
COLLEGE VOCATIONAL REHABILITATION PROFESSIONALS

REGISTRATION RULE

1. In this Procedure,

“Board” means the Board of Directors, current or past, of the College of Vocational Rehabilitation Professionals

“By-Laws” means the By-Laws of the College of Vocational Rehabilitation Professionals

“College” means the College of Vocational Rehabilitation Professionals

“Incapacitated or incapacity” means, that the Registrant is suffering from a physical or mental condition or disorder that makes it desirable in the interests of the public that the Registrant’s certificate of registration be subject to terms, conditions or limitations or that the Registrant no longer be permitted to be a Registrant of the College

“Incompetence” means, a Registrant of the College has displayed in his or her professional responsibilities a lack of knowledge, skill or judgment, or disregard for the welfare of a person or persons of a nature or extent that demonstrates that the Registrant is unfit to continue to carry out his or her professional responsibilities or that the Registrant’s certificate of registration should be subject to terms, conditions or limitations or should be revoked

“Member” means a Registrant with the College

“Procedures” means the Procedures developed by the College pursuant to the By-Laws in relation to Registration, Complaints, Discipline, Professional Practice, Fitness to Practice or any other Procedures developed by the College from time to time

“Profession” means the profession of vocational rehabilitation

“Professional misconduct” means conduct that contravenes the By-Laws, an order of a College Committee, or conduct that is defined as being professional misconduct in the By-Laws or by College Policy, Guideline or Procedure

Registration Committee

2. The Registration Committee shall be composed of at least five CVRP registrants.

3. Three (3) Registrants of the Registration Committee constitute a quorum.

Part I: Registration

Issuing or refusing to Issue a certificate

4. The Registrar shall issue a certificate of registration with the College to an applicant if the applicant:
 - i. applies for it in accordance with this Rule, the By-Laws and any other policies or guidelines set by the Board;
 - ii. meets the requirements for registration prescribed by this Rule, the By-Laws or any other requirements as may set by the Board; and
 - iii. has paid the fees prescribed by the College.
5. The Registrar may refuse to issue a certificate of registration to an applicant if the Registrar has reasonable grounds to believe that:
 - i. the applicant has made a false or misleading statement or representation on or in connection with his or her application;
 - ii. the past conduct or actions of the applicant affords grounds for the belief that the applicant will not perform his or her duties in accordance with any applicable laws, the Procedures, the By-Laws and any other policies and guidelines set by the College; or
 - iii. the applicant does not fulfill the requirements of the Rules, the By-Laws or any other policies or guidelines set by the College for the issuance of a certificate of registration.
6. Except as may be otherwise directed, the Registrar shall refuse to issue a certificate of registration to an applicant who previously held such a certificate of registration that was revoked as a result of a decision of the Discipline Committee or the Fitness to Practice Committee and that was not reinstated by such Committee upon application by the applicant.

7. If the Registrar believes that a certificate of registration should be issued to an applicant with terms, conditions or limitations, the Registrar may issue a certificate of registration to the applicant subject to those terms, conditions or limitations.

Notice

8. If the Registrar proposes to do one of the following, the Registrar shall first serve notice of the proposal, with written reasons for it, on the applicant:
 - i. refuse to issue a certificate of registration; or
 - ii. issue a certificate of registration subject to terms, conditions or limitations, to which the applicant has not consented.
9. Section 8 does not apply if the Registrar refuses to issue a certificate of registration pursuant to section 6.
10. The notice under section 8 shall state that the applicant or Registrar may request a review by the Registration Committee of the Registrar's proposed disposition of his or her application.

Review

11. The request for review shall be in writing and shall be served on the Registrar within sixty (60) days after the notice under section 8 is served on the applicant. If the applicant does not request a review, the Registrar shall carry out the proposal stated in the notice under section 8.
12. The request for review may be accompanied by written submissions.
13. If an applicant or Registrar requests a review, the Registration Committee shall conduct the review.
14. Despite section 13, the Registration Committee shall refuse to conduct a review if, in its opinion, the request for review is frivolous, vexatious or an abuse of process. The Registration Committee's decision in this regard is final.
15. The Registration Committee may extend the time for requesting a review if it is satisfied that there are grounds for granting relief on the review and that there are reasonable grounds for applying for the extension.

