



Guide Book

Vocational Rehabilitation Association of Canada

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Canadian Assessment, Vocational Evaluation and Work Adjustment Society (CAVEWAS)

Preamble

The Canadian Assessment, Vocational Evaluation and Work Adjustment Society (CAVEWAS, formerly the Canadian Association of Vocational Evaluation and Work Adjustment) is a national society of VRA Canada representing this important field pertaining to vocational/rehabilitation process. CAVEWAS represents members across Canada who provide a continuum of vocational/employment services.

VRA Canada, our national association, has evolved as an umbrella association representing professionals who are employed in many facets of vocational rehabilitation. The Association recognizes the strength of its diversity of members and recognizes that rehabilitation is not comprised of one specific discipline but characterized by many disciplines. This diversity ensures an interdisciplinary approach and fosters trans-disciplinary alliances in rehabilitation.

VRA Canada and CAVEWAS members hail from a diversity of disciplines and are employed in a variety of settings. Members providing professional vocational services to clients rely on their specialized vocational services knowledge as a distinguishing feature of service provision.

Vocational professionals work with persons with disabilities and their families to provide services and supports, such as vocational evaluation, transferable skills analysis, employment/career counselling, vocational counselling, job development/placement services, supported employment services, and labour market information research and analysis. On the basis of the occupational profile of the individual, vocational professionals may also facilitate, manage, and implement individual employment plans to ensure effective vocational outcomes in the most integrated setting possible.

Note: Professional members of CAVEWAS can hold the Registered Vocational Professional (RVP) designation and may also include the Registered Rehabilitation Professional (RRP) designation to complete their specialization in the field of vocational evaluation.

Section A: Introduction

The Vocational Rehabilitation Association of Canada (hereafter referred to as VRA Canada), in partnership with the Canadian Assessment, Vocational Evaluation and Work Adjustment Society (hereafter referred to as CAVEWAS), in furthering its objectives of ensuring professional standards for its member, administers a designation process. The designation process is an effective means of communicating to the person receiving services, payers, and industry agencies that members have achieved and demonstrated a recognized level of professional competence in the field of vocational rehabilitation.

VRA Canada and CAVEWAS will award the Registered Vocational Professional (RVP) designation in keeping with both the VRA Canada's mission statement: "VRA Canada and the multi-disciplinary vocational rehabilitation professionals it represents are committed to supporting, assisting, and advocating for individuals experiencing, or at risk of experiencing, disabling conditions along the continuum of achieving or restoring optimum vocational and life goals. These outcomes are achieved

through purposeful and intentional development of strategies and interventions that are informed and directed by education, research, experience, and skills, as well as ongoing professional development, unique to the discipline and profession of vocational rehabilitation.”

And the CAVEWAS Society Mission Statement: “CAVEWAS is dedicated to promoting at a national level, the significant and unique contributions that the Vocational Evaluation and Work Adjustment/Placement practitioners make to the vocational rehabilitation services field.”

The decision to grant the RVP designation is based on a careful review and evaluation of the applicant’s education, employment experience directly related to the vocational/employment services field, and references from peers and supervisor. Although the CAVEWAS Board of Directors is responsible for approving policies and procedures for the approval process – and therefore the integrity of the review process – the authority for granting the designation is given to the National Designation Review Committee, a sub-committee of the National Standards and Credentials Committee of VRA Canada. The Review Committee is comprised of professional members of the society who have extensive vocational/employment experience in either the public, private, or non-profit sectors.

Scope of Practice

RVPs recognize the extent of their training and provide only services and use techniques for which they are qualified through training and/or supervised experience. RVPs recognize that their competency is in vocational/career assistance, not in psychotherapy nor in rehabilitation counselling unless they also hold the Registered Rehabilitation Professional (RRP) credential.

The RVP Scope of Practice includes the use of the following competencies as an employee of an agency, organization or company:

- Helping and communicating during client interactions
- Facilitating career processes
- Remaining current with and sharing labour market and occupational information and trends.
- Assisting clients in finding and using current vocational resources.
- Comprehending and effectively using career development resources.
- Adapting vocational services to meet the needs of various groups.
- Following and understanding the ethical standards of VRA Canada including client rights and professional responsibilities.
- Knowing current legislation and regulations affecting vocational service provision.
- Understanding career development programs.
- Understanding and applying career development models and techniques.
- Maintaining competence in job search strategies and placement techniques.
- Preparing and delivering materials for training programs and presentations on how to access career information and how to effectively prepare for a job.
- Working as a liaison in collaborative relationships with rehabilitation counsellors, vocational evaluators, and other professionals.
- Understanding the terms of reference of the National Occupational Classification Handbook.
- Understanding physical/functional and vocational assessments and their roles.

