



Rhode Island Department of Labor and Training
Division of Workers' Compensation
249 Blackstone Boulevard
Providence, RI 02906

Rhode Island Qualified Rehabilitation Counselor Application

Professional counselors who provide services in Workers' Compensation rehabilitation plans must be certified by the Rhode Island Department of Labor and Training. The RI DLT has developed rules and regulations in accordance with RI General Laws for the certification of Qualified Rehabilitation Counselors. Certification of counselors is covered by Section 28-33-41(f) of the Rhode Island General Laws, Labor and Relations Workers' Compensation Benefits. Requirements for new certifications are completion of a master's degree in one of the following academic disciplines: Rehabilitation Counseling, Counseling, Education, and Social Work. New applicants must have one year of work experience in work-related disability vocational rehabilitation. Certification is for two years and certificants must re-certify. Requirements for applications are as follows:

- Registration fee of \$50.00 for each two-year certification and applications for re-certification are required. Payment must be paid by check, and made payable to RI Dept. of Labor and Training.
- Resume/CV - ***new applicants only***
- Copy of graduate transcripts (official or unofficial) - ***new applicants only***
- Complete RI QRC application mailed to:
Rhode Island Department of Labor and Training
Division of Workers' Compensation
249 Blackstone Boulevard
Providence, RI 02906

The following application has six sections. If you are a new applicant, please complete all sections and submit required documentation. If you are re-certifying, then please complete sections I, II, V, and VI. If your application is either incomplete or any of the required documentation is missing, then processing will be delayed. If you have any questions about this application or to check on the status of a submitted application, please call 401-243-1200, option # 6 and leave a message.

Section I, Certification Type:

If you are applying for a new certificate, then please choose either Professional or Intern and complete remaining sections. Professional certification is for individuals with the appropriate level of education and experience. Intern is for graduate students working in a vocational rehabilitation environment under the direction of a current Qualified Rehabilitation Counselor. Intern certification can be adjusted to professional status as soon as all education and experience requirements are met. Please contact the Administrator of the QRC program for more information: 401-243-1200, option # 6.

If you are re-certifying your QRC, then please complete sections I, II, V, and VI.

Certification Type (Choose one):

Professional

Intern

Professional, Re-Certification

Section II, Contact Information:

Note, This is the name that will be printed on your Certificate and reported to those who inquire about your Certificate. Do not use nicknames, etc.

Title (i.e., Ms., Mrs., Mr., Dr.)

First Name

Middle Initial

Last Name

Home Address:

First Line Address (Apartment/Suite/Room Number,etc.)

Second Line Address

City/Town

State

Zip Code

Phone#

Email

Business Information:

Firm Name/Business Name

First Line Address (Apartment/Suite/Room Number,etc.) ***ONLY if different from above**

Second Line Address

City/Town

State

Zip Code

Phone#

Email

Section III, Education: Please submit transcript (official or unofficial) from institution granting graduate degree(s).

Bachelor's Degree **Yes** **No** Degree received

Name of School:

Date Graduated:

Graduate Degree **Yes** **No** Degree(s) received

Name of School(s):

Date Graduated:

Section IV, Work History: New applications are required to have a minimum one year work experience in work-related disability vocational rehabilitation. Please submit a resume/CV that documents this requirement as well as indicating how you meet this requirement below.

Describe how you meet this requirement (refer to attached resume/CV):

Section V, Criminal Convictions and Disciplinary Questions: Answering Yes to either of these questions will require a meeting with the Administrator of the QRC Program before certification will be granted.

1) Have you ever been convicted of a violation, plead Nolo Contendere, or entered a plea bargain to any federal, state, or local statute, regulation, or ordinance or are any formal charges pending?

Yes **No**

If Yes, then please explain:

2) Has any health professional license, certificate, registration, or permit you hold or have held, been disciplined or are formal charges pending?

Yes **No**

If Yes, then please explain:

Section VI, Affidavit of Applicant:

I hereby certify and affirm that I have read and understand the information provided herein. I have read the below Code of Ethics for Rehabilitation Counselors and the Protocols for Vocational Rehabilitation and agree to observe the tenets contained herein.

- **Qualified Rehabilitation Counselor's Code of Ethics** (<http://www.dlt.ri.gov/arrigan/pdfs/qrcEthics.pdf>)
- **Protocols for Vocational Rehabilitation** (<https://www.courts.ri.gov/Courts/workerscompensationcourt/MedicalAdvisoryBoard/Pages/Protocols.aspx>)

I being first duly sworn, depose and say that I am the person referred to in the foregoing application and supporting documents. I have read carefully the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for denial, suspension or revocation of my certification as Qualified Rehabilitation Counselor in Rhode Island.

Signature of Applicant

Date

All Completed applications will be mailed to:

RI Department of Labor and Training
249 Blackstone Blvd
Providence, RI 02906
RE: RI QRC Application

Completed applications for either New Professional or Intern certification must include:

- Check payable to the RI Dept. of Labor and Training for \$50
- Resume/CV
- Copy of gradate transcripts (official or unofficial)
- Complete RI QRC application

Completed applications for Re-Certification of Professional must include:

- Check payable to the RI Dept. of Labor and Training for \$50
- Completed RI QRC application (Sections I, II, V, and VI)