16. The Registration Committee shall ensure that the person requesting the review is given an opportunity to examine and make written submissions in respect of any documents that the Committee intends to consider in making its decision on the review.
17. The Registration Committee may refuse to release a document to any person requesting the review if it believes the safety of a person would be in jeopardy as a result of the release of the document.
18. The Registration Committee need not hold a hearing or afford to any person an opportunity for a hearing or an opportunity to make oral or written submissions before making a decision or giving a direction.
19. After considering the request for review, the applicant's submissions and any document it considers relevant, the Registration Committee may make an order doing one or more of the following:
 - i. Directing the Registrar to issue a certificate of registration to the applicant;
 - ii. Directing the Registrar to issue a certificate of registration to the applicant and to make it subject to specified terms, conditions or limitations;
 - iii. Directing the Registrar to vary specified terms, conditions or limitations imposed by the Registrar pursuant to section 7 of this Procedure; or
 - iv. Directing the Registrar to refuse to issue a certificate of registration.
20. The Registration Committee shall give its decision in writing to the Registrar, with reasons, within ninety (90) days after considering the request for review and shall provide a copy to the person who requested the review.

The Register

21. The Registrar shall maintain a register.
22. Subject to any By-Law, policy or guideline respecting the removal of information from the Registrar, the register shall contain:

- i. the name of each Registrant of the College and the class of certificate of registration that the Registrant holds;
 - ii. each Registrant's business address and business telephone number;
 - iii. any terms, conditions or limitations imposed on the Registrant's certificate of registration;
 - iv. a notation of every matter that has been referred to the Discipline Committee and has not been finally resolved, until the matter has been resolved;
 - v. the result, including a synopsis of the decision, of every disciplinary proceeding, unless a panel makes no finding with regard to the proceeding;
 - vi. a notation of every revocation, cancellation and suspension of a Registrant's certificate of registration;
 - vii. information that a panel of the Registration, Discipline or Fitness to Practise Committee specifies shall be included;
 - viii. a notation of every finding of professional negligence or malpractice, which may or may not relate to the Registrant's suitability to practice, made against the Registrant, unless the finding is reversed on appeal; and
 - ix. any other information the Rules, the By-Laws or other College policy prescribe as information to be kept in the register.
23. Any person has the right, during normal business hours, to inspect the register.
24. The Registrar shall provide to any person, on payment of a reasonable charge, a copy of any part of the register.

Suspension for Non-Compliance

25. The Registrar may suspend the certificate of registration of a Registrant of the College for
- i. failure to pay a fee or penalty prescribed by the Rules or the By-Laws; or
 - ii. failure to provide information required by the Rules or the By-Laws.

26. The Registrar shall not suspend a Registrant certificate of registration pursuant to section 25, without giving the Registrant sixty (60) days' notice of the Registrar's intention to suspend the certificate of registration of a Registrant.
27. Subject to section 28, a person whose certificate of registration has been suspended under section 25 is entitled to have his or her certificate of registration reinstated upon payment of the fees and penalties prescribed by the By-Laws, Rules or policies or on provision of the information required by the By-Laws, Rules or policies, as the case may be.
28. If a suspension of a Registrant's certificate or registration pursuant to section 25 remains in effect for a period of twelve (12) months, in addition to satisfying the requirements of section 27, the Registrant must satisfy the Registration Committee that his or her knowledge, skill and judgment remains current and he or she has maintained the professional practice or quality assurance requirements specified in the By-Laws, Procedures and policies before the Registrar may reinstate the certificate of registration.
29. The Registrar may revoke the certificate of registration of a person whose certificate of registration has been suspended under section 25, if the suspension remains in effect for a period of twenty-four (24) months.

