

CVRP Checklist for Fellow Status

A CVRP Fellow is a Registrant in good standing with the College, who has distinguished themselves through outstanding contribution to the field of vocational rehabilitation through leadership, research, educational development, etc.

Applicants for the CVRP (F) classification must provide and submit documentation for the following requirements. Please place a check mark in the right-side column and attach documentation for each of the required criteria and areas of accomplishment listed below:

Required Criteria		Tick applicable categories
a)	Have a CVRP certification in good standing.	
b)	Have an undergraduate degree from a recognized and accredited post-secondary institution/ university. A WES must accompany any International Education (please submit copies of same).	
c)	Have at least five (5) years of related VR (vocational rehabilitation) work experience (post-CVRP certification) in your area of specialization (see item e below for areas of specialization) and provide a resumé confirming the same.	
d)	Submit two (2) letters of reference from employer or referral source or CVRP colleagues confirming quality and ethical practice of VR related work.	
e)	Declare an area of specialization in one of the following that you are applying for (separate applications must be made if you are applying for fellowship in more than one area of specialization): <ul style="list-style-type: none"> - Life care planning – must have one of the following certifications in good standing: CCLCP/CLCP/CFLCP. - Rehabilitation/Vocational Rehabilitation Counseling – must have one of the following: CRC/CCRC/CCC/Registered Psychologist. - Disability management – must have one of the following: CDM/CDMP. - Other vocational rehabilitation areas of academic specialization approved by the College (to be assessed on a case by case basis upon application). 	

AND provide proof of completion of at least nine (9) points from the following weighted scoring criteria, demonstrating your areas of accomplishment:

Sub-specialty of Expertise		Points Assigned	Tick applicable categories
1.	Designed and developed a minimum three (3) credit course curriculum related to the area of specialization in VR for which you are applying, for a recognized and accredited post-secondary institution, university or college or a training	2	

	<p>program for a recognized organization (e.g. workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organisations). This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. Please note the specialised area of VR the curriculum is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty).</p>		
2.	<p>Designed and developed a training program related to the area of specialization in VR for which you are applying, privately or through an RFP process which is a minimum of 40 hours of face-to-face training OR online delivery, recognized and accredited by a post-secondary institution, university or college or a training program for a recognized organization (e.g. workers' compensation boards, insurance companies, government ministries/ department, government agencies, non-profit or for-profit organisations). This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. Please note the specialised area of VR the training is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty).</p>	2	
3.	<p>Taught a minimum of a three (3) credit course related to the area of specialization in VR for which you are applying, for a recognized and accredited post-secondary institution, university or college or a training program for a recognized organization (e.g. workers' compensation boards, insurance companies, government ministries/ department, government agencies, non-profit or for-profit organisations). This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. Please note the specialised area of VR the course is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty).</p>	1	
4.	<p>Taught a minimum of 40 hours in one course or a combination of multiple courses, at the post-secondary level related to the area of specialization in VR for which you are applying, for a recognized and accredited post-secondary institution, university or college or a training program recognized by a government body (e.g. workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organisations). This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. Please note the</p>	1	

	specialised area of VR the course is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty).		
5.	Developed and delivered at least one (1) keynote presentation in the area of VR specialization for which you are applying, to your peers at a conference or to a professional body such as VRAC/lawyers associations, medical and regulated health or allied health associations, that was at least three (3) hours in presentation time where CEU's were awarded. This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. Please note the specialised area of VR the presentation is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty).	1	
6.	Developed and delivered at least three (3) presentations related to the area of specialization in VR for which you are applying, that were at least 45 minutes in presentation time each, to professional bodies such as VRAC/lawyers associations, medical and regulated health or allied health associations, where CEU's were awarded. This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. Please note the specialised area of VR the presentation is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty).	1	
7.	Authored or co-authored a peer-reviewed published article or chapter in a book related to the area of specialization in VR for which you are applying, that is at least 1000 words. Please note the specialised area of VR the presentation is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty). Please attach a copy of the article/chapter.	2	
8.	Accepted as an expert witness within the area of expertise/ specialization for which you are applying, in one of the following settings where your work product was tabled: court, tribunal, mediation, arbitration. Please provide a copy of the court decision, if available, or a letter confirming same. Please note the specialised area of VR for which you have been accepted as an expert (VR counseling, life care planning, disability management or other VR specialty).	2	
9.	Served a minimum of two (2) years, as elected or appointed by your peers, on a national or international board, or as a committee chair that advocates for and represents professionals working in the field of VR.	2	
10.	Served a minimum of four (4) years, as elected or appointed by your peers, on a national or international committee that	1	

