



The Continuing Education Process Guide

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Quick Reference to the CEU Process

During any 5-year cycle, the completion of 100 CEUs are necessary to maintain your RRP:

1. If the session attended has been pre-approved, fax in the attendance verification only;
Fax: 1-888-441-8002
2. If you are unsure of whether the session was pre-approved, check www.vracanada.com under Continuing Education, Approved General Sessions to see if a session is already approved. (Use the various search fields to locate the session). If the session is listed please follow Step 1.
3. If the session is not on the list, send 1 (one) copy of these four items to the National Office and retain a copy for your own records:
 - Completed Request for Approval Form (see appendix & refer to section 7 of this manual for focus area descriptions)
 - A schedule or outline of the event showing the total hours
 - An outline of the material covered
 - An attendance verification signed by a third party

Forms at the end of this booklet are also available on the web under Continuing Education, CE Forms. If you have any questions, contact the Continuing Education Coordinator at info@vracanada.com.

Once received at the National office, the Continuing Education Coordinator will review the package to ensure that all the necessary information is present and either contacts you to request further information, or forward it to one of the volunteer approvers across Canada.

These reviews are generally completed within five weeks of receipt of the material. The member's CEU record is updated and a copy is emailed to the member. Once the 100 hours are acquired, an RRP certificate is mailed out.

CCRC Holders

The CEUs used to maintain the CCRC are recognized as being worth 100 CEUs toward the RRP. Only a faxed copy of the CCRC re-certification is required to maintain the RRP.

Section 1: Introduction

Registered Rehabilitation Professional (RRP) Designation

VRA Canada, in furthering its objectives of ensuring professional standards for its members, administers a registration process with a mandatory continuing education requirement. The Association grants the designation following a review and evaluation of the applicant's education (a minimum of an undergraduate degree with six academic core competency courses), employment experience directly related to the field of rehabilitation and references.

The registration process is an effective means of communicating to clients and industry that members have achieved and demonstrated a recognized level of professional competence in the field of rehabilitation. Continuing education supports members' commitment to provide ongoing quality services by keeping abreast of ongoing research and technological, social, and professional developments in a rapidly changing field.

Registered members must renew their registration at five-year intervals by providing evidence of accumulating 100 clock hours of approved continuing education. The dates of completion of the continuing education hours submitted for the renewal cycle must fall within the current five-year period.

Processing requests for continuing education is a membership benefit and is available to members at no cost. External organizations are charged fifty dollars (\$50 + \$2.50 GST) for the review of an educational session plus \$5.25 for each additional session.

The VRA Canada National Board of Directors is responsible for approving policies and procedures for the continuing education process and is ultimately responsible for its integrity. The National Board grants authority for the process to the Continuing Education Committee, a sub-committee of the VRA Canada National Standards and Credentials Committee.

Section 2: Authorized Representatives

VRA Canada is dedicated to training volunteers to review and evaluate submissions for continuing education. The association's goal is to have one authorized representative in each province or region who will serve on the National Continuing Education Committee, a sub-committee of the National Standards and Credentials Committee. These volunteers are responsible for working with VRA Canada National staff to review applications. Volunteers may be required to attend one training session annually and are responsible for ongoing recruiting and training of additional volunteers.

Section 3: Objectives of the Continuing Education Process

The continuing education process is in place to enhance the skills of rehabilitation professionals and the quality of services provided to persons with disabilities or disadvantages. The objectives of the process are to:

- Ensure professional development directly related to the rehabilitation process;
- Develop and expand knowledge and skill to guide professional practice;
- Ensure members keep abreast of current and evolving trends and technologies in rehabilitation and related disciplines;
- Provide integrity for the rehabilitation process; and
- Develop and maintain high standards in Canada.

The educational outcome from each continuing education session must enhance existing skills or increase knowledge in the field of rehabilitation and related professions or disciplines.

Ongoing discussions with the Canadian Educators Network on Disability Studies, Community Support and Rehabilitation Services (CENDSCSRS) as well as with rehabilitation professionals who have practiced in the field for a number of years lead to the development of the RRP[®] Approved Focus/Content Areas as identified in this booklet. The Continuing Education and Registration Review Sub-Committees are committed to reviewing these defined knowledge areas regularly to ensure skills or tasks that require increasing knowledge in the workplace are reflected in the continuing education requirements.

