocation Plan](#), 3/14/2024

6758, [Senior Community Service Employment Program Operations Manual](#), 12/26/2019

6883, [State Plan for Assistive Technology](#), 2/16/2023

7713, [Adult Protective Services Minimum First-Year Training Standards](#), 6/6/2024

7851, [Workforce Innovation and Opportunity Act \(WIOA\) Combined State Plan \(2024-2027\): Vocational Rehabilitation \(VR\) and Senior Community Service Employment Program \(SCSEP\) Sections](#), 11/21/2024

4521, [Vocational Evaluation Best Practices Manual](#), 10/28/1993

4522, [Vocational Rehabilitation Policy and Procedure Manual](#), 3/28/2024

4533, [Personal Assistance Services Policy and Procedures Manual Chapters 1 through 5](#), 1/1/2015

4534, [Personal Assistance Services Policy and Procedures Manual Chapters 6 through 14](#), 1/1/2015

4541, [Centers for Independent Living General Policies and Procedures Manual](#), 5/9/2024

4545, [Wilson Workforce and Rehabilitation Center Governance Manual](#), 11/8/2018

5082, [Guidance for the Provision of Community Support Services \(CSS\)](#), 10/24/2024

5158, [VDA National Family Caregiver Support Guidance](#), 7/27/2017

5159, [VDA Cost-Sharing and Fee-for-Service Policy](#), 12/3/2013

5160, [VDA Grants Manual](#), 1/24/2018

5161, [VDA Farm Market Fresh for Seniors Handbook for Farmers](#), 5/11/2023

5162, [Criminal Background Check Policy for Area Agencies on Aging and Subcontractors](#), 7/1/2017

5349, [Adult Services Manual, Chapters 1 through 9](#), 2/1/2024

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Guidance documents are available at the Oliver W. Hill Building, 102 Governor Street, Richmond, VA or on the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

For information about guidance documents of the Department of Agriculture and Consumer Services, including interpretation, please contact:

For guidance documents relating to hemp products, contact Nikeya Thomas at telephone (804) 786-1382.

For guidance documents relating to dairy and foods, contact Pamela Miles at telephone (804) 786-0412.

For guidance documents relating to meat and poultry, contact JoAnn Connell at telephone (804) 786-4569.

For guidance documents relating to approved capture drugs, methods approved for animal euthanasia, commercial breeder guidelines, and the Animal Care Civil Penalty Matrix, contact Dr.Carolynn Bissett at telephone (804) 786-2483.

For guidance documents relating to avian influenza, contact Dr. Carolynn Bissett at telephone (804) 786-2483.

For guidance documents relating to the Milk Commission, contact Crafton Wilkes at telephone (804) 786-2013.

For guidance documents relating to agricultural stewardship, contact Darrell Marshall at telephone (804) 786-3538.

For guidance documents relating to pesticides, contact Nicole Wilkins at telephone (804) 371-6559.

For guidance documents relating to honey bees, contact Keith Tignor at telephone (804) 786-3515.

For guidance documents relating to charitable gaming and charitable solicitations, contact Michael Menefee at telephone (804) 786-3983.

For guidance documents relating to weights and measures (including motor fuel), contact Gary Milton at telephone (804) 786-1274.

Guidance Documents

For guidance documents relating to industrial coproducts or spongy moths, contact David Gianino at telephone (804) 786-3515.

Costs associated with obtaining printed copies of these documents from the agency vary. Guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Guidance Documents:

Charitable Gaming Board

4309, [Use of Proceeds](#), 12/1/2012

4310, [Progressive Games](#), 6/2/2010

4311, [Electronic Pull-Tab Game Displays, Themes, and Sounds](#), 11/14/2012

Board of Agriculture and Consumer Services

756, [Virginia Entry Requirements for Honey Bee Hives and Appliances](#), 12/16/2016

1115, [Industrial Coproducts Guidelines](#), 12/16/2016

1743, [Agricultural Stewardship Act Guidelines](#), 9/12/2024

2552, [Virginia Shipping Requirements for Package Bees and Queens](#), 12/16/2016

3255, [Approved Capture Drugs and Drug Administering Equipment](#), 7/20/2009

3256, [Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements](#), 5/20/2013

3747, [Guidelines for Enforcement of the Virginia Weights and Measures Law Civil Penalty Assessment Decision Matrix](#), 10/1/2008

3748, [Guidelines for Enforcement of the Virginia Code Relating to Motor Fuels and Lubricating Oils Civil Penalty Assessment Decision Matrix](#), 10/1/2008

4100, [Office of Weights and Measures Technical Bulletin Number 2011-2 - Advertisement Signs and Posted Signs with Taxes Included or Excluded and the Total Price Displayed at the Pump](#), 7/1/2011

4307, [Commercial Breeder Guidelines](#), 1/20/2009

5023, [Agents of Virginia Cooperative Extension Program Proctoring Commercial Applicator Examinations](#), 7/3/2012

5024, [Answering Telephone Requests for Pesticide Applicator or Pesticide Business License Examination Scores](#), 7/3/2012

5025, [Applicator Recertification Options; Approval Procedures for Recertification Courses](#), 12/19/2018

5028, [Commercial Carpet Cleaners Who Apply Pesticides for Flea and Tick Control](#), 7/3/2012

5029, [Discontinuance Policy](#), 7/6/2012

5030, [Division of Consumer Protection Administrative Procedure for Compliance Actions](#), 8/7/2012

5031, [Guidelines for Enforcement of the Virginia Pesticide Control Act; Civil Penalty Assessment Decision Matrix](#), 7/2/2012

5033, [Product Registration - When Two Pesticide Products May Be Registered for a Single Fee](#), 9/29/2010

5034, [Product Registration - Submission of 24\(c\) Special Local Need Registration](#), 12/11/2014

5035, [Production Registration - Submission of Labels](#), 12/11/2014

5036, [Registration Label Review](#), 8/24/2017

5037, [Supervision of Registered Technicians, Including Government Employees and Not-for-Hire Individuals](#), 12/19/2018

5328, [Model Ordinance for Use by Localities in Their Regulation of Charitable Solicitations](#), 9/13/2013

6450, [Certification of Individuals Treating Cooling Towers or Swimming Pools](#), 12/19/2018

6451, [Guidelines for Home Manufactured Pet Foods and Treats](#), 12/19/2018

6479, [Guidelines Governing Veterinary Protocols](#), 12/26/2018

CACL MATRIX, [Virginia Comprehensive Animal Care Laws and Related Regulations Civil Penalty Matrix](#), 2/20/2020

LIVESTOCK MATRIX, [Virginia Livestock and Poultry Law and Related Regulations Civil Penalty Matrix](#), 2/20/2020

OACER 2018-01, [Guidelines Governing the Approval of Continuing Education Training for Animal Control Officers](#), 1/1/2018

ODF EDIBLE MATRIX, [Virginia Industrial Hemp Extract Intended for Human Consumption Law Civil Penalty Matrix](#), 7/10/2023

OPIS 2020-01, [Guidelines for Beehive Distribution Program](#), 7/31/2020

OPIS Spongy Moth, [Virginia Cooperative Spongy Moth Suppression Program, 2023 Guidelines](#), 9/15/2022

OPS, [Office of Pesticide Services - Administrative Procedure for Compliance Actions](#), 12/19/2018

OWM 2017-01, [Guidelines for Approval of Public Weighmaster Licenses](#), 4/1/2017

Produce Safety Matrix, [Virginia Produce Safety Law and Related Regulations Civil Penalty Matrix Guidelines for Enforcement](#), 3/4/2021

State Milk Commission

2727, Virginia State Milk Commission Monthly Report Audit Manual, 11/27/2012

VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY

Copies of guidance documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the office of the Virginia Alcoholic Beverage Control Authority, 7450 Freight Way, Mechanicsville, VA 23116. Copies may be obtained free of charge from and questions regarding interpretation or implementation of these documents may be directed to LaTonya D. Hucks-Watkins, Senior Legal Counsel, at the same address, telephone (804) 213-4698, FAX (804) 213-4574, or email latonya.hucks-watkins@virginiaabc.com. Guidance documents are available electronically for no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Guidance Documents:

Virginia Alcoholic Beverage Control Board of Directors

Issued Quarterly, Licensee Newsletter Spring 2003, 3/1/2003

1843, Farm Winery Remote Festivals Bulletin, 7/19/2001

1847, Licensee Bulletin Vol. 56, No. 1: Mixed-Beverage Restaurant, 1/1/2000

1850, Virginia's Licensing Process Brochure, 1/1/2002

1851, Retail Licensee Guide, 1/1/2001

1854, Circular Letter 84-3: Wholesaler Financial Interest, 1/1/1984

1855, Licensee Bulletin Vol. 56, No. 3: Types of Licenses, 1/1/2000

1856, Licensee Bulletin Vol. 56, No. 4: Operating a Licensed Club, 1/1/2000

1857, Wholesale Licensee Bulletin, 12/1/2017

1858, Circular Letter 84-4: Recordkeeping, 12/26/1984

1859, Circular Letter 85-5: Retail License Food Requirements, 3/26/1985

1860, Circular Letter 85-6: Wholesalers and Manufacturers Nonalcoholic Merchandise, 5/31/1985

1861, Circular Letter 87-1: Gifts and Contributions, 1/28/1987

1864, Circular Letter 88-3: Gifts of Money or Property, 9/7/1988

1866, Circular Letter 90-1: Information Exchange with Virginia Department of Taxation, 3/1/1990

1870, Circular Letter 94-1: Suspension of Licenses, 3/16/1994

1871, Circular Letter 98-1: Sponsoring Public Events, 1/1/1998

1872, Circular Letter 98-2: Wine Festivals, 2/1/1998

1873, Circular Letter 01-1: Cooperative Advertising Alcoholic Beverages, 1/1/2001

1874, Circular Letter 01-2: Coupons, 2/1/2001

1876, Circular Letter 84-8: Retailer Shelf Space Plans, 12/26/1984

1881, Circular Letter 85-9: Cooperative Advertising of Nonalcoholic Merchandise, 1/1/1985

3397, Circular Letter 06-04: Solicitor Tasting Permits, 9/1/2006

3401, Circular Letter 07-04: Off-Premise Retail Delivery Permit, 7/1/2007

3394, Circular Letter 06-01: CO₂ Filters Provided to Retailers, 2/14/2006

3398, Circular Letter 07-01: Limitations on Wine and Beer Shippers, 4/23/2007

3400, Circular Letter 07-03: Expenditures by Manufacturers at Tasting Events, 6/29/2007

3402, Circular Letter 07-05: In-State Delivery Permit, 7/1/2007

3403, Circular Letter 07-08: Tasting Events, 12/15/2007

5750, Virginia Alcoholic Beverage Control (ABC) License Application, 9/3/2012

5805, Circular Letter 15-04: Special Events, 6/5/2015

5806, Circular Letter 15-03: Advertising via Social Media, 8/4/2015

5807, Circular Letter 15-02: Limited Brewery Licenses Process Guidance, 8/4/2015

5808, Circular Letter 15-01: Distilled Spirits Table Service, 8/4/2015

5809, Circular Letter 14-03: Infusion of Distilled Spirits, 8/4/2015

5810, Circular Letter 14-02: Brewery Licenses Interstate Transfer and Sale of Beer, 8/4/2015

5811, Circular Letter 14-01: Product Approval of Gift Packages, 8/4/2015

5812, Circular Letter 13-03: Brewery Licenses Registration and Product Approval, 8/4/2015

5813, Circular Letter 13-01: Prices Charged to Wholesale Distributors by Wineries and Breweries, 8/4/2015

5814, Circular Letter 12-02: Purchase Orders, 8/4/2015

Guidance Documents

5815, Circular Letter 09-01: Wine and Beer Wholesaler Invoices, 8/4/2015

5817, Beer Wholesalers Letter 2015: Monthly Reporting and Payment of Tax, 8/7/2015

5818, Wine Wholesalers - Monthly Reporting and Payment of Tax, 8/10/2015

5819, Farm Wineries - Records, Reporting and Taxes, 8/10/2015

5820, Vendors and Brokers Supplier Manual, 8/10/2015

5850, Circular Letter 15-05; Delivery of Samples to Retail Licensees, 11/18/2015

5949, Circular Letter 15-06: Temporary Extensions Increase, 12/30/2015

5958, Circular Letter 16-01: Distillery Store Events, 2/2/2016

5983, Circular Letter 16-02: Wineries, Farm Wineries, and Brewery Tasting Rooms, 3/23/2016

6201, Brewery License Bulletin, 12/1/2017

16-03, Circular Letter 16-03: Licensees with On-Premises and Mixed-Beverage Privileges, 4/7/2016

17-01, Channel Pricing for Retail Licensees Possessing Both On-Premises and Off-Premises Privileges, 4/25/2017

17-02, Agency Liability for Delivery Permittees, 5/3/2017

19-02, Wine and Beer Wholesalers Tastings, 9/19/2019

19-03, Manufacturing on Brewery Premises, 9/19/2019

19-04, Shared Equipment and Alternation of Premises between Manufacturing Types, 10/17/2019

20-01, Retail Licensee Bulletin; Marketplace Licenses, 11/17/2020

21-01, 2021 Retail Licensee Bulletin, 5/3/2021

21-02, Approval of Outdoor Dining Areas, 7/22/2021

21-03, June 2021 Retail Licensee Bulletin; Expiration of Pre-reform Licenses, 6/2/2021

22-01, Definitions for the Words "Designer" and "Vintage" as They Are Used within the Context of 3VAC5-70-230, 5/5/2022

23-01, Label Approval for Cross-Over Products, 7/3/2023

COMMISSION ON THE VIRGINIA ALCOHOL SAFETY ACTION PROGRAM

A copy of the following documents may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Commission on Virginia Alcohol Safety Action Program, 701 East Franklin Street, Suite 1110, Richmond, VA 23219. A

copy may also be obtained free of charge by contacting Christopher Morris at email chris.morris@vasap.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Christopher Morris at email chris.morris@vasap.virginia.gov.

Guidance Documents:

2023COVCM, Commission on the Virginia Alcohol Safety Action Program (VASAP) Certification Manual, 1/3/2023

2024IIPPM, Ignition Interlock and Remote Alcohol Monitoring Process and Procedure Manual, 2/24/2023

6762, VASAP Operational Guidelines, 1/1/2022

AUDITOR OF PUBLIC ACCOUNTS

Copies of guidance documents for the Auditor of Public Accounts (APA) are available at no charge on the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or on the APA's website at http://www.apa.virginia.gov/APA_Reports/guidelines.aspx.

Questions regarding interpretation or implementation of these documents may be directed to Rachel Reamy, Auditor, Auditor of Public Accounts, telephone (804) 362-8436, or email rachel.reamy@apa.virginia.gov.

Guidance Documents:

ABC SPEC24, Specifications for Audits of Authorities, Boards, and Commissions, 10/1/2024

CCT SPEC24, Specifications for Audits of Counties, Cities, and Towns, 10/1/2024

GRAcct24, General Receiver Accounting Manual, 6/1/2024

Sheriffs24, Virginia Sheriffs Accounting Manual, 7/1/2024

UFRM24, Uniform Financial Reporting Manual, 10/1/2024

VIRGINIA DEPARTMENT OF AVIATION

For questions regarding the Airport Program Manual or to request a copy, please contact Susan Simmers with the Airport Services Division of the Virginia Department of Aviation (DOAV) at 5702 Gulfstream Road, Richmond, VA 23250, telephone (804) 236-3636, or email susan.simmers@doav.virginia.gov.

This guidance document is available for no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

A printed copy of the Airport Program Manual may be viewed at the DOAV office at 5702 Gulfstream Road, Richmond, VA 23250.

A printed copy may be obtained from DOAV at no charge.

Guidance Document:

Airport Program Manual - August 2021, 8/1/2021

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Included in the detailed listing for each Department of Behavioral Health and Developmental Services (DBHDS) guidance document is the name and contact information of the staff person who can respond to interpretive or implementation questions. All departmental guidance documents are available electronically on the Virginia Regulatory Town Hall at www.townhall.virginia.gov. There may be a nominal charge if an individual requests that the department mail a paper copy of any of these documents. Any questions regarding the posting of any DBHDS guidance documents should be directed to Susan Puglisi, Regulatory Research Specialist, telephone (804) 225-2252, FAX (804) 371-4609, or email susan.puglisi@dbhds.virginia.gov.

State Board of Behavioral Health and Developmental Services

Guidance Documents:

[DD 1, 2021 Person-Centered Individual Support Plan Guidance, 6/7/2021](#)

[DD 4, Direct Support Professional \(DSP\) and DSP Supervisor Developmental Disability \(DD\) Waiver Orientation and Competencies Protocol, 3/27/2020](#)

[DD 5, DBHDS DD Support Coordination \(Case Management\) Handbook, 11/25/2021](#)

[DD 6, Supported Decision-Making Agreement Draft Sample, 7/15/2022](#)

[DD 7, Individual and Family Support Funding Guidelines \(Fiscal Year 2024\), 9/12/2024](#)

[DD 8, Case Management Operational Guidelines 2023, 3/2/2023](#)

[FOR 1, Guidelines for the Management of Individuals Found Not Guilty by Reason of Insanity, 3/3/2022](#)

[FOR 3, Not Guilty by Reason of Insanity: Reference Manual for Community Service Boards and Behavioral Health Authorities, 1/15/2017](#)

[FOR 4, Adult Outpatient Competency Restoration Manual for Community Service Boards and Behavioral Health Authorities, 1/15/2017](#)

[FOR 5, Forensic Evaluation Oversight Manual, 8/24/2023](#)

[FOR 6, Additional Information on §§ 19.2-169.1 and 19.2-169.2 of the Code of Virginia, 11/9/2023](#)

[LIC 6, Guidance for Selected Licensing Regulations, 11/25/2014](#)

[LIC 8, Fall Risk Assessments, 6/5/2017](#)

[LIC 9, Nutrition Guidelines and Form, 6/5/2017](#)

[LIC 10, Guidance on Ceiling Height Requirements, 6/8/2017](#)

[LIC 12, Guidance for Certificate of Use and Occupancy, 6/9/2017](#)

[LIC 15, Guidance for Counseling in Medication-Assisted Opioid Treatment Services, 3/1/2018](#)

[LIC 16, Guidance for Quality Improvement Plan, 11/28/2020](#)

[LIC 17, Guidance for Serious Incident Reporting, 11/28/2020](#)

[LIC 18, Individuals with Developmental Disabilities with High-Risk Health Conditions, 6/1/2020](#)

[LIC 19, Corrective Action Plans \(CAPs\), 8/22/2020](#)

[LIC 20, Incident Reporting, 8/22/2020](#)

[LIC 21, Guidance for Risk Management, 8/27/2020](#)

[MH-CSB 2, Discharge Assistance Program Manual, 11/30/2018](#)

[OHR 1, Reporting Peer-on-Peer Aggressions as Potential Neglect, 6/23/2023](#)

[OHR 2, Guidance on Monitoring Devices, 9/16/2024](#)

[ORS 1, Certified Recovery Residences, 3/7/2020](#)

[Part C 5, Child Indicators Booklet, 12/20/2018](#)

[Part C 9, Early Intervention Practice Manual, 7/9/2021](#)

VIRGINIA BIRTH-RELATED NEUROLOGICAL INJURY COMPENSATION PROGRAM

Copies of the following document may be viewed or obtained on regular work days from 8:30 a.m. until 5 p.m. at the office of the Virginia Birth-Related Neurological Injury Compensation Program, 7501 Boulders View Drive, Suite 600, Richmond, VA 23225, telephone (804) 330-2471, or FAX (804) 330-3054. There are no costs associated with obtaining copies of the document listed. The document may be viewed using the link provided or on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Please address any questions concerning the guidance document to Dawn McCoy, Executive Director, telephone (804) 330-2471, or email dmccoy@vabirthinjury.com.

Guidance Document:

[6252, Administrative Guidance Regarding Changes in the Program's Manner of Processing Claims, 8/15/2017](#)

DEPARTMENT FOR THE BLIND AND VISION IMPAIRED

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. at the administrative headquarters building of the Department for the Blind and Vision Impaired, 397 Azalea Avenue, Richmond, VA 23227. Copies of these documents may be obtained at a cost of \$.10 per page by contacting Rebecca S. Askew, Senior Policy Analyst, at the same address, telephone (804) 371-3184, FAX (804) 371-3157, or email rebecca.askew@dbvi.virginia.gov.

Guidance Documents

Questions regarding the interpretation or implementation of these documents may also be directed to Rebecca S. Askew.

Guidance Documents:

[7285, Vocational Rehabilitation Policy and Procedure Manual, 12/7/2022](#)

[7286, Education Services Policy and Procedure Manual, 12/7/2022](#)

[7287, Low Vision Policy and Procedures Manual, 12/7/2022](#)

[7289, Department for the Blind and Vision Impaired \(DBVI\) Orientation and Mobility Procedure Manual, 12/7/2022](#)

[7290, DBVI Rehabilitation Technology Manual, 12/7/2022](#)

[7291, DBVI Rehabilitation Teaching and Independent Living Policy and Procedures Manual, 12/7/2022](#)

[7292, Virginia Rehabilitation Center for the Blind and Vision Impaired Policy and Procedure Manual, 12/7/2022](#)

[7332, Virginia Enterprises Policies and Procedures, 12/16/2022](#)

VIRGINIA CANNABIS CONTROL AUTHORITY

Documents are available using the links provided or at no charge on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov>. Please address any questions concerning the guidance documents to Jake Shuford at email jake.shuford@cca.virginia.gov.

Guidance Document:

[7661, Guidance Document Regarding Safe and Compliant Home Cultivation of Cannabis, 2/2/2023](#)

OFFICE OF CHILDREN'S SERVICES

Copies of the following documents may be viewed during regular work days from 9 a.m. to 5 p.m. at the Office of Children's Services, 1604 Santa Rosa Road, Suite 137, Richmond, VA 23229, telephone (804) 662-9815, or FAX (804) 662-9831. Copies may be obtained by contacting Kristi Schabo at the same address, telephone (804) 662-9815, or FAX (804) 662-9831. Documents are available at no charge on the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

Questions regarding the interpretation or implementation of these documents may also be directed to Kristi Schabo at the same address and contact points.

Guidance Documents:

[Policy Manual 2024, Policy Manual for the Children's Services Act, 10/1/2024](#)

[Spec Ed and CSA 2024, Special Education and the Children's Services Act, 11/1/2024](#)

[User Guide 2024, User Guide for the Children's Services Act, 11/1/2024](#)

CHRISTOPHER NEWPORT UNIVERSITY

Copies of the Christopher Newport University guidance documents may be viewed during regular work days from 9 a.m. until 4 p.m. in the Office of Institutional Research, 1 Avenue of the Arts, Newport News, VA 23606. Copies may be obtained free of charge by contacting Tamra McGrath at the same address, telephone (757) 594-7609, or email ir@cnu.edu. Copies are also available free of charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov. Questions regarding interpretation or implementation of these documents may also be directed to Tamra McGrath at the same address and contact points.

Guidance Documents:

[Catalog 1, Undergraduate Catalog, 12/31/2024](#)

[Catalog 2, Graduate Catalog, 12/31/2024](#)

[Handbook 1, University Handbook, 12/31/2024](#)

[Handbook 2, Student Handbook, 12/31/2024](#)

[Handbook 3, Residence Life Handbook, 12/31/2024](#)

VIRGINIA CODE COMMISSION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Code Commission, General Assembly Building, 201 North Ninth Street, Fourth Floor, Richmond, VA 23219. Copies may be obtained free of charge by contacting Erin Comerford at the same address, telephone (804) 698-1882, or email ecomerford@dls.virginia.gov.

Guidance Document:

[Form, Style, and Procedure Manual for Publication of Virginia Regulations, revised 2014, § 2.2-4104](#)

DEPARTMENT OF CONSERVATION AND RECREATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Policy Office of the Department of Conservation and Recreation, 600 East Main Street, 24th Floor, Richmond, VA 23219. The Policy Office serves as the central repository for the Department of Conservation and Recreation, the Board of Conservation and Recreation, the Virginia Soil and Water Conservation Board, the Virginia Cave Board, and the Virginia Land Conservation Foundation. In some cases, individual copies of certain documents may also be viewed at the department's regional offices or at Virginia State Parks.

Questions regarding availability, interpretation, or implementation of these documents may be directed to Lisa McGee, Policy and Planning Director, Department of Conservation and Recreation, 600 East Main Street, 24th Floor, Richmond, VA 23219, telephone (804) 786-4378, FAX

(804) 786-6141, or email lisa.mcgee@dcr.virginia.gov. Other staff may be assigned to answer specific questions regarding documents.