	advocates for and represents professionals working in the field of VR.		
11.	Served a minimum of four (4) years, as elected or appointed by your peers, on a local, national or international board or as a committee chair that advocates for and represents persons with disabilities.	1	
12.	Served a minimum of one (1) year on a government ad hoc or standing committee, in an elected or appointed capacity, as a VR subject matter expert for such issues as quality assurance, service improvement, program development, legislative/ regulation/ policy changes, and/or general VR expert advice and guidance at the international, federal, provincial or municipal level.	1	
13.	Mentored a minimum of two (2) individuals in VR within the area of specialization for which you are applying (with letters co-signed by you and the person mentored confirming same, along with what areas of VR were taught) for a period of at least one (1) year in duration of at least 100 hours of direct one-on-one time with each individual.	2	
14.	Formally contributed to the development of the CVRP exam or another VR exam for a recognized professional body for at least 24 hours of exam preparation time.	1	
15.	You can only select one of the four (4) categories of accomplishment:		
a.	Completed a certificate program from an accredited academic institution, <u>OR</u> , completed all approved training courses offered through VRA Canada or other accredited academic institutions in the following areas with a concentration in VR, making it equivalent to a certificate program: 1. Vocational Rehabilitation Theory and Practice; 2. Aspects of Disability; 3. Vocational Interviewing and Counseling; 4. Vocation Rehabilitation Assessment and Evaluation; 5. Diversity and the Vocational Rehabilitation Professional; 6. Job Placement and Development; 7. Disability Management and Case Management; 8 Ethical and Professional Conduct; 9. Communication and Record Keeping.	1	
b.	Completed a post-graduate diploma from an accredited academic institution in one of the following VR related areas: 1. Life Care Planning; 2. Rehabilitation/Vocational Rehabilitation Counseling; 3. Disability Management; 4. Other related field in VR.	2	
c.	Completed a Master's or PhD degree from a recognized and accredited post-secondary institution, university or college in a non-VE field. The applicant will receive 2 points for a	2 or 3	

	Master's degree and 3 points for a PhD degree. The candidate is not eligible for a combined score of 5.		
d.	<p>Completed a Master's or PhD degree from a recognized and accredited post-secondary institution, university or college in one of the following VR related areas:</p> <ol style="list-style-type: none"> 1. Life Care Planning; 2. Rehabilitation/Vocational Rehabilitation Counseling; 3. Disability Management; 4. Other related field in VR. The applicant will receive 3 points for a Master's degree and 4 points for a PhD degree. The candidate is not eligible for a combined score of 7. 	3 or 4	

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Total :

Notes:

Approved

CVRP Checklist for Diplomate Status

A CVRP Diplomate is a Registrant in good standing with the College, who has distinguished themselves through outstanding contribution to the field of vocational evaluation through leadership, research, educational development, etc.

Applicants for the CVRP (D) certification classification must provide documentation for the following criteria. Please place a check mark in the right-side column and attach documentation for each of the required criteria and areas of accomplishment listed below:

Required Criteria	Tick applicable categories
a) Have a CVRP certification in good standing.	
b) Have at least a Master's degree from a recognized and accredited post-secondary institution/ university in one of the following VR related areas: <ol style="list-style-type: none"> 1. Life Care Planning; 2. Rehabilitation/Vocational Rehabilitation Counseling; 3. Disability Management; 4. Other related field in VR (to be assessed on a case by case basis upon application). <u>OR</u> Have at least a Master's degree from a recognized and accredited post-secondary institution, university or college in any academic field <u>AND</u> must have completed a certificate program or training as outlined as criteria 15 a and b in the Fellowship checklist. A WES must accompany any International Education (please submit copies of same).	
c) Have at least eight (8) years of related VR (vocational rehabilitation) work experience (post-CVRP certification) in your area of specialization (see item e below for areas of specialization) and provide a resumé confirming the same.	
d) Submit two (2) letters of reference from employer or referral source or CVRP colleagues confirming quality and ethical practice of VR related work.	
e) Declare an area of specialization in one of the following that you are applying for (separate applications must be made if you are applying for fellowship in more than one area of specialization): <ul style="list-style-type: none"> - Life care planning – must have one of the following certifications in good standing: CCLCP/CLCP/CFLCP. - Rehabilitation/Vocational Rehabilitation Counseling – must have one of the following: CRC/CCRC/CCC/Registered Psychologist. - Disability management – must have one of the following: CDM/CDMP. - Other vocational rehabilitation areas of academic specialization approved by the College (to be assessed on a case by case basis upon application). 	

AND provide proof of completion of at least thirteen (13) points from the following weighted scoring criteria, demonstrating your areas of accomplishment:

Sub-specialty of Expertise		Points Assigned	Tick applicable categories
1.	Designed and developed a minimum three (3) credit course curriculum related to the area of specialization in VR for which you are applying, for a recognized and accredited post-secondary institution, university or college or a training program for a recognized organization (e.g. workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organisations). This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. Please note the specialised area of VR the curriculum is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty).	2	
2.	Designed and developed a training program related to the area of specialization in VR for which you are applying, privately or through an RFP process which is a minimum of 40 hours of face-to-face training OR online delivery, recognized and accredited by a post-secondary institution, university or college or a training program for a recognized organization (e.g. workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organisations). This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. Please note the specialised area of VR the training is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty).	2	
3.	Taught a minimum of a three (3) credit course related to the area of specialization in VR for which you are applying, for a recognized and accredited post-secondary institution, university or college or a training program for a recognized organization (e.g. workers' compensation boards, insurance companies, government ministries/ department, government agencies, non-profit or for-profit organisations). This can be in collaboration with another CCRP registrant or an expert from a related field holding at least a Master's degree or equivalency. This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. Please note the specialised area of VR the course is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty).	1	
4.	Taught a minimum of 40 hours in one course or a combination of multiple courses, at the post-secondary level	1	