Section 4: Guidelines for Maintaining the RRP® Designation

The RRP designation is maintained beyond the initial period for which it has been granted by:

1. Remaining a *member in good standing* with the Vocational Rehabilitation Association of Canada (VRA) which includes annual membership renewal;
2. Complying with the Canadian *Code of Ethics* for Rehabilitation Professionals;
3. Documenting 100 clock hours of approved *continuing education* (CEUs) over a 5-year period.
4. Completing 10 of the 100 clock hours under approved focus area 11 (Ethical Standards and Decision-Making Models).

Section 5: Renewing the RRP® Designation

Approximately six months before the registration term expires, a notice will be mailed to each member who has *not* fulfilled the continuing education requirements at the address on file at the National Office. Evidence related to completing 100 CEUs must be sent to the National Office by the stated deadline.

If members do not renew their registration by reporting approved CEUs, the RRP designation will no longer be valid. In the event registration lapses, re-application for the designation must be made and the education and employment requirements that are applicable at the time of the re-application must be satisfied.

Section 6: Assigning Continuing Education Units

One hour is the minimum time for which an educational session may be approved. After the first full hour, credit will be given for each quarter hour. Coffee breaks, social hours, luncheons, dinners, are not eligible for CEUs.

Continuing education will only be approved for the actual time of training. For example: If an educational session were held for two (2) hours and 15 minutes with a 15 minute break, the total units approved would be 2.00.

Note: Only sessions attended during the current renewal period qualify for CEUs.

Section 7: RRP Approved Focus/Content Areas

Programs need to be related to defined academic core competencies that increase the participant's knowledge or skill in the practice of rehabilitation to qualify for CEUs. No less than 90 of the required 100 clock hours must be in these defined academic core competency areas.

In the event an educational session is not covered in one of the areas, the authorized representative who approves the Continuing education is authorized to assign an approval number, if the session applies directly to the rehabilitation process. This decision will be at the discretion of the authorized representative in consultation with the Chair of the Continuing Education Committee.

Distance learning, home study courses, college/university courses, video/audio learning, independent study each related to rehabilitation are all acceptable methods qualifying for CEUs. A summary describing an outline of the continuing education, the learning objective and how it was met, needs to be submitted by members who choose the option of accumulating CEUs through video/audio tapes or book reports.

1. **Assessment Approaches/Vocational Evaluation/Career Counselling**

- 1A: theory, practice and terminology of the assessment/evaluation process including vocational evaluation, functional assessments
- 1B: situational and community-based assessments including job analysis, work site/ergonomic assessment, standardized testing, training analysis, work samples and systems, behavioral observation, and assessments of learning and/or functional skills
- 1C: transferable skills analysis & labour market information
- 1D: forensic evaluations including earning capacities assessment and life care planning
- 1E: theories of career development and work adjustment
- 1F: computer-based counselling and labour market research tools
- 1G: computer-based job matching systems

2. **Aspects of Conditions and/or Disadvantaged Groups**

- 2A: psychosocial/cultural aspects of disability on the individual & family
- 2B: medical aspects of disability/terminology/treatments/rehabilitation services
- 2C: human growth and development

3. **Counselling Theories and Models of Intervention**

- 3A: individual counselling theories, practices and interventions
- 3B: family counselling theories, practices and interventions
- 3C: group counseling theories, practices and intervention
- 3D: behaviour and personality theory
- 3E: multi-cultural counselling theories
- 3F: techniques for working with individuals with limited Official Language (English/French) proficiency
- 3G: crisis intervention
- 3H: advocacy/empowerment interventions

4. **Mental Health Counselling**

- 4A: mental health and psychiatric disability concepts
- 4B: rehabilitation techniques for individuals with psychosocial disabilities
- 4C: treatment planning for clinical problems (e. g. depression and anxiety)
- 4D: substance abuse and treatment
- 4E: treatment of gambling issues
- 4F: human sexuality and disability issues
- 4G: wellness and illness prevention concepts and strategies

