

Registration, renewal and internship completion

Rehabilitation registration specialist

Tracey Haskin
Rehabilitation registration specialist

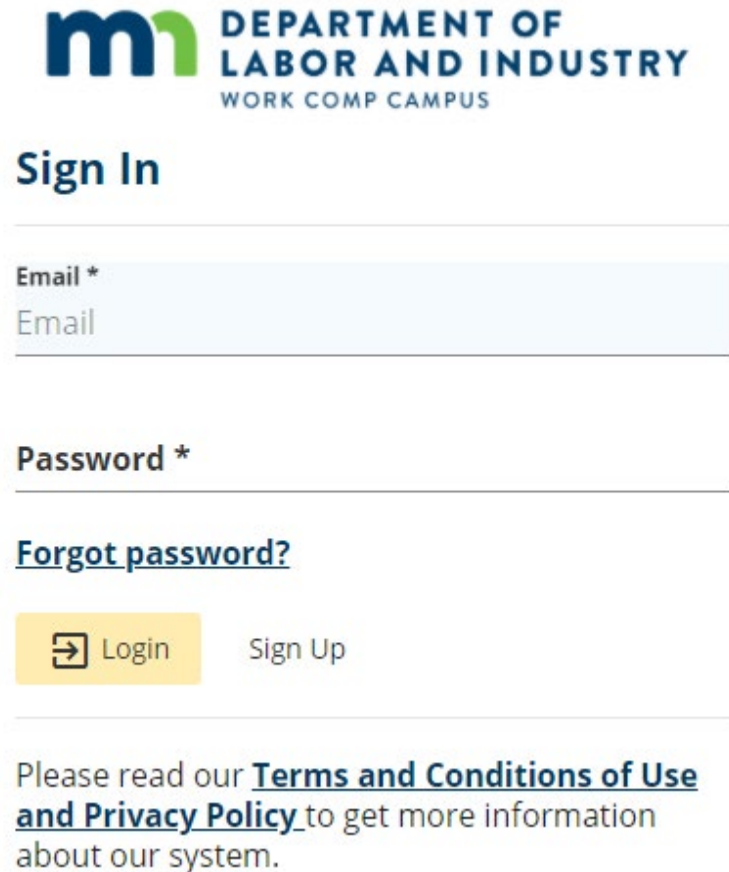


Minnesota rehabilitation providers

- Qualified rehabilitation consultants (QRCs) – 230
- QRC interns – 32
- QRC firms – 69
- Placement vendors – 13
- Commission on Accreditation of Rehabilitation Facilities (CARF) firms – 17 (as of February 2025)
- CARF providers in Minnesota – see [carf.org/providerSearch.aspx](https://www.carf.org/providerSearch.aspx)

Sign-up in Work Comp Campus

- Work email, password and sign in



The screenshot shows the sign-in interface for the Work Comp Campus. At the top is the logo for the Minnesota Department of Labor and Industry, Work Comp Campus. Below the logo is the heading "Sign In". There are two input fields: "Email *" and "Password *". Below the email field is a link for "Forgot password?". At the bottom of the form are two buttons: "Login" (with a key icon) and "Sign Up". Below the buttons is a paragraph of text: "Please read our [Terms and Conditions of Use and Privacy Policy](#) to get more information about our system."

mn DEPARTMENT OF
LABOR AND INDUSTRY
WORK COMP CAMPUS


Sign In

Email *

Email

Password *

[Forgot password?](#)

 Login Sign Up

Please read our [Terms and Conditions of Use and Privacy Policy](#) to get more information about our system.

- Agreement required to use Campus

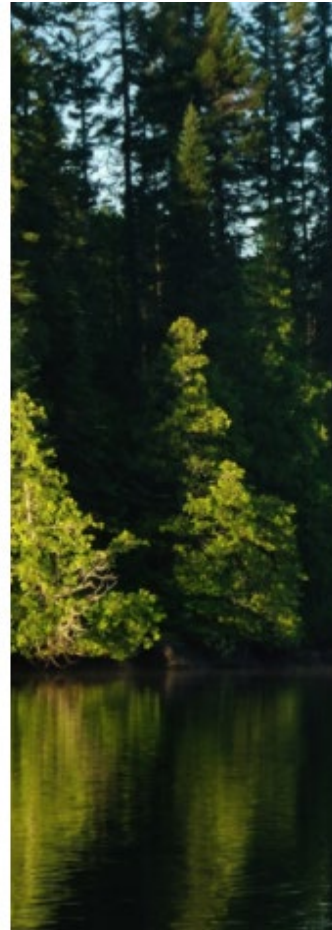
Access Requirements Acknowledgement

By using this system, you affirm that:

- You are accessing a restricted government information system.
- System usage may be monitored, recorded, and subject to audit.
- You consent to such monitoring and recording.
- Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties.