Guidance Documents:

Board of Conservation and Recreation

DCR-BCR-001, Community Flood Preparedness Fund Guidelines, 3/1/2021

DCR-PRR-001, 2018 Virginia Outdoors Plan, 1/1/2018

DCR-PRR-002, Virginia Recreational Trails Program, 8/1/2019

DCR-PRR-003, Land and Water Conservation Fund Application Manual, 3/15/2022

DCR-PRR-004, Guide to Citizen Involvement in the Scenic River Designation Process, 12/15/2015

DCR-VLCF-002, Virginia Land Conservation Foundation Grant Manual, 7/12/2022

DCR-VLCF-003, Land Preservation Tax Credits - Conservation Value Review Criteria, 3/27/2009

DCR-VLCF-004, Procedural Guidelines for Land Conservation Tax Credits Conservation Value Review, 12/12/2006

DCR-VLCF-005, Virginia Land Preservation Tax Credit Brochure, 1/10/2022

DCR-VLCF-006, Land Preservation Tax Credit Questions and Answers, 3/8/2022

DCR-VLCF-007, Virginia Land Conservation Foundation Guidance Document on Conservation Easement Dispute Resolution, 10/27/2015

Virginia Soil and Water Conservation Board

7672, 2025 Dam Safety, Flood Prevention, and Protection Assistance Fund Grant Manual, 10/12/2023

DCR-VSWCB-019, Virginia Soil and Water Conservation Board Guidance on Impounding Structure Ownership, 9/7/2016

DCR-VSWCB-021, Credits and Refunds of Dam Safety Certificate Application Fees, 11/30/2010

DCR-VSWCB-022, Agricultural Exemption, 11/30/2010

DCR-VSWCB-023, Roadways on or below Impounding Structures, 11/30/2010

DCR-VSWCB-033, Financial Commitments for Establishment of a New Soil and Water Conservation District or Realignment of an Existing District, 10/15/2003

DCR-VSWCB-036, Freedom of Information Act Requirements for Resource Management Plans Program

Implementation by Soil and Water Conservation District Boards and Technical Review Committees, 9/27/2018

DCR-VSWCB-037, New Probable Maximum Precipitation (PMP) Implementation, 3/29/2018

DCR-VSWCB-038, Dam Break Inundation Zone Modeling and Mapping Procedures, 9/27/2018

DCR-VSWCB-039, Impounding Structure Hazard Classification Procedures, 9/7/2016

DCR-VSWCB-040, Determination of Insurance Levels in Accordance with § 10.1-605 of the Code of Virginia, 9/7/2016

DCR-VSWCB-041, Virginia Dam Safety Program Enforcement Manual, 9/7/2016

DCR-VSWCB-042, Use of Overtopping Protection Systems on Existing Dams, 12/6/2017

DCR-VSWCB-043, Engineering Job Approval Authority Procedures, 12/6/2017

DCR-VSWCB-047, Methodology for Identifying Perennial Streams, 12/16/2020

VSWCB-DCR-046, Design and Use of Devices to Lower the Reservoir Water Level, 12/16/2020

STATE CORPORATION COMMISSION

Office of the Clerk of the Commission

Most business entity and Uniform Commercial Code (UCC) documents may be viewed and printed from the online Clerk's Information System (CIS) at <https://cis.scc.virginia.gov/>. Copies of forms and documents may also be obtained free of charge by writing the Clerk's Office at P.O. Box 1197, Richmond, VA 23218-1197 or by contacting the Clerk's Office by telephone (804) 371-9733 or toll-free (866) 722-2551.

Most of the business entity forms may be downloaded from the Clerk's Office section on the State Corporation Commission's website at <https://scc.virginia.gov/pages/forms-and-fees>.

Questions regarding interpretation or implementation of the forms and documents may be directed to Bernard J. Logan, Clerk of the Commission, State Corporation Commission, Tyler Building, First Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9733, or toll-free (866) 722-2551. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Bureau of Financial Institutions

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the State Corporation Commission, Bureau of Financial Institutions, Tyler Building, Eighth Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 640, Richmond, VA 23218-0640. Copies may be obtained free

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of charge by contacting the bureau at the same address, telephone (804) 371-9657, FAX (804) 371-9416, or email bfquestions@scc.virginia.gov. The documents are also available online at <http://www.scc.virginia.gov>.

Questions regarding interpretation or implementation of these documents may be directed to E.J. Face, Jr., Commissioner of Financial Institutions, Bureau of Financial Institutions, Tyler Building, Eighth Floor, 1300 East Main Street, Richmond, VA 23219, telephone (804) 371-9659, FAX (804) 371-9416, or email bfquestions@scc.virginia.gov. The mailing address is P.O. Box 640, Richmond, VA 23218-0640.

Banks

BFI-AL-0201, Application for a Branch Office, revised and reissued June 1, 2011, §§ 6.2-831 and 6.2-1133 of the Code of Virginia

BFI-AL-0202, Investment by Banks in Shares of Investment Companies, issued August 10, 1987, § 6.2-874 of the Code of Virginia

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued June 1, 2011, §§ 6.2-874, 6.2-1186, and 6.2-1187 of the Code of Virginia

BFI-AL-0204, Investment in Community Development Corporations, revised and reissued April 20, 2016, § 6.2-874 of the Code of Virginia

BFI-AL-0205, Securities Rating Services, revised and reissued February 26, 2014, § 6.2-875 of the Code of Virginia

BFI-AL-0206, Loans in Violation of § 6.2-875, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia

BFI-AL-0207, Obligations Subject to the Limits Specified, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia

BFI-AL-0208, Exceptions to Lending Limits for State-Chartered Banks, revised and reissued June 1, 2011, § 6.2-875 of the Code of Virginia

BFI-AL-0209, Right of Offset by Holders of Subordinated Bank Debt, revised and reissued June 1, 2011, §§ 6.2-875 and 6.2-890 of the Code of Virginia

BFI-AL-0210, Loans Secured by Real Estate, revised and reissued May 4, 2021, §§ 6.2-878 and 6.2-879 of the Code of Virginia

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued June 1, 2011, §§ 6.2-904 and 6.2-1195 of the Code of Virginia

BFI-AL-0214, Responsibility of Directors for Legal Lending Limit Violations, revised and reissued June 1, 2011, § 6.2-875 H of the Code of Virginia

BFI-AL-0215, Bank-Owned Life Insurance, revised and reissued June 1, 2011, §§ 6.2-808, 6.2-814 A, 13.1-627 A 14, 13.1-627 A 15, and 38.2-302 A 3 of the Code of Virginia

BFI-AL-0216, Payment of Dividends, issued March 27, 2012, §§ 6.2-869 and 6.2-708 of the Code of Virginia

Savings Institutions

BFI-AL-0201, Application for a Branch Office, revised and reissued June 1, 2011, §§ 6.2-831 and 6.2-1133 of the Code of Virginia

BFI-AL-0203, Loans Secured by Stock of Financial Institutions Holding Companies, revised and reissued June 1, 2011, §§ 6.2-874, 6.2-1186, and 6.2-0187 of the Code of Virginia

BFI-AL-0212, Outside Auditor Access to Virginia Examination Reports, revised and reissued June 1, 2011, §§ 6.2-904 and 6.2-1195 of the Code of Virginia

BFI-AL-0301, Investment in Capital Stock of USL Savings Institutions Insurance Group, Ltd., revised and reissued June 1, 2011, §§ 6.2-1110 and 6.2-1186 A 22 of the Code of Virginia

BFI-AL-0303, Investment by Virginia Savings Institutions in Shares of Open-End Management Investment Companies, revised and reissued June 1, 2011, § 6.2-1186 A 21 of the Code of Virginia

Certain Lending Practices

BFI-AL-0703, Rebate of Unearned Installment Loan Interest by Banks - Rule of 78, revised and reissued June 1, 2011, §§ 6.2-401, 6.2-403, 6.2-423, and 6.2-1409 of the Code of Virginia

Credit Unions

BFI-AL-0401, Investments of Funds by Credit Unions, revised and reissued February 22, 2017, § 6.2-1376 of the Code of Virginia

BFI-AL-0402, Third Parties that Provide Data Processing Services to Credit Unions, issued February 13, 2018, Chapter 13 (§ 6.2-1300 et seq.) of Title 6.2 of the Code of Virginia

Interest and Usury

BFI-AL-0701, Judgment Rate of Interest, revised and reissued June 1, 2011, § 6.2-302 of the Code of Virginia

BFI-AL-0702, Charges on Subordinate Mortgage Loans by Certain Lenders, revised and reissued June 1, 2011, § 6.2-327 of the Code of Virginia

Mortgage Lenders and Brokers

BFI-AL-1603, Compensating or Offering to Compensate Unlicensed Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1600 of the Code of Virginia

BFI-AL-1605, Compensation of Unlicensed Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1625 of the Code of Virginia

BFI-AL-1606, Charging "Assignment Fees" to Borrowers, revised and reissued June 1, 2011, § 6.2-326 of the Code of Virginia

BFI-AL-1607, Fees Charged by Mortgage Brokers, revised and reissued June 1, 2011, § 6.2-1616 B 4 of the Code of Virginia

BFI-AL-1610, Prepayment Penalties in Alternative Mortgage Transactions, revised and reissued June 1, 2011, §§ 6.2-422 and 6.2-423 of the Code of Virginia

BFI-AL-1611, Nontraditional Mortgage Products, revised and reissued June 1, 2011

Short-Term Lenders

BFI-AL-1802, Threatening Criminal Proceedings, revised and reissued June 1, 2011, § 6.2-1816

Publications

Listed documents without a link may be found at: <https://www.scc.virginia.gov/pages/reports-publications>, or contact the Bureau of Financial Institutions at telephone (804) 371-9657, FAX (804) 371-9416, or email bfquestions@scc.virginia.gov.

"Bank Director Responsibilities," revised October 2010, <https://scc.virginia.gov/getattachment/f1316445-afd2-4c01-aa77-b8a06c9aced6/bankresp.pdf>

"Annual Report of the Bureau of Financial Institutions - Banks, Credit Unions, Savings Institutions, and Trust Companies," published on an annual basis

"Annual Report of the Bureau of Financial Institutions - Mortgage Lender and Broker Licensees and Industrial Loan Associations," published on an annual basis

"Annual Report of the Bureau of Financial Institutions - Money Transmitters, Credit Counseling Agencies, and Debt Settlement Services Providers," published on an annual basis

"Annual Report of the Bureau of Financial Institutions - Consumer Finance Licensees, Short Term Lender Licensees, Check Cashers, Motor Vehicle Title Lender Licensees, Sales-Based Financing Provider Registrants," published on an annual basis

"Annual Report of the Bureau of Financial Institutions - Qualified Education Loan Servicers" published on an annual basis

"Summary of Operations of the Bureau of Financial Institutions," published annually to provide information regarding the bureau's regulatory activities, <https://www.scc.virginia.gov/bfi/sumops.aspx>

"The Compliance Connection," regulatory news for Virginia mortgage lender, mortgage broker, and mortgage loan originator licensees

Consumer Resources

Guidelines for Assistance, <https://www.scc.virginia.gov/pages/file-complaint-consumers>

Mortgage Delinquency and Foreclosure, <https://www.scc.virginia.gov/pages/Mortgage-Delinquency-and-ForeclosureScamPrevention>, <https://www.scc.virginia.gov/pages/Scam-Prevention-Fake-Website-Scams>

E-Mail Phishing Scams Circulate on the Internet, [https://www.scc.virginia.gov/consumers/banks-consumer-lenders/consumer-resources/e-mail-phishing-scams-circulate-on-the-internet-\(1/](https://www.scc.virginia.gov/consumers/banks-consumer-lenders/consumer-resources/e-mail-phishing-scams-circulate-on-the-internet-(1/)

Notice to Virginia Residents Regarding Virtual Currency, <https://www.scc.virginia.gov/consumers/banks-consumer-lenders/consumer-resources/notice-to-virginia-residents-regarding-virtual-cur/>

Rate Lock Information, <https://www.scc.virginia.gov/pages/rate-lock-information>

Other Documents

Bureau of Financial Institutions Confidentiality Policy, <https://scc.virginia.gov/pages/confidentiality-policy>

Online Payment Information, <https://scc.virginia.gov/pages/BFI-on-line-payment>

Health Benefits Exchange Division

Copies of the following documents may be viewed during regular workdays from 8:15 a.m. until 5 p.m. in the Virginia State Corporation Commission, Health Benefit Exchange Division, 1111 East Main Street, 18th Floor, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained at the cost of \$0.50 per page.

Questions regarding interpretation or implementation of these documents may be directed to Keven Patchett, Director, Health Benefit Division, 1111 East Main Street, 18th Floor, Richmond, VA 23219, or email exchangedivision@scc.virginia.gov.

Guidance Documents for Exchange Stakeholders:

Assister Frequently Asked Questions, Informational Updates, and Resources, December 2024, <https://www.marketplace.virginia.gov/cacscdos>

Agent Frequently Asked Questions, Informational Updates, and Resources, December 2024, <https://www.marketplace.virginia.gov/agents>

Guidance Documents

Carrier Frequently Asked Questions, Informational Updates, and Resources, December 2024, <https://www.marketplace.virginia.gov/carriers>

Navigator Frequently Asked Questions, Informational Updates, and Resources, December 2024, <https://www.marketplace.virginia.gov/navigation>

Guidance Documents for Exchange Consumers:

Consumer Glossary, October 2023, <https://www.marketplace.virginia.gov/sites/default/files/2023-10/VIM-024-Glossary-En-1.3.pdf>

Consumer Frequently Asked Questions, December 2024, <https://www.marketplace.virginia.gov/faqs>

Bureau of Insurance

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the office of the State Corporation Commission, Bureau of Insurance, Tyler Building, Sixth Floor, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1157, Richmond, VA 23218. For general information, call the Bureau of Insurance at telephone (804) 371-9741 or toll-free in Virginia at (800) 552-7945.

Questions regarding interpretation or implementation of these documents may be directed to Rebekah Allen, Chief Policy Advisor. Single copies of each document listed may be obtained free of charge by contacting Ms. Allen at P.O. Box 1157, Richmond, VA 23218, telephone (804) 371-9694, or FAX (804) 371-9873. Most of these documents are available online at the State Corporation Commission's website at <https://scc.virginia.gov/pages/insurance>.

Administrative Letters:

Administrative Letter 1977-4, 1977 Insurance Legislation, issued April 15, 1977, <https://www.scc.virginia.gov/getattachment/0f9398b0-a0f0-4b41-beca-a0e733b04b16/77-4.pdf>

Administrative Letter 1977-5, Readable Insurance Policies - Automobile, Fire, and Homeowners Policies, issued May 9, 1977, §§ 38.2-2107 (formerly § 38.1-367.1) and 38.2-2224 (formerly § 38.1-387.1), <https://www.scc.virginia.gov/getattachment/01aa3dea-65b8-4b09-88f3-53aa0071c97b/77-5.pdf>

Administrative Letter 1977-6, 1977 Acts of the General Assembly of Virginia, issued May 9, 1977, §§ 38.2-2201 (formerly § 38.1-380.1), 38.2-2202 (formerly § 38.1-380.2) and 46.2-465 (formerly § 46.1-497.1), <https://www.scc.virginia.gov/getattachment/5ed161a8-263e-468f-9cfd-e9b4e643c64b/77-6.pdf>

Administrative Letter 1977-7, Assignment of Driving Record Points, issued May 9, 1977, § 38.2-1904 (formerly § 38.1-279.33), <https://www.scc.virginia.gov/getattachment/fe399f3f-a28d-49c6-a14f-64a4b52aa4c4/77-7.pdf>

Administrative Letter 1977-8, 1977 Acts of the General Assembly of Virginia, issued May 12, 1977, §§ 38.2-2118 (formerly § 38.1-279.49:1), 38.2-2204 (formerly § 38.1-381), 38.1-389.3 (Repealed 1996) and 38.2-2807 (formerly § 38.1-781), <https://www.scc.virginia.gov/getattachment/55c6c37c-4007-4e1b-b8dd-bd9c7088b46d/77-8.pdf>

Administrative Letter 1977-9, 161 Private Passenger Car Class Plan, issued May 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33), 38.2-1910 (formerly § 38.1-279.38) and 38.2-2213 (formerly § 38.1-381.6), <https://www.scc.virginia.gov/getattachment/9d485634-69df-44e8-baf3-62e90cb55375/77-9.pdf>

Administrative Letter 1977-11, Automobile Rate Classification Statement, issued July 15, 1977, § 38.2-2214 (formerly § 38.1-381.7), <https://www.scc.virginia.gov/getattachment/053543cb-2956-4cd7-aed0-46d7d53e3f27/77-11.pdf>

Administrative Letter 1977-14, Assignment of Driving Record Points, issued July 26, 1977, §§ 38.2-1904 (formerly § 38.1-279.33) and 38.2-1928 (formerly § 38.1-279.56), <https://www.scc.virginia.gov/getattachment/2f39c876-37d1-4aa7-ace7-0ff8991ee06e/77-14.pdf>

Administrative Letter 1978-2, 1978 Acts of the General Assembly of Virginia, issued May 31, 1978, <https://www.scc.virginia.gov/getattachment/0b35a466-d62c-4270-b074-9aca58fe8e8f/78-2.pdf>

Administrative Letter 1978-5, (i) Amendment of §§ 38.1-348.7 and 38.1-348.8 of the Code of Virginia Relating to Coverages for Mental, Emotional, or Nervous Disorders, Alcohol, and Drug Dependence; (2) Enactment of § 38.1-348.9 of the Code of Virginia Relating to Optional Obstetrical Services Coverages in Group Insurance Plans and Policies; and (3) Enactment of § 38.1-348.10 of the Code of Virginia to Prohibit Exclusion or Reduction of Benefits under a Group Accident and Sickness Insurance Policy on a Group Prepaid Service Plan Issued Pursuant to Title 32.1 of the Code of Virginia on the Basis of Such Benefits Being Also Payable under an Individual Policy or Contract, issued June 15, 1978, §§ 38.2-3412 (formerly § 38.1-348.7), 38.2-3413 (formerly § 38.1-348.8), 38.2-3414 (formerly § 38.1-348.9) and 38.2-3415 (formerly § 38.1-348.10), <https://www.scc.virginia.gov/getattachment/177f0155-29dc-4788-b365-6c9564af73b4/78-5.pdf>

Administrative Letter 1978-7, Policy Form Filings for Maintenance of Mutual Assessment Fire Insurance Company, issued June 8, 1978, <https://www.scc.virginia.gov/getattachment/24790ebf-b8c3-4a4f-818e-b191c15f5fe6/78-7.pdf>

Administrative Letter 1978-8, The Use and Filing of Policy Forms for Title Insurance Policies and Interim Binders, issued July 31, 1978, § 38.2-1003 (formerly § 38.1-76), <https://www.scc.virginia.gov/getattachment/55e94892-4643-4269-be90-5b1d3282427e/78-8.pdf>

Administrative Letter 1978-10, Notice of Refusal to Renew, issued September 12, 1978, § 38.2-2212 (formerly § 38.1-

381.5), <https://www.scc.virginia.gov/getattachment/a14d6849-7449-4ec6-af33-b322e9060759/78-10.pdf>

Administrative Letter 1978-12, International Organization for Standardization (ISO) Copyright on Standard Forms, issued October 11, 1978, <https://www.scc.virginia.gov/getattachment/11e0e917-4079-4ace-826f-7f4b06ea0c24/78-12.pdf>

Administrative Letter 1978-13, Street Address of Branch Offices, issued October 25, 1978, <https://www.scc.virginia.gov/getattachment/180eebd5-4924-4c3b-9989-64c91cef6e53/78-13.pdf>

Administrative Letter 1979-9, Charges for Motor Vehicle Accident and Conviction Reports, issued March 19, 1979, §§ 38.2-310 (formerly § 38.1-337) and 38.2-1904 (formerly § 38.1-279.33), <https://www.scc.virginia.gov/getattachment/9bce8ef5-082c-48a3-aa50-2a7614b0ec72/79-9.pdf>

Administrative Letter 1979-12, 1979 Acts of the General Assembly of Virginia, issued April 13, 1979, <https://www.scc.virginia.gov/getattachment/c0a93523-2806-46d5-9df8-b7350864b268/79-12.pdf>

Administrative Letter 1979-14, 1979 Legislation Pertaining to Life Insurance and Accident and Sickness Insurance, issued May 10, 1979, §§ 38.2-508.3 (formerly § 38.1-52 (7) (c)), 38.2-3407 (formerly § 38.1-347.2), 38.2-3408 (formerly § 38.1-347.1), 38.2-3412 (formerly § 38.1-348-7) and 38.2-3541 (formerly § 38.1-348-11), <https://www.scc.virginia.gov/getattachment/ef6c67cb-2233-4542-a616-5a47e7f6e8b2/79-14.pdf>

Administrative Letter 1979-15, 1979 Legislation Pertaining to Fire Insurance, Homeowners Insurance and Motor Vehicle Insurance, issued May 18, 1979, §§ 38.2-2105 (formerly § 38.1-366), 38.2-2206 (formerly § 38.1-381), 38.2-2214 (formerly § 38.1-381.7), 8.01-66, 8.01-66.1 and 46.2-372 (formerly § 46.1-400), <https://www.scc.virginia.gov/getattachment/61998893-528b-4c7e-b517-8f26559c938a/79-15.pdf>

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Administrative Letter 2021-01, Credit Insurance Experience Exhibits, Virginia Code § 38.2-3730, Withdraws and Replaces Administrative Letter 2018-01, Issued February 1, 2021, <https://www.scc.virginia.gov/getattachment/0c4f50f2-ad96-4234-a6ce-8edf774cd4b5/2021-01.pdf>

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Administrative Letter 2022-02, Treatment for Autism Spectrum Disorder - Requirements and Enforcement of §§ 38.2-3412.1 and 38.2-3418.17 of the Code of Virginia, Withdrawal of Administrative Letter 2020-03, Dated April 22, 2020, https://www.scc.virginia.gov/getattachment/6b226085-e530-4a13-bfa6-df2a80f71733/AL_22-02.pdf

Administrative Letter 2022-03, Commonwealth Health Reinsurance Program - Care Management Protocols, Issued December 12, 2022, <https://scc.virginia.gov/getattachment/8328f334-4ad4-46e0-9a54-7bb710d1da75/AL-22-03.pdf>

Administrative Letter 2023-01, Medicare Supplement Guaranteed Issue Eligibility, Issued May 1, 2023, <https://scc.virginia.gov/getattachment/2ace8b78-1998-4c6f-9ff3-8361ad465926/AL-23-01.pdf>

Administrative Letter 2024-01, The Use of Artificial Intelligence Systems, Issued July 22, 2024, <https://www.scc.virginia.gov/getattachment/3c3e4956-45f1-4c12-ad5c-b55275f29e4b/AL-2024-01.pdf>

Financial Regulation Unit Guidance Documents:

The following documents are available at <https://www.scc.virginia.gov/pages/company-financial-reporting>:

Notice of Certified Reinsurer Applications

List of Approved Certified Reinsurers

National Association of Insurance Commissioners (NAIC) List of Qualified Jurisdictions

[Form and Instructions for Form CR-F](#)

[Form and Instructions for Form CR-S](#)

[NAIC Certified and Reciprocal Jurisdiction Reinsurer Webpage](#)

List of Approved Reciprocal Jurisdiction Reinsurers

NAIC List of Reciprocal Jurisdictions

ReFAWG Review Process for Passporting Certified and Reciprocal Jurisdiction Reinsurers

Process for Evaluating Qualified and Reciprocal Jurisdictions

The following documents are available at <https://www.scc.virginia.gov/pages/company-licensing-and-amendments>:

Captive Insurers Requirements for Organizing and Licensing in Virginia, revised March 2022, §§ 38.2-1024 and 38.2-1102

Community-Based Continuing Care Providers Registration and Disclosure Filing Guidelines, March 2022, § 38.2-4919

Continuing Care Providers Registration and Disclosure Filing Guidelines, revised March 2022, § 38.2-4901

Dental Plan Organizations Requirements for Organizing and Licensing in Virginia, revised January 2022, § 38.2-6102

Dental Services Plan Requirements for Organizing and Licensing in Virginia, revised January 2022, § 38.2-4517

Application for the Establishment of a Managed Care Health Insurance Plan (MCHIP), January 2022, § 38.2-5800

Home Protection Company Requirements for Organizing and Licensing in Virginia, revised March 2022, §§ 38.2-1024 and 38.2-2603

Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised January 2022, § 38.2-4301

Limited Health Maintenance Organizations Requirements for Organizing and Licensing in Virginia, revised January 2022, § 38.2-4301

Health Services Plan Requirements for Organizing and Licensing in Virginia, revised January 2022, § 38.2-4200

Application for License as an Insurance Rating Organization, Advisory Organization, or Statistical Agent, July 2011, § 38.2-1914

Virginia Legal Services Organization Requirements for Organizing and Licensing in Virginia, revised August 2020, § 38.2-4413

Licensing Procedures for Managing General Agents to Obtain Authority in Virginia (Procedures, Instructions, and Application), revised October 2005, § 38.2-1359

Multiple Employer Welfare Arrangements Requirements for Operating in Virginia, revised March 2022, Article 3 of Chapter 34 of Title 38.2

Optometric Services Plan Requirements for Organizing and Licensing in Virginia, revised January 2022, § 38.2-4517

Insurance Premium Finance Company Requirements for Organizing and Licensing in Virginia, revised September 2022, § 38.2-4701

Information Concerning Purchasing Group Registration, January 2022, § 38.2-5108

Requirements for Reciprocal Jurisdiction Reinsurers, § 38.2-1316.2 E

Requirements for Accredited Substantially Similar and Trusteed Reinsurers, December 2022, § 38.2-1316.2

Instructions for Completing the Initial Reinsurance Intermediary License Application, revised April 2007, § 38.2-1348

Requirements for Certified Reinsurers, September 2022, § 38.2-1316.2 B

Information Concerning Risk Retention Group Registration, January 2022, §§ 38.2-5102 and 38.2-5103

Requirements for Organizing and Licensing of a Group Self-Insurance Association, § 65.2-802

Requirements for Surplus Lines Approval in Virginia for an Alien Insurer, revised January 2022, § 38.2-4805.1

Requirements for Surplus Lines Approval in Virginia for a Foreign Carrier, revised November 2022, § 38.2-4805.1

Viatical Settlement Providers Requirements for Operating in Virginia, revised June 2022, § 38.2-6002

The following document is available at https://www.naic.org/industry_ucaa.htm:

Uniform Certificate of Authority Application, revised August 2014, §§ 38.2-1024 and 38.2-1206

The following documents are available at [https://www.scc.virginia.gov/pages/insurance-holding-companies-forms-\(14VAC5-260\)](https://www.scc.virginia.gov/pages/insurance-holding-companies-forms-(14VAC5-260)):