5. **Job Development and Placement Strategies**

- 5A: job placement strategies
- 5B: client job seeking skills development
- 5C: client job retention skills
- 5D: school to work transition
- 5E: job and employer development
- 5F: post-employment strategies and follow-up
- 5G: assistive technologies

6. **Vocational Consultation and Employer Services**

- 6A: theory and practice to include topics such as:
 - work conditioning/hardening
 - job and work-site modification and accommodations
 - rehabilitation engineering and ergonomics
 - occupation and labour market studies/information
 - employer practices/workplace culture issues that effect the employment or return-to-work of individuals with disabilities
 - human resource practices and issues
 - consultation services for employers
 - absenteeism and disability management programs

7. Values, History and Systems Related to Human Services

- 7A: philosophical foundations of rehabilitation
- 7B: history and current issues, delivery system structures and trends in rehabilitation
- 7C: policies, laws and legislations of rehabilitation/healthcare affecting individuals with disabilities
- 7D: community/financial resources for rehabilitation planning
- 7E: gender and multicultural issues
- 7F: societal issues, trends, and developments as they relate to rehabilitation
- 7G: advocacy processes to address institutional and social barriers that impede access, equity or success for clients

8. Communication/Helping/Interviewing Skills

- 8A: effective decision-making and problem solving skills
- 8B: effective communication, testimony and presentation skills
- 8C: negotiation and mediation skills
- 8D: coaching/mentoring skills

9. Case Management, Rehabilitation Planning, and Service Coordination

- 9A: case management process which involves assessing, planning, documentation, implementing, coordinating services, referral to/role of other disciplines, monitoring and evaluating options and services
- 9B: complex continuing care including geriatric, chronic health conditions and catastrophic injuries

10. Program Planning and Reviewing, Monitoring and Evaluation

- 10A: evaluation theories, needs assessment approaches and procedures to ensure the continued viability and effectiveness of the rehabilitation plan and outcomes
- 10B: evidence-based practice models and methodologies
- 10C: theories and techniques of clinical supervision

11. Ethical Standards and Decision-Making Models

- 11A: ethical standards to include topics such as informed consent, confidentiality, professional boundaries, limits of competence, record-keeping, advertising practices, electronic dissemination of information, research and jurisprudence
- 11B: ethical decision making models as they relate to the Interdisciplinary Canadian Code of Ethics for Rehabilitation Professionals

Professional Development activities that are related to Areas 1 through 11 and/or contribute to the Rehabilitation Profession in Canada:

12. Education/Presentations/Workshops/Seminars

- 12A: preparation time for a presentation at a recognized workshop, seminar, conference on an identified Focus/Content Areas (three times the duration of the session being delivered)
- 12B: preparation of published article/book review in a recognized publication (up to 20 credit hours per publication)
- 12C: writing a book or relevant to the field of rehabilitation (up to 50 credit hours per publication)
- 12D: writing an article and/or book review – not written for publication (10 credit hours)
- 12E: student mentoring/practicum supervision as pre-approved by the Continuing Education Committee
- 12F: independent study as pre-approved by the Continuing Education Committee

13. Research

- 13A: post-graduate thesis (up to 50 hours)
- 13B: substantiated research project related to rehabilitation
- 13C: studies in research methods and design

14. Contributions to VRA Canada®

Up to 10 hours in each five (5) year period to a maximum of 50 hours.

- 14A: contribution to a committee of the National Board or a Regional Society
- 14B: participation in an AGM of the National Board or a Regional Society

15. Skill Enhancement Activities

Skill Enhancement activities must be beyond the usual scope of the members job duties and intended to enhance members overall abilities with respect to their professional skills.

Members cannot accrue more than 10 of the required continuing education units in Skill Enhancement Activities in each five (5) year period.

- 15A: report writing
- 15B: marketing and business practices related to personal business
- 15C: computer applications and operating system training
- 15D: other areas, which will be reviewed on an individual basis

Section 8: University / College Courses

Credits achieved by taking college or university courses must fall within the defined Approved Focus / Content Areas. A full course (September – April) may grant 66 continuing education credits and a half course (September – December) may grant 33 continuing education credits. Time has been deducted for breaks taken during the course(s).