I Agree

I Don't Agree



Work Comp Campus process

m DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Campus TEST Environment

My Overview

2 Open Claims

0 New Documents

Submit a Filing ▾

Access a Case or Claim

Individual Rehab Provider Registration

Initiate a Dispute

Open Appeal/Petition

Rehab Consultation Report

Rehab Provider Registration

Dashboard > Rehab Provider Individual Registration

Rehab Provider Individual Registration Details

Please make selections for the following registration details

Register As *
QRC Intern ▾

Change of Employment

Change of Supervision

Initial

Reinstatement

Renewal

Applicant Details

Please provide the following information.

First Name *
Angie

Middle Name
Middle Name

Last Name *
Rehab

Phone Type * ▾

Phone Country *
United States (+1) ▾

Phone Number *
(555) 555-5555

Home Address

Address 1 *
Address 1

Address 2
Address 2

☐ Outside US

Postal Code *
Postal Code

City *
City

County *
County

State Province * ▾

Country
United States

Public Mailing Address

Address 1 *
Address 1

QRC firm and vendor registration instructions

1. On the Campus dashboard, click your name in the top right and select **My Groups** from the drop-down menu.
2. Click the name of your rehabilitation provider group or click the kebab menu and select **View Group**.
3. From the rehabilitation provider page, click the kebab menu in the top right and select **Submit Registration**.
4. The **Registration Type** will automatically indicate it is a renewal. Some fields will populate based on the rehabilitation provider's profile and will not be editable.

*If any populated information is not accurate, it can be changed by selecting **Amend My Profile** in

The first screenshot shows the 'Campus dashboard' with a user profile 'Spencer Wilson' in the top right. A red box highlights the 'My Groups' option in the dropdown menu, with a red arrow pointing to it. A red arrow labeled '2' points to a notification banner.

The second screenshot shows the 'My Groups' page. A red box highlights the 'MN Rehab Provider' group, with a red arrow pointing to it. A red arrow labeled '3' points to the 'View Group' button. A red arrow labeled '4' points to the 'Submit Registration' button in the top right kebab menu.

The third screenshot shows the 'MN Rehab Provider' details page. A red box highlights the 'Submit Registration' button in the top right kebab menu, with a red arrow pointing to it. A red arrow labeled '5' points to the 'Registration Type' field, which is set to 'Renewal Registration'.

- Submit a Filing
- Access a Case or Claim
- Change of QRC
- Individual Rehab Provider Registration
- Initiate a Dispute
- Object to Penalty
- Rehab Consultation Report
- Rehab Provider Registration
- Request for Guidance with an Unreported Injury

Campus enhancements to QRC registration

Insert video here?

Form submission by interns

- When an intern has prepared rehabilitation documents and is filing those documents in Campus, Minnesota Statutes § 176.102, subdivision 10 (b), requires that the intern verify the rehabilitation documents were reviewed by the supervisor before they were filed with the commissioner.

QRC supervisor intern plan of supervision



Example - QRC Intern Plan of Supervision

02/03/2025

To: Minnesota Department of Labor and Industry

Re: Plan of Supervision for Ms. _____, QRC intern

Ms. _____ has applied for QRC-Internship which will last for a period of no less than 52 weeks of full-time employment nor longer than 36 months. It is understood that disability case management (DCM) services do not count toward the intern's completion of hours.

The following methods will be used to provide supervision during the internship of Ms. _____ to ensure internship compliance with MN Rule 5220.1400:

Frequency of QRC Supervision Reviews and communication:

- A minimum of monthly file review of all cases reviewing the status, rehabilitation plan, services provided, etc. Frequent telephone, e-mail contacts as indicated will be provided during the internship. Use of face-to-face meetings and/or Teams will also be utilized as a training/teaching method.

Procedures for dealing with administrative conferences or hearings and file reviews:

- QRC Supervisor will attend all administrative conferences and hearings with the intern, that the intern is required to participate at.
- QRC Supervisor will provide guidance on the need for preparation for proceedings, how to properly prepare, and understanding of the role of a QRC/QRC intern as a neutral party.

