Quick reference guide: QRC and QRC intern registration and renewal

Work Comp Campus will be used to electronically file documents that were previously filed via paper. Users will be able to submit qualified rehabilitation consultant (QRC) and QRC intern registrations and renew their registrations online using Campus.

QRC, QRC intern registration steps

1. Click Submit a Filing in the header of the Campus dashboard.
2. Select Individual Rehab Provider Registration.

3. For Register As, select QRC.
4. For Register Type, select Initial.
5. Fill in all required fields, marked with an asterisk.
6. A rehabilitation provider firm must be selected using the **Lookup** function.

7. At least one certification box must be checked and a current copy of the license, certification or registration should be attached.

8. After all the required fields are filled in, sign the document and click **Submit Form** to send the form to DLI for approval.

9. After submitting the form, mail your registration fee payment to the address provided (see **Helpful tips** below).

10. If your form is approved, you will receive a notification in Campus.

**QRC intern registration steps**

1. Click **Submit a Filing** in the header of the Campus dashboard.

2. Select **Individual Rehab Provider Registration**.
3. For Register As, select QRC Intern.
4. For Register Type, select Initial.
5. Fill in all required fields, marked with an asterisk.

6. A rehabilitation provider firm must be selected using the Lookup function.
7. A QRC supervisor must be chosen.

8. Upload relevant transcripts.
9. Upload a plan of supervision addressing all of the requirements of Minnesota Rules 5220.1400, subpart 3a.

10. After all the required fields are filled in, sign the document and click Submit Form to send the form to DLI for approval.

11. After submitting the form, mail your registration fee payment to the address provided (see Helpful tips below).
12. If your form is approved, you will receive a notification in Campus.

Helpful tips

- QRC and QRC intern renewals can be submitted by selecting **Renewal** for the **Register Type** field. You can also use the form for change of employment, change of supervision and reinstatement.
- Send registration fees to:
  Minnesota Department of Labor and Industry, Financial Services
  443 Lafayette Road N.
  St. Paul, MN  55155
- All submitted forms can be found in your **My Forms** queue on the Campus dashboard.
- To register a QRC firm, use the **Rehab Provider Group Registration** option from the **Submit a Filing** drop-down menu.