When requesting approval for continuing education for a college or university course, submit a course description as well as a copy of the transcript documenting the credit(s) earned.

Section 9: Members with the CCRC and/or CVE Designations

Continuing education applicable to the CCRC and the CVE designations can be used to fulfill the continuing education requirements for the RRP designation. The criteria and deadlines from the Commission on Rehabilitation Counseling Certification (CRCC) and/or the Commission on Certification of Work Adjustment and Vocational Evaluation Specialists (CCWAVES) must be fulfilled.

A copy of re-certification from the appropriate certifying body verifying the fulfillment of the continuing education requirements for the CCRC and/or CVE must be sent to the National Office. (i.e. fax a copy of re-certificate into the National office). Once the correspondence has been received, the RRP re-certification date will be adjusted to reflect that of the CCRC or CVE designation (e.g., If your CCRC re-certification date is January 15, 2007, your RRP re-certification date will be the same. Your next renewal period for both designations will be January 15, 2012.)

Members with their CVE designation must fulfill 80 clock hours of approved continuing education over a five year period re-certify. If a member has the CVE and wishes to apply the credits towards the RRP, 20 additional hours over a five year period are required to fulfill the 100 hours required for the RRP.

Section 10: Appeals Process

In the event a member wishes to appeal the decision of an Authorized Representative, the member will:

1. Send the request for appeal in writing to the VRA Canada Office. It is the member's responsibility to provide additional documentation and the rationale for the request for the appeal within 30 days of receiving the letter of denial.
2. An Appeals Committee comprised of three (3) committee members who previously have not reviewed the application will review the appeal.
3. The decision of the Appeals Committee referred to above will be final.

Section 11: Leave of Absence (LOA)

If a member is not employed for a period of time due to illness or maternity leave, they may be granted a leave of absence for the maximum of one year. The membership and fees are placed on hold for one year and the member is sent renewal information at the end of the membership year.

1. The request for a leave-of-absence must be sent to the National office in writing including the reason for the request. The request is forwarded to the Executive Director for approval.
2. The written notification of the leave-of-absence is placed in the member's file.
3. A professional member's RRP designation remains active during a leave-of-absence.
4. The member is then notified by email or phone that the request has been granted and the RRP renewal date has been adjusted by one year.

Section 12: Conclusion

This document will be reviewed regularly as educational resources and the field of rehabilitation is experiencing ongoing and rapid change. Suggestions for changes/revisions to the continuing education process will be considered but will be made only if there is compliance with approved policies and procedures.

VRA Canada acknowledges CRCC for permitting VRA Canada to adapt some of the RRP continuing education forms, to be consistent with the CRCC continuing education process.

Section 13: Questions

If you require additional information or clarification, please contact the Continuing Education Coordinator at:

VRA Canada

4 Cataraqui St., Suite 310
Kingston, ON. K7K 1Z7

Telephone: 1-888-876-9992 Fax: 1-888-441-8002
Email: info@vraCanada.com Web: www.vraCanada.com

Please notify the VRA Canada Office of changes to your current contact information so ongoing updates and the renewal notification can be sent at the appropriate time.

Failure to receive the renewal package is not sufficient grounds for an extension of the deadline date for the registration renewal process.

Section 14: Definitions

Affective/Adjustment Counselling focuses primarily upon psycho-traumatic, psychosocial impacts of the injury/disability on the client as well as family members and society. Counselling may involve (but is not limited to) helping individuals understand, accept and adjust to the disability, advocating for support (financial, emotional, and other) and empowering the individual in the rehabilitation process.

Case Management is a collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet an individual's health needs, using communications and available resources to promote quality, cost-effective outcomes. (Source: Commission for Case Manager Certification)

Certification is a process by which a government or non-government agency grants recognition to an individual who has met certain predetermined qualifications set by a credentialing body. An applicant's certification must be current and the holder classified as being in good standing by the credentialing body. (Source: CRCC, Rehabilitation Counseling: The Profession and Standards of Practice, p. 7)

Continuing Education refers to learning experiences that enhance and expand the skills, knowledge and abilities of rehabilitation professionals to enable them to keep abreast of employment and educational developments, and provide quality services.

