

Quick reference guide: QRC and QRC intern registration and renewal

Work Comp Campus will be used to electronically file documents that were previously filed via paper. Users will be able to submit qualified rehabilitation consultant (QRC) and QRC intern registrations and renew their registrations online using Campus.

QRC, QRC intern registration steps

1. Click **Submit a Filing** in the header of the Campus dashboard.
2. Select **Individual Rehab Provider Registration**.
3. For **Register As**, select **QRC**.
4. For **Register Type**, select **Initial**.
5. Fill in all required fields, marked with an asterisk.

The screenshot shows the 'My Overview' dashboard of the Department of Labor and Industry Work Comp Campus. A dropdown menu is open under 'Submit a Filing', with 'Individual Rehab Provider Registration' highlighted in red. Other options include 'Access a Case or Claim', 'Initiate a Dispute', and 'Open Appeal/Petition'. The dashboard also features a 'Notifications' section with 'No notifications.' and a user profile for 'Neil Pert'.

The screenshot shows the 'Rehab Provider Individual Registration' form. The 'Registration Details' section includes 'Register As *' (set to QRC) and 'Register Type *' (set to Initial). The 'Applicant Details' section includes 'First Name *' (Neil), 'Middle Name' (Middle Name), 'Last Name *' (Pert), 'Phone Type *', 'Phone Country *' (United States (+1)), 'Phone Number *' (Phone Number), and 'Extension EXL.'. The 'Home Address' section includes 'Address 1 *' (Address 1), 'Address 2' (Address 2), 'Postal Code *' (Postal Code), 'City *' (City), 'County *' (County), 'State Province *', and 'Country' (United States). Red boxes highlight the required fields marked with an asterisk.

6. A rehabilitation provider firm must be selected using the **Lookup** function.
7. At least one certification box must be checked and a current copy of the license, certification or registration should be attached.
8. After all the required fields are filled in, sign the document and click **Submit Form** to send the form to DLI for approval.
9. After submitting the form, mail your registration fee payment to the address provided (see *Helpful tips* below).
10. If your form is approved, you will receive a notification in Campus.

QRC intern registration steps

1. Click **Submit a Filing** in the header of the Campus dashboard.
2. Select **Individual Rehab Provider Registration**.

3. For **Register As**, select **QRC Intern**.
4. For **Register Type**, select **Initial**.
5. Fill in all required fields, marked with an asterisk.

Rehab Provider Individual Registration

Registration Details

Please make selections for the following registration details:

Register As *
QRC Intern

Register Type *
Initial

Applicant Details

Please provide the following information.

First Name *
Neil

Middle Name
Middle Name

Last Name *
Pert

Phone Type *
Phone Number

Phone Country *
United States (+1)

Phone Number *
Phone Number

Extension
ext.

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

6. A rehabilitation provider firm must be selected using the **Lookup** function.
7. A QRC supervisor must be chosen.

Firm Details

Rehab Provider Firm
X RP-02-5896-325: MN Best Rehab Providers

Firm Number
1283

QRC Intern Supervisor's Name *
QRC Supervisor Number

Firm Phone Type *
Firm Phone Country *
Firm Phone Number *
Firm Phone Number

Firm Phone Extension
ext.

Employer's Address *

City
Saint Paul

State
MN

Zip Code
55111

8. Upload relevant transcripts.
9. Upload a plan of supervision addressing all of the requirements of Minnesota Rules 5220.1400, subpart 3a.

Supporting Attachments

Education Data: Submit official transcripts of all pertinent post-secondary education

Plan of Supervision: A plan of supervision addressing all of the requirements of Minnesota Rules 5220.1400, subp. 3a, must be attached to this application

If you are applying for reinstatement of registration, you must provide verification of all of the following (Minn. Rules 5220.1500, subp. 4):

- A. current certification as required by Minn. Rules 5220.1400;
- B. attendance at the most recent update session or a recording of that session;
- C. documentation of continuing education requirements as provided by Minn. Rules 5220.1500, subp. 3a;
- D. payment of any applicable late fees if the applicant failed to notify the commissioner that registration renewal was not being sought; and
- E. if the applicant has been on inactive status or has failed to renew registration for more than two years, the applicant must also complete an orientation training session before acceptance is final.

Note: A plan of supervision addressing all of the requirements of Minn. Rules 5220.1400, subp. 3a, must be attached to this application.

| File Name | File Type | Description | Remove |
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10. After all the required fields are filled in, sign the document and click **Submit Form** to send the form to DLI for approval.

Full Name of Signatory *
Neil Pert

I understand that by checking this box, I am legally signing this electronic form and I confirm that the i knowledge.

Signature Date
8/5/2020

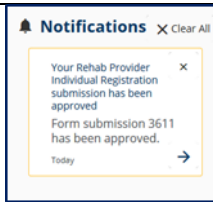
(mm/dd/yyyy)

11. After submitting the form, mail your registration fee payment to the address provided (see *Helpful tips* below).

Registration Fee

Your registration has been submitted for review. Please mail your registration fee as a check or money order for \$100 payable to the "Minnesota Department of Labor and Industry". Send payment to the department's Financial Services unit at: Minnesota Department of Labor and Industry, Financial Services, 443 Lafayette Road N., St. Paul, MN 55155.

12. If your form is approved, you will receive a notification in Campus.



Helpful tips

- QRC and QRC intern renewals can be submitted by selecting **Renewal** for the **Register Type** field. You can also use the form for change of employment, change of supervision and reinstatement.
- Send registration fees to:
Minnesota Department of Labor and Industry, Financial Services
443 Lafayette Road N.
St. Paul, MN 55155
- All submitted forms can be found in your **My Forms** queue on the Campus dashboard.
- To register a QRC firm, use the **Rehab Provider Group Registration** option from the **Submit a Filing** drop-down menu.