

QRC internship completion checklist

QRC intern: _____

QRC intern #: _____

QRC intern supervisor: _____

QRC #: _____

Reminders

- All required reports and progress records must list the injured worker's name, worker identification (WID) number (for example, EE-00-0000-000) and date of injury.
- All R-forms and other documents must be reviewed by the intern's supervisor and have documentation verifying the supervisor's review before the forms are filed in Work Comp Campus.
- Orientation training materials, available for download from the [Department of Labor and Industry's \(DLI's\) website](#), provide examples and information for developing R-forms, narrative reports, labor market survey reports, vocational testing/evaluation and transferable skills analysis reports.
- Substantiated professional conduct complaints (a stipulation or order for discipline) may be taken into account when a qualified rehabilitation consultant (QRC) intern applies to become a full QRC.

QRC internship completion requirements – Minnesota Rules 5220.1410, subpart 3

- Work as the assigned qualified rehabilitation consultant intern on 12 or more rehabilitation plans.
- Complete and submit all required rehabilitation forms and reports.
- Include "qualified rehabilitation consultant intern" title on all documents bearing the name of the intern.
- Complete certification and attach a copy of certification from either the Commission on Rehabilitation Counselor Certification (CRCC) or Certification of Disability Management Specialist (CDMS) Commission to your QRC application.
- Attend the mandatory DLI orientation training session within 12 months of the date of registration.
- Attend all mandatory DLI update training for all registered rehabilitation providers, as scheduled.

Work to be submitted for approval as a QRC – Minn. R. 5220.1410, subp. 3

- QRC intern supervisor's written report about the intern's competence to practice independently.
- Rehabilitation Consultation Report (RCR) form with narrative report explaining the basis of the determination (Minn. R. 5220.0130, subp. 3).
- R-2 Rehabilitation Plan form with an initial evaluation narrative report detailing:
 - medical status;

- relevant economic factors;
- vocational history;
- transferable skills;
- educational history;
- employment barriers;
- social history; and
- recommendations (Minn. R. 5220.0410).
- Plan Progress Report (PPR) form and its corresponding narrative report listing barriers to successful completion of the rehabilitation plan identified and measures taken to overcome each of the identified barriers (Minn. R. 5220.0450).
 - An R-3 Rehabilitation Plan Amendment form with PPR section completed (items 20 through 23) and its corresponding narrative report listing the barriers and the measures to overcome the barriers may be used in lieu of an R-3 form, if appropriate.
- R-8 Notice of Rehabilitation Plan Closure form with a narrative summary report (narrative summary report of all rehabilitation services provided, not a monthly progress report, on behalf of the injured worker) (Minn. R. 5220.0510).
- Narrative report showing understanding of vocational testing/evaluation.
- Narrative report showing understanding of a transferable skills analysis (TSA).
- Labor market analysis or survey (LMS) report.

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