Certificates of Registration

30. The following are prescribed as classes of Certificates of Registration for Registrants:
 - i. Practicing
 - ii. Intern;
 - iii. Provisional
 - iv. Non-Practicing

Application for Certificate of Registration

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31. A person may apply for a Certificate of Registration by fully completing an application form, in a form prescribed by the Board of Directors, and paying the application and registration fees specified in the By-Laws.
 32. It is a requirement for the issuing of a certificate of registration of any class that the applicant pay the fees prescribed by the By-Laws, the Rules or any other policy of the College.

General Requirements

33. The following are the non-exemptible requirements for the issuance of a Certificate of Registration of any class:
 - i. the applicant's past and present conduct afford reasonable grounds to believe that the applicant:
 - a. is mentally competent to practice;
 - b. will practice and will be a Registrant with decency, integrity and honesty and in accordance with the law;
 - c. has sufficient knowledge, skill and judgment to engage in the kind of practice authorized by the certificate; and
 - d. can communicate effectively and will display an appropriately professional attitude;
 - ii. the applicant must be a Canadian Citizen or must hold the appropriate authorization under the *Immigration Act* (Canada) to permit the applicant to engage in employment in Canada;
 - iii. it is a term, condition and limitation of a certificate of registration of any class that the certificate terminates when the holder no longer has Canadian citizenship or is no longer a permanent resident of Canada or is no longer authorized by the *Immigration and Refugee Protection Act* (Canada) to engage in the practice of the profession;
 - iv. the applicant must be able to communicate in English or French with reasonable fluency;

- v. the applicant must pay the applicable application fee and annual Registration fee; and
 - vi. the applicant must establish his or her identity, provide documentation relating to the registration requirements and attend in person at the college for those purposes if requested.
34. It is a term, condition and limitation of the certificate of registration that the holder practice only in the area of professional vocational rehabilitation in which the holder is educated and experienced.

Condition of Registration

35. Every certificate of Registration of any class is subject to the condition that the Registrant shall at the time of the initial application, throughout the registration process and within thirty (30) days after the event, provide the Registrar with the details in writing of any of the following that relate to the Registrant and that occur or arise prior to, during or after the registration of the Registrant:
- i. a charge relating to a criminal offence or an offence under any Act where the punishment is a fine of more than one thousand dollars (\$1000) or any time of imprisonment;
 - ii. a finding of guilt in relation to a criminal offence or an offence under any Act where the punishment is a fine of more than one thousand dollars (\$1000) or any time of imprisonment;
 - iii. any finding of professional misconduct, incompetence or incapacity or any similar proceeding before any regulatory or self-regulatory body;
 - iv. a finding of professional negligence or malpractice made against the Registrant; and
 - v. any refusal by any regulatory body to register or license the applicant.

Professional Credentials

36. The Registrant shall only use the professional credential that has been granted, and the corresponding abbreviations and specified certification class as follows:

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| i. | Certified Vocational Rehabilitation Professional - Diplomate | CVRP(D) |
| ii. | Certified Vocational Rehabilitation Professional - Fellow | CVRP(F) |
| iii. | Certified Vocational Rehabilitation Professional | CVRP |
| iv. | Certified Vocational Rehabilitation Professional - Provisional | CVRP(P) |
| v. | Certified Vocational Rehabilitation Professional - Intern | CVRP(I) |
| vi. | Canadian Certified Vocational Evaluator - Diplomate | CCVE(D) |
| vii. | Canadian Certified Vocational Evaluator - Fellow | CCVE(F) |
| viii. | Canadian Certified Vocational Evaluator | CCVE |
| ix. | Canadian Certified Vocational Evaluator – Provisional | CCVE(P) |
| x. | Certified Vocational Specialist (must complete requirement for CVRP by October 31, 2020) | CVRP(P) |
| xi. | Certified Vocational Advisor (must complete requirement for CVRP by October 31, 2020) | CVRP(P) |

37. ***Grandfathered Registration:***

a) For Vocational Rehabilitation Credentials (MCVP, CVP, CVS & CVA) – Initiated October 1, 2015 – Terminated September 30, 2016

- i. As of October 1, 2015, the Certified Vocational Professional (CVP) credential is renamed the Certified Vocational Rehabilitation Professional (CVRP) credential.
- ii. As of October 1, 2015, the Master’s Certificate, Vocational Professional (MCVP) certification is renamed to Certified Vocational Rehabilitation Professional – Fellow (CVRP(F)).
- iii. As of October 1, 2015, no new CVS or CVA classifications will be awarded and these Credentials will be retired on October 31, 2020.