Member in Good Standing shall mean any person who becomes a member of VRA Canada in any category designated by the National Board and a person who is afforded the rights and responsibilities of a category of membership. A member in good standing has paid the required membership fee in full and is not in violation of the CRCC's, CCWAVES or VRA Canada's Code of Ethics.

Rehabilitation within the context of the rehabilitation counselling process is "a comprehensive sequence of services, mutually planned by the consumer and rehabilitation counsellor, to maximize employability, independence, integration, and participation of persons with disabilities in the work place and the community" (Jenkins, Patterson, & Szymanski, 1992).

Rehabilitation Counselling is viewed "as a profession that assists persons with disabilities in adapting to the environment, assists environments in accommodating the needs of persons with disabilities in all aspects of society, especially work" (Szymanski, 1985).

Registration is defined as a credential that may be offered by a professional organization. The designation, as granted by VRA Canada, is recognition that members meet defined professional and educational criteria. For CCRC, applicants may be required to pass an examination to obtain registration.

Section 15: Frequently Asked Questions

Question: **How often must I renew my registration?**

Answer: Once registered, you must renew your registration every five (5) year period.

Question: **How do I renew my registration?**

Answer: Registered members must be members in good standing with VRA Canada, adhere to the Association's Code of Ethics and submit evidence of 100 approved Continuing Education Units (CEU's) over a five (5) year period.

Question: **How will I know if a workshop, seminar conference or in-service training session I attend is considered pre-approved for continuing education?**

Answer: Many organizations seek pre-approval of their educational session(s). When registering you can ask the sponsor directly or when the session is complete the sponsor will provide participants with an attendance verification form with an approval number on it. To receive credit, submit the attendance verification form to the National office.

Question: **What is considered to be proof of attendance?**

Answer: Proof of attendance is considered to be any of the following:

- Certificate of Completion
- Letter from the sponsor (on letterhead) verifying your attendance, which includes date(s) of program, title of session and number of hours,
- VRA Canada Attendance Verification form
- A copy of transcripts when completing a university or college course.

Question: **Can I get continuing education credits for activities that are not pre-approved?**

Answer: Yes, continuing activity that satisfies the RRP Approved Focus/Content Area can be submitted for post-approval. The procedure is outline in the CE Process Guide.

Question: **If I acquire more than 100 hours in a five-year period, can I apply the excess hours to the next renewal cycle?**

Answer: No, since continuing education is intended to keep the rehabilitation professional current with emerging trends and technology, credits may ONLY be applied to the current registration period.

Question: **Is there an advantage to submitting my continuing education more often than an annual basis?**

Answer: Yes, it helps keep track of how many continuing education credits you have accumulated and how many hours are still needed to renew your registration.

Question: **Can I accumulate all my hours through home study programs?**

Answer: Yes, VRA Canada does not restrict the method you use to obtain continuing education credits.

Question: **How long does it usually take for the approval process?**

Answer: The approvers are given 15 working days to process the requests; several weeks is normal for processing.

Question: **What if the session has already been approved?**

Answer: Then you only need to fax in the attendance verification form.

Question: **How would I know whether the session has prior approval?**

Answer: You can go onto the website www.vracanada.com and click on Continuing Education, then Approved General Sessions, or email info@vracanada.com to inquire.

Vocational Rehabilitation Association of Canada

Request for Approval of Continuing Education

Please check the category under which you are applying for Continuing Education Units.

- Post-approval by an Individual VRA Canada Member
(Application made by a VRA member after attending an educational session. A separate request must be made for each educational session attended, e.g., each conference, seminar, workshop)
 - Post-approval for a Group of VRA Canada Members
(Several VRA members make one request for approval and attach many attendance verification forms to the request.)
-

Please submit one (1) copy of the following information with this application:

- Agenda/Program to include a brief description of each presentation and the time allocated for each session as well as, lunch and break(s).
 - RRP Approved Focus/Content Areas. Select most relevant area(s).
 - Verification of Attendance (Attendance Verification Form, Certificate, Letter, Transcript)
If session has already been approved, this is the only information required.
 - Profile of each speaker/presenter (if requested)
-