Form A, Instructions for Application for Approval of Acquisition of Control of or Merger with a Domestic Insurer Pursuant to § 38.2-1323, revised January 1, 2015, 14VAC5-260

Form B, Instructions for Insurance Holding Company System Annual Registration Statement Pursuant to § 38.2-1329, revised January 1, 2015, 14VAC5-260

Form C, Instructions for Summary of Changes to Registration Statement Pursuant to § 38.2-1329, revised January 1, 2015, 14VAC5-260

Form D, Instructions for Prior Notice and Application for Approval of Certain Transactions Pursuant to § 38.2-1330 B, revised January 1, 2015, 14VAC5-260

Form E, Instructions for Pre-Acquisition Notification Form Regarding the Potential Competitive Impact of a Proposed Merger or Acquisition by a Nondomiciliary Insurer Doing Business in the Commonwealth or by a Domestic Insurer Pursuant to § 38.2-1323, revised January 1, 2015, 14VAC5-260

Form F, Instructions for Enterprise Risk Report Pursuant to § 38.2-1329 L, May 15, 2015, 14VAC5-260

Form G, Instructions for Notice of Dividends and Distributions to Shareholders Pursuant to §§ 38.2-1329 F and 38.2-1330.1, revised January 1, 2015, 14VAC5-260

The following document is available at <https://www.scc.virginia.gov/pages/annual-license-renewal-and-financial-filing-submis>:

Guidance Documents

NAIC Financial Standard State Filing Checklists for Filings Due in 2021 for Fraternal Societies, Health Organizations, Life, Accident and Health Companies, Property and Casualty Companies, and Title Companies

Virginia-Specific Financial and License Renewal Forms:

Form R01, [Analysis of Excess Capital and Surplus Investments Report](#)

Form R03, [Audited Financial Statements Exemption Affidavit](#)

Form R05, [Certificate of Assuming Insurer](#)

Form R05Q, [Certificate of Assuming Insurer Quarterly Update](#)

Form R06, [Costs of HMO Indemnification and Nonparticipating Referral Provider Arrangements](#)

Form R08, [Producer-Controlled Insurer Report](#)

Form R09, [Report of Assessable Ocean and Inland Marine Premium](#)

Form R10, [Report of Assets Pledged, Hypothecated, or Encumbered](#)

Form R12, [Request for Information Regarding Reinsurance Intermediaries \(RIs\)](#)

Form R13, [Statement of Material Changes](#)

Form R14, [Supplementary Statement of Covered and Uncovered Expenses](#)

Form R15, [Certificate of Certified Reinsurer](#)

Form R16, [Surplus Lines Annual Filing Information](#)

Form R19, [Multiple Employer Welfare Arrangement Policy Verification](#)

Form R20, [CBCC and CCRC Demographic Information Form](#)

Form R2A, [Application for Renewal of License](#)

[Multiple Employer Welfare Arrangement Renewal](#)

[Purchasing Group Annual Renewal](#)

[Premium Finance Annual Statement Form](#)

[Reinsurance Intermediary License Renewal Application](#)

Market Regulation Unit Guidance Documents:

ACA Rate and Form Filing Information, <https://www.scc.virginia.gov/pages/ACA-Rate-Form-Filing-Information>

Assigned Risk Workers' Compensation Rates, <https://www.scc.virginia.gov/pages/Workers-Compensation>

Balance Billing, [https://www.scc.virginia.gov/pages/Balance-Billing-\(1\)](https://www.scc.virginia.gov/pages/Balance-Billing-(1))

Common Problems Found during Agent Investigations, revised July 2021, <https://www.scc.virginia.gov/getattachment/7dabf3ed-ad83-4854-8da7-4eec9a452c3f/comprob.pdf>

Common Problems Found during Life and Health Market Conduct Examinations, revised January 2023, https://www.scc.virginia.gov/getattachment/3a829497-4921-4493-a620-5ef4f604daf0/lh_prob.pdf

Common Problems Identified by the Property and Casualty Market Conduct and Consumer Services Sections, revised November 2021, https://www.scc.virginia.gov/getattachment/aac0469e-3bb6-43a8-9105-aa8ef47541ea/pc_prob.pdf

Common Problems for Real Estate Settlement Agents (RESA), updated periodically, § 55.1-1000 and 14VAC5-395, <https://www.scc.virginia.gov/getattachment/99dde81e-fb9b-461c-be1b-7cc893ccab36/agentresa.pdf>

Credit Insurance Experience Exhibit, <https://www.scc.virginia.gov/getattachment/32ffc748-628b-48f4-a3c6-2c49aee0f200/CHKPC.pdf>

Credit Insurance Experience Exhibits Questionnaire, revised January 2024, https://www.scc.virginia.gov/getattachment/f4a7404e-abaa-4ee3-9fb5-8d8bb81934a8/ci_ques.pdf

Forms and Reports for Insurers: Long-Term Care (14VAC5-200), <https://www.scc.virginia.gov/pages/Long-Term-Care-Forms-Reports>

Medicare Supplement (14VAC5-170), <https://www.scc.virginia.gov/pages/Medicare-Supplement-Forms>

Mandated Benefits (Form MB-1 and instructions) (14VAC5-190), <https://www.scc.virginia.gov/pages/Mandated-Benefits-and-Mandated-Offers>

Mental Health and Substance Use Disorder Benefits Parity, <https://www.scc.virginia.gov/pages/Benefits-Parity>

Product Review Filing Checklists and Guidance Documents for Life and Health, <https://www.scc.virginia.gov/pages/NAIC-Product-Checklists>

Statistical Report Form (VA SRF-2), revised 2016, https://www.scc.virginia.gov/getattachment/83c31e87-af27-4868-96fd-2afe422da476/stat_rept.pdf

Virginia Bureau of Insurance Rates and Policy Forms Search Engine, Life and Health, and Property and Casualty, <https://www.scc.virginia.gov/boi/SERFFInquiry/default.aspx>

Virginia Property and Casualty Product Requirements Locator, <https://eapps.naic.org/prl/do/search/home>

Virginia Property and Casualty Filing Guidelines Handbook, revised July 2024, https://www.scc.virginia.gov/getattachment/4e4d6de6-2b13-4bd7-9bfd-d5e5ed7f07ca/pc_handbook.pdf

Workers' Compensation Voluntary Market Loss Costs Multipliers, revised July 1, 2023, https://www.scc.virginia.gov/getattachment/c4ef0b6d-0ed5-45da-b89b-fa19285d803d/wclc_mult.pdf

Administration and Assessment Unit Guidance Documents:

Administrative Letter 2014-02, Premium Tax and Assessment Practices and Procedures, issued January 28, 2014, <https://www.scc.virginia.gov/getattachment/d49538bc-3fa3-40a7-b887-52a9147c301e/14-02.pdf>

Administrative Letter 2018-05, Assessment Practices and Procedures; Withdraws and Replaces Administrative Letter 2015-11, Issued October 1, 2018, <https://www.scc.virginia.gov/getattachment/16199393-1201-4ea9-ab54-ad8631292f9c/18-05.pdf>

Consumer Assistance and Outreach Services Guide, 2021, <https://www.scc.virginia.gov/getattachment/d528a0b5-14f5-415b-9abf-76e3301bc1d2/outreach.pdf>

Life and Health Consumer Guides:

10 Tips to Help You Understand Your Coverage and Rights under Your Managed Care Health Insurance Plan, <https://www.scc.virginia.gov/pages/Ten-Tips-for-Managed-Care>

2024 Choosing a Medigap Policy: A Guide to Health Insurance for People with Medicare, published 2023, <https://scc.virginia.gov/getattachment/b6642990-6ce3-4377-bfb2-bf6eb7d9064f/02110-Medicare-Medigap-guide.pdf>

2025 Medicare Premiums, Deductibles, and Co-insurance, revised October 2024, <https://www.scc.virginia.gov/getdoc/7f958478-3b61-4ad3-8547-b98bb353901e/medchange.pdf>

2025 Part D Medicare Prescription Drug Plans in Virginia, revised September 2024, <https://www.scc.virginia.gov/getdoc/bb6e605b-2879-4766-a08a-139f681a9e45/medicare-drug.pdf>

2025 Part C Medicare Advantage Plans in Virginia, revised September 2024, <https://www.scc.virginia.gov/getdoc/23607e77-2779-42d4-ad4c-2af8d54c1949/medcarehlth.pdf>

2025 Special Needs Plans in Virginia, revised September 2024, <https://www.scc.virginia.gov/getdoc/a397e358-bbd3-4fb6-b063-a36935ee7806/SpecialNeedsPlanVA.pdf>

2024 Tax Qualified Long-Term Figures, revised December 2023, https://www.scc.virginia.gov/getattachment/98e9ea6a-7a1b-4307-b029-82455c1bc144/ltc_taxqual.pdf

A Shopper's Guide for Health Insurance in Virginia, revised October 2024 <https://www.scc.virginia.gov/getattachment/f5c76b90-9e05-4b34-8c23-b1e0ca0b2e81/HealthInsShopGuide.pdf>

Shopper's Guide to Cancer Insurance, 2022, <https://content.naic.org/sites/default/files/publication-cax-pp-consumer-cancer.pdf>

A Shopper's Guide to Long-Term Care Insurance, revised 2022, <https://content.naic.org/sites/default/files/publication-ltc-lp-shoppers-guide-long-term.pdf>

Appointment of Authorized Representative, revised July 2011, <https://www.scc.virginia.gov/getattachment/00058346-9c98-433e-b8ec-c99f49a8edc9/216b.pdf>

Consumer Assistance - Managed Care Health Insurance Plans, <https://www.scc.virginia.gov/pages/Managed-Care-Problems-and-Questions>

Consumer Assistance - Consumer Outreach and Education Guide, revised August 2021, <https://www.scc.virginia.gov/getattachment/d528a0b5-14f5-415b-9abf-76e3301bc1d2/outreach.pdf>

Facts about Long-Term Care Insurance in Virginia, revised May 2021, <https://www.scc.virginia.gov/getattachment/c2f1f25a-ad7d-4ae7-b0dd-7b3ca7750a7f/lcfacts.pdf>

About the Affordable Care Act, <https://www.scc.virginia.gov/pages/About-the-Affordable-Care-Act>

Forms to Request an Independent External Review of an Adverse Determination, <https://www.scc.virginia.gov/getattachment/35f5364a-c16f-4e6d-a559-8a0ae9a73acd/216a.pdf>

Important Information Regarding Medicare Advantage Plan Marketing, revised August 2022, https://www.scc.virginia.gov/getattachment/f1c6d736-fa59-4d5e-b40a-9487503f1fbd/adv_mktng.pdf

Know Your Rights Regarding Life and Health Insurance, <https://www.scc.virginia.gov/pages/L-H-Rights>

Life and Health Complaint Form, revised December 2023, <https://scc.virginia.gov/getattachment/faa225c9-c8d4-47b4-b43b-52e13e4759e8/lhinquiry.pdf>

State Corporation Commission, Pharmacy Benefits Management Complaint Form, June 2021, <https://www.scc.virginia.gov/getattachment/5438da96-4ad5-4850-9b8a-1dd55714cd18/PBM-Complaint-Form.pdf>

Life and Health Options If You Leave or Lose Your Job, https://www.scc.virginia.gov/getattachment/b4880758-a1e1-47cc-b06a-0153af9f6edf/keep_ins.pdf

NAIC Life Insurance Policy Locator Service, <https://eapps.naic.org/life-policy-locator/#/welcome>

List of Long-Term Care Policies and Companies with Approved Individual Long-Term Care Partnership Policies, revised May 2022, <https://www.scc.virginia.gov/getattachment/556a2cca-a455-428a-af10-9a588348c1bb/lc-list.pdf>

Managed Care Health Insurance Plan Appeal Process, published July 21, 2003, <https://www.scc.virginia.gov/getattachment/d6008cf3-0d86-4eea-81fe-d45f5e049b1a/appeal.pdf>

Pharmacy Benefits Management Updates, June 15, 2022, <https://www.scc.virginia.gov/getattachment/b6c1df24-1d39-464f-8840-a653e0ee8847/PBM-updates.pdf>

Guidance Documents

Updated Pharmacy Benefits Management Rebate Report General Guidance, and Revised Reporting Instructions and Forms, July 27, 2023, <https://www.scc.virginia.gov/getattachment/407edbf-8bd4-4999-82e8-fce5a19c036f/Rebate-Report-Guidance-and-Instructions.pdf>

Short-Term Limited Duration Plan Information, revised July 2024, <https://www.scc.virginia.gov/getattachment/04558edf-ec72-4f02-a5bc-b98d4a9c4ae1/STlimitedinsinfo.pdf>

Understanding Health Coverage Alternative Options, revised July 2024, <https://www.scc.virginia.gov/getattachment/5de69817-48d2-4cfc-8594-56048816edde/HealthCoverageAlts.pdf>

Tips to Help You Appeal a Denial from Your Managed Care Health Insurance Plan (MCHIP), <https://scc.virginia.gov/getattachment/5fd9ac7e-4d83-4f2f-a2ff-b5428f2069d9/appealtips.pdf>

Tips to Help You Appeal an Experimental Investigational Services Denial by Your MCHIP, <https://scc.virginia.gov/getattachment/a13ac2b5-efb6-4d1a-a1b5-a76bfaa4a86/exptips.pdf>

Do You Need Help with a Request or Appeal for Coverage of a Prescription Drug? <https://scc.virginia.gov/getattachment/c5d78d48-b184-4d58-9a25-56172bec8382/scriptips.pdf>

Mandated Benefits, Offers and Reporting, <https://www.scc.virginia.gov/pages/Mandated-Benefits-and-Mandated-Offers>

Virginia Medigap Policies Premium Guide, revised March 2024, https://www.scc.virginia.gov/getattachment/8be3bd5f-1aa4-4432-b8cb-cfa00a23c9ce/medsup_txt.pdf

Frequently Asked Questions Medigap Plans for Under Age 65, https://www.scc.virginia.gov/getattachment/ac15e602-4055-4151-a1a6-7974d744af03/FAQ_Medigap.pdf

Virginia Life Insurance Consumer's Guide, 2019, <https://scc.virginia.gov/getattachment/c75deec4-1883-44b1-ae72-905432c15ecf/lifeguide.pdf>

The following documents, updated for 2025, are available under "Health Insurance" at <https://www.scc.virginia.gov/pages/tips,-guides-publications>:

2025 Rate Summary Information and Rating Area Map

List of Carriers with Approved Individual Health Benefit Plans

List of Carriers with Approved Small Employer Health Benefit Plans

List of Carriers to Offer Individual Coverage on Exchange

List of Carriers with Recently Approved Individual Stand-Alone Dental Plans

List of Carriers with Recently Approved Small Employer Stand-Alone Dental Plans

List of Carriers with Recently Approved Stand-Alone Vision Plans - Individual and Group Markets

Individual Health Insurance Enrollment Information

Individual Open Enrollment Fast Facts

Low-Cost Health Insurance Guidance

Property and Casualty Consumer Guides:

Auto Insurance Consumer Guide, 2024, <https://scc.virginia.gov/getattachment/93774df3-1375-4978-8e58-1887da4944d3/autoguide.pdf>

Consumer Assistance - Consumer Outreach and Education Guide, revised August 2021, <https://www.scc.virginia.gov/getattachment/d528a0b5-14f5-415b-9abf-76e3301bc1d2/outreach.pdf>

Insurance Credit Scoring - How It Affects Your Automobile and Homeowners Insurance, 2020, <https://scc.virginia.gov/getattachment/ebe5df2d-2ea3-44dc-ac06-ea3f82694645/creditscor.pdf>

Virginia Homeowner's Insurance Consumer Guide, 2020, <https://scc.virginia.gov/getattachment/6daa4217-c84b-433b-aa6d-676ebc27a57e/hoguide.pdf>

Seguro para Propietarios de Viviendas - Guia para el Consumidor, 2006, https://scc.virginia.gov/getattachment/8892a0f2-f8c4-4e2d-bb63-c8213045e042/home_espanol.pdf

Renters Insurance Consumer Guide, 2020, https://scc.virginia.gov/getattachment/10ff21bd-f3bd-4f34-b124-ecaec2e38566/va_rent.pdf

Seguro para Inquilinos, Guia del Cosumidor, https://scc.virginia.gov/getattachment/7eed90b6-7fc0-412c-9a7f-7ed93722b81a/va_inquilar.pdf

Forced-Placed Insurance Guide, 2020, https://www.scc.virginia.gov/getattachment/d3eddb7e-085b-47fd-b2ca-1d15fce92bf/forcedplace_guide.pdf

State Corporation Commission, Bureau of Insurance, Property and Casualty Insurance Consumer Complaint Form, April 2020, https://scc.virginia.gov/getattachment/603f776e-964a-4445-94c3-50e029c80224/pc_fill.pdf

Teenager's Guide to Auto Insurance, 2024, https://scc.virginia.gov/getattachment/0cf385c3-6a45-49ea-8ba5-f01d6f132cd0/auto_teen.pdf

Title Insurance Consumer Guide, 2020, <https://scc.virginia.gov/getattachment/321b8a51-e206-49a5-bf6a-6e08a739de89/titleguide.pdf>

Commercial Insurance Consumer Guide, 2020, <https://scc.virginia.gov/getattachment/ba0948de-be5f-47f4-a5dd-ada6797054c6/commguide.pdf>

When a Disaster Strikes: What to Do after an Insured Commercial Property Loss, 2020,

https://scc.virginia.gov/getattachment/396af389-ba2c-4077-8a2c-78c73e086a17/comm_dis.pdf

When a Disaster Strikes: What to Do after an Insured Homeowner's Loss, 2020, https://scc.virginia.gov/getattachment/10abd708-1bdb-43c9-92b5-59f3bf28d98c/ho_dis.pdf

Forms and Guides Respecting Licensing of Individuals and Agencies:

Form 3001, Application for Individual Producer License, January 2021, <https://scc.virginia.gov/getattachment/7eb7face-cfad-4725-bd7b-5b585f8ccefef/3001.pdf>

Form 4052, Application for Business Entity Insurance License, January 2021, <https://scc.virginia.gov/getattachment/5fb1dfd7-5e04-465b-b906-2fe05681d242/4052.pdf>

Form 4151, Appointment Form, January 2021, <https://scc.virginia.gov/getattachment/1ca03a26-9a68-4bbd-b3ec-4f3d0267afa6/4151.pdf>

Form 4921, Appointment Cancellation Form, January 2021, <https://scc.virginia.gov/getattachment/23442b30-7725-4c95-92e6-35cf9131710e/4921.pdf>

Form 5001, Virginia Service Request Form, September 2018, <https://scc.virginia.gov/getattachment/ca4f323c-e510-4be4-be29-3893b409fd04/5001.pdf>

Virginia Individual License Cancellation Request Form, revised January 31, 2018, <https://scc.virginia.gov/getattachment/47affc45-b706-4293-b733-904554f3dc81/indcanc.pdf>

Virginia Agency License Cancellation Request Form January 31, 2018, <https://scc.virginia.gov/getattachment/a68cae81-d710-4ae8-aa01-f7760d7bb089/agcanc.pdf>

Title Instructor Certification and Affidavit of Course Completion, https://scc.virginia.gov/getattachment/205290c0-98bc-47ee-bae1-c71bec320226/instr_cert.pdf

Nonlicensed 1033 Consent Waiver Form, January 2021, <https://scc.virginia.gov/getattachment/375dbf57-eb01-40c1-9327-ce7a9d0c5a28/1033.pdf>

Unlicensed Ocean Marine Disclosure Form, https://scc.virginia.gov/getattachment/c375e550-e604-407d-bb6f-938d5ae77b4b/om_form.pdf

Annual Certification of Anti-Fraud Initiatives Form, <https://scc.virginia.gov/getattachment/586e8ac9-a959-4478-bfc8-cf0527d99d69/viatcert.pdf>

Forms for Surplus Lines Insurance:

Form 3001, Application for Individual Insurance License, January 2021, <https://scc.virginia.gov/getattachment/7eb7face-cfad-4725-bd7b-5b585f8ccefef/3001.pdf>

Form 4052, Application for Business Entity Insurance License, January 2021, <https://scc.virginia.gov/getattachment/5fb1dfd7-5e04-465b-b906-2fe05681d242/4052.pdf>

Form SLB-2, Bond for Surplus Lines Insurance Broker, January 2004, <https://scc.virginia.gov/getattachment/a2e754f2-933f-4f5c-ab1d-6a241ce866cf/slb-2.pdf>

Annual Assessment Report, <https://scc.virginia.gov/boi/SLBAssessment>

Form SLB-9, Notice to Insured, effective August 2020, <https://scc.virginia.gov/getattachment/32e8a02c-b7a5-4dd2-90dd-ece667aa6549/slb-9.pdf>

Form Respecting Licensing of Public Adjusters:

Form PA-2, Bond for Public Adjusters, July 2014, <https://scc.virginia.gov/getattachment/733f647b-9429-4ca5-a169-48496d5d5cc3/pa2bond.pdf>

Forms for Title Settlement Agents and Agencies:

Title Settlement Agent and Agency Financial Responsibility Certification Form, https://scc.virginia.gov/getattachment/bc1b3a5d-15bf-4f2e-876f-f49b247ace54/tsa_cert.pdf

Title Settlement Agent Surety Bond, <https://scc.virginia.gov/getattachment/2ed8aa40-7ae5-4bfa-80d5-d783d60ac973/tsasuretybond.pdf>

Waiver of Blanket Fidelity Bond or Employee Dishonesty Insurance Policy for Title Insurance Settlement Agents, <https://scc.virginia.gov/getattachment/fb9249fe-98af-4356-af00-d0393c0bc5ef/tsawaiver.pdf>

Settlement Agent Official Registration Form, Individual, March 30, 2012, https://www.scc.virginia.gov/getattachment/6821971a-c914-430e-8cbe-173f7787cc9b/sareg_indiv.pdf

Settlement Agent Registration Form - Corporation or Other Legal Entity, March 30, 2012, https://scc.virginia.gov/getattachment/93a5296c-2bf3-4d1f-a051-260c9b04ce12/sareg_corp.pdf

Division of Public Utility Regulation

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the State Corporation Commission, Division of Public Utility Regulation, Fourth Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Contact Kelli Gravely at the same address, telephone (804) 371-9611, FAX (804) 371-9350, or email kelli.gravely@scc.virginia.gov. Questions regarding interpretation or implementation of these documents may also be directed to Kelli Gravely. Additional information regarding the Division of Public Utility Regulation may be obtained at <http://www.scc.virginia.gov/pur>.

Guidance Documents

Communications-Related Guidance Documents:

Letter, Division of Public Utility Regulation, Concerning Annual Payphone Service Provider Registration for 2024, Including the Letter and the Forms for the Payphone Service Provider Annual Registration, 20VAC5-407. Contact the Division of Public Utility Regulation at (804) 371-9611.

Letter, Division of Public Utility Regulation, Concerning Annual Operator Service Provider Registration for 2024, Including the Letter and the Forms for the Operator Service Provider Annual Registration, 20VAC5-407. Contact the Division of Public Utility Regulation at (804) 371-9611.

Application for Registration as an Operator Service Provider, Revised October 2022, 20VAC5-407, <https://www.scc.virginia.gov/getdoc/901e4f86-98c9-419a-b9a8-9e4140a3e038/ospacc>

Application for Registration as a Payphone Service Provider, Revised October 2022, 20VAC5-407, <https://www.scc.virginia.gov/getdoc/a00e3b0b-96df-43f2-ac98-d02defd274f3/pspacc>

Instructions and Form for Competitive Local Exchange Carrier Performance or Surety Bond, <https://scc.virginia.gov/getdoc/dcb2d463-c0dd-478c-bedc-92ab7a3ef7e5/bond-blank-clec>

Energy-Related Guidance Documents:

Tree Trimming Guidelines, September 1, 1996, House Joint Resolution No. 155 - 1989 Acts of Assembly, <https://scc.virginia.gov/getattachment/bf4f4ccb-7564-456e-ab72-1fd48da25a9c/tree.pdf>

Guidelines Regarding Application Requirements for a Certificate of Public Convenience and Necessity for Water and Sewerage Utilities, November 1, 2006, § 56-265.1 et seq., <https://scc.virginia.gov/getattachment/f8583d9c-e270-4b67-ba66-00040ebcfb98/ws.pdf>

Letter to All Electric and Gas Utilities Regarding Collection of Monthly Bills (Cold Weather Termination of Service) and Filing of Complaint Procedures, November annually, § 56-247.1, <https://scc.virginia.gov/getattachment/181aaa64-2a7e-4fa2-83e9-0df0aa915058/cold.pdf>

Form NMIN, Agricultural Net Metering or Net Metering Interconnection Notification, revised March 1, 2020, 20VAC5-315, <https://scc.virginia.gov/getattachment/27638978-b63f-4440-b8d4-c910c091f9b7/formnmin.pdf>

Form PPAR, Self-Certification for Registration as a Third-Party Partial Requirements Power Purchase Agreement Registered Provider, 20VAC5-315-77, revised March 1, 2020, <https://scc.virginia.gov/getattachment/778c31a4-99e6-4c91-8fb7-e24e3084e3e7/ppar.pdf>

or [https://scc.virginia.gov/getdoc/876e921e-ae9-412d-b564-8ca74cadbf76/bond_blank-\(1\).doc](https://scc.virginia.gov/getdoc/876e921e-ae9-412d-b564-8ca74cadbf76/bond_blank-(1).doc)

Electric Utility Integrated Resource Planning Guidelines, revised December 23, 2008, §§ 56-597, 56-598, and 56-599, <https://scc.virginia.gov/getattachment/2cd5741c-51d9-4003-b43f-85a6680a3608/irp.pdf>

Gas Utility Five-Year Forecast Information Requirements, revised November 2023, See Commission Order, Docket No. PUE-1988-00031, <https://scc.virginia.gov/getattachment/cfebaae9-45ea-4b58-a0e7-333eba38c7b9/forecast.pdf>

Guidelines Regarding Notice Information for a Third-Party Renewable Power Purchase Agreement, December 2013, Chapter 382 of the 2013 Acts of Assembly, and Chapter 803 of the 2017 Acts of Assembly, <https://scc.virginia.gov/pages/Renewable-Energy-Pilot-Program>

Guidelines of Minimum Requirements for Transmission Line Applications Filed under Title 56 of the Code of Virginia, effective January 1, 2018, <https://scc.virginia.gov/getattachment/921b6b42-4e06-4ab5-b296-e73fdcd60cac/Trans.pdf>

Supplemental Guidelines to the Staff Guidelines for Transmission Line Applications - Applicable Only to Projects Pursuant to Chapter 488 of the 2022 Virginia Acts of Assembly (HB 894), <https://scc.virginia.gov/getdoc/5df1d9ad-69ff-4b31-87ac-b4994697d9b7/894-Supplemental-Guidelines>

Staff Guidance on Ordinary versus Non-Ordinary Extension Projects, effective January 1, 2018, <https://scc.virginia.gov/getattachment/e71dc224-567c-4a4a-9787-df1909168818/StaffGuidanceOrdvsNonOrd.pdf>

Guidelines Regarding Electric Power Storage Battery Pilot Programs, effective November 26, 2018. See Commission Order, Docket No. PUR-2018-00060, <https://scc.virginia.gov/docketsearch#caseDocs/138487>

Guidelines for Public School Excess Wind Solar Renewable Generation Pilot Programs, effective November 26, 2018. See Commission Order, Docket No. PUR-2018-00061, <https://scc.virginia.gov/docketsearch#caseDocs/138488>

Guidelines for Municipal Excess Renewable Generation Pilot Programs, effective December 1, 2019. See Commission Order, Docket No. PUR-2019-00182, <https://scc.virginia.gov/docketsearch#caseDocs/140283>

Division of Securities and Retail Franchising

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the State Corporation Commission, Division of Securities and Retail Franchising, Ninth Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197. Copies may be obtained free of charge by contacting Mimi Carter at the same address, telephone (804) 371-9784, or FAX (804) 371-9911.

