

**5220.1510 QUALIFIED REHABILITATION CONSULTANTS: REQUIREMENTS AND PROCEDURES FOR REGISTRATION.**

Subpart 1. **Completion of qualified rehabilitation consultant internship and requirements to become a qualified rehabilitation consultant.** For initial registration as a qualified rehabilitation consultant, the applicant must meet the following requirements:

A. A qualified rehabilitation consultant must be employed by a qualified rehabilitation consultant firm or the consultant's own qualified rehabilitation consultant firm which must be registered as a qualified rehabilitation consultant firm with the department.

B. At the time the applicant files the initial application for qualified rehabilitation consultant registration:

- (1) the applicant must be registered as a qualified rehabilitation consultant intern;
- (2) the applicant must have been registered as a qualified rehabilitation consultant intern for at least 12 months; and
- (3) within 36 months after the date the applicant most recently became registered as a qualified rehabilitation consultant intern, the applicant must have completed the requirements specified in part 5220.1410, subpart 3.

C. The applicant must file a complete initial application for qualified rehabilitation consultant registration with the commissioner in the format prescribed 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 where the applicant is employed;
- (4) the date the applicant completed the department's orientation session;
- (5) each date the applicant completed one of the department's rehabilitation provider update sessions;
- (6) a list of languages other than English that the applicant wants to be identified as being proficient in for providing rehabilitation services;
- (7) documentation from the applicant's qualified rehabilitation consultant intern supervisor certifying that the applicant complied with each of the requirements in part 5220.1410, subpart 3, items F to I;
- (8) proof that the applicant has obtained one of the certifications listed in part 5220.1410, subpart 3, item J;

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

(10) the registration fee of \$140.

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

**Subp. 2. Approval or denial of initial application.**

A. Within 60 days after receiving a complete initial application for qualified rehabilitation consultant 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.

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, and 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. The qualified rehabilitation consultant registration expires one year from the date the application is approved.

**Subp. 3. Renewal of qualified rehabilitation consultant registration.** To annually renew registration as a qualified rehabilitation consultant, the applicant must meet the following requirements:

A. A qualified rehabilitation consultant 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 renewal application for qualified rehabilitation consultant 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 where the applicant is employed;

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

(5) a copy of the applicant's certification as a Certified Rehabilitation Counselor (CRC) or a Certified Disability Management Specialist (CDMS); and

(6) the registration fee of \$140.

C. A qualified rehabilitation consultant registered with the commissioner before July 1, 2005, and continuously registered since that date, may either continue to meet the certification requirements in effect at the time of initial registration or meet one of the requirements in item B, subitem (5).

D. The applicant must have submitted documentation showing that the applicant completed the department's most recent rehabilitation provider update session.

E. The applicant must not provide rehabilitation services to injured workers if the applicant's registration expires before submission of a complete renewal application or before the commissioner has approved or denied the application pursuant to subpart 5.

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

**Subp. 4. Gap in qualified rehabilitation consultant registration.** To ensure there is no gap in qualified rehabilitation consultant registration, the applicant must submit the renewal application for qualified rehabilitation consultant registration at least 60 days before expiration of the applicant's current registration. If an applicant's qualified rehabilitation consultant registration expired more than 12 months before the applicant files a renewal application for qualified rehabilitation consultant registration, the applicant must complete the department's orientation session within 12 months before or after the applicant files the renewal application.

**Subp. 5. Approval or denial of renewal application.**

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

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

(1) the applicant failed to comply with the requirements in subpart 3;

(2) the applicant failed to comply with the provisions of Minnesota Statutes, chapter 176, and 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.

C. If the commissioner denies a renewal application under item B, subitem (2), and the denial is final because the qualified rehabilitation consultant did not file a timely request for hearing

or a hearing was timely requested and all appeals have been exhausted, another renewal application may be filed only if the requirements of subitem (1) or (2) are met.

(1) The former qualified rehabilitation consultant may file another renewal application if the applicant has entered into a stipulated agreement with the commissioner regarding the violations of statute, rule, or order that were cited as the basis for denial of the renewal application and the stipulation allows the former qualified rehabilitation consultant to reapply after a specified period of time.

(2) The former qualified rehabilitation consultant may file another renewal application if six months have passed since the denial of the previous renewal application became final and the subsequent application is accompanied by a statement and documentation that shows what the applicant has done and will do to ensure that the applicant complies with Minnesota Statutes, chapter 176, and parts 5220.0100 to 5220.1900, and any orders issued under those statutes or rules.

The commissioner must approve or deny the new renewal application according to items A and B and, if applicable, after determining whether the applicant's statement and documentation in subitem (2) demonstrates that the applicant is not likely to violate Minnesota Statutes, chapter 176, and parts 5220.0100 to 5220.1900, or any orders issued under those statutes or rules.

D. The registration expires one year from the date the applicant's current registration was set to expire, unless the applicant was not registered as a qualified rehabilitation consultant on the date that the commissioner received the application, in which case the registration expires one year after the application is approved.

**Subp. 6. Appeal process for denials.**

A. An applicant may appeal the commissioner's order denying an initial application for qualified rehabilitation consultant registration or a renewal application for qualified rehabilitation consultant registration.

B. 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.

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

D. The filing of a timely request for hearing on an order denying a renewal application must stay the effect of the denial until final disposition of the appeal.

**Statutory Authority:** *MS s 176.102; 176.83*

**History:** *49 SR 1383*

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