



Registration, renewal and internship completion

Minnesota rehabilitation providers

- QRCs = 262
- QRC interns = 12
- QRC firms = 82
- Vendors = 25
- Commission on Accreditation of Rehabilitation Facilities (CARF) firms = 17
- CARF providers in Minnesota available at www.carf.org/providerSearch.aspx



Initial registration and renewal

DLI webpage for workers' compensation forms is online at www.dli.mn.gov/business/workers-compensation/work-comp-forms.

Rehabilitation provider forms

- [Rehabilitation forms online submission](#)
- [Qualified Rehabilitation Consultants \(QRC\) Internship Completion Checklists](#)



Form name	Version date	Notes
R-20 Qualified Rehabilitation Consultant Intern Application	July 2015	Law change
R-22 Rehabilitation Vendor Application	July 2015	Law change
R-24 Qualified Rehabilitation Consultant Firm Application	July 2015	Law change
R-25 Qualified Rehabilitation Consultant Application	July 2015	Law change



QRC supervisor responsibilities

Submit a plan of supervision addressing:

- Evaluation methods to be used.
- Frequency of supervisory reviews and communications.
- Administrative conferences or hearings and file reviews.
- Review of the rules of practice.
- Review of progress toward obtaining CRC/CDMS certification, including the date the intern will be eligible to take the examination.

Directly responsible for all of the intern's rehabilitation work. Shall co-sign all written work done by the intern including R-forms, reports and correspondence, including being copied on electronic correspondence.



QRC intern responsibilities

Obtain one of the certifications below within three years:

- Commission on Rehabilitation Counselor (CRC).
- Certification of Disability Management Specialist Commission (CDMS).

Work at least one year full time (37 hours a week during a 52-week period).

Sign off as "QRC intern" on all documents.

List QRC intern's registration number on all documents (QRC intern 1234).

Ask questions to better understand the process.



Supervisor and intern responsibilities

Meet occasionally to:

- Review intern's work, answer questions, learn the workers' compensation laws and rules.
- Determine progress toward completion of internship plan.
- Review study progress for CRC/CDMS certification examination. (CRC exams are three times a year; CDMS exams are two times a year.)

Attend mandatory DLI update training sessions.

Notify the registration specialist regarding extended leave or illness, an employment change or if you stop working.

Supervisor and intern responsibilities

Vendors

- CEUs not required

QRC interns

- 20 CEUs each year **or** be CRC or CDMS certified

Documentation

- Must be a legible certificate of attendance
- Must bear the name of the intern
- Must be signed and dated by the sponsoring institution or organization





Continuing education units (CEUs)

Accepted

In post-secondary course work, including vocational rehabilitation, medical, psychology of disability and occupational safety.

Workers' compensation law continuing legal education (CLE) credits.

Department of Labor and Industry sponsored training, including this orientation and rehabilitation updates.

Obtained in a 12-month period before the renewal notice.

Not accepted

Receipts for tuition as documentation of attendance.

Annual registration renewal

A renewal reminder is mailed 90 days before registration expires.

Within 30 days:

- Send a new intern application.
- Attach CRC/CDMS certification or documentation for 20 CEUs.
- Attach a check with the registration fee.

A late registration fee chart is included with the renewal reminder letter.



Reasons for denial of renewal

Outstanding penalties and missing R – forms.

Violations of prohibited conduct.

Submitting renewal forms late or incomplete:

- Missing applicant's signature.
- Missing applicant's Social Security number.

Registration fee or late fees not paid.



Completion of internship

The commissioner's action on the intern's application for completion of internship shall be based in part on:

1. The report of the QRC intern supervisor about the competence of the intern to practice independently.
2. Written examples of the intern's work attached by the supervisor including the following.
 - A Rehabilitation Consultation Report (RCR) form with the narrative report explaining your decision.



Completion of internship

- An R-2 Rehabilitation Plan form with the initial evaluation narrative report that includes Minnesota Rules 5220.1803, subp. 5:
 - Medical status
 - Vocational history
 - Educational history
 - Social history
 - Relevant economic factors
 - Transferable skills
 - Employment barriers
 - Recommendations
- A Plan Progress Report (PPR) form or an R-3 with the PPR form section completed. Attach a narrative report discussing barriers and the measures to overcome them.



Completion of internship

- An R-8 Notice of Rehabilitation Plan Closure form with a summary narrative report (Minnesota Rules 5220.0510, subpart 7):
 - The summary narrative report should be an overall review from the start of rehabilitation to the end and not just a final progress report.
- A labor market analysis.
- A narrative report that shows understanding of vocational testing and a transferable skills analysis.

As a reminder: As stated in Minn. R. 5220.1802, subp. 1, all required rehabilitation reports and required progress records prepared by the rehabilitation provider shall be legible and show the employee's name, employee's worker identification (WID) number or Social Security number (SSN) and date of injury. **Note:** If the SSN is used, it must be the full nine-digit number.



Completion of internship

Approval of registration as QRC intern (Minn. R. 5220.1500, subp. 1a)

When requirements are met:

- An approval letter is issued within 60 days of receipt of the completed application to be a full QRC.

When requirements for registration are not met:

- A denial – decision and order – is issued within 60 days.
- One-half of the registration application fee may be refunded.

Common R-form errors

R-forms filed late or not at all.

Incomplete fields or blanks:

- Missing or partial WID number or SSN.
- Service codes not entered.

Multiple dates of injury listed.

Non-legible R-forms or reports to the department.

Filing duplicate R-forms.

Handwriting is not legible.

Use of outdated R-forms.

Required narrative reports are not attached to R-forms.

Not listing the actual RCR cost on the R-2 form.

Confirm twice a year you are using current R-forms

DLI workers' compensation forms are online at www.dli.mn.gov/business/workers-compensation/work-comp-forms.

Plan Progress Report (PR01) -- Spanish version (informational, do not file)	January 2014 November 2014	
R-2 Rehabilitation Plan (RE01) -- more information	August 2015	Format changes
R-3 Rehabilitation Plan Amendment (RP01) -- more information	August 2015	Format changes
R-8 Notice of Rehabilitation Plan Closure (NR01)	November 2013	Statute/law change
Rehabilitation Consultation Report (RC01) -- Spanish version (informational, do not file)	May 2016 May 2016	Format changes



Brain teaser

Copy whom on all email messages, reports and correspondence?

As an intern, what should be listed after my name?

Who should attend mandatory DLI updates?

I should contact _____ about extended leave or illness?

On all reports and correspondence, I must list the employee's name, date of injury and _____?

I should confirm I'm using the most current R-forms on these two dates.

Questions and answers



Thank you!

Contact information

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