Questions regarding interpretation or implementation of these documents may be directed to Carmen Clifford, Principal Training and Outreach Coordinator, at the same address, telephone (804) 371-1525, or FAX (804) 371-9911.

North American Securities Administrators Association Statements of Policy, September 2019, (Virginia Securities Act, 21VAC5-30-80), <https://law.lis.virginia.gov/admincode/title21/agency5/chapter30/section80/>

Investor Education Publications:

Be an Informed Franchisee, September 2021, <https://www.scc.virginia.gov/pages/SRF-Publications-Resources>

Protect Your Future: A Guide to Investment Planning, May 2016, <https://scc.virginia.gov/pages/SRF-Publications-Resources>

Securities Complaint Form, June 2003 (Virginia Securities Act), <https://scc.virginia.gov/pages/File-SRF-Complaint>

Virginia Securities Act Forms:

Find all forms for the Virginia Securities Act (§ 13.1-501 et seq. of the Code of Virginia) at <https://scc.virginia.gov/pages/srf-forms>.

Broker-Dealer

Uniform Application for Broker-Dealer Registration (Form BD), revised January 2008

Broker-Dealer's Surety Bond (Form SA 11), July 1999.

Application for Renewal of a Broker-Dealer's Registration (Form SA 2), July 1999

Uniform Notice of Termination or Withdrawal of Registration as a Broker-Dealer (Form BDW), January 2008

Affidavit of Undertaking to the Virginia Division of Securities and Retail Franchising (Form AFF 1), April 2007

Broker-Dealer Agent

Application for Renewal of Registration as an Agent of an Issuer (Form SD 4), 1997

Non-FINRA Broker-Dealer or Issuer Agents to be Renewed Exhibit (Form SD 4 A), 1974

Non-FINRA Broker-Dealer or Issuer Agents to be Canceled with no Disciplinary History (Form SD 4 B), 1974

Non-FINRA Broker-Dealer or Issuer Agents to be Canceled with Disciplinary History (Form SD 4 C), 1974

Uniform Application for Securities Industry Registration or Transfer (Form U-4), May 2009

Uniform Termination Notice for Securities Industry Registration (Form U-5), May 2009

Agent Multiple Employment Agreement (Form SA 16), July 2007

Affidavit Regarding Small Corporate Offering Registration Offering (Form AFF), July 1999

Investment Advisor

Uniform Application for Registration of Investment Advisors (Form ADV), September 2019

Investment Advisor's Surety Bond Form (Form IA-sure), July 1999

Notice of Withdrawal from Registration as Investment Advisor (Form ADV-W), July 2017

Affidavit of Understanding to the Virginia Division of Securities and Retail Franchising (Form AFF 2), April 2015

Affidavit of Understanding to the Virginia Division of Securities and Retail Franchising (Form AFF 3), April 2015

Investment Advisor Representative

Uniform Application for Securities Industry Registration or Transfer (Form U-4), May 2009

Uniform Termination Notice for Securities Industry Registration (Form U-5), May 2009

Investment Advisor Representative Multiple Employment Agreement (Form SA 15), July 2007

Affidavit for Waiver of Examination (Form SA 3), July 1999

Securities Registration

Intrastate Crowdfunding Exemption (ICE) Notice Filing Form (Form ICE), July 2020

Uniform Notice of Federal Crowdfunding Offering Form (Form U-CF), December 2017

Uniform Application to Register Securities (Form U-1), December 2017

Uniform Consent to Service of Process (Form U-2), June 2016

Uniform Form of Corporate Resolution (Form U-2a), July 1999

Small Company Offering Registration (SCOR) (Form U-7), July 2019

NASAA-SCOR-Form (U-7 SCOR), May 2019

Registration by Notification - Original Issue (Form SA 4), November 1996

Registration by Notification - Non-Issuer Distribution (Form SA 5), November 1996

Registration by Notification - Pursuant to 21VAC5-30-50 Non-Issuer Distribution "Secondary Trading" (Form SA 6), 1989

Registration by Qualification (Form SA 8), July 1991

Escrow Agreement (Form SA 12), 1971

Guidance Documents

Impounding Agreement (Form SA 13), July 1999

Notice of Limited Offering of Securities (Form VA-1), November 1996

Uniform Investment Company Notice Filing (Form NF), April 1997

Notice of Exempt Offering of Securities (Form SEC Form D), revised May 2017

Model Accredited Investor Exemption Uniform Notice of Transaction Form (Form Model Form), July 1999

Application for Coordinated State Review Coordinated Review-Equity (Form CR-Equity-1), August 2003

Small Business Securities Offering Application for Mid-Atlantic Regional Review Form (Form CR-SCOR Mid-Atlantic), May 2002

Uniform Notice of Regulation A - Tier 2 Offering, February 2017

Virginia Retail Franchising Act Forms:

Uniform Franchise Registration Application (Form A), July 2008

Franchisor's Costs and Sources of Funds (Form B), July 2008

Uniform Franchise Consent to Service of Process (Form C), July 2008

Affidavit of Compliance Franchise Amendment and Renewal (Form E), July 2008

Guarantee of Performance (Form F), March 2013

Notice of Claim of Exemption (Form H), March 2018

Escrow Agreement (Form K), July 2007

Virginia Trademark Act Forms:

Application for Registration of a Trademark or Service Mark (Form TM1), November 2014

Application for Renewal Registration of a Trademark or Service Mark (Form TM2), November 2014

Certificate of Name Change of an Applicant or Registrant (Form TM3), November 2014

Assignment of Trademark or Service Mark Registration (Sample TM4), November 2014

Division of Utility and Railroad Safety

Copies of the following documents may be viewed during regular work days from 8:15 a.m. to 5 p.m. in the office of the State Corporation Commission, Division of Utility and Railroad Safety, Fourth Floor, Tyler Building, 1300 East Main Street, Richmond, VA 23219. The mailing address is P.O. Box 1197, Richmond, VA 23218. Copies may be obtained at a charge of \$0.50 per page. To obtain copies, contact Jennifer

Fisher at the same address, telephone (804) 371-9484, or email jennifer.fisher@scc.virginia.gov. Some of the documents may be downloaded from the division website at <https://www.scc.virginia.gov/pages/publications-presentations>.

Questions regarding interpretation or implementation of these documents may be directed to Lauren Govoni, Director, Division of Utility and Railroad Safety, 1300 East Main Street, Fourth Floor, Richmond, VA 23219, telephone (804) 371-9750, FAX (804) 371-9734, or email lauren.govoni@scc.virginia.gov. The mailing address is P.O. Box 1197, Richmond, VA 23218-1197.

Outreach Documents:

Marking Color Code Card, 2 pages, <http://www.scc.virginia.gov/urs/colorcode.pdf>

Virginia Professional Excavator Manual, revised May 2019, 86 pages, <https://scc.virginia.gov/urs/excavatormanual.pdf>

Virginia Underground Utility Marking Standards, February 2020, 24 pages, https://scc.virginia.gov/mutility/docs/va_uums.pdf

Liquefied Petroleum Gas: A Guide to Understanding Regulatory Requirements in Virginia, May 2016, 12 pages, <https://scc.virginia.gov/urs/pipe/lpgguide.pdf>

Procedural Guidelines for Enforcement of Pipeline Safety Standards, January 2022, 4 pages, <https://scc.virginia.gov/urs/pipe/enfpps.pdf>

Pipeline Safety Program Metrics, January 2022, 18 pages, <https://www.scc.virginia.gov/getattachment/579295f0-1932-448a-8306-61ec9916fafa/Pipeline-Safety-Program-Metrics-2022.pdf>

Master Meters: A Guide to Understanding Regulatory Requirements in Virginia, April 2024, 17 pages, <https://scc.virginia.gov/getattachment/9df9f8b1-f4af-4aa9-9d19-9d3c6bf8e647/URS-MM-Guide-Final-4-8-24.pdf>

For copies of the following DVDs, email vadamageprevention@scc.virginia.gov:

Dig with C.A.R.E. Keep Virginia Safe, Training DVD, English and Spanish versions, August 2008

Dig with C.A.R.E. Keep Virginia Safe, Requirements and Best Practices for Trenchless Excavation, Training DVD, English and Spanish versions, January 2011

Wally's Digging Adventure DVD, July 2010. A children's DVD for Use in Conjunction with the Wally's Digging Adventure Coloring Book for Children

Advisory Committee Information:

Damage Prevention Advisory Committee Bylaws, December 2017, § 56-265.31 et seq., 5 pages, <https://scc.virginia.gov/urs/mutility/docs/bylaws.pdf>

La informacion en Espanol:

Tarjeta de Codigo de Colores, 2 pages, <https://scc.virginia.gov/urs/mutlity/docs/colores.pdf>

DEPARTMENT OF CORRECTIONS

Copies of the following documents may be viewed Monday through Friday from 8:30 a.m. to 5 p.m. at the Virginia Department of Corrections Headquarters, 6900 Atmore Drive, Richmond, VA 23225.

Copies of guidance documents may be obtained at a cost of \$.10 per page by contacting Mary-Huffard Kegley, Board of Local and Regional Jails, at telephone (804) 887-9589, or email mary-huffard.kegley@vadoc.virginia.gov.

Copies of the documents are available electronically for no charge on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov/>.

Board of Local and Regional Jails

[7857, Supervision of Inmates](#), 12/19/2024

[BOC Policy 30-3, Review of Death of Inmates in Local Correctional Facilities](#), 10/1/2017

[Compliance Jail 2015, Compliance Documentation for Jails](#), 11/10/2014

[Compliance LU 2013, Compliance Documentation for Lockups](#), 12/13/2012

DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA 23219. Copies may be obtained by contacting Jackson Miller at the address provided, telephone (804) 225-4300, FAX (804) 786-0588, or email jackson.miller@dcjs.virginia.gov. Copies of guidance documents are free and can be accessed on the agency's website at <http://www.dcjs.virginia.gov> or the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Jackson Miller, Director, at the address provided, telephone (804) 225-4300, FAX (804) 786-0588, or email jackson.miller@dcjs.virginia.gov.

Guidance Documents:

Criminal Justice Services Board

[5470, Certified Crime Prevention Community Program Recertification Guidelines](#), 10/12/2018

[5481, Court Appointed Special Advocate \(CASA\) and Children's Justice Act \(CJA\) Advisory Committee Guidance Policy for Court Appointed Special Advocates Programs](#), 11/2/2017

[5482, Comprehensive Community Corrections Act and Pretrial Services Act](#), 2/15/2022

[5483, Local Community-Based Probation and Pretrial Services Grant Application Guide and Continuation Funding](#), 2/27/2015

[7225, Forfeited Asset Sharing Program Manual - July 2022](#), 8/4/2022

[7731, Certified Crime Prevention Community Program Certification Guidelines Manual](#), 8/1/2024

DEPARTMENT FOR THE DEAF AND HARD-OF-HEARING

Most of the Virginia Department for the Deaf and Hard of Hearing (VDDHH) guidance documents may be viewed on the agency's website at <https://www.vddhh.virginia.gov/index.htm>. Please contact Eric Raff at telephone (804) 404-9090 or email eric.raff@vddhh.virginia.gov for a copy of other guidance documents.

Guidance Documents:

[VDDHH-1, Technology Assistance Program Procedures](#), 12/31/2008

[VDDHH-2, Interpreter Services Procedures](#), 7/1/2008

[VDDHH-3, Directory of Qualified Interpreters Procedures](#), 4/30/2015

[VDDHH-4, Virginia Quality Assurance Screening Applicant Packet](#), 12/31/2011

DEPARTMENT OF EDUCATION

For copies of guidance documents or questions related to these documents, please contact the Office of Board Relations at the Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120, or email boardrelations@doe.virginia.gov.

Additionally, most of these guidance documents are available for no charge through the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov>.

Guidance Documents:

[7521, Guidelines for Recycling Materials in Public Schools](#), 3/2/2023

[7633, Guidelines for Local Alternative Assessments: 2023-2024 and Beyond](#), 11/9/2023

[7657, Programmatic Accreditation Guidelines for Career and Technical Education](#), 2/15/2024

[7658, Executive Order No. 28 Guidance](#), 2/15/2024

[7700, Guidelines for Instruction on Problem Gambling and the Addictive Potential Thereof](#), 3/14/2024

Guidance Documents

Adult Education, Individual Student Alternative Education Plan (ISAEP) Program Guidelines, 9/27/2012

Adult Education, High School Equivalency (HSE) Examination Guidelines, 9/22/2016

Assessment, English Learners: Guidelines for Participation in the Virginia Assessment Program, 8/22/2018

Assessment, Protocol for State-Directed Investigations of Testing Irregularities, 4/30/2008

Assessment, Guidelines for Instruction-Based Assessments, 12/31/2004

Assessment, Guidelines for the Use of Local Performance Assessments to Verify Credits in Writing, 9/20/2018

COVID-19, Emergency Career and Technical Education Work-Based Learning Guidelines for Internship and Cooperative Education Experiences, 7/9/2020

COVID-19, Emergency Guidance on Graduation Requirements, Awarding of Credits, and Continuity of Learning Due to COVID-19, 5/28/2020

COVID-19, Emergency Guidelines for Local Alternatives to Awarding Standard Units of Credit, 5/28/2020

COVID-19, Emergency Guidelines for Locally Awarded Verified Credits, 4/1/2021

COVID-19, Joint Guidance for Student Placements Reimbursed by the Children's Services Act, 5/28/2020

COVID-19, Emergency Guidelines for the Use of Local Performance Assessments to Verify Credits in Writing for the 2020-2021 School Year, 2/4/2021

Early Childhood, Virginia's Definition of School Readiness, 4/30/2008

Early Childhood, Virginia Preschool Initiative Virtual Instruction Guidance for 2021-2022, 6/24/2021

Early Childhood, Guidelines for Practice Year 2 of the Early Childhood Unified Measurement and Improvement System, 10/12/2023

Early Childhood, Child Care Subsidy Program Guidance Manual, 10/1/2024

Employment and License, Virginia License Renewal Manual, 2/17/2022

Employment and License, Guidelines for Prescribed Professional Teacher Examinations, 10/10/2024

Employment and License, Virginia Standards for the Professional Practice of Teachers, 4/28/2011

Employment and License, Guidelines Pertaining to the Employment of Substitute Teachers, 3/24/2011

Employment and License, Procedural Guidelines for Conducting Licensure Hearings, 2/4/2021

Employment and License, Guidelines for Alternate Routes to Licensure, 12/22/2022

Employment and License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, 7/1/2021

Employment and License, Board of Education Guidance on Cultural Competency Training for Teachers and Other Licensed School Board Employees in Virginia Public Schools, 1/5/2022

Employment and License, Guidelines for Mentor Teacher Programs for Beginning and Experienced Teachers, 2/3/2022

Employment and License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents, 5/12/2022

Employment and License, Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals, 5/12/2022

Facilities, Guidelines for the Operation of Electronic Room Partitions, 3/5/2020

Flag/Moment of Silence, Guidelines on the Recitation of the Pledge of Allegiance, Including Guidelines for Appropriate Etiquette and Conventions for Respecting the Dignity of the Flag, 7/26/2001

Flag/Moment of Silence, Guidelines on the Minute of Silence Requirements, 6/13/2000

Flag/Moment of Silence, Guidelines concerning Religious Activity in Public Schools, 12/30/1995

Instruction, Objectives for Personal Living and Finance, 12/30/2006

Instruction, Criteria for Character Education, 7/26/2012

Instruction, Homebound Instructional Services Guidelines, 2/1/2012

Instruction, Guidelines for Alternatives to Animal Dissection, 7/30/2004

Instruction, Virginia's Textbook Review Process, 3/24/2011

Instruction, List of Board of Education Regulations Identified as Waivable for Charter School Purposes, 6/30/1999

Instruction, Physical Education and Physical Activity Program Guidelines for Public Elementary and Middle Schools, 6/28/2018

Instruction, Board of Education Approved Industry Certifications, Occupational Competency Assessments, and Professional Licenses, 7/18/2024

- Instruction, High School to Work Partnerships Guidelines and Model Liability Waiver, 6/26/2014
- Instruction, Guidelines for the Use of Computer Science Courses to Satisfy Graduation Requirements, 10/13/2022
- Instruction, Guidelines for Using Supplementary Written Materials to Teach the Documents of Virginia History and the United States Constitution, 1/22/2015
- Instruction, Guidelines for Issuing a Virginia Seal of Biliteracy, 6/25/2015
- Instruction, Board of Education Approved Criteria for Awarding the Science, Technology, Engineering, and Mathematics (STEM) Diploma Seal, 10/18/2018
- Instruction, Definition of Students with Limited or Interrupted Formal Education, 5/27/2021
- Instruction, Digital Devices in the Classroom - Health and Safety Guidelines, 6/25/2021
- Instruction, Guidance for Unscheduled Remote Learning Days, 9/2/2021
- Instruction, Curriculum Guidelines for Instruction on the Safe Use of and Risks of Abuse of Prescription Drugs, 8/19/2021
- Instruction, Model Policies Concerning Instructional Materials with Sexually Explicit Content, 8/4/2022
- Instruction, Board of Education Approved Courses to Satisfy Graduation Requirements for the Standard, Advanced Studies, and Modified Standard Diplomas in Virginia Public Schools, 10/24/2024
- School Calendar, Guidelines for Considering and Approving Requests for Year-Round Instructional Program Waivers Pursuant to § 22.1-79.1 of the Code of Virginia, 9/19/2019
- School Facilities, Model Guidelines for the Wearing of Uniforms in Public Schools, 7/1/1996
- School Facilities, Guidelines for School Facilities in Virginia Public Schools, 4/1/2021
- School Facilities, Guidelines for a Water Management Program to Prevent Legionella Pneumophila Growth in Public School Buildings, 6/24/2021
- School Safety, Model Guidance for Positive and Preventive Code of Student Conduct Policy and Alternatives to Suspension, 9/16/2021
- School Safety, Virginia School Search Resource Guide, Including Student Search Guidelines, 10/1/2000
- School Safety, Guidelines for Management of the Student's Scholastic Record, 5/1/2004
- School Safety, Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus, 12/30/1990
- School Safety, Model School Crisis and Emergency Management Plan, 11/30/2007
- School Safety, Persistently Dangerous Schools and Unsafe School Choice Option, 4/30/2003
- School Safety, Diabetes Management in Schools: Manual for Unlicensed Personnel, 11/25/2021
- School Safety, Guidelines for Student Drug Testing in the Public Schools, 6/30/2004
- School Safety, Guidelines for the Prevention of Sexual Misconduct and Abuse in Virginia Public Schools, 3/24/2011
- School Safety, Guidelines for Policies on Concussions in Students, 5/13/2021
- School Safety, Persistently Dangerous Schools Identification Process and Criteria, 4/29/2003
- School Safety, Model Policy to Address Bullying in Virginia Public Schools, 10/24/2013
- School Safety, Guidelines for School Division Policy regarding Service Dogs in Virginia Public Schools, 12/31/2011
- School Safety, Manual for the Training of Public School Employees in the Administration of Medication, 6/1/2012
- School Safety, Approved Training Programs for the Treatment of Students with a Seizure Disorder, 12/23/2021
- School Safety, Guidelines for Use of Designated Stock Albuterol in Schools, 2/3/2022
- School Safety, Guidelines for Policies on Heat-Related Illness Prevention, 9/29/2022
- School Safety, Guidelines for Policies on Sudden Cardiac Arrest Prevention in Student Athletes, 11/10/2022
- SOA, Process by Which Locally Prescribed Graduation Requirements That Exceed the Requirements in 8VAC 20-131-50 May Be Amended or Discontinued, 11/17/2011
- SOA, Interpretation of Regulations for Certain Transfer Students, 12/20/2002
- SOA, Substitute Tests Approved for Awarding Verified Credit, 7/27/2017
- SOA, Guidance Document Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia, 11/25/2021
- Special Education, Discipline of Students with Disabilities, 12/30/2010
- Special Education, Your Family's Special Education Rights – Virginia Procedural Safeguards Notice, 9/30/2013
- Special Education, Required Modifications to Local Procedures and Policies (Special Education), 11/30/2009

Guidance Documents

Special Education, Alternative Special Education Staffing Plan Procedures, 12/11/2015

Special Education, Procedures for Receiving and Resolving Complaints That Allege Violation of Federal and State Laws and Regulations Pertaining to Children with Disabilities, 2/25/2000

Special Education, Training Standards for Paraprofessionals Assigned to Work with a Teacher Who Has Primary Oversight of Students with Autism Spectrum Disorder, 1/10/2013

Special Education, Standard Diploma Credit Accommodations for Students with Disabilities, 9/20/2018

Special Education, Guidelines for Educating Students with Specific Learning Disabilities (SLD), 2/28/2017

Special Education, Parent's Guide to Special Education, 12/31/2010

Special Education, Parent's Guide to Special Education Dispute Resolution, 12/31/2008

Special Education, Guidance on Prior Written Notice in the Special Education Process, 5/31/2013

Special Education, Guidance for Military Families with Students in Special Education, 8/31/2014

Special Education, Guidance Document on Manifestation Determination New Requirements, 11/30/2006

Special Education, Extended School Year Services, 12/31/2007

Special Education, Guidance Document on the Implementation of the Regulations Governing Special Education Programs for Children with Disabilities in Virginia, 8/31/2009

Special Education, Guidance Document for Implementing New Special Education Requirements for the Definition of Parent, 5/31/2009

Special Education, Guidelines for School Division Transfer of Assistive Technology Devices, 9/6/2013

Special Education, Functional Behavioral Assessment, Behavior Intervention Plans, and Positive Intervention and Supports, 12/31/2015

Special Education, Guidelines for Working with Students Who Are Blind or Visually Impaired in Virginia Public Schools, 12/15/2017

Special Education, Guidelines for Working with Students Who Are Deaf or Hard of Hearing in Virginia Public Schools, 2/20/2020

Special Education, Speech-Language Pathology Services in the Schools: Guidelines for Best Practice, 12/31/2018

Special Education, Guidance on Evaluation and Eligibility for Special Education and Related Services, 1/31/2018

Special Education, Guidance Document for Standards-Based Individual Education Plans (IEPs), 3/31/2016

Special Education, Special Education in Local and Regional Jails: Guidelines for Best Practice, 3/3/2022

Special Education, Guidance for the Development of Postsecondary Goals, 3/3/2022

Special Education, Transfer of Rights for Students with Disabilities upon Reaching the Age of Majority in Virginia, 9/2/2021

Special Education, Handbook for Occupational and Physical Therapy Services in Virginia Public Schools, 12/31/2010

Special Education, Handbook for Educators of Students Who Are English Language Learners with Suspected Disabilities, 2/6/2020

Special Education, Guidelines for Educating Students with Autism Spectrum Disorders, 10/31/2010

Special Education, Models of Best Practice in the Education of Students with Autism Spectrum Disorders, 5/31/2011

Special Education, Virginia Alternative Assessment Program (VAAP) Participation Criteria and the Determination of Significant Cognitive Disabilities, 2/20/2020

Special Education, Virginia Early Childhood Inclusion Guidance Document, 2/16/2018

Special Education, Guidelines for the Provision of Behavior Analysis in Public Schools, 2/18/2021

Special Education, Supplemental Guidance for Evaluation and Eligibility in Special Education and Sample Eligibility Forms and Disability Worksheets, 9/16/2021

Special Education, Guidelines for the Consideration of the Need for Age-Appropriate and Developmentally Appropriate Instruction, 5/27/2021

Standards of Quality, Guidance Regarding Maximum Class Size and Student-Teacher Ratios in the Standards of Quality, 1/16/2014

Student Services, Suicide Prevention Guidelines, 9/3/2020

Student Services, Policy Regarding Medication Recommendation by School Personnel, 8/16/2002

Student Services, Child Abuse and Neglect Recognition and Intervention Training Curriculum Guidelines, 5/13/2021

Student Services, Eating Disorders Awareness in the Public School Setting, 8/6/2020

Student Services, Guidelines for Training on the Prevention of Trafficking of Children, 6/28/2018

Student Services, [Guidelines for the Prevention of Suspension and Expulsion of Young Children: Supporting Children with Challenging Behaviors in Early Childhood Settings](#), 12/6/2018

Student Services, [Guidance and Model Policy for the Notification of Protective Orders in Public Elementary and Secondary Schools](#), 12/24/2020

Student Services, [Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia Public Schools](#), 7/19/2023

Student Services, [Virginia Social and Emotional Learning Standards](#), 6/26/2021

Student Services, [Guidance for the Provision of Specialized Student Support Positions in Virginia Public Schools](#), 7/8/2021

Tax Credits, [Guidelines for the Education Improvement Scholarship Tax Credits Program](#), 6/13/2019

Tax Credits, [Guidelines for the Neighborhood Assistance Act Tax Credit Program for Education](#), 6/10/2021

Technology, [Acceptable Use Policy Handbook](#), 1/1/2001

Technology, [Guidelines for the Donation of Obsolete Educational Technology Hardware and Software by School Boards to Students](#), 10/20/2000

Transportation, [Virginia School Bus Specifications](#), 5/30/2019

DEPARTMENT OF ELECTIONS

The Virginia Department of Elections is located in the Washington Building, First Floor, 1100 Bank Street, Richmond, VA 23219. The Virginia State Board of Elections (SBE) is the policymaking board responsible for approving regulations, forms, and guidance documents. Copies of guidance documents authorized to be provided are subject to costs stated in the agency's FOIA policy published on its website and may be viewed on regular work days from 8:30 a.m. until 4:30 p.m. Questions regarding interpretation or implementation of these documents may be directed to the office address in person, by telephone at (804) 864-8901 or toll free at (800) 552-9745, by FAX at (804) 371-0194, or by email at info@elections.virginia.gov. Questions will be directed to the appropriate staff member for response.