	related to the area of specialization in VR for which you are applying, for a recognized and accredited post-secondary institution, university or college or a training program recognized by a government body (e.g. workers' compensation boards, insurance companies, government ministries/department, government agencies, non-profit or for-profit organisations). This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. Please note the specialised area of VR the course is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty).		
5.	Developed and delivered at least one (1) keynote presentation in the area of VR specialization for which you are applying, to your peers at a conference or to a professional body such as VRAC/lawyers associations, medical and regulated health or allied health associations, that was at least three (3) hours in presentation time where CEU's were awarded. This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. Please note the specialised area of VR the presentation is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty).	1	
6.	Developed and delivered at least three (3) presentations related to the area of specialization in VR for which you are applying, that were at least 45 minutes in presentation time each, to professional bodies such as VRAC/lawyers associations, medical and regulated health or allied health associations, where CEU's were awarded. This can be in collaboration with another CVRP registrant or an expert from a related field holding at least a Master's degree or equivalency. Please note the specialised area of VR the presentation is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty).	1	
7.	Authored or co-authored a peer-reviewed published article or chapter in a book related to the area of specialization in VR for which you are applying, that is at least 1000 words. Please note the specialised area of VR the presentation is designed for (Life Care Planning, VR counseling, Disability Management or other VR specialty). Please attach a copy of the article/chapter.	2	
8.	Accepted as an expert witness within the area of expertise/ specialization for which you are applying, in one of the following settings where your work product was tabled: court, tribunal, mediation, arbitration. Please provide a copy of the court decision, if available, or a letter confirming same. Please note the specialised area of VR for which you have been	2	

	accepted as an expert (VR counseling, life care planning, disability management or other VR specialty).		
9.	Served a minimum of two (2) years, as elected or appointed by your peers, on a national or international board, or as a committee chair that advocates for and represents professionals working in the field of VR.	2	
10.	Served a minimum of four (4) years, as elected or appointed by your peers, on a national or international committee that advocates for and represents professionals working in the field of VR.	1	
11.	Served a minimum of four (4) years, as elected or appointed by your peers, on a local, national or international board or as a committee chair that advocates for and represents persons with disabilities.	1	
12.	Served a minimum of one (1) year on a government ad hoc or standing committee, in an elected or appointed capacity, as a VR subject matter expert for such issues as quality assurance, service improvement, program development, legislative/regulation/ policy changes, and/or general VR expert advice and guidance at the international, federal, provincial or municipal level.	1	
13.	Mentored a minimum of two (2) individuals in VR within the area of specialization for which you are applying (with letters co-signed by you and the person mentored confirming same, along with what areas of VR were taught) for a period of at least one (1) year in duration of at least 100 hours of direct one-on-one time with each individual.	2	
14.	Formally contributed to the development of the CVRP exam or another VR exam for a recognized professional body for at least 24 hours of exam preparation time.	1	
15.	Have been accepted as a peer reviewer for peer review journals in the VR within the area of specialization. Provide letter confirming same along with the name of the journal.	1	
16.	Volunteered as a peer-reviewer of VR work products for the CVRP Peer-Review Subcommittee of the College for at least two (2) year as a CVRP (F).	1	
17	You can only select one of the four (4) categories of accomplishment:		
a.	Completed a certificate program from an accredited academic institution, <u>OR</u> , completed all approved training courses offered through VRA Canada or other accredited academic institutions in the following areas with a concentration in VR, making it equivalent to a certificate program: 1. Vocational Rehabilitation Theory and Practice; 2. Aspects of Disability; 3. Vocational Interviewing and Counseling; 4. Vocation Rehabilitation Assessment and Evaluation; 5. Diversity and the Vocational Rehabilitation Professional;	1	

	6. Job Placement and Development; 7. Disability Management and Case Management; 8 Ethical and Professional Conduct; 9. Communication and Record Keeping.		
b.	Completed a post-graduate diploma from an accredited academic institution in one of the following VR related areas: 1. Life Care Planning; 2. Rehabilitation/ Vocational Rehabilitation Counseling; 3. Disability Management; 4. Other related field in VR.	2	
c.	Completed a Master's or PhD degree from a recognized and accredited post-secondary institution, university or college in a non-VE field. The applicant will receive 2 points for a Master's degree and 3 points for a PhD degree. The candidate is not eligible for a combined score of 5.	2 or 3	
d.	Completed a Master's or PhD degree from a recognized and accredited post-secondary institution, university or college in one of the following VR related areas: 1. Life Care Planning; 2. Rehabilitation/Vocational Rehabilitation Counseling; 3. Disability Management; 4. Other related field in VR. The applicant will receive 3 points for a Master's degree and 4 points for a PhD degree. The candidate is not eligible for a combined score of 7.	3 or 4	

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Total:

Notes:

APPROVED