Procedures for review of the rules of practice include ongoing training and educational information and/or sessions to occur addressing services provided including but not limited to job shadowing and/or [facilitating](#) the understanding of the:

- Purpose and completion of rehabilitation forms
- Use of the Campus data base
- Reporting and coordination of medical management services
- Rehabilitation consultation process, including forms used with this activity and information needed to complete the [determination](#)
- On-site job analysis
- Work evaluation
- Use of skills enhancement
- Functional capacity evaluation or functional capacity assessment
- Work hardening/work conditioning.
- Coordinating of return-to-work services with date-of-injury employer and/or new employer(s)
- Job modification and/or employer accommodation(s)

- Transferable skills analysis
- Vocational assessment and testing
- Job seeking skills training.
- Job placement and job development
- Retraining
- On-the-job training
- Labor market survey
- Post placement activity/follow-up
- Rules of practice will also be discussed when completing monthly file reviews as discussed above.

Review of progress toward obtaining certification and plan:

- It is anticipated the intern will be eligible to sit for the [specify one] [CRCC or CDMS](#) examination in [September of 2026](#) [identify the date]
- Monthly meetings will include review of intern's progress toward achieving the minimum of 1,924 hours during a 52-week period providing rehabilitation services to injured workers in statutory rehabilitation.
- Monthly meetings will ensure the intern's understanding and review of MN Statutes 176.102, Minn. R. 5220, and applicable of case law.

Intern supervisor confirms the following will occur:

- The intern is the "assigned QRC" on R-forms and work examples as evidence for completion of the internship***
- All the intern's written work, except the RCR, R-2, PPR, R-3 and R-8 forms, are co-signed by the [supervisor](#)
- The job title of "QRC intern" and QRC registration number will be listed on all documents, including reports, letters, email, business cards, etc.
- [Specify which one] The supervisor is working with and periodically confirming that the intern is actively studying to obtain their [CRCC or CDMS](#) certification by the above projected [date](#)
- QRC intern renewal registration application(s) will be completed and filed through Campus on a timely [basis](#)
- Intern supervisor and intern will appear at administrative conferences or hearings, if requested or subpoenaed.
- Intern will attend the mandatory DLI Orientation training session within 12 months of the date of registration as [intern](#)
- Intern will also attend mandatory DLI update training sessions, for all registered rehabilitation providers, as scheduled by the [department](#)
- Intern will submit all required work samples for competition of internship as identified in the QRC internship competition [checklist](#)
- Attest I have more than 52 weeks of full-time experience as a QRC to work as the intern's supervisor.
- Provide direct supervision and is responsible for the intern's rehabilitation work on any [case](#)
- Have intern shadow work activities such as, but not limited to attending medical appointments; employer meetings; communications with insurers, attorneys, and employers; on-site job analysis, vocational testing, etc.

Disclosures and signature

Electronic Signature

I authorize the Workers' Compensation Division, Department of Labor and Industry, to make any appropriate investigation of the application and supporting documents. I understand that any omission or misrepresentation may result in rejection of this application or denial of registration.

I agree to be bound by all statutes, rules and orders as established by the commissioner and realize that violations may result in the denial or revocation of registration.

I understand that Minn. Rules 5220.1250 prohibits any ownership or financial relationship of any kind between any registered rehabilitation vendor and qualified rehabilitation consultant firm, qualified rehabilitation consultant or qualified rehabilitation consultant intern.

I agree to notify the department within two weeks of any change in rehabilitation firm employment status (Minn. Rules 5220.1410, subp. 1B(6)). If there is a change in my employment status, I will notify all parties to the case on which I am the assigned QRC Intern as to whom the reassignment will be made (Minn. Rules 5220.1801, subp. 9K(2)).

I affirm that I have Minnesota residency or residency within 100 miles by road from the Minnesota border (Minn. Rules 5220.1410, subp. 1B(7)).

Notice: The information you as an individual provide in this application will be used by Department of Labor and Industry (department) staff members who require the information to determine if you meet the department's registration/renewal requirements. Minnesota Statutes § 270C.72, subd. 4, requires you to provide your Social Security number or individual taxpayer identification number and Minnesota business identification number, as applicable on this application. The other information is being requested for purposes of processing your application. With the exception of your Social Security number or individual taxpayer identification number and Minnesota business identification number, you are not legally required to supply the data requested on this application. However, failure to provide the requested information may delay the processing of your application or result in the denial of the same. The application data will be made part of the department's file for your registration/renewal. Except for your name and the address you designated to receive correspondence from the department, the information you provide on this application is private data while the application is pending. Once you are registered, the application data may become public except for your Social Security number or individual taxpayer identification number and Minnesota business identification number, as applicable. However, disclosure of private or nonpublic information to others may occur as authorized or required by law, including but not limited to the Attorney General's Office, the Department of Revenue, the Office of Administrative Hearings, upon court order, and/or for the purpose of verification, state investigations and statistics.