To obtain the most up-to-date information on many of the SBE and Department of Elections guidance documents, visit the Department of Elections website at <http://www.elections.virginia.gov>. Additionally, most of these guidance documents are available for no charge through the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Guidance Documents:

6945, [State Board of Elections Policies and Election Laws](#), 12/30/2022

7135, [Campaign Finance Laws and Policies](#), 12/30/2022

7136, [Candidate Information](#), 12/30/2022

7137, [Freedom of Information Act Policy](#), 12/30/2022

DEL-1, [2023 Delegations](#), 7/3/2023

FW-2021, [Forms Warehouse](#), 12/30/2022

GREB Handbook, [The Handbook](#), 8/1/2024

DEPARTMENT OF ENERGY

Questions regarding this list of guidance documents may be directed to Michael Skiffington, Regulatory Coordinator, Department of Energy, 1100 Bank Street, Eighth Floor, Richmond, VA 23219, telephone (804) 692-3212, FAX (804) 692-3237, or mike.skiffington@energy.virginia.gov.

All Department of Energy guidance documents are available for no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Division of Mines

Division of Mines Study and Instruction Material

Study and instruction materials relating to coal mine safety are available free of charge and may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Energy, Mine Safety Program, 3405 Mountain Empire Road, Big Stone Gap, VA 24219.

Questions regarding the interpretation or implementation of this material may be directed to Sammy Fleming, Inspector Supervisor, Mine Safety Program, at the same address, telephone (276) 523-8100, or FAX (276) 523-8239.

Notices and Memoranda to Operators

Mine Safety Program Notices and Memoranda to Operators may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Energy, 3405 Mountain Empire Road, Big Stone Gap, VA 24219.

Questions regarding interpretation or implementation of these documents may be directed to Randy Moore, Director of the Mine Safety Program, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Coal Mine Safety Program Procedures

Coal Mine Safety Program procedures may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Energy, 3405 Mountain Empire Road, Big Stone Gap, VA 24219. These procedures are used by agency staff to implement the Coal Mine Safety Act (§ 45.2-500 et seq. of the Code of Virginia).

Questions regarding interpretation or implementation of these procedures may be directed to Randy Moore, Director of Coal Mine Safety Program, at the same address, telephone (276) 523-8226, or FAX (276) 523-8239.

Guidance Documents

Guidelines for Application of Regulatory Standards

Guidelines for Application of Regulatory Standards may be viewed or copied during regular workdays from 8 a.m. to 5 p.m. at the Department of Energy, 3405 Mountain Empire Road, Big Stone Gap, VA 24219. These documents are used by agency staff to implement the Coal Mine Safety Act (§ 45.2-500 et seq. of the Code of Virginia).

Questions regarding interpretation or implementation of these documents may be directed to Mike Willis at the same address, telephone (276) 523-8228, or FAX (276) 523-8239.

Division of Mined Land Repurposing

Memoranda

Division of Mined Land Repurposing memoranda may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Energy, Customer Assistance Center, 3405 Mountain Empire Road, Big Stone Gap, VA 24219. Inquiries may be directed to Sherry Horne, telephone (276) 523-8100, or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Darlene Gibson, Hearings and Legal Services Officer, Department of Energy, Division of Mined Land Repurposing, at the same address, telephone (276) 523-8157, or FAX (276) 523-8163.

Repurposing Procedures

Division of Mined Land Repurposing procedures may be viewed or copied during regular work hours from 8 a.m. until 5 p.m. at the Department of Energy, Customer Assistance Center, 3405 Mountain Empire Road, Big Stone Gap, VA 24219. Inquiries may be directed to Sherry Horne, telephone (276) 523-8100, or FAX (276) 523-8141.

Questions regarding interpretation or implementation of these documents may be directed to Darlene Gibson, Hearings and Legal Services Officer, Department of Energy, Division of Mined Land Repurposing, at the same address, (276) 523-8157, or FAX (276) 523-8163.

Other Documents

Other documents issued by the Division of Mined Land Repurposing may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Energy, Customer Assistance Center, 3405 Mountain Empire Road, Big Stone Gap, VA 24219, telephone (276) 523-8100, or FAX (276) 523-8141.

Division of Mineral Mining

Documents and Communication Memoranda

Division of Mineral Mining documents and communication memoranda may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Energy, Division

of Mineral Mining, 900 Natural Resources Drive, P.O. Box 3727, Charlottesville, VA 22903 (Fontaine Research Park). Copies may be obtained by contacting Anne Grassler at the same address, telephone (434) 951-6311, or FAX (434) 951-6325.

Questions regarding interpretation or implementation of these documents may be directed to Phil Skorupa at the same address, telephone (434) 951-6312, or FAX (434) 951-6325.

Procedures

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Questions regarding interpretation or implementation of these procedures may be directed to Phil Skorupa at the same address, telephone (434) 951-6312, or FAX (434) 951-6325.

Forms

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Division of Gas and Oil

Memoranda to Operators and Bulletins

Division of Gas and Oil memoranda to operators and bulletins may be viewed or copied during regular workdays from 8 a.m. until 5 p.m. at the Department of Energy, Division of Gas and Oil, 3405 Mountain Empire Road, Big Stone Gap, VA 24219. Copies may be obtained by contacting Sarah Gilmer at the same address or telephone (276) 523-8100.

Questions regarding interpretation or implementation of these documents may be directed to Phil Skorupa, Director, Division of Gas and Oil.

Forms

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Energy, Division of Gas and Oil, 3405 Mountain Empire Road, Big Stone Gap, VA 24219. Copies may be obtained by contacting Sarah Gilmer at the same address or telephone (276) 523-8100.

Questions regarding interpretation or implementation of these forms may be directed to Phil Skorupa, Director, Division of Gas and Oil.

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Copies of documents are available for free on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov>. Copies of any of the documents listed are considered a request for information under the Freedom of Information Act (FOIA). For more information, please go to <https://www.deq.virginia.gov/get-involved/about-us/freedom-of-information-act>. Copies may also be requested by writing to FOIA Officer, Department of Environmental Quality, P.O. Box 1105, Richmond, VA 23218. There may be a charge for copies. Unless a cost is specifically listed, the charge will be based on the department's FOIA Policy.

Requests for copies or questions regarding interpretation of the Litter Prevention and Recycling documents should be directed to Manager, Waste Planning, Data, and Reporting, Department of Environmental Quality, 1111 East Main Street, Suite 1400, P.O. Box 1105, Richmond, VA 23218, or telephone (804) 698-4193.

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DEPARTMENT OF FIRE PROGRAMS

To obtain copies of the agency's guidance documents, please contact the Government Affairs section at (804) 371-0220 or email policyoffice@vdfp.virginia.gov.

For interpretive or implementation questions regarding the Virginia Fire Services Board grant guidance documents, please contact the agency's Grants Program Manager at (804) 325-8942.

Copies of the guidance documents can be retrieved free of charge at <https://www.vafire.com/grants-and-local-aid/>.

Copies of the agency's guidance documents are also available free of charge via the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Copies of the agency's guidance documents can also be viewed at the Virginia Department of Fire Programs Headquarters, 1005 Technology Park Drive, Glen Allen, VA 20359. Please contact the Government Affairs section to schedule an appointment.

Guidance Document:

Virginia Fire Services Board

[VFSB-1, Aid to Localities Policy](#), 8/29/2024

DEPARTMENT OF FORENSIC SCIENCE

The following document is available on the department's website at <http://dfs.virginia.gov>. Questions regarding this document may be directed to Amy C. Jenkins, Department Counsel, Department of Forensic Science, 700 North Fifth

Street, Richmond, VA 23219, telephone (804) 786-2281, or email amy.jenkins@dfs.virginia.gov.

Forensic Science Board

Guidance Document:

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DEPARTMENT OF GENERAL SERVICES

Copies of the following guidance documents are available to view on the Virginia Regulatory Town Hall at www.townhall.virginia.gov. Copies of the guidance documents are also available by contacting Kimberly Freiberger, Regulatory Coordinator, Department of General Services, 1100 Bank Street, Suite 420, Richmond, VA 23219, or by visiting the department's website at www.dgs.virginia.gov.

Guidance Documents:

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GEORGE MASON UNIVERSITY

Copies of the following documents may be viewed by appointment during regular work days from 9 a.m. to 4 p.m. in the Office of the Provost, 3100 Merten Hall, George Mason University, 4400 University Drive, Fairfax, VA 22030. Copies may be obtained free of charge by contacting the University Policy Manager at the same address, by telephone (703) 993-8730, FAX (703) 993-8899, or email upm@gmu.edu. The documents may be downloaded from the George Mason University website at <http://www.gmu.edu>.

Questions regarding interpretation or implementation of these guidance documents may be directed to the University Policy Manager.

Guidance Documents:

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[7271, University Policies, 1/1/2022](#)

VIRGINIA DEPARTMENT OF HEALTH

Questions regarding interpretation or implementation of these documents may be directed to John Kotyk, Legislative and Regulatory Coordinator, [109 Governor Street, Richmond, VA 23219](#), telephone (804) 864-7437, or email john.kotyk@vdh.virginia.gov. Questions will be redirected to knowledgeable program administrators.

This process is free and is the most efficient means by which citizens and others may obtain access to these documents. The provision by the agency of a paper copy of a guidance document, upon request, may involve a fee.

Guidance Documents:**State Board of Health**

[6820, Certification of Pollution Control Equipment for Tax Exemption Purposes, 3/19/2020](#)

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- QHC-031, [Design and Construction of Health Care Facilities](#), 1/30/2011
- QHC-033, [Nursing Facility Emergency Planning](#), 9/15/2006
- QHC-035, [Home Care or Hospice Emergency Planning](#), 9/6/2006
- QHC-038, [COPN Electronic Submission](#), 11/20/2006
- QHC-040, [Sex Offender Advisory](#), 4/1/2009
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- QHC-050, Using the Hospice Designation, 11/9/2009
- QHC-051, Hospice Advisory Regarding Medical Direction, 8/1/2010
- QHC-053, Peer Utilization Reviews on Reconsideration of Adverse Action, 9/1/2010
- QHC-054, Home Care Initial Licensure Checklist, 8/1/2010
- QHC-055, Nursing Facility Emergency Planning Resources, 11/1/2007
- QHC-056, Hospice Initial Licensure Checklist, 8/1/2010
- QHC-057, Nursing Facility Bed Hold, 12/12/2011
- QHC-060, Child ID Blood Spot - Hospitals, 6/3/2013
- QHC-061, Child ID Blood Spot - Parents, 10/26/2012
- QHC-064, Resident Transfer or Discharge, 12/3/2012
- QHC-065, Generator Testing in Nursing Facilities, 12/13/2012
- QHC-069, Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia, 12/10/2015
- QHC-070, Multiple Location License, 12/10/2015
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- WTR-128 (SF), Detention or Destruction of Product or Samples, 8/11/1988
- WTR-136 (SF), Application for Shellfish or Crustacea Plant Process Schematic, 12/22/1988
- WTR-137 (SF), Compliance with Uniform Statewide Building Code, 1/17/1989
- WTR-2019-01 (W), Source Water Manual, 10/31/2019
- WTR-2019-02 (W), Office of Drinking Water Guidance on Main Break Types and Responses, 10/31/2019
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- WTR-880(W), Treatment - Hollow Fiber, Positive Pressure-Driven Microfiltration and Ultrafiltration and Ultrafiltration Membrane Filtration Technology, 9/14/2012

[WTR-898\(W\), Compliance Sampling and Reporting Guidance Manual, 9/29/2017](#)

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[WTR-917\(W\), Revised Total Coliform Rule \(RTCR\) Implementation Procedures, 12/5/2017](#)

DEPARTMENT OF HEALTH PROFESSIONS

Copies of the following documents may be viewed during regular work days from 8:15 a.m. until 5 p.m. at the offices of the Department of Health Professions, 9960 Mayland Drive, Suite 300, Henrico, VA 23233. Copies may also be downloaded from the department's webpage at <http://www.dhp.virginia.gov> or from the Virginia Regulatory Town Hall at <http://www.townhall.virginia.gov> or requested via email at erin.barrett@dhp.virginia.gov. Questions regarding interpretation or implementation of these documents or requests for copies may be directed to Erin Barrett, Regulatory Coordinator, at the address provided or by telephone at (804) 367-4688. Copies are free of charge.

Guidance Documents (applicable to all boards and department):

[76-10.06, Disciplinary Process for Cases Involving Noncompliance with § 54.1-2400.6 of the Code of Virginia, 1/5/2023](#)

[76-10.17, Publication of Notices and Orders on the Department of Health Professions \(DHP\) Websites, 1/5/2023](#)

[76-10.24, Summary Suspensions and Restrictions, 3/6/2018](#)

[76-20.04, Disclosure of Noninvestigative Information by the Department, 1/5/2023](#)

[76-20.05, Disclosure of Information to Health Practitioner Monitoring Program, 1/5/2023](#)

[76-21.1 30, Mixing, Diluting, or Reconstituting of Drugs for Administration, 7/1/2018](#)

[76-34, Reporting by Hospitals and Other Health Care Institutions, 9/16/2021](#)

[76-35, Virginia Freedom of Information Act Requests, 9/1/2022](#)

[76-40.01, Receipt and Investigation of Allegations of Misconduct, 1/5/2023](#)

[76-40.02, Unlicensed Activity, 1/5/2023](#)

[76-40.05, Disciplinary Cases Involving Board Members, 1/5/2023](#)

[76-80.12, Extension of Time for Active Duty Service Members or Spouses, 1/5/2023](#)

[76-90.01, Prescription Drug Monitoring Advisory Committee, 5/4/2018](#)

[76-90.03, Foreign Applicants and Social Security Numbers, 12/8/2022](#)

[76-90.05, Principles and Establishment of Fees, 1/5/2023](#)

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[30-12, Guidance for Telepractice, 11/9/2023](#)

[30-2, Bylaws of the Board of Audiology and Speech-Language Pathology, 4/16/2020](#)

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[30-5, Equivalent Accrediting Body for Audiology Educational Programs, 5/11/2023](#)

[30-6, Board Definition of Active Practice, 4/1/2021](#)

[30-8, Speech-Language Pathology Practice and the Need for Licensure, 4/1/2021](#)

[30-9, Continuing Education Audits and Sanctioning, 10/26/2023](#)

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[115-1.2, Bylaws of the Board of Counseling, 7/25/2019](#)

[115-1.3, Bylaws for the Advisory Board on Art Therapy, 1/8/2021](#)

[115-1.4, Guidance on Technology-Assisted Counseling and Technology-Assisted Supervision, 7/7/2022](#)

[115-1.5, Sanction Reference Points Manual, 5/20/2016](#)

[115-1.8, Examinations Acceptable for Certification as a Rehabilitation Provider, 11/22/2019](#)

[115-1.9, Certifications Approved by the Board for Certification as a Substance Abuse Counselor, 7/7/2022](#)

[115-10, Guidance on Conversion Therapy, 6/30/2019](#)

[115-11, Scopes of Practice in Substance Abuse Counseling or Treatment, 1/23/2020](#)

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DEPARTMENT OF HISTORIC RESOURCES

Copies of guidance documents are available on the Virginia Regulatory Town Hall at www.townhall.virginia.gov and on the agency website. Hard copies can be made available during regular work days from 8:30 a.m. until 4:30 p.m. in the main office of the Virginia Department of Historic Resources, 2801 Kensington Avenue, Richmond, VA 23221, or at any of its regional offices. Copying costs may apply for large orders or for documents that are out of print. Copies can be obtained by contacting the regional offices, from staff coordinating the program covered by particular documents, or from the agency

archives manager, Quatro Hubbard, at the address provided, telephone (804) 482-6102, or FAX (804) 367-2391.

Interpretation or implementation questions should be addressed to staff working in the appropriate program area. A staff listing by unit and program area can be found on the agency website at http://www.dhr.virginia.gov/homepage_features/staff3.htm.

Regional office addresses and phone numbers are as follows (the Capital Regional Preservation Office is co-located at the central office address provided). Agency forms, information in the documents listed, and the agency publication lists are also available on the agency website at <http://www.dhr.virginia.gov>.

Western Regional Preservation Office, Department of Historic Resources, 962 Kime Lane, Salem, VA 24153, telephone (540) 387-5396.

Northern Regional Preservation Office, Department of Historic Resources, P.O. Box 519, 5357 Main Street, Stephens City, VA 22655 (send all mail inquiries to the P.O. Box), telephone (540) 868-7029.

Guidance Documents:

Board of Historic Resources

4593, Virginia's Historical Registers: A Guide for Property Owners, 12/6/2017

4598, Notification and Public Participation Processes for National Register and Virginia Landmarks Register Nominations in Virginia, 12/19/2022

4599, Photographic Guidance for National Register Nominations in Virginia, 12/19/2022

4600, National Register and Virginia Landmarks Register Process as Managed by the Department of Historic Resources (DHR), 12/17/2020

4630, Historic Preservation Easement Program Policies (1 through 12), 12/19/2022

4631, State Collections Management Standards, 12/11/2019

4632, Guidelines for Conducting Historic Resources Surveys in Virginia, 9/1/2017

4638, Cell Tower Review Submission Guidelines, 7/1/2010

4639, Guidelines for Assessing Visual Effects on Historic Properties, 6/30/2010

4640, Guidelines for Assessing Impacts of Proposed Electric Transmission Lines and Associated Facilities on Historic Resources in Virginia, 1/8/2010

4641, How to Apply for Designation as a Certified Local Government in Virginia, 12/28/2015

4642, Virginia Battlefield Preservation Fund Guidelines for Applications, Prioritization, and Award of Grants, 12/21/2021
5684, Easement Program Information Packet, 12/19/2022
6465, Certified Local Government Grants Manual, 12/19/2022
6471, Historical African American Cemetery and Graves Fund Program Manual, 12/19/2022
7343, Historical Highway Marker Program Policies, 12/19/2022
7512, Historic Rehabilitation Tax Credit Guidance Documents, 1/31/2023
7513, Historic Rehabilitation Tax Credit Financial Report Guidance and Templates, 1/31/2023

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Copies of the following documents may be viewed during regular workdays from 8:30 a.m. until 5 p.m. at the Department of Housing and Community Development, 600 East Main, Suite 300, Richmond, VA 23219, <http://www.dhcd.virginia.gov>. Copies may be obtained at agency cost by contacting Chase Sawyer at the same address or by telephone (804) 310-5872.

Questions regarding interpretation or implementation of these documents may be directed to Chase Sawyer at the address or telephone number provided, or by email at chase.sawyer@dhcd.virginia.gov.

Guidance Documents (applicable to all boards and agency):

5890, Indoor Plumbing Rehabilitation Program Manual, 10/1/2018
5892, Vibrant Community Initiative, 10/1/2017
6086, Virginia Telecommunications Initiative Program Guidelines and Criteria, 10/14/2023
7037, Utility Leverage Program – Unserved Certification Guidelines, 3/4/2023
7111, Virginia Small Business Resiliency Fund - Program Guidelines and Instruction Manual, 11/25/2021
7718, Virginia Broadband Availability Map Internet Service Provider Service Territory Data Submission Guidelines, 2/15/2024
7817, Virginia Make Ready Initiative Guidelines and Criteria, 8/29/2024

Commission on Local Government

See guidance documents applicable to all boards and the department.

Board of Housing and Community Development

5884, Job Creation Grant Instruction Manual, 3/16/2023
5885, Real Property Investment Grant Instruction Manual, 3/16/2023
5886, Certified Public Accountant (CPA) Agreed Upon Procedures Instruction Manual, 3/16/2023
5887, Local Zone Administrator's Management Manual, 1/25/2020
5902, Continuing Education Policy Applicable to Board of Housing and Community Development (BHCD) Certified Code Enforcement Personnel, 10/1/2012
5903, Affordable and Special Needs Housing - Consolidated Application Program Guidelines, 1/9/2021
5906, Virginia Homeless and Special Needs Housing Funding Guidelines, 4/2/2022
7752, Virginia Private Activity Bond Local Housing Authority Guidelines Update, 8/29/2024

Manufactured Housing Board

See guidance documents applicable to all boards and the department.

VIRGINIA HOUSING DEVELOPMENT AUTHORITY

Copies of the following documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the offices of the Virginia Housing Development Authority, 601 South Belvidere Street, Richmond, VA 23220. Copies may be obtained free of charge by contacting Fred Bryant at the same address or by telephone at (804) 343-5837. Questions regarding interpretation or implementations of these documents may be directed to Fred Bryant at the address or telephone number provided.

Guidance Documents:

7269, Parking and Transportation Policies and Procedures, 1/1/2022
Compliance and Asset Management Operations Manual, 12/13/2024
Homebuyer Handbook - English Version, 4/30/2020
Homebuyer Handbook - Spanish Version, 7/30/2020
Homeownership Originations Guide, 12/1/2024
Homeownership Originations Policies Manual, 12/1/2024
Housing Choice Voucher Program Administrative Manual, 11/1/2023
Low-Income Housing Tax Credit Manual, 1/1/2024

Guidance Documents

[Multi-Family Development Policy and Procedures Manual, 12/20/2016](#)

[Virginia Homeowner Assistance Fund Plan - English Version, 10/29/2024](#)

[Virginia Homeowner Assistance Fund Plan - Spanish Version, 10/29/2024](#)

[Virginia Mortgage Relief Consolidated Term Sheet, 10/29/2024](#)

[Virginia Mortgage Relief Consolidated Term Sheet - Spanish Version, 10/29/2024](#)

VIRGINIA INDIGENT DEFENSE COMMISSION

Copies of the following documents may be viewed on regular work days from 8 a.m. until 5 p.m. in the office of the Virginia Indigent Defense Commission, 1604 Santa Rosa Road, Suite 200, Richmond, VA 23229. Free copies may be accessed and downloaded from the commission's website at <https://www.vadefenders.org/>.

Questions regarding interpretation and implementation of these documents may be directed to William Efirm at email wefird@vadefenders.org.

Guidance Documents:

[7167, Standards of Practice, 3/4/2022](#)

[7168, Initial Certification Application, 3/4/2022](#)

[7169, Standards of Practice Complaint Form, 3/4/2022](#)

[7170, Standards of Practice Complaint Process, 3/4/2022](#)

[7171, Recertification Application, 3/4/2022](#)

[7172, Initial Application for Prosecutors, 3/4/2022](#)

VIRGINIA INFORMATION TECHNOLOGIES AGENCY

The Virginia Information Technologies Agency (VITA) produces policies, standards, and guidelines in furtherance of VITA's statutory responsibilities. VITA has no regulations, and not all VITA documents are guidance documents. Copies of VITA guidance documents may be obtained free of charge from the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov>. Copies of other VITA documents may be obtained free of charge from VITA's website at <https://www.vita.virginia.gov>. VITA documents may also be requested by writing to foia@vita.virginia.gov.