- iv. Any current CVS and CVA Registrants can apply to re-classify to CVRP Provisional credential. To do so, they must apply for and be accepted by the College to engage in the re-classification process and meet the criteria outlined in the Policy for CVRP Credential Re-Classification.
- v. Upon successful acceptance of the re-classification application and the filing of the mentoring supervision agreement, the CVS and CVA Registrants' credential will be changed to CVRP(P) and they can use this credential in their documentation. Once the Registrant has successfully completed all mentoring criteria and the Mentoring Supervision Form has been filed with the College, the Registrant's provisional classification will be changed to the CVRP credential.

b) CCVE Grandfathering for those holding Vocational Evaluator Credentials (CVE, ABVE) – Initiated September 2015 - Terminated August 2016

During the Grandfathering period, any Vocational Evaluator holding a current CVE or ABVE credential may apply to grandfather into the CCVE credential by submitting the documentation to the Registrar as outlined in the Policy for CCVE, CCVE(F), and CCVE(D) Grandfathering Process.

c) CCVE Cohort 2 Grandfathering for applicants holding Other Vocational Rehabilitation or Counselling Credentials (CVRP, CCRC, CRC, or RRP) – Initiated October 2015 – Termination march 2017

During the Grandfathering Cohort 2 period, any practicing Vocational Evaluator holding a current CVRP, CCRC, CRC credential or the RRP credential may be eligible to sit the qualifying examination for the CCVE credential by submitting the documentation to the Registrar as outlined in the Cohort 2 Grandfathering Policy for CCVE. Cohort 2 Grandfather Applicants must be a College registrant in good standing and/or a CAVEWAS member in good standing to be eligible for acceptance to sit the CCVE.

Requirements for Practicing Class

38. The standards and qualifications for a certificate of registration in the Practicing Class are as follows:

- i. CVRP: The applicant must have a undergraduate or post-graduate degree from an educational program recognized by the College and have completed a minimum of eight hundred (800) hours in an approved practice setting to qualify to sit the competency examination;
- ii. the applicant must pass the competency examination, as set out and approved by the Board of Directors.
- iii. Fellow Certification: CVRP(F) Registrants are required to meet the criteria outlined in the Policy for CVRP Credential Re-Classification.
- iv. Diplomate Certification – CVRP(D) - Registrants are required to meet the criteria outlined in the Policy for CVRP Credential Re-Classification.
- v. CCVE Specialty Certification – Please refer to the Policies under CCVE Certification
 - 1.) The CCVE applicant must have an undergraduate degree or post-graduate degree in Psychology, Vocational Evaluation, Vocational Evaluation and Work Adjustment or related field from an educational program recognized by the College.

To qualify to sit the CCVE competency examination, an applicant must:

 - a) demonstrate a minimum of two years’ work experience conducting vocational assessments, using psychometrics;
 - b) demonstrate the completion and authoring of minimum 40 vocational evaluations, including conducting job matching activity, making recommendations for vocational rehabilitation activity and independently authoring vocational assessment reports;
 - c) demonstrate completion of minimum 10 Transferable Skills Analysis (TSA), including conducting job matching activity and independently authoring TSA reports
 - 2.) The CCVE applicant must pass the competency examination, as set out and approved by the Board of Directors
- vi. CCVE(F) Credential - If an applicant for a CCVE or an existing CCVE Registrant wishes to apply (ladder up) to become a CCVE Fellow (F), they must meet the criteria outlined in the CCVE Laddering Policy.

