

5220.1410 QUALIFIED REHABILITATION CONSULTANT INTERNS AND SUPERVISORS: REQUIREMENTS AND PROCEDURES FOR REGISTRATION.

Subpart 1. **Requirements and application to become a qualified rehabilitation consultant intern.** For registration as a qualified rehabilitation consultant intern, the applicant must meet the following requirements.

A. A qualified rehabilitation consultant intern must be employed by a qualified rehabilitation consultant firm.

B. The applicant must file with the commissioner in the format prescribed by the commissioner a complete application for qualified rehabilitation consultant intern registration that includes:

(1) the applicant's name, phone number, home address, designated mailing address if different from the home address, and email address;

(2) the applicant's Social Security number or individual taxpayer identification number and Minnesota business identification number, as applicable, as required by Minnesota Statutes, section 270C.72, subdivision 4;

(3) the name of the qualified rehabilitation consultant firm that will employ the applicant and the name, phone number, and email address of the applicant's qualified rehabilitation consultant intern supervisor;

(4) the projected date by which the applicant will obtain one of the certifications listed in subpart 3, item J;

(5) a list of languages other than English that the applicant wants to be identified as proficient in for providing rehabilitation services;

(6) an agreement to notify the department within two weeks of any change in rehabilitation firm employment status;

(7) affirmation that the applicant has Minnesota residency or residency within 100 miles by road from the Minnesota border; and

(8) the \$140 application fee.

C. The application must include a plan of supervision that contains a declaration signed by the supervisor that the supervisor will comply with all of the requirements in subpart 4.

D. The applicant must attest that all information in the application is true.

Subp. 2. Approval or denial of qualified rehabilitation consultant intern registration.

A. Within 60 days after receiving a complete application for qualified rehabilitation consultant intern registration, the commissioner must approve or deny the application and notify the applicant whether the application is approved or denied.

B. If the application is approved, the commissioner shall assign a registration number to the qualified rehabilitation consultant intern.

C. The following constitute grounds for denial of the application:

(1) the applicant failed to comply with the requirements in subpart 1;

(2) the applicant failed to comply with Minnesota Statutes, chapter 176, parts 5220.0100 to 5220.1900, including the requirement regarding standards of performance and professional conduct for professional activities and services of rehabilitation providers in part 5220.1250, or any orders issued under those statutes or rules; or

(3) the applicant has outstanding fines or penalties with the department.

D. An applicant may appeal the commissioner's order denying an application for qualified rehabilitation consultant intern registration.

E. To appeal the commissioner's order, the applicant must file a written request for hearing with the commissioner within 30 days of service of the order denying the application.

F. The request for hearing must be referred to the rehabilitation review panel according to Minnesota Statutes, section 176.102, subdivision 3.

G. Qualified rehabilitation consultant intern registration expires 36 consecutive months from the date that it is approved. If a person's qualified rehabilitation consultant intern registration expires before the person completes all of the requirements in subpart 3 and files an application for initial registration as a qualified rehabilitation consultant, the person must reapply for qualified rehabilitation consultant intern registration and restart the internship from the beginning. The person must not provide rehabilitation services to injured workers if the registration expires before submission of a complete renewal application or before the commissioner has approved or denied the application. The person must complete the requirements in subpart 3, items A to I, after the date the subsequent application for qualified rehabilitation consultant intern registration is approved and must also comply with subpart 3, item J.

Subp. 3. **Requirements during the internship.** During the internship, a qualified rehabilitation consultant intern must:

A. comply with the provisions of Minnesota Statutes, chapter 176, and parts 5220.0100 to 5220.1900, and any orders issued under these statutes or rules;

B. complete an introductory orientation training session sponsored by the department within 12 months of approval of qualified rehabilitation consultant intern registration;

C. complete all of the department's rehabilitation provider update sessions;

D. notify the commissioner within two weeks of a change in home address, designated mailing address if different from the home address, or employment with the intern's registered rehabilitation firm;

E. notify the department when their supervisor changes and ensure that the new supervisor provides an updated plan of supervision as required under subpart 1, item C;

F. ensure that all documents bearing the name of the intern designate the intern as a "qualified rehabilitation consultant intern" and include the intern's registration number;

G. work as the assigned qualified rehabilitation consultant intern on 12 or more rehabilitation plans under Minnesota Statutes, section 176.102;

H. be the rehabilitation consultant of record for at least one of each of the following complete reports:

(1) rehabilitation consultation report that explains the basis for the eligibility determination;

(2) rehabilitation plan with an initial evaluation narrative report that includes medical status, vocational history, educational history, social history, relevant economic factors, transferable skills, employment barriers, and recommendations;

(3) plan progress report or rehabilitation plan amendment with a narrative report that identifies barriers to the employee's successful completion of the rehabilitation plan and the measures the intern planned to overcome each of the identified barriers; and

(4) notice of rehabilitation plan closure with a narrative summary report that includes all rehabilitation plan services provided;

I. prepare at least one of each of the following complete reports or, if necessary due to inability to complete a required report under an assigned rehabilitation plan, contact the department to confirm that the intern can complete the report outside of the intern's assigned files:

(1) a narrative report that shows the intern's understanding of vocational testing;

(2) a narrative report that shows the intern's understanding of a transferable skills analysis; and

(3) a labor market survey that shows the intern's understanding of the injured employee's qualifications, work restrictions, and labor market conditions; and

J. obtain one of the following certifications by the completion of the internship:

(1) Certified Rehabilitation Counselor (CRC) from the Commission on Rehabilitation Counselor Certification; or

(2) Certified Disability Management Specialist (CDMS) from the Certification of Disability Management Specialist.

Subp. 4. Requirements for supervisors of qualified rehabilitation consultant interns. A qualified rehabilitation consultant intern supervisor agrees to be responsible for all of the intern's rehabilitation work. During the internship, the supervisor must:

A. review the rehabilitation statutes and rules with the intern before the intern meets with an injured employee for the first time and throughout the internship as needed to ensure the intern's compliance with the statutes and rules;

B. not bill for supervisory duties;

C. monitor the intern's progress toward completing the internship;

D. attend all administrative conferences and hearings with the intern and ensure that the intern reviews the rehabilitation file and is prepared to respond to questions relevant to the subject of the conference, including questions about the rehabilitation plan, payment for rehabilitation services, and the reasonableness and necessity of rehabilitation services;

E. review all written work that substantively applies to the scope of a rehabilitation plan for any file assigned to the QRC intern;

F. if the intern leaves employment with the firm and will not provide additional rehabilitation services, coordinate the transfer of the intern's files so that injured employees continue to receive rehabilitation services in accordance with part 5220.0710; and

G. currently be a registered QRC with at least three years of QRC work experience, excluding time as a QRC intern.

Statutory Authority: *MS s 176.102; 176.83*

History: *49 SR 1383*

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