Guidance Documents:

[7309, Information Technology \(IT\) Contingent Labor Policy for Procuring and Managing Contingent Labor Resources, 10/26/2023](#)

[7314, IT Contingent Labor Procurement Policy for Enhancing and Expanding Contracting Opportunities for Small, Women-Owned, and Minority-Owned Businesses, 12/7/2020](#)

[7317, IT Procurement: Emergency Procurement, 7/1/2021](#)

[7319, IT Procurement: Sole Source Policy, 7/1/2020](#)

[7320, IT Procurement: Joint and Cooperative Procurement Policy, 7/1/2022](#)

[7321, IT Procurement: Small Purchase Policy, 12/7/2023](#)

[7323, IT Procurement: Telecommunications Waiver Policy, 8/8/2018](#)

[7324, IT Procurement: Authority and Delegation Policies, 7/1/2021](#)

[7383, Commonwealth Security and Cloud Requirements, 7/1/2018](#)

[7675, IT Procurement Manual \(Buy IT\) - 2024 Update, 3/28/2024](#)

[CPM 110-04, Project Management Guideline, 11/15/2021](#)

[CPM 111-05, Project Manager Selection and Training Standard, 4/19/2022](#)

[CPM 112-04, Project Management Standard, 7/4/2024](#)

[CPM 516-03, IT Investment Management Standard, 10/1/2021](#)

[EA 200-03.1, Enterprise Architecture Policy, 2/21/2018](#)

[EA 225, Enterprise Architecture Standard, 7/18/2024](#)

[EA 300-01, Cloud-Based Hosting Services Information Technology Solutions Policy, 10/15/2018](#)

[GOV 101, Policy, Standard, and Guideline Formulation Standard, 2/29/2024](#)

[GOV 102-02, Information Technology Resource Management Policy, 6/1/2016](#)

[SEC503-02.2, Secure Remote Access to Online Court Documents Standard, 6/21/2017](#)

[SEC505-00.2, Virginia Real Property Electronic Recording Standard, 5/21/2021](#)

DEPARTMENT OF JUVENILE JUSTICE

Copies of all documents listed below may be viewed during regular work hours from 8:30 a.m. until 5:00 p.m. at the Department of Juvenile Justice, 600 East Main Street, Richmond, VA 23219. Please address any questions concerning the guidance document list to Ken Davis at email kenneth.davis@djj.virginia.gov.

Certification

Copies of the following documents may be obtained free of charge by contacting Kenneth E. Bailey, Certification Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 516-9491, or email kenneth.e.bailey@djj.virginia.gov.

Questions regarding interpretation or implementation of these documents may also be directed to Kenneth E. Bailey, Certification Unit, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 516-9491, or email kenneth.e.bailey@djj.virginia.gov.

Guidance Documents:

[3371, Compliance Manual Regulation for Nonresidential Services, 7/1/2011](#)

[3652, Guidelines for Transporting Juveniles in Detention, 9/8/2004](#)

[3710, Compliance Manual Regulation Governing Juvenile Group Homes and Halfway Houses, 1/1/2014](#)

[3720, Compliance Manual Regulation Governing Juvenile Correctional Centers, 1/1/2014](#)

[3730, Compliance Manual Regulation Governing Juvenile Secure Detention Centers, 1/1/2014](#)

[4225, Guidelines for Determining the Length of Stay of Juveniles Indeterminately Committed to the Department of Juvenile Justice, 2/4/2023](#)

Design and Construction of Juvenile Facilities

Copies of the following documents may be obtained free of charge by contacting Leah Nelson, Quality Assurance Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 621-8532, or email leah.nelson@djj.virginia.gov.

Questions regarding interpretation or implementation of this document may also be directed to Leah Nelson, Quality Assurance Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 621-8532, or email leah.nelson@djj.virginia.gov.

Guidance Document:

Virginia Department of Juvenile Justice Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, revised January 10, 2001, § 16.1-309.5

(NOTE: This document is also included in the Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation, which may be obtained from Leah Nelson, Quality Assurance Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 621-8532, or email leah.nelson@djj.virginia.gov.)

Training Standards

Copies of the following document may be obtained free of charge by contacting Guillermo Novo, 7093 Broad Neck Road, Hanover, VA 23069, telephone (804) 537-6660, or email guillermo.novo@djj.virginia.gov.

Questions regarding interpretation or implementation of this document may be directed to Guillermo Novo, 7093 Broad Neck Road, Hanover, VA 23069, telephone (804) 537-6660, or email guillermo.novo@djj.virginia.gov.

Guidance Document:

[7190, Guidance Document Supplementing 6VAC35-210, 3/18/2022](#)

Virginia Juvenile Community Crime Control Act

Copies of the following document may be obtained free of charge by contacting Katherine Farmer, VJCCCA Supervisor, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 291-7083, or email katherine.farmer@djj.virginia.gov.

Questions regarding interpretation or implementation of this document may also be directed to Katherine Farmer, VJCCCA Supervisor, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 291-7083, or email katherine.farmer@djj.virginia.gov.

Guidance Document:

[7552, Virginia Juvenile Community Crime Control Act \(VJCCCA\) Manual, 9/1/2023](#)

Research Proposal Requests

Copies of the following documents may be obtained free of charge by contacting Nina Hyland, Research Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 339-8036, or email nina.hyland@djj.virginia.gov.

Questions regarding interpretation or implementation of these documents may also be directed to Nina Hyland, Research Manager, Department of Juvenile Justice, P.O. Box 1110, Richmond, VA 23218-1110, telephone (804) 339-8036, or email nina.hyland@djj.virginia.gov.

Guidance Documents:

[7017, Guidance Document Interpreting 6VAC35-170, Review and Approval of Data Requests and Research Proposals, 6/24/2021](#)

[HRRC, Confidentiality Agreement Form, 4/15/2021](#)

[HRRC, Research Agreement, 4/15/2021](#)

[HRRC, Research Proposal Summary Form, 4/15/2021](#)

DEPARTMENT OF LABOR AND INDUSTRY

For questions regarding guidance documents used by the Virginia Department of Labor and Industry, contact the following:

Boiler and Pressure Vessel Safety - Zachary Beasley, email zachary.beasley@doli.virginia.gov.

Guidance Documents

Cooperative Programs - Jennifer Rose, email jennifer.rose@doli.virginia.gov.

Labor and Employment Law - Division of Labor and Employment Law, telephone (804) 786-0574, or email laborlaw@doli.virginia.gov.

Occupational Health - Ron Graham, email ron.graham@doli.virginia.gov.

Occupational Safety - Jeffrey Cabral, email jeffrey.cabral@doli.virginia.gov.

Registered Apprenticeship - Carrie Roth, email carrie.roth@dwda.virginia.gov.

Virginia Occupational Safety and Health (VOSH) Program - for copies of documents, Cristin Bernhardt, email cristin.bernhardt@doli.virginia.gov.

Voluntary Protection Program - Jennifer Rose, email jennifer.rose@doli.virginia.gov.

Copies of these guidance documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. at the Virginia Department of Labor and Industry, Main Street Center, 6606 West Broad Street, Suite 500, Richmond, VA 23230, or at any of the department's regional offices.

Guidance Documents:

Apprenticeship Council

[APP - 01, Bylaws of the Virginia Apprenticeship Council, 3/18/2021](#)

[APP - 02, State Apprenticeship Standards for Cosmetology, Barbering, and Nail Technology Consisting of Minimum Standards for Apprenticeship, 6/12/2018](#)

[APP - 03, Virginia Surveyor Apprenticeship Standards, 7/2/2019](#)

[APP - 05, Standards of Apprenticeship for Opticians, 4/15/2019](#)

[APP - 08, Cooperative Working Agreement between the State of Virginia Apprenticeship Council and the Bureau of Apprenticeship and Training, U.S. Department of Labor, 7/23/2002](#)

[APP - 09, Apprenticeship Directive 81-4, Granting Credit for Previous Experience, 5/21/1981](#)

[APP - 10, Apprenticeship Directive 86-4, Part-Time Cosmetology Student Apprentices, 9/15/1986](#)

[APP - 11, Apprenticeship Directive 90-3, Participation by Minors Between 16 and 18 Years of Age in Certain Hazardous Occupations, 4/27/1990](#)

[APP - 12, Apprenticeship Directive 01-1, Signature on Standards \(VAC and Industry Specific\), 8/15/2001](#)

[APP - 13, Apprenticeship Directive 03-3, Exemption from Full-Time Employment, 12/13/2007](#)

[APP - 14, Apprenticeship Directive 03-04, Temporary Staffing Agencies, 3/21/2002](#)

[APP - 15, Apprenticeship Directive 03-05, Guidelines Governing Out-of-State Businesses, 3/21/2002](#)

[APP - 16, Apprenticeship Directive 03-07, Registration for Barber, Cosmetology, and Nail Technician Apprentices, 9/7/1998](#)

[APP - 17, Apprenticeship Directive 03-09, Progressive Wage Policy, 3/20/2003](#)

[APP - 18, Commonwealth of Virginia Registered Apprenticeship Field Operation Manual, 9/30/2013](#)

[APP - 19, Minimum Standards for Apprenticeship, 7/1/2018](#)

[APP-20, Orientation for Registered A Workforce Partners, 10/18/2018](#)

[APP-21, Youth Registered Apprenticeship Overview, 2/21/2019](#)

[APP-22, Virginia Esthetics and Master Esthetics Apprenticeship Standards, 6/12/2018](#)

Department of Labor and Industry

[LEL - 00, Field Operations Manual Disclaimer, 3/30/2010](#)

[LEL - 01, Division of Labor and Employment Law Field Operations Manual - Chapter 1, Minimum Wage Act, 8/8/2019](#)

[LEL - 02, Division of Labor and Employment Law Field Operations Manual - Chapter 2, Use of Polygraphs in Certain Employment Situations, 10/30/2007](#)

[LEL - 03, Division of Labor and Employment Law Field Operations Manual - Chapter 3, Equal Pay, 1/20/2000](#)

[LEL - 04, Division of Labor and Employment Law Field Operations Manual - Chapter 4, Prevention of Employment, 1/30/2000](#)

[LEL - 05, Division of Labor and Employment Law Field Operations Manual - Chapter 5, Payment of Medical Exams as a Condition of Employment, 1/30/2000](#)

[LEL - 06, Division of Labor and Employment Law Field Operations Manual - Chapter 6, Right to Work, 3/1/2010](#)

[LEL - 07, Division of Labor and Employment Law Field Operations Manual - Chapter 7, Garnishment, 7/30/2009](#)

[LEL - 09, Division of Labor and Employment Law Field Operations Manual - Chapter 9, Child Labor, 8/9/2017](#)

[LEL - 10, Division of Labor and Employment Law Field Operations Manual - Chapter 10, Payment of Wage, 5/12/2022](#)

[LEL - 11, Individual Liability for Wage claims, 4/6/2015](#)

LEL - 12, Administrative Subpoenas Issued in Accordance with Virginia Code, 4/30/2015

LEL - 13, Requesting Employment Records in Wage Claim Investigations, 5/2/2016

LEL -14, Division of Labor and Employment Law Field Operations Manual Chapter 11, Anti-Retaliation, 7/1/2021

Safety and Health Codes Board

02-003W, Virginia Occupational Safety and Health (VOSH) Procedures to Comply with Occupational Safety and Health Administration (OSHA) Enforcement Exemptions and Limitations under the Federal Appropriations Act, Appendix A 2022 Revision, 9/15/2022

02-003X, Virginia Occupational Safety and Health (VOSH) Procedures to Comply with Occupational Safety and Health Administration (OSHA) Enforcement Exemptions and Limitations under the Federal Appropriations Act, Appendix A 2024 Revision, 8/1/2024

02-004A, Collection of OSHA-300 Log Data, 2/15/2004

02-006B, Abatement Verification Regulation, § 307 of the VOSH Administrative Regulations Manual (ARM) - Enforcement Policies and Procedures, 1/1/2010

02-009B, Prison Inmate Form Letter, 1/15/2014

02-010, Information to be Included in Closing Conferences, 8/15/1993

02-011, Temporary Help Supply Services Used by Employers, 10/1/1993

02-013, Compliance Policy for Emergency Action Plans and Fire Prevention Plans, 4/1/2003

02-016, Safety and Health Information Bulletins, 2/15/2004

02-020, VOSH Response to Significant Events of Potentially Catastrophic Consequence, 1/15/1994

02-021, Interpretative Rule Addressing OSHA Policy on Employee Rescue Efforts, 29 CFR § 1903.14, 8/15/1995

02-022A, Rules of Agency Practice and Procedure concerning OSHA Access to Employee Medical Records, 29 CFR § 1913.10, 11/1/2009

02-023, Citation and IMIS Guidance for the ARM, 8/15/2009

02-024A, Severe Violator Enforcement Program (SVEP), 9/1/2013

02-026, Misclassification of Employees in VOSH Cases, 7/1/2017

02-028A, State and Local Government Penalties, 9/19/2019

02-032, Guidelines for Implementing the Field Sanitation Standard, 29 CFR § 1928.110, 4/15/1993

02-050A, General Schedule Inspection Errors: Guidance for Inspection of Establishments, 12/15/2013

02-053C, Procedures for Photographs and Audio and Video Recordings Taken during VOSH Inspections or Investigations, 8/15/2011

02-054A, Process Safety Management of Highly Hazardous Chemicals, 29 CFR § 1910.119 – Inspection Procedures and Interpretive Guidance, 8/1/1999

02-060B, Inspection Procedures for the Hazard Communication Standard, 29 CFR §§ 1910.1200, 1915.99, 1917.28, 1918.90, 1926.59, and 1928.21, 2/1/2016

02-061, Citation Policy Regarding 29 CFR §§ 1926.20 and 1926.21 and Related General Safety and Health Provisions, 4/4/1988

02-062A, Application of the Permit-Required Confined Spaces (PRCS) Standards, 29 CFR § 1910.146, 4/1/2003

02-064A, Procedure for Handling Issuance of Citations to the Virginia Department of Transportation (VDOT), 12/15/2007

02-065C, Virginia Construction and Telecommunications Industries Confined Space Standard Procedures and Interpretations Manual, CNSP 146 and § 1910.268 (t), 6/1/2018

02-067D, Overhead High Voltage Line Safety Inspection Procedures and Interpretations, 5/1/2018

02-071, Inspection Guidelines for Post-Emergency Response Operations under 29 CFR § 1910.120, 9/15/1991

02-072B, Index of General Industry Standards Applicable to the Construction Industry, 5/15/1994

02-073B, Inspection Procedures for 29 CFR §§ 1910.120 and 1926.65, Paragraph (q), Emergency Response to Hazardous Substance Releases, 10/1/2007

02-101, OSHA and U.S. Coast Guard Authority over Vessels, 11/15/1998

02-105A, Inspection Scheduling for Construction, 1/15/2014

02-106, Nursing and Residential Care Facilities, Inspection Procedures, 6/1/2013

02-110, VOSH Enforcement Policy for New Reporting Requirements under § 40.1-51.1 D of the Code of Virginia and 16VAC25-85-1904, 7/1/2017

02-206A, Inspection of Grain Handling Facilities, 29 CFR § 1910.272, 11/15/1998

02-208A, Acceptance of U.S. Department of Transportation (DOT) Exemption DOT-E 8845 of the Select Fire Oil-Well Perforating System Detonator Interruption Device (DID), 9/1/1994

Guidance Documents

02-209, Fixed Ladders Used on Outdoor Advertising Structures or Billboards in the Outdoor Advertising Industry, 4/15/1993

02-210, Excavation and Trench Procedures and Interpretations Manual, 3/5/1990

02-211B, Control of Hazardous Energy – Enforcement Policy and Inspection Procedures, 5/1/2008

02-213, Inspection Procedures and Guidelines for Lift-Slab Construction Operations, 9/1/1991

02-214, Home-Based Worksites, 10/1/2000

02-215, Enforcement Authority at the Department of Energy Government-Owned, Contractor-Operated (GOCO) Sites, 5/1/1992

02-216, Electrical Safety-Related Work Practices Inspection Procedures and Interpretive Guidelines, 7/15/1992

02-217, Guarding of Three-Roller Printing Ink Mills, 9/1/1994

02-218, Awareness Barriers Installed on Metal Cutting Shears, 9/1/1994

02-223, Abrasive Operations Using Cutoff Wheels and Masonry Saws, 29 CFR §§ 1910.215, 1926.303, and 1926.702 (i), 8/15/1995

02-224B, Inspection Policy and Procedures for OSHA Steel Erection Standards for Construction; Clarification of OSHA Enforcement Policies relating to Floors, Nets, and Shear Connectors; Cancellation of CPL 02-01-046, 12/1/2010

02-225D, Focused Inspections in Construction - Renewal, 7/1/2013

02-226A, Enforcement of Electric Power Generation, Transmission, and Distribution Standard, §1910.269, 2/15/2004

02-228, Guidelines for Point of Operation Guarding of Power Press Brakes, 9/15/1998

02-230, Inspection Procedures for Enforcing Subpart L, Scaffolds Used in Construction - 29 CFR § 1926.450-454, 3/15/1999

02-231B, Inspection Procedures for Accessing Communication Towers by Hoist, 9/30/2014

02-232A, Compliance Assistance for the Powered Industrial Truck Operator Training Standards, 2/1/2002

02-234A, 29 CFR Part 1910, Subpart T – Commercial Diving Operations, 9/1/2011

02-235, Slide-Locks Enforcement Policy, Inspection Procedures, and Performance Guidance Criteria, 12/15/2007

02-240, Reverse Signal Operation Safety Requirements for Motor Vehicles, Machinery, and Equipment in General

Industry and the Construction Industry, 16VAC25-97, Inspection Procedures and Interpretations, 9/15/2009

02-243A, Part 1910, Subpart I, Enforcement Guidance for Personal Protective Equipment (PPE) in General Industry, 1/15/2012

02-244, Tree Trimming Operations, 16VAC25-73, Inspection Procedures and Interpretations (Corrected), 5/9/2011

02-245, Compliance Policy for Manufacture, Storage, Sale, Handling, Use, and Display of Pyrotechnics, 1/15/2012

02-247, Compliance Directive for the Cranes and Derricks in Construction Standard, 29 CFR §§ 1926.1400 through 1926.1442, 2/1/2016

02-390B, Compliance Guidance for Residential Construction, 6/15/2011

02-395, Logging Operations, Inspection Procedures, and Interpretive Guidance Including Twelve Previously Stayed Provisions, 11/15/1998

02-399, Chocking of Tractor Trailer under the Powered Industrial Truck Standard, 8/15/2000

02-400C, Enforcement Procedures for Occupational Exposure to Bloodborne Pathogens, 2/1/2014

02-403A, Compliance Dates for the Lead Standard with Clarification of the Implementation Schedule, 29 CFR § 1910.1025, 1/15/1992

02-406, Air Contaminants Standard, 29 CFR § 1910.1000 - Inspection Procedures and Enforcement Guidance Resulting from Court Decision Vacating 1989 PELs, 9/15/1993

02-407, Lead Exposure in Construction: Interim Final Rule; Inspection and Compliance Procedures, 5/1/1994

02-410, Brass and Bronze Ingot Manufacturing Industry Compliance Requirements and Dates under the Lead Standard, 29 CFR § 1910.1025, 5/15/1998

02-411A, Inspection Procedures for the Respiratory Protection Standard, 29 CFR § 1910.134, 9/30/2014

02-412, Inspection Procedures for the Respirable Crystalline Silica Standards, 4/15/2021

02-413, Guidelines for Noise Enforcement Appendix A, 11/15/2009

02-415, Inspection Procedures for Occupational Exposure to Methylene Chloride Final Rule, 29 CFR §§ 1910.1052, 1915.1052 and 1926.1152, 2/1/2002

02-419, Audiometric Testing Using Insert Phones, 5/12/1989

02-421, Technical Assistance and Guidelines for Superfund and Other Hazardous Waste Site Activities, 8/20/1986

- 02-422A, Inspection Procedures for Occupational Exposure to Asbestos Final Rule, 29 CFR §§ 1910.1001, 1926.1101, and 1915.1001, 8/15/1996
- 02-423, Occupational Exposure to Hazardous Chemicals in Laboratories, 6/15/1991
- 02-426A, Enforcement Procedures for Occupational Exposure to Formaldehyde, 5/1/1992
- 02-432, Inspection Procedures for Occupational Exposure to 1,3-Butadiene (BD), § 1910.1051, 11/15/1998
- 02-433A, Enforcement Procedures and Scheduling for Occupational Exposure to Tuberculosis, 8/15/2015
- 02-436, Enforcement of the Occupational Noise Exposure Standards, §§ 1910.95, 1926.52, and 1926.101, 2/1/2002
- 02-437, Technical Enforcement and Assistance Guidelines for Hazardous Waste Site and RCRA Corrective Action Clean-Up Operations, 9/15/2006
- 02-439, Section 1910.1018, Inspection and Compliance Procedures for the Permanent Occupational Exposure Standard for Inorganic Arsenic Compounds, 9/15/2006
- 02-440, Inspection Procedures for the Chromium (VI) Standards, 5/1/2008
- 02-442, Inspection Procedures for Occupational Exposure to Beryllium in General Industry, Construction and Public Sector Maritime, 9/15/2018
- 02-445, Inspection Procedures for the COVID-19 Emergency Temporary Standard, 9/16/2021
- 02-800B, Longshoring and Marine Terminals "Tool Shed" Directive, 1/1/2013
- 02-801D, Shipyard Employment "Tool Bag" Directive, 1/9/2020
- 02-802A, Maritime Cargo Gear Standards and Part 1919 Certification, 2/15/2014
- 02-803B, 29 CFR Part 1915, Subpart B, Confined and Enclosed Spaces and Other Dangerous Atmospheres in Shipyard Employment, 1/9/2020
- 02-804A, Subpart I, PPE for Shipyard Employment (Public Sector) - Inspection Procedures and Interpretive Guidelines, 1/9/2020
- 03-001D, Consultation Policies and Procedures Manual, 6/10/2021
- 03-007, Consultation Policies and Procedures, Chapter 7: Relationship to Enforcement, Hazard Correction and Verification, 5/15/2007
- 03-100, Consultation for Wood Treatment Operations Utilizing Inorganic Arsenic Compounds, 12/12/1986
- 03-101, Guidelines on the Stability of Well Servicing Derricks, 9/15/1991
- 03-102, Changes in Reporting Hazard Correction Verification, 2/15/2004
- 06-002, Designated First Aid Providers - Applicability of Bloodborne Pathogens Standard in General Industry, 8/15/2000
- 06-003, Definition of Employee for Purposes of VOSH Enforcement Program, 5/13/1986
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LIBRARY OF VIRGINIA

Guidance documents may be viewed during regular work days from 9 a.m. until 4:30 p.m. at the Office of the Librarian of Virginia, Library of Virginia, 800 East Broad Street, Richmond, VA 23219-8000.

Copies of documents may be obtained free of charge for up to 10 pages, and for requests of 11 pages or more for \$0.25 per page by contacting Taylor Melton at telephone (804) 692-3535 or email taylor.melton@lva.virginia.gov. Copies of the documents are available electronically for no charge on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov/>.

Questions regarding interpretation or implementation of the documents relating to public libraries, trustees, or state aid may

be directed to Kim Armentrout at telephone (804) 692-3601 or email kim.armentrout@lva.virginia.gov.

Questions regarding the documents relating to records management and the timely destruction of records may be directed to Patrice Morgan at telephone (804) 692-3600 or email patrice.morgan@lva.virginia.gov.

Guidance Documents:

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MARINE RESOURCES COMMISSION

Documents are available on the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov>. Questions regarding interpretation or implementation of habitat documents may be directed to Randy Owen, Chief, Habitat Division, Virginia Marine Resources Commission, Fort Monroe, VA 23651, telephone (757) 247-2251, or FAX (757) 247-8062.

Questions regarding interpretation or implementation of law-enforcement documents may be directed to Colonel Matthew Rogers, Chief, Law Enforcement Division, Marine Resources Commission, Fort Monroe, VA 23651, telephone (757) 247-2278, or FAX (757) 247-2020.

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DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

To obtain copies of the 2024 agency guidance document list, contact Syreeta Stewart, Regulations and Guidance Documents Supervisor, Division of Policy, Regulation, and Member Engagement, Department of Medical Assistance Services, 600 East Broad Street, Richmond, VA 23219, telephone (804) 839-728, or email syreeta.stewart@dmas.virginia.gov.

Guidance documents are available on the Virginia Regulatory Town Hall at no charge at www.townhall.virginia.gov. The documents are also available for no cost on the DMAS website. Find provider manuals at <https://vamedicaid.dmas.virginia.gov/> by clicking on "Manuals Library." Find Memos and Bulletins by clicking on "Memos/Bulletins Library."

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- New, Cardinal Care - Virginia's Medicaid Program, 5/11/2023

DEPARTMENT OF MILITARY AFFAIRS

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. through the Virginia Department of Military Affairs, Office of the Chief Operations Officer, 5901 Beulah Road, Sandston, VA 23150. Copies may be obtained free of charge by contacting Everton Nevers at the same address, telephone (804) 236-7890, or email everton.e.nevers.nfg@army.mil, or Russell Woodlief at telephone (804) 236-7898 or email russell.w.woodlief.civ@army.mil.

Guidance Documents

Questions regarding interpretation or implementation of these documents may be directed to Everton Nevers at the address provided.

Guidance Documents:

[7250, Command Policy 22-023: Virginia National Guard \(VaNG\) State Tuition Assistance Program, 9/15/2022](#)

[7510, Virginia National Guard Regulation No. 56-3: National Guard Members and Retirees Vehicle License Plates, 1/31/2023](#)

DEPARTMENT OF MOTOR VEHICLES

Copies of the following documents may be viewed during regular business hours, Monday through Friday, 8:30 a.m. until 5 p.m. at the Department of Motor Vehicles (DMV), 2300 West Broad Street, Legislative Services, Room 724, Richmond, VA 23220. Many of these documents are available on the DMV website at <https://www.dmv.virginia.gov/forms/>. Copies totaling under 10 pages may be obtained for no charge. Copies totaling 10 pages or more may be obtained at a cost of \$0.10 a page. Requests for copies of these documents may be made by contacting Nicholas Megibow at the same address, telephone (804) 367-6701, FAX (804) 367-4336, or email nicholas.megibow@dmv.virginia.gov.