- vii. CCVE(D) Credential - If an applicant for a CCVE or an existing CCVE Registrant wishes to apply (ladder up) to become a CCVE Diplomate (D), they must meet the criteria outlined in the CCVE Laddering Policy.
- 39. It is a requirement that the applicants for the Practicing Class provide proof of having professional liability insurance to a limit of TWO MILLION (\$2,000,000.00) per claim, or provide proof of an undertaking to provide proof of such coverage within thirty (30) days of being registered.
- 40. An applicant of and/or Registrant holding a Practicing certificate of registration shall provide the College within two (2) business days with details in writing if the Registrant does not have the professional liability insurance coverage specified in Section 39.

Requirements for Provisional Class

- 41. The standards and qualifications for a certificate of registration in the Provisional Practicing Class are as follows:

New applicants who have post-secondary diploma or certificate *and* have successfully completed an additional diploma or certificate in a relevant VR practice area may apply for provisional status to achieve the CVRP credential. For those applicants, the criteria outlined in the Policy for CVRP Credential Re-Classification must be met.
- 42. It is a requirement that an applicant for the Provisional class provide proof of having professional liability insurance to a limit of TWO MILLION (\$2,000,000.00) per claim, or provide proof of an undertaking to provide proof of such coverage within thirty (30) days of being registered.
- 43. An applicant of and/or Registrant holding a Provisional Certificate of Registration shall provide the College within two (2) business days with details in writing if the Registrant does not have the professional liability insurance coverage specified in section 43.
- 44. It is a requirement for a Registrant holding a Provisional Certificate of Registration that:
 - a) The Registrant shall practice under the supervision of a College Registrant holding a Practicing Certificate of Registration at the Fellow Status or Diplomate Status in accordance with the policies of the College;

- b) The term of an Provisional Certificate of Registration shall be for a period of no more than eighteen (18) months or until the Provisional Registrant has completed the required terms of registration in accordance with the Policy for CVRP Credential Re-Classification for CVA and CVS.

Requirements for Intern Class

- 45. The standards and qualifications for a certificate of registration in the Intern Practicing Class are as follows:
 - i. The applicant must have a degree from an educational program recognized by the College;
 - ii. the applicant must pass the examination, as set out and approved by the Board of Directors,
 - iii. These applicants will need to have a VR mentoring supervision process in place with a current Registrant of the College holding a Practicing Certificate of Registration at the Fellow Status or Diplomate Status in accordance with the policies of the College. The mentoring agreement must be in place within 3 months of successfully passing the entrance examination. The mentor will be required to sign the CVRP Mentoring Supervision Agreement, follow the CVRP Mentoring Procedure, including the completion and signing of the CVRP Mentorship Supervisory Form, to confirm that the CVRP Intern has successfully completed the required hours.
 - iv. During the mentoring supervision process, the Intern Registrant can use the CVRP(I) credential. Once the Intern Registrant has successfully completed all mentoring criteria and the Mentoring Supervision Form has been filed with the College, the Registrant's intern classification will be changed to the CVRP credential.
- 46. It is a requirement that an applicant for the Intern class provide proof of having professional liability insurance to a limit of TWO MILLION (\$2,000,000.00) per claim, or provide proof of an undertaking to provide proof of such coverage within thirty (30) days of being registered.
- 47. An applicant of and/or Registrant holding a Intern Certificate of Registration shall provide the College within two (2) business days with details in writing if the Registrant does not have the professional liability insurance coverage specified in section 43.

48. It is a requirement for a Registrant holding an Intern Certificate of Registration that:
- c) The Registrant shall practice under the supervision of a Registrant holding a Practicing Certificate of Registration in accordance with the policies of the College;
 - d) The term of an Intern Certificate of Registration shall be for a period of no more than eighteen (18) months or until the Intern is has completed the required Practicum hours in accordance to the policies of the College.

