



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Earl Ray Tomblin
Governor

Bureau for Behavioral Health and Health Facilities
350 Capitol Street, Room 350
Charleston, West Virginia 25301
Telephone: (877) 215-2522 Fax: (304) 558-3275

Michael J. Lewis, M.D., Ph.D.
Cabinet Secretary

WV D.U. I. program requirements summary:

Please see the attached forms and guidance below outlining requirements for meeting WV DUI program requirements. If you reside in a State not listed on the attached list of approved out of state provider programs then please contact the local department of motor vehicles in your area for assistance in locating a program. Once located it is essential that you make contact with our office and provide the program information so that a determination can be made regarding the program and whether it will meet WV requirements. **The following must be completed and/or submitted:**

1. Documentation of your status / eligibility for out of state program completion – please submit written verification that you are :
 1. A permanent resident in the State where program will be completed
 2. Proof of employment in State where program will be completed
 3. That you are active military or a student in the State where program will be completed
2. Copy of the assessment/evaluation conducted by a qualified substance abuse professional, including intake/psychosocial / biomedical history;
3. Documentation reflecting course of treatment/services rendered to the individual;
4. Documentation reflecting amount of hours (WV requires 18 hours) within a structured Educational Component, and if required, treatment component, including topics addressed, as well as status of the individual within the program component;
5. Documentation reflecting progress, and/or lack thereof to goals and objectives set forth in the individuals treatment plan, as applicable;
6. Copies of the Termination Summary reflecting progress/satisfactory completion or non-compliance/unsatisfactory completion, as applicable.

If you have more than one D.U.I. offense:

Participation in , and favorable completion of, only a series of didactic lecture sessions in an instructional/classroom setting, including only the educational component will be considered insufficient. As you are considered a multiple/habitual offender in the State of West Virginia, you are advised to *seek assessment and admission to a structured, clinically based, substance abuse intervention/intensive treatment program designed for multiple/habitual offense D.U.I. client referrals*. *The intensity of services shall be based upon a clinical assessment conducted by a substance abuse program professional, at the point of admission to the selected program, and based upon the American Society of Addiction Medicine's (A.S.A.M.) Client Placement, Continuing Stay, and Discharge Criteria*. The successful completion of the multiple/habitual offense D.U.I. / substance abuse related programming is a step to secure reinstatement of driving privileges administratively suspended as a result of second offense D.U.I. per Chapter 17C-5A-3 of the WV State code.

Please remember that all documentation pertaining to the above **must be attached and submitted via mail in full** prior to our offices review and subsequent action.

Please forward all correspondence to:

DUI Coordinator
Bureau for Behavioral Health and Health Facilities
350 Capitol Street, Room 350
Charleston, WV 25301
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