Guidance Documents:

[6582, Seizure and Blackout Policy, 7/6/2023](#)

[6583, Substance Abuse Policy, 7/28/2015](#)

[6584, Cognitive Impairment Policy, 7/30/2016](#)

[6585, Diabetes Policy, 9/19/2018](#)

[6586, Pain Management Policy, 7/28/2015](#)

[6587, Visual Field Policy, 7/6/2023](#)

[6588, Policy for Drivers with Heart-Assist Devices, 7/30/2016](#)

[6589, Policy for Drivers with Respiratory Conditions Requiring Supplemental Oxygen or Sleep Disorders, 7/30/2018](#)

[6590, Transient Ischemic Attack or Cerebral Vascular Accident Policy, 7/28/2015](#)

[6591, Vaso-Vagal Syncope Policy, 7/28/2015](#)

[6592, Policy for Drivers with Psychiatric Disorders, 7/28/2015](#)

[6633, Sample Virginia Addendum, 5/6/2019](#)

[6636, Virginia Medical Waiver Guidance, 12/22/2022](#)

[6734, Driver Manual Course Curriculum, 10/1/2015](#)

[6788, Policy for Drivers Experiencing a Crash Due to a Pedal Application Error, 2/6/2020](#)

[6789, Policy for Adaptive Equipment and Certified Driving Rehabilitation Specialist \(CDRS\) Referrals, 8/3/2023](#)

[6967, Virginia DMV Title VI Program Compliance Plan, 3/4/2021](#)

[6969, Disability Accommodations Process and Guidelines, 3/4/2021](#)

[6998, Manufacturer and Distributor Licensing Letter, 5/13/2021](#)

[7247, Class A Driver Training School Background Check Policy, 9/15/2022](#)

[7248, Class B Driver Training School Background Check Policy, 9/15/2022](#)

[7634, Class A Driver Training School Manual, 12/21/2023](#)

[7635, Class B Driver Training School Manual, 12/21/2023](#)

[7676, Requirements for Being Added to the DMV Driver Rehabilitation Specialists Listing, 2/1/2024](#)

[6624, Personalized License Plate Guidelines and Restrictions, 12/31/2018](#)

[DI 15, Driver Improvement Clinic License Application, 8/10/2012](#)

[DMV 115, Moving Violations and Point Assessments - Virginia Driver Improvement Program, 7/1/2020](#)

[DMV 115S, Infracciones de la Circulación y Cálculo de Puntos, Programa de Mejoramiento para Conductores de Virginia, 8/19/2020](#)

[DMV 141, Obtaining a Virginia Driver's License or Identification \(ID\) Card, 12/3/2018](#)

[DMV 141S, Obtención de una Licencia de Conducción de Virginia o una Tarjeta de Identificación \(ID\), 12/31/2018](#)

[DMV 143, Reestablishing Your Virginia Residency or Qualifying for a Virginia Address Requirement Exception, 12/28/2010](#)

[DMV 177, Acceptable Documents for an Individual Titling a Vehicle in Virginia, 11/9/2018](#)

[DMV 177S, Documentos Aceptables para Obtener el Título de un Vehículo en Virginia, 11/9/2018](#)

[DMV 206, Military Guide, 7/1/2019](#)

[DMV 226, Virginia Motorcycle Rider Training Program Policy and Procedures, 12/21/2023](#)

[DMV 230, Reason for Driver Improvement Courses, 12/31/2018](#)

[DMV 248, Virginia Motor Carrier Manual, 1/19/2024](#)

[DMV 255, Virginia Troops to Trucks, 7/1/2019](#)

[DMV 269, Vital Records at DMV, 9/21/2015](#)

[DMV 270, Red Flags of Medically At-Risk Drivers, 7/29/2014](#)

DMV 299, REAL ID - You Have a REAL Choice, 12/23/2021

DMV 300, REAL ID - A REAL Choice for Virginians, 12/23/2021

DMV 303, Get on Board with REAL ID, 12/23/2021

DMV 309, Obtaining a Virginia Driver Privilege Card, 12/24/2020

DMV 309S, Obtención de una Tarjeta de Privilegio de Conductor en Virginia, 12/24/2020

DMV 72, Automobile Liability Insurance Reporting Business Guide, 1/1/2018

DTS 31, Class A Driver Training School Contract Requirements, 11/28/2019

DTS 32E, Online Driver Manual Course Requirements, 8/8/2019

HP 405, Virginia Escort Vehicle Driver Manual, 1/1/2014

HS 3, Home-Schooled In-Car Driver Education Information Sheet, 7/1/2018

MED 4, Customer Vision Report, 6/28/2024

MED 80, Medical Fitness for Safe Driving, 7/1/2017

MED 80A, Medical Fitness Frequently Asked Questions, 11/20/2018

OA 448, Sample Tariff for Common Carriers over Irregular Routes, 11/1/2003

OA 449, Sample Tariff and Time Schedule for Common Carriers over Regular Routes, 11/1/2003

OA 450, Sample Tariff for Household Goods Carriers, 2/16/2005

TPT 555, Third-Party Tester Agreement, 2/17/2017

TPT 556, Surety Bond Affidavit and Acknowledgment of Surety, 7/1/2015

TPT499, Agreement and Designation for Use of RoadTest Tablets, 12/23/2021

TSS 96, Virginia Rider Training Program Training Site License Application, 12/21/2023

VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

The following documents are available online at <http://www.vaboard.org/grants.htm>. The documents may be viewed on regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Board for People with Disabilities (VBPD), Ratcliffe Building, 1602 Rolling Hills Drive, Suite 100, Henrico, VA 23229. To view the documents in person or obtain copies free of charge, please contact Jason Withers, Grants, Contracts, and Program Information Manager, telephone (804) 786-9375, TTY/Voice (804) 846-4464, or

email jason.withers@vbpd.virginia.gov. Alternate formats are available upon request.

Questions regarding implementation of these documents may be directed to Jason Withers at the same points of contact. Based on available funding, VBPD may or may not issue a request for proposal (RFP) each year. The "Grants Manual" and the "Letters of Interest (LOI) and Proposal Submission Tips" documents are revised and updated on an as-needed basis when an RFP is issued and are posted online at the VBPD website at <https://vaboard.org/grants.htm>.

VBPD also considers requests for conference and event support on a quarterly basis. The "Procedures for Requesting Scholarship Funding for Self-Advocates" document is revised and updated on an as-needed basis and posted online at the VBPD website at <https://vbpd.virginia.gov/grants/>. VBPD is required to evaluate the impact of its activities. A series of three tip sheets for grantees on survey design is revised and updated on an as-needed basis and posted online at the VBPD website at <https://vaboard.org/grants.htm>.

Guidance Documents:

[Grants Manual](#), 4/1/2024

[Letters of Interest and Proposal Submission Tips](#), 3/1/2024

[Procedures for Requesting Scholarship Funding for Self-Advocates](#), 2/1/2024

[Best Practices in Survey Design](#), 6/1/2022

[Demographic Data Collection](#), 2/1/2024

[Accessible Survey Design](#), 6/1/2022

[Evaluation Planning Tips](#), 3/1/2024

VIRGINIA PORT AUTHORITY

Copies of the following documents may be obtained by contacting Jason Barlow, Vice President, Contracts and Risk Management, Virginia Port Authority, telephone (757) 355-5574, or email jbarlow@portofvirginia.com. A fee may apply. For all Freedom of Information Act (FOIA) requests, contact Joe Harris, FOIA Officer, Virginia Port Authority, telephone (757) 683-2137, or email jharris@portofvirginia.com.

Questions regarding interpretation or implementation of these documents may be directed to Sarah McCoy, Counsel, Virginia Port Authority, telephone (757) 683-2119, or email smccoy@portofvirginia.com.

Guidance Documents:

[7149, Procurement and Capital Outlay Manual](#), 9/1/2020

[7152, Virginia Port Authority Aid to Local Ports Policy](#), 11/18/2014

[7153, Virginia Waterway Maintenance Fund](#), 7/30/2018

[7365, Policy on Use of Port Opportunity Fund](#), 9/12/2022

Guidance Documents

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Copies of the following documents may be viewed during regular work days from 8:15 a.m. to 5:00 p.m. at the customer service desk of the Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Richmond, VA 23233. Copies may be obtained by contacting Public Records at the same address, telephone (804) 367-8583, FAX (866) 254-0312, or email publicrecords@dpor.virginia.gov. Documents are available electronically at no charge on the Virginia Regulatory Town Hall at <http://townhall.virginia.gov>. Questions regarding interpretation or implementation of these documents may be directed to Joseph C. Haughwout, Jr., Regulatory Affairs Manager, Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Suite 400, Richmond, VA 23233, telephone (804) 367-8500, or email joseph.haughwout@dpor.virginia.gov.

Guidance Documents (applicable to all boards and department):

[5816, 2023-24 New Board Member Manual, 7/1/2023](#)

[6036, Guidelines for Evaluation of Petitions for Regulation, 9/22/2016](#)

[Policy #100-01, Establishing, Revising and Repealing Department Policy, 5/22/2017](#)

[Policy #100-02, Americans with Disabilities Act Compliance, 11/9/2023](#)

[Policy #100-03, Employee Use of Social Media, 5/22/2017](#)

[Policy #100-04, Release of Information, 6/5/2017](#)

[Policy #100-05, License Suspensions, 5/22/2017](#)

[Policy #100-06, Subpoenas, Service of Process, and Notices, 6/8/2017](#)

[Policy #100-09, Gifts and Honoraria, 6/5/2017](#)

[Policy #100-11, Internet Website, 6/8/2017](#)

[Policy #100-14, Public Service Hours, 9/24/2009](#)

[Policy #100-17, Posting Information in Public Access Areas, 6/8/2017](#)

[Policy #100-18, Alternative Dispute Resolution, 9/25/2009](#)

[Policy #100-19, Ethics, 11/1/2012](#)

[Policy #200-18, Equal Employment Opportunity, 3/17/2010](#)

[Policy #300-01, Regulant Name and Address Change, 6/13/2017](#)

[Policy #300-02, Application and Application Fee Expiration, 7/1/2018](#)

[Policy #300-03, Expedited Licensing of Military Spouses, 10/7/2016](#)

[Policy #500-01, Purchasing, 7/1/2018](#)

[Policy #500-02, Contract and Purchase Order Modifications, 7/1/2018](#)

[Policy #600-01, Examination Fees, 10/17/2018](#)

[Policy #600-02, Examination Site Conduct, 12/1/2019](#)

[Policy #600-03, Restricted Participation in Examination Development and Review, 6/3/2014](#)

[Policy #700-03, Accounts Receivable and Debt Collection, 7/1/2018](#)

[Policy #700-04, Revenue Refunds, 7/1/2018](#)

[Policy #800-01, Criminal History Information and Online Public Records Information, 6/13/2011](#)

[Policy #800-02, Complaints against Regulants, 3/5/2010](#)

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects

[4426, Requirements for the Use of Topographic Surveys, Orthographic Maps, or other Geospatial Data in Virginia, 9/15/2015](#)

[4919, Onsite Sewage Systems Designed by Professional Engineers and Onsite Soil Evaluators, 6/13/2016](#)

[4987, Comity Applicant Criteria of the APELSCIDLA Board Current Regulations, 6/18/2012](#)

[6038, Land Surveyor and Land Surveyor B Scope of Practice, 9/24/2016](#)

[6903, Property Lines along Public Roads without Recorded Fee Simple Right-of-Way, 12/1/2020](#)

Virginia Board for Asbestos, Lead, and Home Inspectors

[4498, Asbestos Regulation Interpretation August 23, 2011, 8/23/2011](#)

[4499, Lead Regulation Interpretation August 23, 2011, 8/23/2011](#)

[5499, Lead-Based Paint Activities Regulations Interpretations and Policies, 2/6/2014](#)

[5584, Review of Asbestos, Lead, and Home Inspectors \(ALHI\) Applications with Criminal Convictions, 8/16/2018](#)

[5707, Identity Requirements for Asbestos and Lead Licensing and Home Inspector Certification, 2/5/2015](#)

[5747, Requirements for Individuals Who Analyze Phase Contrast Microscopy \(PCM\) Air Samples on Site, 5/14/2015](#)

- 5834, Lead Inspector Training Variance, 2/6/2014
- 5969, Employee Definition Clarification, 2/11/2016
- 6018, Clarification of Acceptable Degree Programs for Asbestos and Lead Licensing, 5/17/2016
- 6247, Home Inspector Applicant Experience Verification of Inspections Completed, 8/17/2017
- 6248, New Residential Structure (NRS) Specialty for Inspections Conducted by a Home Inspector on Homes under Construction, 8/17/2017
- 6266, Home Inspector Regulations: Meaning of Describe, 11/9/2017
- 6374, Renewing Asbestos Workers License with Asbestos Supervisor Refresher Training, 5/17/2018
- 6630, Requirement to Take the Virginia Lead Law Examination, 4/4/2019
- 6663, Guidance Document regarding Inspections of Specific Components of a Residential Building, 7/11/2019
- 6709, Guidance Document regarding Continuing Professional Education (CPE) for Home Inspectors with the NRS Specialty, 10/17/2019
- 6833, Meaning of Direct Supervision in 18VAC15-40-32, 4/16/2020
- 6834, Clarification Regarding Asbestos Abatement Projects that Require a Project Monitor, 4/16/2020
- 7090, Inspections without a Written Evaluation (Report) Conducted by a Home Inspector, 10/28/2021
- 7208, Verification of Course Completion Certificates Awarded to Training Program Managers and Principal Instructors, 7/7/2022
- 7209, Electronic Delivery of Asbestos and Lead Refresher Courses, 7/7/2022
- 6057, School Locations, 11/14/2016
- 6176, License Required for Certain Procedures, 5/7/2018
- 6215, Esthetics - Cleaning Multi-Use Items that Cannot Be Immersed, 5/8/2017
- 6373, Barber and Cosmetology Application Review Matrix, 6/9/2022
- 6638, Approved Health Education Certifying Agencies, 9/1/2022
- 6639, Cosmetology Instructors May Teach Nail or Wax Instructor Programs, 4/15/2019
- 6640, Master Barber Applicants Who Have Already Completed Training Equivalent to the Master Barber Curriculum, 4/15/2019
- 6664, Guidance Regarding Interpretation of 18VAC41-20-30 - License by Endorsement, 7/25/2019
- 6880, Definition of Clock Hours, 9/17/2020
- 7329, Frequency of Providing School Rosters, 3/16/2023
- 7761, Implementation of 1,000-Hour Cosmetology Curriculum, 9/1/2024
- 7843, Cosmetology Licensees Completing Training Prior to Straight Razor Requirement, 9/1/2024
- Policy #800-03, Random Inspections of Board for Barbers and Cosmetology Licensees, 7/10/2009

Board for Branch Pilots

- 5008, Branch Pilot Renewal Requirements, 8/1/2012

Cemetery Board

- 3730, Sample General Price List, 10/23/2008
- 5752, Financial Report and Report Prepared by Independent Certified Public Accountant, 6/16/2015
- 7116, Cemetery Board Criminal History Review Matrix, 12/8/2021

Common Interest Community Board

- 4190, Evidence of Proper Fidelity Bond or Dishonesty Insurance and Sufficient Coverage Obtained by Common Interest Community (CIC) Manager Applicant, 3/2/2010
- 4382, Definition of Employee in § 54.1-2347 A of the Code of Virginia, 12/2/2010
- 5048, Applicability of the CIC Ombudsman Regulations on Solely Commercial Condominiums, 12/10/2020
- 5049, CIC Manager Requirement to Obtain and Maintain a Separate Fidelity Bond or Insurance Policy to Comply with §

Auctioneers Board

See guidance documents applicable to all boards and the department.

Board for Barbers and Cosmetology

- 5238, Assessment of a Student's Competence in Esthetics, 2/11/2013
- 5318, Nontraditional Classroom Instruction, 9/1/2024
- 5503, Guidance Document - Substantial Equivalence, 12/8/2022
- 5593, Endorsement Candidate from State Offering Only One Licensing Exam, 11/17/2014
- 5594, Cosmetology Examiners, 11/17/2014

Guidance Documents

54.1-2346 D of the Code of Virginia and 18VAC48-50-30 E, 12/10/2020

5308, Letters of Credit in Lieu of Bonds, 12/10/2020

5311, Maximum Fees for Disclosure Packets and Resale Certificates Preparation, 3/10/2023

5331, CIC Waiver of Filing Fee for Final Adverse Decision, 12/10/2020

5603, Required Documentation to Accompany Disclosure of Personal Adverse Financial History, 12/3/2014

5897, Best Practices for Property Owners' Association Act (POAA) Declarations, 12/10/2015

6256, Summary of Board Interpretations, Policies, and Guidance Documents, 8/18/2022

6390, Determining Value of Blanket Surety Bonds Filed by Developers in Lieu of Escrow Deposits, 12/10/2020

6391, Distribution of Time-Share Public Offering Statements and Purchaser Opportunity to Review Public Offering Statement Prior to Execution of a Contract, 4/29/2021

6885, Guidelines for the Development of Reserve Studies for Capital Components, 9/5/2019

6891, Disclosure Form for Special Meeting to Extend Declarant Control Period, 10/1/2019

6911, Procedure for Determination of Compliance with §§ 55.1-2220 and 55.1-2234 of the Code of Virginia, 12/10/2020

7092, Common Interest Community Association Registration – Interpretive Guidance for 18VAC48-60-60, 11/25/2021

7192, Procedure for Consideration of Claims for Recovery from the CIC Management Recovery Fund, 4/28/2022

7545, Maximum Allowable Preparation Fees - Condominium Unit Owners, Property Owners, and Cooperative Proprietary Lessees Associations, 7/1/2023

7546, Common Interest Community Association Resale Certificate, 7/1/2023

Board for Contractors

2959, Board for Contractors Policies and Interpretations, 12/24/2020

5271, Waiver Exemption of Entry Requirements for Residential Building Energy Analysts, 6/24/2013

5718, Contractors Criminal History Review Matrix, 7/31/2015

5719, Contractors Financial Review Matrix, 10/1/2013

5724, PSI Examination Equivalency, 4/15/2015

6241, Sewage Disposal System Qualified Individual Licensing Requirements, 8/8/2017

6790, Contractor License Requirement for Onsite Sewage System Maintenance, 12/26/2019

7260, Contractor License Specialty Requirement for Well Abandonments, 1/19/2023

Fair Housing Board

6045, Reasonable Accommodation Requests for Assistance Animals, 3/1/2017

6978, Housing Discrimination on the Basis of Source of Funds, 4/16/2021

Board for Hearing Aid Specialists and Opticians

5727, Interpretation of Board-Approved Opticianry Programs, 4/15/2015

5728, Optician Test Date Requirements, 4/15/2015

6652, Opticians Approved Related Technical Instruction, 9/13/2023

7524, Application Review Matrix, 3/16/2023

Department of Professional and Occupational Regulation

5720, Polygraph Examiner Criminal History Review Matrix, 1/1/2015

Real Estate Appraiser Board

2022, Real Estate Appraisers Experience Hours, 11/18/2003

2920, Signing Any Appraisal Report, 2/21/2006

3931, Real Estate Appraiser - Submitting Assignments Electronically, 3/5/2009

5968, Customary and Reasonable Compensation for Fee Appraisers, 2/23/2016

6670, Proposed Guidance Document regarding Hybrid Appraisals, 6/27/2019

7122, Application Review Matrix, 6/4/2021

Real Estate Board

2021, Real Estate Advisory Council's Report Regarding Post-Licensure Education, 7/12/2012

3178, Proof of Financial Responsibility for Board-Approved Education Providers, 7/19/2007

3648, Real Estate Pre-License Instructor Guidance Document, 3/24/2008

3665, Continuing and Post-License Education Course Reporting Requirements, 5/19/2008

3666, Instructor Qualifications, 5/19/2008

3964, [Real Estate Distance Education Notarized Affidavit Requirement](#), 5/19/2009

4058, [Broker Price Opinion Guidance Document](#), 12/4/2009

4160, [Online Course Time Requirement](#), 12/17/2009

5039, [Necessity for Brokerage Agreements](#), 9/6/2012

5529, [Real Estate Continuing Education Elective Courses](#), 5/22/2014

6045, [Reasonable Accommodation Requests for Assistance Animals](#), 3/1/2017

6978, [Housing Discrimination on the Basis of Source of Funds](#), 4/16/2021

7123, [Real Estate Board Application Review Matrix](#), 2/8/2021

Board for Professional Soil Scientists, Wetland Professionals, and Geologists

6029, [Wetland Professionals Scope of Practice](#), 9/1/2016

Board for Waste Management Facility Operators

5721, [Waste Management Facility Operators Criminal History Review Matrix](#), 5/23/2013

Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals

4919, [Onsite Sewage Systems Designed by Professional Engineers and Onsite Soil Evaluators](#), 6/13/2016

6171, [Pumping of Alternative Onsite Sewage Systems](#), 4/20/2017

6204, [Effective Date of Utility Management CPE for Class 1 and 2 Waterworks and Wastewater Works Operators](#), 4/20/2017

6205, [Onsite Sewage System Installers Installation of Non-Discharging Onsite Sewage Systems](#), 10/26/2017

6206, [Onsite Sewage System Inspections and Evaluations for Property Transfers](#), 4/12/2011

6214, [Onsite Sewage System Professionals Master and Journeyman License Requirements](#), 4/20/2017

6241, [Sewage Disposal System Qualified Individual Licensing Requirements](#), 8/8/2017

6258, [Acceptable Utility Management CPE Topics](#), 10/26/2017

6369, [Qualifying for Operator and Installer Licensure Using Certain Degree Programs](#), 4/19/2018

6790, [Contractor License Requirement for Onsite Sewage System Maintenance](#), 12/26/2019

7020, [Guidance Regarding WWWOSSP Licensees Earning CPE Credit for Attending WWWOSSP Board Meetings](#), 6/24/2021

7178, [License Requirements for Operators of Alternative Systems Exceeding 10,000 Gallons per Day](#), 12/23/2021

7210, [License Requirements for Operators of Small Wastewater Treatment Facilities](#), 7/7/2022

DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Copies of the following documents may be viewed during regular work days from 8:30 a.m. to 5 p.m. at the Department of Rail and Public Transportation, 600 East Main Street, Suite 2102, Richmond, VA 23219.

Copies may be obtained by contacting Andrew Wright at the same address, telephone (804) 241-0301, or email andrew.wright@drpt.virginia.gov. Documents are available at no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Guidance Documents:

112, [Transit Ridership Incentive Program Guidelines](#), 8/7/2021

7065, [Freight Rail Enhancement to Increase Goods and Highway Throughput \(FREIGHT\) Program Guidelines and Procedures](#), 11/11/2021

7087, [Rail Preservation Program Guidance and Procedures](#), 12/1/2021

7088, [Rail Industrial Access Program Guidelines and Procedures](#), 12/1/2021

7089, [Transit and Commuter Assistance Grant Application Manual](#), 11/24/2022

7112, [Department of Rail and Public Transportation \(DRPT\) Transit Development Plan Guidelines](#), 9/29/2022

7113, [DRPT Strategic Plan Guidelines](#), 9/29/2022

7114, [DRPT Multimodal System Design Guidelines](#), 12/8/2021

7120, [Grant Application Guidance and Grant Management Procedures for Federal Transit Administration Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities Programs](#), 12/1/2022

7166, [Commuter Assistance Program Strategic Plan Requirements and Guidance](#), 3/3/2022

7213, [Grant Administration Guidance for Public Transportation and Commuter Services](#), 7/21/2022

7259, [State Management Plan](#), 1/19/2023

VIRGINIA RETIREMENT SYSTEM

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Retirement System, 1200 East Main Street, Richmond, VA 23219. Copies may be obtained free of charge by contacting Wendy Jenkins at the same address, telephone (804) 775-3499, or email wjenkins@varetire.org. The

Guidance Documents

documents may be downloaded from the Virginia Retirement System website at www.varetire.org and www.varetire.org/hybrid.

Questions regarding interpretation of benefit plan provisions or implementation of procedures outlined in these documents may be directed to Sandy Jack, Director of Policy, Planning and Compliance, Virginia Retirement System, 1200 East Main Street, Richmond, VA 23219, telephone (888) 827-3847, or email sjack@varetire.org.