I attest under penalty of perjury that everything I have stated in this document is true and correct.

Any person who, with intent to defraud, receives workers' compensation benefits to which the person is not entitled by knowingly misrepresenting, misstating or failing to disclose any material fact is guilty of theft and shall be sentenced pursuant to Minn. Stat. 609.52, subd. 3.

Please type your First and Last Name as they appear on your CAMPUS profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the employee, insurer, any attorney(s), the Department of Labor and Industry and, if required, to the department's Vocational Rehabilitation unit (VRU).

Annual registration renewal

Renewal forms are due to the Department of Labor and Industry (DLI) 60 days before your registration expires. A renewal reminder is emailed 90 days before your registration expires.

Within 30 days of receipt of that reminder you should:

- complete a renewal application in Campus;
- attach the CRC/CDMS certification or documentation of your 20 continuing education units (CEUs); and
- mail a check with the registration fee to the DLI's Financial Services. Attach a note to the check telling staff members to notify the DLI registration specialist your renewal check has been received.

A late-registration fee chart is included with the renewal reminder email message.

Intern responsibilities for continuing education

Vendors: CEUs are not required.

QRC interns: Twenty CEUs are needed each year; or you must be CRC or CDMS certified.

Documentation must:

1. be a legible certificate of attendance;
2. bear the name of the intern; and
3. be signed and dated by the sponsoring institution or organization.



CEUs

Accepted

- Post-secondary course work, including courses about **vocational rehabilitation, medical treatment, psychology of disability** and **occupational safety**
- **Workers' compensation law** continuing legal education (CLE) units
- **DLI-sponsored training**, including this orientation training and rehabilitation updates

Credits must be obtained in a 12-month period prior to the renewal notice. You must provide documentation of the course attended and the number of credits received.

Not accepted

Receipts for tuition are not accepted as documentation of attendance.

Reasons for denial of registration renewal

Reasons for denial of renewal include:

- outstanding penalties and missing R-forms;
- violations of prohibited conduct;
- late or incomplete renewal form submission, such as missing the applicant's signature, Social Security number or required CEUs;
- registration fee or late fees not paid; and
- maximum internship period of 36 months has expired.

Completion of internship

The completion of an internship is based on:

1. being the assigned intern on at least 12 rehabilitation plans under Minn. Stat. 176.102;
2. being the rehabilitation consultant of record for at least one complete rehabilitation consultation report, rehabilitation plan, plan progress report, rehabilitation plan amendment or notice of rehabilitation plan closure;
3. written examples of at least one narrative about vocational testing, one narrative about transferable skills analysis or a labor market survey; and
4. obtaining either your CRC or CDMS.

Intern written submissions

Minnesota Rules 5220.1410, subpart 3, details what must be demonstrated in written submissions from QRC interns.

1. rehabilitation consultation report that explains the basis for the eligibility determination;
2. rehabilitation plan with an initial evaluation narrative report that includes medical status, vocational history, educational history, social history, relevant economic factors, transferable skills, employment barriers and recommendations;
3. plan progress report or rehabilitation plan amendment with a narrative report that identifies barriers to the employee's successful completion of the rehabilitation plan and the measures the intern planned to overcome each of the identified barriers;
4. notice of rehabilitation plan closure with a narrative summary report that includes all rehabilitation plan services provided;

Intern written submissions (continued)

5. a narrative report that shows the intern's understanding of vocational testing;
6. a narrative report that shows the intern's understanding of a transferable skills analysis; and
7. a labor market survey that shows the intern's understanding of the injured 11.15 employee's qualifications, work restrictions and labor market conditions.

Determination of internship completion

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 initial QRC registration *are not met*:

- a letter requesting additional information may be sent to the intern supervisor; and
- a registration denial Decision and Order is issued within 60 days.

For more about approval of registration as a QRC following completion of your internship, see Minn. R. 5220.1510, subp. 1.

Follow the steps to success and ask questions



Thank you