

Updates to the change of employment process for a Qualified Rehab Consultant (QRC) or QRC intern

How it works

When a QRC or QRC intern changes employers, they must submit an **“Individual Rehab Provider Registration” form (Change of Employment)** in Campus. The submitted form will be reviewed and approved by the Compliance Records and Training (CRT) review team and the account will be updated in Campus.

Before submitting the **“Individual Rehab Provider Registration” (Change of Employment) form:**

- Download any necessary case documents from the current employer.
- **Once the “Individual Rehab Provider Registration” form (Change of Employment) form is submitted and approved, access to previous cases will be removed.**

Once the form is approved, the CRT review team will send a confirmation email to the new work email address. After the confirmation email is received:

- The QRC/QRC intern must validate the new work email address in the confirmation email.
- **This is required for QRCs to have access to their account in Campus.**
- The QRC/QRC intern can log into Campus with the new work email.
- The old password can be used, or a new one can be created.

After the new **“Individual Rehab Provider Registration” (Change of Employment) is successfully filed in Campus:**

- Access to previous cases will be removed.
- The QRC/QRC intern is prevented from filing R-forms or viewing any transactions/documents from the previous employer.
- The QRC/QRC intern is automatically added to the new QRC firm and removed from the previous QRC firm.
- The QRC/QRC intern user profile will also be updated to reflect any submitted changes.