



Registration, renewal and internship completion

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Updates to registration rules

- Qualified rehabilitation consultant interns and supervisors: requirements and procedures for registration – Minnesota Rules 5220.1410
- Qualified rehabilitation consultants: requirements and procedures for registration – Minnesota Rules 5220.1510
- Qualified rehabilitation consultant firms: requirements and procedures for registration – Minnesota Rules 5220.1610
- Rehabilitation vendors: requirements and procedures for registration – Minnesota Rules 5220.1710

Tips to maintain compliance in registration

- Regular meetings with supervisors and interns.
- Mandatory trainings for QRC's, QRC interns and vendors including orientation and the bi-annual Rehab Provider Update.
- Contact DLI if you have unique circumstances during registration or internship.
- Campus External User manual
- For firms specifically, keeping the department updated on employee changes.
- Contact DLI's Workers' Compensation Help Desk or:
 - Tracey Haskin, Rehab Registration Specialist
 - Jordan Trumbo, Rehab Policy Specialist

Additional information needed for registration

Some common reasons for additional information to be requested during renewal of registration include:

- registration filing in Campus/payment late – late fee needed
- certification expired, no documentation included

Reasons for denial of registration renewal

Some common 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 continuing education unit (CEU) credits;
- registration fee or late fees not paid; and
- maximum internship period of 36 months has expired.

Completion of qualified rehabilitation consultant (QRC) internship – Minnesota Rules 5220.1410, subpart 3

To demonstrate your understanding of procedures and your ability to communicate in writing, the following forms and reports must be submitted:

- all R-forms (must be consultant intern on 12 or more rehabilitation plans);
- a labor market survey; and
- at least one narrative report, showing an understanding of:
 - transferable skills analysis; and
 - vocational testing.

The [QRC internship completion checklist](#) is a great resource to help guide you through all the items you must complete to finish internship requirements.

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. 2.

Resources

Minnesota Rules 5220	revisor.mn.gov/rules/5220
QRC internship completion checklist	dli.mn.gov/sites/default/files/pdf/orientation_qrc_internship_completion_checklist_2026_2.pdf
O*NET	onetonline.org
O*NET desk aide	onetcenter.org/dl_files/desk_aid.pdf
Minnesota Department of Employment and Economic Development data tools	mn.gov/deed/data/data-tools
Social Security Administration Code of Federal Regulations	ssa.gov/OP_Home/cfr20/416/416-0968.htm
Occupational Outlook Handbook	bls.gov/ooh
Minnesota State CAREERwise Education	minnstate.edu/careerexploration
Minnesota Works	minnesotaworks.net

Thank you

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