Identification of Applicant

Name: _____

Employer: _____

Address: _____

Tel: (B) _____ Tel: (H) _____

Fax: _____ E-mail: _____

Information Related to the Educational Session

Title of the Educational Session: _____

Sponsor for the Educational Session: _____

Date(s) of the Educational Session: _____

Is/was the site where the session is/was held accessible for all attendees? Yes No

Type of Educational Experience

- Conference (01)
- Workshop (02)
- Seminar (03)
- Symposium (04)
- Educational Presentation at Worksite (05)
- Distance Learning (06)
- Home Study/Internet Courses (07)
- College Course (08)
- University Course (09)

Number of continuing education units requested: _____

Focus Area: _____
(Select 1 best fit)

Identify the Purpose of the Educational Session

- Professional programs related to the RRP Focus/Content Areas.
- Knowledge and skill enhancement to guide professional practice.
- Remain current with evolving trends and technologies in rehabilitation and related disciplines.
- Further enhance the integrity of the rehabilitation process.
- Develop and maintain high standards for rehabilitation professionals in Canada.

Comments: _____

To the best of my knowledge, the information provided above is correct.

Signature: _____

Current Job Title: _____

Date: _____

******* FOR VRA Canada NATIONAL OFFICE ONLY *******

Is applicant a VRA Canada Member: Yes No

Date Received at the VRA Canada Office: _____

Date Sent to Authorized Representative: _____

Number of Hours Approved: _____ RRP Focus/Content Area: _____

Ethics: _____

Skill Enhancement: _____

Approval Number Assigned: _____ **RRP Focus/Content Area:** _____

Ethics: _____

Skill Enhancement: _____

Approved Denied – Reason: _____

Vocational Rehabilitation Association of Canada

Attendance Verification Form

Name of Participant

CCRC/CVE Number

Address

City

Province

Postal Code

Telephone (B)

Telephone (H)

Title of Session:

Sponsoring Organization:

Address:

City:

Province:

Postal Code:

Contact Person:

Telephone:

Program Date(s):

No. of Hours of Session:

Number of Hours Person Was In Attendance:

Signature of Person Verifying Attendance:

APPROVAL NUMBER (To be inserted by VRA Canada Office ONLY)

RRP Focus/Content Areas:

Ethics:

Skill Enhancement:

Ensure the exact date of the session is included.

(Specify month, day and year of the session.)

Ensure the exact number of hours is recorded for the educational session

(e.g., indicate 06.30 hours NOT 9:00 – 5:00 (8 hours - the one hour lunch break and the two nutrition breaks of 15 minutes each are not included in the total hours of the session.)

Ensure the Attendance Verification Form is signed to confirm attendance.

To update your maintenance/continuing education files, please contact the relevant organization:

The Registered Rehabilitation Professional (RRP) designation:

Vocational Rehabilitation Association of Canada

3-247 Barr St., Box 370
Renfrew, ON, K7V 1J6
Telephone: 1-888-876-9992 Fax: 613-432-6840
Email: info@vraCanada.com Web: www.vraCanada.com

The Canadian Certified Rehabilitation Counsellor (CCRC) designation:

The Commission on Rehabilitation Counselor Certification (CRCC)
300 N. Martingale Road Suite 460, Schaumburg, Illinois 60173
Telephone: 1-847-944-1325
Web: www.crcCertification.com

The Certified Vocational Evaluator (CVE) designation:

The Commission on Certification of Work Adjustment and Vocational Evaluation Specialists (CCWAVES)
300 N. Martingale Road, Suite 460, Schaumburg, Illinois 60173
Telephone: 1-847-944-1340 ♦ Fax: 1-847-944-1346
Web: www.ccwaves.org

Vocational Rehabilitation Association of Canada

Pre or Post-Approval of Continuing Education Attendance Sheet for a Group of VRA Canada Members

Title of Educational Session: _____

Sponsor: _____

Number of Hours of Session: _____ Date(s): _____

Pre-Approval Number (If Applicable): _____ RRP Focus/Content Area _____

Ethics _____

Participant's Name (Please Print)	Signature of Person Verifying Attendance
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

Vocational Rehabilitation Association of Canada



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