

Registration, renewal and internship completion

Minnesota rehabilitation providers

- Qualified rehabilitation consultants (QRCs) – 232
- QRC interns – 32
- QRC firms – 73
- Placement vendors – 12
- Commission on Accreditation of Rehabilitation Facilities (CARF) firms – 17
- CARF providers in Minnesota – see carf.org/providerSearch.aspx

Sign-up in Work Comp Campus

Work email, password and sign in



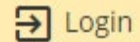
Sign In

Email *

Email

Password *

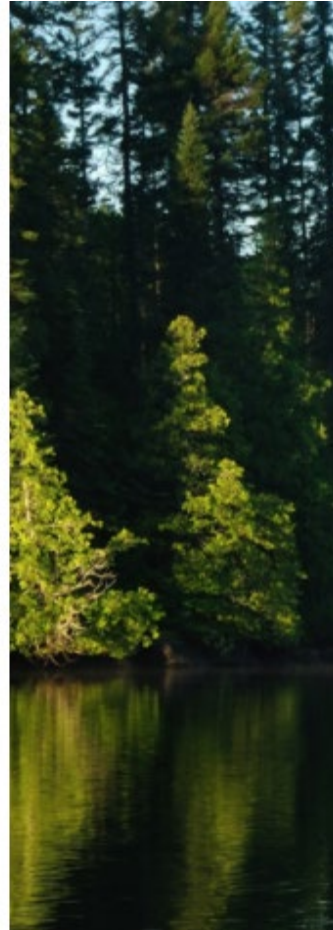
[Forgot password?](#)



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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

m1 DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Campus TEST Environment

My Overview

Submit a Filing ▾

Access a Case or Claim

Individual Rehab Provider Registration

Initiate a Dispute

Open Appeal/Petition

Rehab Consultation Report

Rehab Provider Registration

2 Open Claims

0 New Documents

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 *
▾

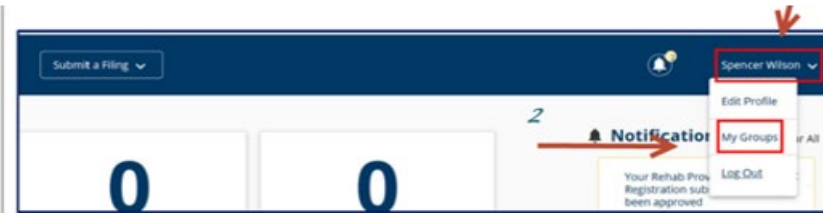
Country
United States

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

H.F. 19 and S.F. 27 (Article 2) (2020 7th Special Session); signed by Gov. Walz Dec. 16, 2020

Section 7 amends Minnesota Statutes § 176.102, subdivision 10 – Rehabilitation; consultants, interns and vendors.

- Paragraph (a) requires an employer or insurer to be approved by the commissioner as a QRC firm, and create an account in Campus as a firm, to employ a QRC to provide vocational rehabilitation services to an injured worker.
- Paragraph (b) requires a plan of supervision signed by the QRC intern's supervisor to be filed with the intern's application in Campus. The supervisor must verify the intern's compliance with all rehabilitation statutes and rules. **The intern must verify all rehabilitation documents prepared by the intern were reviewed by the supervisor before they were filed with the commissioner.**
- Effective Dec. 17, 2020.

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.

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 immediately of any change in my employment status (Minn. Rules 5220.1400, subp. 5). 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 certify that I am a full-time resident of Minnesota or I live no more than 100 miles by road from the Minnesota border (Minn. Rules 5220.1400, subp. 5).

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 on this application. The other information is being requested for purposes of processing your application. With the exception of your Social Security 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. 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 declare 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

A renewal reminder is emailed 90 days before the registration expires.

Within 30 days:

- a renewal application must be data entered within Campus;
- attach the CRC/CDMS certification or documentation for the 20 continuing education units (CEUs); and
- mail a check as soon as possible with the registration fee to the Department of Labor and Industry's (DLI's) Financial Services unit. Attach a note to the check telling staff members to notify the DLI registration specialist that your renewal check has been received.

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

Intern responsibilities

Vendors: CEUs are not required.

QRC interns: 20 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

In post-secondary course work, including **vocational rehabilitation, medical, psychology of disability** and **occupational safety**, accepted CEUs include:

- **workers' compensation law** continuing legal education (CLE) units; and
- **DLI-sponsored training**, including this orientation and rehabilitation updates.

They must be obtained in a 12-month period prior to the renewal notice.

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
- total internship period of 36 months has expired.

Completion of internship based on

1. **QRC intern supervisor** report about the intern's competence to practice independently;
2. **written examples** of the intern's work, approved by the supervisor, including submitted Campus R-forms and narrative reports;
3. **Campus Rehabilitation Consultation Report** form, with the narrative report explaining your decision;
4. **Campus R-2 Rehabilitation Plan** form, with the initial evaluation narrative report, which includes Minnesota Rules 5220.1803, subpart 5, requirements – medical status, vocational history, educational history, social history, relevant economic factors, transferable skills, employment barriers and recommendations;

Completion of internship based on (continued)

5. **Campus Plan Progress Report (PPR)** form or R-3 Rehabilitation Plan Amendment form with the PPR section completed – **attach** a narrative separate PPR discussing barriers to the plan and the measures to be taken to overcome them;
6. **Campus R-8 Notice of Rehabilitation Plan Closure** form with a summary narrative report – Minn. R. 5220.0510, subp. 7, the summary narrative report should be an overall review from the start of rehabilitation to the end and not just a final progress report;
7. **labor market survey report**, a vocational evaluation report that shows understanding of vocational testing (using administered achievement, interest, aptitude and personality test results that identify an employee's strengths, weaknesses and jobs the employee is able to do and/or with training or education in consideration of their physical limitations) and a transferable-skills analysis report covering points in the intern qualifying presentation.

Determination of internship completion

For more about approval of registration as QRC intern, see Minn. R. 5220.1500, subp. 1a.

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; or
- a registration denial Decision and Order is issued within 60 days; and
- one-half of the registration application fee may be refunded.

Follow the steps to success and ask questions



Thank you