Non-Practicing Certificate of Registration

49. The standards and qualifications for a certificate of registration in the Non-Practicing Class are as follows:
- i. the Registrant has held a Practicing Certificate of Registration in good standing for at least one (1) year; and
 - ii. prior to the expiry or revocation of his or her Practicing Certificate of Registration, the Registrant notifies the Registrar of the intention to become Non-Practicing and pays the required annual fee before sixty (60) days prior to the Registrant's renewal date of that year,
50. A Registrant who holds a Certificate of Registration as a Non-Practicing Registrant is subject to the following conditions:
- i. the Registrant shall not engage in the practice of vocational rehabilitation;
 - ii. the Registrant must ensure that any reference to his or her professional credential with the College is accompanied by an explanation that the Registrant's certificate of registration is a Non-Practicing certificate; and
 - iii. the Registrant is not eligible to sit on any Committee unless otherwise permitted.

A Non-Practicing Registrant may apply for a Practicing Registrant certificate if:

- i. the Registrant requests a change in certification in writing to the Registrar and pays the required annual fee;

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- ii. the Registrant is not in default of any fee, penalty, or other amount owed to the College;
 - iii. the Registrant meets the registration requirements for a Practicing Certificate of Registration; and
 - iv. the Registrant satisfies the Registration Committee that his or her knowledge, skill and judgment remains current.

Examination

- 51. The examination referred to in in this Procedure shall be approved by the Board of Directors and shall be administered by the College at least once a year.
- 52. An applicant is eligible to take the examination if,
 - i. the applicant has applied to write the examination at least forty-five (45) days before the date of the examination for CVRP and 90 days for the CCVE by filing an application with the College and has paid the prescribed fees, and
 - ii. the applicant has applied for a certificate of registration in the Practicing Class.
- 53. Any person who undertakes the examination shall have no more than two (2) opportunities to achieve a passing score within twelve (12) months, unless additional time is permitted by the Registration Committee in exceptional circumstances.
- 54. The first attempt at the examination must be made no later than six (6) months after the date of application.
- 55. After the second failed attempt at the examination, an Applicant may re-apply to write the examination. Two (2) more attempts of the examination is permitted only after the applicant has completed upgrading acceptable to the Registration Committee.

Part II: Variation and Reinstatement

Application for Variation

56. A Registrant who has a certificate of registration that is subject to terms, conditions or limitations as a result of a proceeding before a Committee may apply in writing to the Registrar for the removal or modification of the terms, conditions or limitations.
57. An application under section 56 shall be reviewed by a panel selected by the Chair from among the Registrants of the Committee that have not had any previous involvement with the matter.
58. After considering the application and any written submissions made by the Registrant, the panel may make an order doing any one or more of the following:
 - i. refusing the application;
 - ii. directing the Registrar to remove any term, condition or limitation imposed on the certificate of registration;
 - iii. directing the Registrar to vary any term, condition or limitation imposed on the certificate of registration; or
 - iv. directing the Registrar to impose terms, conditions or limitations on the certificate of registration.
59. A panel shall give the applicant notice of an order it makes under section 58 and written reasons for it.
60. The Committee need not hold a hearing or afford to any person an opportunity for a hearing or an opportunity to make oral or written submissions before making a decision or giving a direction.
61. The panel, in disposing of an application under this section, may fix a period of time not longer than twelve (12) months during which the applicant may not apply under section 56.

Reinstatement

62. A person who has held a Certificate of Registration which has been revoked may apply in writing to the Registrar to have a new certificate issued.

63. An application under section 62 shall not be made before the expiry of any period specified by the applicable Committee, the By-Laws, or these procedures as the case may be. If there is no time period specified for the application, an application may not be made before a period of twelve (12) months from the date the certificate was revoked.
64. The Registrar shall refer an application under section 62 to the applicable Committee.

Maintenance and renewal of Registration

65. A Registrant is required to annually renew their registration with the College in the month of their initial registration, according to the policies set by Board of Directors.
66. To maintain your CVRP certification of registration, Registrants are required to bi-annually submit forty (40) approved continuing education units (CEUs), a minimum of which six (6) MUST be approved ethics learning. The two (2)-year CEU period starts from the date of College registration. Policy for the submission of maintenance CEU's will be set by the Board of Directors.
67. If a Registrant's registration defaults in either annual dues or CEU requirements beyond the allowed sixty (60) days, registration re-instatement will require successful sitting of the competency examination and the payment of all application penalties, fees and dues.