Guidance Documents:

[2024 Legislative Summary](#), published May 2024, Code of Virginia, Title 51.1, Chapters 1-7

[457 Deferred Compensation Plan: Your Plan Guide](#), revised January 2025, Code of Virginia, Title 51.1, Chapters 6.6.1

[Annual Comprehensive Financial Report](#), published annually, last published December 2024, Code of Virginia, Title 51.1, Chapters 1-7

[Benefits for Virginia Retirement System \(VRS\) Members](#), revised January 2022, Code of Virginia, Title 51.1, Chapters 1-7

[Choose the Plan and Provider That's Right for You – Optional Retirement Plan for Higher Education](#), revised January 2025, Code of Virginia, Title 51.1, Chapter 1

[Choosing Your Retirement Plan – Plan 1 – Optional Retirement Plan for Higher Education, Membership Date: Before July 1, 2010](#), revised January 2025, Code of Virginia, Title 51.1, Chapter 1

[Choosing Your Retirement Plan – Plan 2 – Optional Retirement Plan for Higher Education, Membership Date: July 1, 2010, through December 31, 2013](#), revised January 2025, Code of Virginia, Title 51.1, Chapter 1

[Choosing Your Retirement Plan – Hybrid Retirement Plan, Membership Date: On or after January 1, 2014](#), revised January 2025, Code of Virginia, Title 51.1, Chapter 1

[Choosing Your Retirement Plan – Plan 1 – Optional Retirement Plan for Political Appointees, Membership Date: Before July 1, 2010](#), revised May 2023, Code of Virginia, § 51.1-126.5

[Choosing Your Retirement Plan – Plan 2 – Optional Retirement Plan for Political Appointees, Membership Date: July 1, 2010 – December 31, 2013](#), revised May 2023, Code of Virginia, § 51.1-126.5

[Choosing Your Retirement Plan – Optional Retirement Plan for Political Appointees – Hybrid Retirement Plan, Membership Date: On or after January 1, 2014](#), revised May 2023, Code of Virginia, § 51.1-126.5

[Choosing Your Retirement Plan – Plan 1 – Optional Retirement Plan for School Superintendents, Membership](#)

[Date: Before July 1, 2010](#), revised May 2023, Code of Virginia, § 51.1-126.6

[Choosing Your Retirement Plan – Plan 2 – Optional Retirement Plan for School Superintendents, Membership Date: July 1, 2010 through December 31, 2013](#), revised May 2023, Code of Virginia, § 51.1-126.6

[Choosing Your Retirement Plan – Optional Retirement Plan for School Superintendents – Hybrid Retirement Plan, Membership Date: On or after January 1, 2014](#), revised May 2023, Code of Virginia, Title 51.1-126.6

[Hybrid Plan New Hire Checklist](#), revised January 2025, Code of Virginia, Title 51.1, Chapters 1-7

[Commonwealth of Virginia Voluntary Group Long-Term Care Insurance Program Brochure](#), revised July 2022, Code of Virginia, Title 51.1, Chapter 5

[Disability Retirement Checklist for Members](#), revised January 2025, Code of Virginia, Title 51.1, Chapters 1-7

[Disability Retirement Checklist for Employers](#), revised January 2025, Code of Virginia, Chapter 11.1

[Employer Manual](#), revised January 2025, Code of Virginia, Title 51.1, Chapters 1-7

[Employer Update](#), published monthly online, Code of Virginia, Title 51.1, Chapters 1-7

[Enhanced Benefits for Eligible Political Subdivision Hazardous Duty Employees Handbook for Members – Plan 1](#), revised January 2025, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1

[Enhanced Benefits for Eligible Political Subdivision Hazardous Duty Employees Handbook for Members – Plan 2](#), revised January 2025, Code of Virginia, Title 51.1, Chapters 1, 2, 2.1

[Fee Disclosure Notice for Defined Contribution Plan](#), revised December 2024, Code of Virginia, Title 51.1, Chapters 6, 6.1

[Fee Disclosure Notice for Optional Retirement Plan for Higher Education](#), Code of Virginia, Title 51.1, Chapters 1-7

[Get Organized Guide](#), revised January 2025, Code of Virginia, Title 51.1, Chapters 1-7

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[How to Designate Your Beneficiary – VRS Defined Contribution Plans](#), revised January 2025, Code of Virginia, Title 51.1, Chapters 1, 6, 6.1

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DEPARTMENT OF SOCIAL SERVICES

Requests for printed copies of guidance documents and interpretive or implementation questions about the guidance documents may be directed to Karin Clark, Legislative and Regulatory Affairs, Department of Social Services, 801 East Main Street, Richmond, VA 23141, telephone (804) 726-7017, or email karin.clark@dss.virginia.gov. All guidance documents are available at no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov. Costs associated with obtaining printed copies vary depending on the document.

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DEPARTMENT OF STATE POLICE

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The documents are available online for no charge from the Virginia Regulatory Town Hall at <https://www.townhall.virginia.gov> or the Virginia State Police website at <http://www.vsp.virginia.gov>.

To obtain printed copies of a guidance document, please use the contact information provided with the listed document and be prepared to provide the name of the document. Please address any questions concerning the documents to Kennon Hook at email keennon.hook@vsp.virginia.gov.

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Guidance documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the Office of Customer Services, Department of Taxation, 1957 Westmoreland Street, Richmond, VA 23230. Questions regarding interpretation or implementation of these forms may be directed to Office of Customer Services, Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115, or FAX (804) 786-2670.

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DEPARTMENT OF TRANSPORTATION

Copies of the following documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219. Costs associated with obtaining printed copies of these documents from the agency vary. Guidance documents are available for no charge on the Virginia Regulatory Town Hall at www.townhall.virginia.gov.

Questions regarding interpretation or implementation of these documents may be directed to Steven Jack, Regulatory Manager, Governance and Legislative Affairs Division, Virginia Department of Transportation, 1401 East Broad Street, Richmond, VA 23219, telephone (804) 786-3885, or email steven.jack@vdot.virginia.gov.

Guidance Documents

Guidance Documents:

Commonwealth Transportation Board

[AMR-FAQ, Frequently Asked Questions on the Access Management Regulations and Standards, 11/1/2014](#)

[DM-14-1, Criteria for Transferring Secondary Roads to the Primary System, 4/15/2014](#)

[FAQ-LUPR-1, Frequently Asked Questions - Land Use Permits, 10/2/2014](#)

[GUIDE-AAD, Guide to Highway System Changes, 3/30/2023](#)

[LAD-AA, Airport Access Program Guide, 10/1/2014](#)

[LAD-EDA, Economic Development Access Program Guide, 6/9/2022](#)

[LAD-LAPM, Locally Administered Projects Manual, 3/16/2023](#)

[LAD-RG, Recreational Access Program Guide, 10/1/2014](#)

[LAD-RSPG, Revenue Sharing Program Guidelines, 10/26/2023](#)

[LAD-TAPG, Transportation Alternatives Program Guide, 10/26/2023](#)

[LAD-UCM, Urban Construction and Maintenance Program \(Urban Manual\), 8/1/2017](#)

[LD-PPM, Virginia Department of Transportation Public Involvement Manual, 3/16/2023](#)

[MAP-1, Virginia Official State Transportation Map Policy and Procedures, 2/2/2023](#)

[MAP-3, Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, 2/2/2023](#)

[PMPS-01, Manual for the Procurement and Management of Professional Services, 3/30/2023](#)

[PPTA-1, Public-Private Transportation Act Implementation Manual and Guidelines, 10/1/2017](#)

[SSAR-GD, Commonwealth Transportation Board Secondary Street Acceptance Requirements, 6/1/2018](#)

[TCG-2017, Traffic Calming Guide for Neighborhood Streets, 3/16/2023](#)

[TIA-ADG, Traffic Impact Analysis Regulations Administrative Guidelines, 10/13/2022](#)

[TMPD-LDIDBPM, Land Development Inspection and Documentation Manual, 3/30/2023](#)

[VDOT, Determination of Certain Financial Benefits to Displacees, 12/13/2017](#)

[VTIB-1, Virginia Transportation Infrastructure Bank: Program Overview, Guidelines, and Selection Criteria, 9/1/2016](#)

DEPARTMENT OF THE TREASURY

Copies of documents may be viewed during regular work days from 8:30 a.m. until 4:30 p.m. in the office of the Department of the Treasury, James Monroe Building, 101 North 14th Street, Third Floor, Richmond, VA 23219. Copies may be obtained free of charge.

Many agency documents and forms may be found on Treasury's website at <https://www.trsvirginia.gov/about-us/forms>.

General questions regarding these documents may be directed to William Watt, telephone (804) 836-8523, FAX (804) 225-3187, or email william.watt@trsvirginia.gov.

Questions regarding specific Treasury divisions should be directed to:

Debt Management: Brad Jones, telephone (804) 225-4929, FAX (804) 225-3187, or email bradley.jones@trsvirginia.gov. Division documents and forms can be found at <https://trsvirginia.gov/bond-finance>.

Cash Management and Investments: Judy Milliron, telephone (804) 225-3167, FAX (804) 225-3478, or email judy.milliron@trsvirginia.gov. Division documents and forms related to the Local Government Investment Pool can be found at <https://www.trsvirginia.gov/cash-management-investments/LGIP> and for State Non-Arbitrage Program at <https://www.vasnap.com>.

Operations: Cliff Lewis, telephone (804) 225-8453, FAX (804) 225-3187, or email cliff.lewis@trsvirginia.gov. Division documents and forms can be found at <https://trsvirginia.gov/operations>.

Risk Management: Brian Parker, telephone (804) 225-4620, FAX (804) 371-8400, or email brian.parker@trsvirginia.gov. Division documents and forms can be found at <https://www.trsvirginia.gov/risk-management>.

Unclaimed Property: Bradley Earl, telephone (804) 807-0073, FAX (804) 786-4653, or email bradley.earl@trsvirginia.gov. Division documents and forms can be found at <https://www.vamoneysearch.org/report/forms>.

Guidance Documents:

[6926, Security for Public Deposits Act \(SPDA\), 12/15/2022](#)

[7609, SPDA Online User Manual, 12/1/2016](#)

[7611, Escrow Agent Online User Manual, 7/1/2010](#)

[7612, Frequently Asked Questions, 11/14/2023](#)

[7613, Monthly Listing of Qualified Banks, 11/14/2023](#)

[7614, Qualified Escrow Agents, 11/14/2023](#)

[7615, SPDA Annual Audit Certification Guidelines, 11/14/2023](#)

[7616, SPDA Collateral Requirements](#), 12/18/2008
[7617, Certification Letter](#), 11/14/2023
[7618, Collateral Change Request](#), 11/14/2023
[7619, Letter of Credit Format](#), 11/14/2023
[7620, SPDA Letter of Credit Guidelines](#), 11/14/2023
[7621, SPDA Letter of Credit Resolution](#), 11/14/2023
[7622, SPDA Letter of Credit Final Agreement](#), 11/14/2023

UNIVERSITY OF VIRGINIA

For general questions about the University of Virginia's guidance documents, contact Penny Cabaniss at email pqc2f@virginia.edu or telephone (434) 982-2674. Contact information is provided for each document for copies or questions regarding the interpretation or implementation of the respective guidance document. If available, links are provided for electronic copies of guidance documents and are available for no charge.

Guidance Documents:

[UVA-01, University of Virginia Policy Directory](#), 11/29/2012
[UVA-02, Higher Education Capital Outlay Manual](#), 5/17/2011
[UVA-03, UVA Health Policy Directory](#), 12/1/2011
[UVA-04, Health Sciences Library Policies](#), 12/21/2011

DEPARTMENT OF WILDLIFE RESOURCES

Copies of the following guidance documents may be viewed during regular work days from 9 a.m. until 4 p.m. in the office of the Virginia Department of Wildlife Resources, 7870 Villa Park Drive, Suite 400, Henrico, Virginia 23228, or on the department's website at <http://www.dwr.virginia.gov>. Copies of most documents listed may be obtained at no charge, and copies of larger documents may be obtained at cost as provided for under the Virginia Freedom of Information Act (FOIA). Requests for copies and questions regarding interpretation or implementation of these documents may be directed to the attention of the agency FOIA Officer at foia@dwr.virginia.gov. Some of the documents are available at the links provided.

Guidance Documents:

[7678, Army Corps of Engineer \(ACOE\) Applicants - Wildlife Scoping](#), 12/21/2023
[7679, ACOE Staff - Coordination with Department of Wildlife Resources \(DWR\) Coastal Zone Management Act \(CZMA\) Consistency](#), 12/21/2023
[7680, ACOE Staff Wildlife Scoping](#), 12/21/2023

[7681, Management of Bald Eagle Nests, Concentration Areas, and Communal Roosts in Virginia: A Guide for Landowners](#), 12/21/2023
[7682, Canebrake Rattlesnake Mitigation](#), 12/21/2023
[7683, DWR Staff Project Review Protocol](#), 12/21/2023
[7684, Fish Relocation Best Practices](#), 12/21/2023
[7685, Henslow's Sparrow Acoustic Survey Protocols](#), 12/21/2023
[7687, Interagency Coordination](#), 12/21/2023
[7688, Conservation Practices for Little Brown and Tri-Colored Bats](#), 12/21/2023
[7689, Loggerhead Shrike Acoustic Survey Protocols](#), 12/21/2023
[7690, Freshwater Mussel Guidelines for Virginia](#), 12/21/2023
[7691, Osprey Nest Management in Virginia: A Guide for Landowners](#), 12/21/2023
[7692, Wildlife Scoping Instructions and Resource Protection Recommendations](#), 12/21/2023
[7693, Instructions for Department of Conservation and Recreation Soil and Water Conservation District Staff](#), 12/21/2023
[7694, Solar Energy Facility Construction and Operation Recommendations](#), 12/21/2023
[7695, State Permit and Project Reviewers](#), 12/21/2023
[7696, Survey Protocols for Mabees and Eastern Tiger Salamanders](#), 12/21/2023
[7697, Surveys - Expiration Times for Animals in Virginia](#), 12/21/2023
[7698, Time of Year Restrictions - Various Species](#), 12/21/2023
[7699, Virginia Pollutant Discharge Elimination System \(VPDES\) DWR Review Procedures](#), 12/21/2023

GENERAL NOTICES

DEPARTMENT OF ENVIRONMENTAL QUALITY

Proposed Enforcement Action for the Carroll County Public Service Authority

The Virginia Department of Environmental Quality (DEQ) is proposing an amended enforcement action for the Carroll County Public Service Authority for violations of the State Water Control Law and regulations at the I-77 Exit 1 wastewater treatment plant in Carroll County. The proposed order is available from the DEQ contact listed or at <https://www.deq.virginia.gov/permits/public-notices/enforcement-actions>. The DEQ contact will accept comments by email or postal mail from March 10, 2025, through April 9, 2025.

Contact Information: Jonathan Chapman, Enforcement Specialist, Department of Environmental Quality, Southwest Regional Office, 355-A Deadmore Street, Abingdon, VA 24210, or email jonathan.chapman@deq.virginia.gov.

Proposed Enforcement Action for North Garden Ventures LLC

The Virginia Department of Environmental Quality (DEQ) is proposing an enforcement action for North Garden Ventures LLC for violations of the State Water Control Law and regulations at North Garden Plaza in Albemarle County. The proposed order is available from the DEQ contact listed or at <https://www.deq.virginia.gov/permits/public-notices/enforcement-actions>. The DEQ contact will accept comments by email or postal mail from March 10, 2025, through April 9, 2025.

Contact Information: Jonathan Chapman, Enforcement Specialist, Department of Environmental Quality, Southwest Regional Office, 355-A Deadmore Street, Abingdon, VA 24210, or email jonathan.chapman@deq.virginia.gov.

Public Hearing and Public Comment Opportunity for Regional Haze Plan

Notice of action: The Department of Environmental Quality (DEQ) is seeking comments and announcing a public hearing on a proposed plan to improve visibility impairment in Federal Class I areas. Federal Class I areas are defined in the Clean Air Act (42 USC § 7401 et seq.) as national parks over 6,000 acres and wilderness areas and memorial parks over 5,000 acres established as of 1977. Virginia is home to two such areas, the Shenandoah National Park and the James River Face Wilderness Area. If adopted, the Commonwealth intends to submit the plan as a revision to the Commonwealth of Virginia State Implementation Plan (SIP) in accordance with the requirements of §§ 110(a) and 169A of the Clean Air Act. The SIP is the plan developed by the Commonwealth to fulfill its

responsibilities under the Clean Air Act regarding visibility improvement in Federal Class I areas.

Purpose of notice: DEQ is seeking comments on the overall plan and on the issue of whether the plan will enable the Commonwealth to meet reasonable progress goals by 2028 at the Shenandoah National Park and the James River Face Wilderness Area.

Public comment period: March 10, 2025, to April 9, 2025.

Public hearing: A public hearing will be conducted at the DEQ Blue Ridge Regional Office, 901 Russell Drive, Salem, VA 24153 at 1:00 p.m. on April 4, 2025.

Description of proposal: Virginia is required to demonstrate reasonable progress toward meeting the national goal of a return to natural visibility conditions by 2064 for each Class I Federal area within the state and for Class I Federal areas located outside the state that may be affected by emissions from sources within the state. The plan establishes baseline visibility conditions for 2000 to 2004, natural background visibility conditions in 2064, and the rate of uniform progress (glidepath) between baseline and background conditions. The plan establishes reasonable progress goals (RPGs), which provide for reasonable progress toward achieving natural visibility conditions, provide for improvement in visibility for the most impaired days over the period of the implementation plan, and ensure no degradation in visibility for the least impaired days over the same period.

In order to ensure that visibility goals are properly set and met, the regional haze SIP includes determinations for each Class I area of the baseline visibility conditions for the most impaired and least impaired days. The SIP also contains supporting documentation for all required analyses used to calculate the degree of visibility impairment for the most impaired and least impaired days. In addition, the plan includes a monitoring strategy for measuring, characterizing, and reporting of regional haze visibility impairment that is representative of all Class I areas within the state.

This set of RPGs must be met through measures contained in the state's long-term strategy covering the period from the present until 2028. The long-term strategy includes enforceable emissions limitations, compliance schedules, and other measures as necessary to achieve the RPGs, including all controls required or expected under all federal and state regulations by 2028. During development of the long-term strategy, the Commonwealth considered specific factors, such as the ongoing control programs, measures to mitigate construction activities, source retirement and replacement schedules, smoke management programs for agriculture and forestry, and enforceability of specific measures.

Federal information: This notice is being given to satisfy the public participation requirements of federal regulations (40 CFR 51.102). The proposal will be submitted as a revision to

the Commonwealth of Virginia SIP under §§ 110(a) and 169A of the Clean Air Act in accordance with 40 CFR 51.104. It is planned to submit all provisions of the proposal as a revision to the Commonwealth of Virginia SIP.

Consultation with federal land managers (FLMs): As provided in 40 CFR 51.308(i), the FLMs were given the opportunity to comment on the proposed plan on September 3, 2024. FLM comments on all documents and responses to these comments may be found in Appendix G and Appendix H of the proposed plan.

How to comment: DEQ accepts written comments by email and postal mail. In order to be considered, comments must include the full name, address, and telephone number of the person commenting and be received by DEQ by the last day of the comment period. Both oral and written comments are accepted at the public hearing. DEQ prefers that comments be provided in writing, along with any supporting documents or exhibits. All testimony, exhibits, and documents received are part of the public record. This proposed plan is being concurrently reviewed by the Environmental Protection Agency.

To review proposal: The proposal and any supporting documents are available on the DEQ Air Public Notices website at <https://www.deq.virginia.gov/permits/public-notices/air>. The documents may also be obtained by contacting the DEQ representative listed at the end of this notice. The public may schedule an appointment to review the documents between 8:30 a.m. and 4:30 p.m. each business day until the close of the public comment period at the following DEQ locations:

1. Main Street Office, 22nd Floor, 1111 East Main Street, Richmond, VA, telephone (804) 698-4000;
2. Southwest Regional Office, 355-A Deadmore Street, Abingdon, VA, telephone (540) 676-4800;
3. Blue Ridge Regional Office, 901 Russell Drive, Salem, VA, telephone (540) 562-6700;
4. Valley Regional Office, 4411 Early Road, Harrisonburg, VA, telephone (540) 574-7800;
5. Piedmont Regional Office, 4949-A Cox Road, Glen Allen, VA, telephone (804) 527-5020;
6. Northern Regional Office, 13901 Crown Court, Woodbridge, VA, telephone (703) 583-3800; and
7. Tidewater Regional Office, 5636 Southern Boulevard, Virginia Beach, VA, telephone (757) 518-2000.

Contact Information: Doris A. McLeod, Air Quality Planner, Air Planning Programs, Department of Environmental Quality, 1111 East Main Street, P.O. Box 1105, Richmond, VA 23218, telephone (804) 659-1990, or email doris.mcleod@deq.virginia.gov.

FORENSIC SCIENCE BOARD

Approval of Field Tests for the Detection of Drugs

In accordance with 6VAC40-30, Regulations for the Approval of Field Tests for Detection of Drugs, and under the authority of the Code of Virginia, the Department of Forensic Science recently approved the following presumptive mobile instrument for the detection of drugs:

908 DEVICES

645 SUMMER STREET

BOSTON, MA 02210

MX908 Handheld Mass Spectrometer

This approval is limited to use of the Trace Module in Drug Hunter mode and to the compounds within the mobile instrument's library. This presumptive mobile instrument is approved in addition to another mobile instrument and chemical field tests, both previously published in the General Notices section of the Virginia Register of Regulations: [39:15 VA.R. 2073 March 13, 2023](#) and [39:12 VA.R. 1519-1523 January 30, 2023](#), respectively.

Contact Information: Amy Jenkins, Department Counsel, Department of Forensic Science, 700 North Fifth Street, Richmond, VA 23219, telephone (804) 786-6848, FAX (804) 786-6857, or email amy.jenkins@dfs.virginia.gov.

DEPARTMENT OF GENERAL SERVICES

Request for Comments on Revision to Fees for Drinking Water Laboratory Certification

Purpose of notice and background information: The Division of Consolidated Laboratory Services (DCLS) is seeking comment on the revision to fees charged for certifying drinking water laboratories under 1VAC30-41-270.

1VAC30-41-270 I 2 requires DCLS to increase or decrease annually the fees charged for certifying drinking water laboratories using the Consumer Price Index-Urban percentage change, average-average for the previous calendar year published by the U.S. Bureau of Labor Statistics in January. The percentage change, average-average for 2024 is an additional 2.9%. See the table labeled "Historical Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, all items, by month" at <https://www.bls.gov/cpi/tables/supplemental-files/historical-cpi-u-202412.pdf>. The revised fees are exempt from the requirements of the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia). The Budget of the Commonwealth of Virginia in Part I, Item 68 C 3 a of Chapter 2 of the 2024 Acts of Assembly, Special Session I, requires DCLS to provide notice and an opportunity to submit written comments on the revised fees.

General Notices

The notice of fees for May 1, 2025, through April 30, 2026, will be published on the DCLS drinking water laboratory certification webpage after consideration of submitted comments.

Public comment period: March 10, 2025, through April 9, 2025.

How to comment: DCLS accepts written comments by email, fax, and postal mail. In order to be considered, comments must include the full name, address, and telephone number of the person commenting and be received by DCLS by the last day of the comment period. All materials received are part of the public record. Email comments should be sent to kimberly.freiberger@dgs.virginia.gov. The number for faxed comments is (804) 371-8305. Written comments should be sent to Kimberly Freiberger, Regulatory Coordinator, Department of General Services, Attn: DCLS DW Fee Comments, 1100 Bank Street, Suite 420, Richmond, VA 23219.

Notice of Fees for May 1, 2025, through April 30, 2026.

DCLS requests comments on the following revised fees.

TESTING CATEGORY	FEE (\$)
Microbiological testing	
1 - 2 methods	808
3 - 5 methods	942
6+ methods	1076
Inorganic chemistry, nonmetals testing	
1 - 2 methods	874
3 - 5 methods	1141
6 - 8 methods	1413
9+ methods	1679
Inorganic chemistry, metals testing	
1 - 2 methods	1343
3 - 5 methods	1613
6+ methods	1879
Organic chemistry	
1 - 2 methods	1413
3 - 5 methods	1679
6 - 8 methods	1949
9+ methods	2219

Radiochemistry	
1 - 2 methods	1479
3 - 5 methods	1747
6+ methods	2016
Asbestos	
1 - 2 methods	1209
3 - 5 methods	1479
6+ methods	1747

How fees are calculated: DCLS calculates a laboratory's total fee by adding the fees for the number of test methods in each category in the fee table for which the laboratory is certified or applies to be certified. Contact lab_cert@dgs.virginia.gov for more information about the fee category for a specific method.

Additional fees apply when a laboratory:

1. Applies for modification of certification under 1VAC30-41-110.
2. Is moving its location when the move requires DCLS to perform an onsite assessment.
3. Requests reinstatement of certification when DCLS requires an onsite assessment.

Hourly review fee and calculation of total fee: The fee to be charged is the sum of the total hourly charges for all reviewers plus any onsite assessment costs incurred. The hourly charge per reviewer is \$82. The charge per reviewer is determined by multiplying the number of hours expended in the review by \$82.

Onsite review and travel expenses: If an onsite review is required, travel time and onsite review time will be charged at the same hourly rate of \$82 and any travel expenses will be added.

When to pay: Payment is due when the initial application is processed or annually thereafter upon receipt of the invoice from DCLS. Annual billing precedes the expiration of the current certificate.

How to pay: Fees may be paid by check or credit card via an electronic payment portal provided by DCLS, or other payment arrangements may be made by contacting lab_cert@dgs.virginia.gov. All payments are made after an invoice is issued by DCLS in accordance with instructions on the invoice or in accordance with special arrangements made by contacting DCLS.

Contact Information: Kimberly Freiberger, Policy Planning Specialist III, Department of General Services, 1100 Bank Street, Suite 420, Richmond, VA 23219, telephone (804) 786-3311, or email kimberly.freiberger@dgs.virginia.gov.

VIRGINIA CODE COMMISSION

Notice to State Agencies

Contact Information: *Mailing Address:* Virginia Code Commission, General Assembly Building, 201 North Ninth Street, Fourth Floor, Richmond, VA 23219; *Telephone:* (804) 698-1810; *Email:* varegs@dls.virginia.gov.

Meeting Notices: Section 2.2-3707 C of the Code of Virginia requires state agencies to post meeting notices on their websites and on the Commonwealth Calendar at <https://commonwealthcalendar.virginia.gov>.

Cumulative Table of Virginia Administrative Code Sections Adopted, Amended, or Repealed: A table listing regulation sections that have been amended, added, or repealed in the *Virginia Register of Regulations* since the regulations were originally published or last supplemented in the print version of the Virginia Administrative Code is available at <http://register.dls.virginia.gov/documents/cumultab.pdf>.

Filing Material for Publication in the *Virginia Register of Regulations*: Agencies use the Regulation Information System (RIS) to file regulations and related items for publication in the *Virginia Register of Regulations*. The Registrar's office works closely with the Department of Planning and Budget (DPB) to coordinate the system with the Virginia Regulatory Town Hall. RIS and Town Hall complement and enhance one another by sharing pertinent regulatory information.

General Notices