Section B: RVP Application Form and Process

1. Applications are available for download on the [website](#).
2. Completed application packages should be submitted [on line](#). The applicant should retain hard copies of the completed packages. The registration fee must be paid in full before the application can be reviewed.
3. Only fully completed application submissions will be presented to the National Designation Review Committee. Applications still incomplete after one year from the date of request for additional information must be resubmitted along with a new application fee.
4. Applicants must be members in good standing with VRA Canada and CAVEWAS before the application will be reviewed. Submitting the application implies commitment to being a member of CAVEWAS. There is no additional fee.

Section C: Academic/Training Requirements

In order to qualify for the RVP designation, a minimum of a post-secondary diploma is required. Additionally, a minimum of 30 hours of training are required in the vocational/employment services field defined by the core competency areas. Appropriate training in the core competency areas can be obtained in the following ways, or a combination thereof:

- Academic course work
- Approved home study programs
- Employer sponsored in house training
- Conferences and workshops offering CE Credits for CCRC/CRC/CVE/CCVE/CVRP/CDMP or RRP.
- Presenting at a conference in a core competency area (allowed three hours of prep, per one hour of presenting)

Note: The 30 hours of training must have occurred within the previous three years from the date of the application. One university or college credit is a value of 10 hours training time. All related training pertaining to these criteria must be in the areas of vocational and/or employment services. However, generic training in areas such as ethics, legal issues, and report writing will also be considered. The committee has final decision on the acceptance of submitted training.

1. One copy of official academic transcripts must accompany the designation applications if not already on file with VRA Canada. The transcript must include the seal of the university, signature of the registrar, and verification that the program was completed successfully. Transcripts can be scanned with the rest of the application. Having them mailed to the national office will delay the review process.
2. The National Designation Review Committee will review, on an individual basis, other academic programs not list on the following chart:

Related Education Program
<ul style="list-style-type: none"> • Vocational Evaluation • Disability Management/Disability Studies • Vocational/Employment Counselling • Community Rehabilitation • Vocational Education

Core Competency Areas

Education must include training/credit in these core competency areas:

- Occupational Resources/NOC Handbook
- Vocational Testing/Assessments and Approaches
- Vocational Counselling/Interviewing
- Case Management/Report Writing

Section D: Criteria for Evaluating Academic Credentials

Applicants must have obtained a minimum of a post-secondary diploma from:

- A government-approved or authorized diploma/degree institution of higher education in Canada
- A regionally accredited institution of higher education in Canada or the United State
- A college/university in another country that has been recognized or authorized by an appropriate authority of that jurisdiction.

Section E: Vocational Employment Experience

1. The applicant must have two years full-time paid employment (or its equivalent in part-time work) spent in the direct provision of vocational services. All part-time employment will be calculated on a prorated basis of 35 hours per week (full time employment). Vocational employment experience must include working directly with people who are disabled and must be in one of the qualifying areas of vocational service employment (see section F).
2. VRA Canada defines “individuals with disabilities” to include those who have limitations in life functions as a result of physical disability, sensory impairment, mental illness, developmental or learning disability, neurological illness/condition, and/or chemical dependency (Adapted: Commission on Rehabilitation Counsellor Certification – CRCC).
3. For those applicants working within a clearly defined employment position in the public, not for profit or private sector, a copy of the current job description must accompany the RVP application.
4. For those applicants who are self-employed, a detailed listing of duties and functions, along with an up-to-date CV will be required.

Note: Work placements and/or practicum that are a required component of an education curriculum are not eligible for employment experience. Suitable co-op/volunteer activities related to vocational rehabilitation may be used as employment experience.

Section F: Qualifying Areas of Employment

1. Vocational/Employment Counselling, Job Development/Placement, Supported Employment
Assists individuals in seeking, obtaining and maintaining appropriate employment in the most integrated setting possible. It may include assistance with vocational decision-making; job preparation and seeking skills such as resume completion, job interview skills, and general employment preparation; as well as development and implementation of a client focused employment plan.

One must confirm that two thirds of their actual job responsibilities (based on weekly hours worked) are related directly to the deliver and/or management of vocational employment assisting people with the implementation of their RTW/Job Search Plan.

2. Director/Manager/Supervisor of Vocational/Employment Services

A Director/Manager/Supervisor may provide direction/supervision/training to vocational/employment service providers as well as direct case/file supervision on an ongoing basis.

Applicants who are in management positions must meet the RVP educational and employment application criteria.

Section G: Employment Plan

Each applicant must submit a completed sample employment plan to demonstrate that they have an understanding of how to develop an employment plan for their clients.

To specifically state what a plan should look like may be biased against some members who are already producing some excellent plans. As well, various referral sources demand various formats and headings. However, after consultation with a random group of members, a plan should demonstrate a solid knowledge of NOC and have as a minimum the following information:

- Purpose of referral
- Client's employment goal (summary of how the goal was determined, i.e. Vocational Assessment, etc.)
- Client's education and work history
- Barriers to employment
- Strengths
- Employment/Vocational options
- Activities to achieve employment/vocational goal (including timelines and who does what, i.e. pre-employment strategies, work hardening/adjustment services, placement, employer contact, job modifications/ accommodation, use of outside resources, et.)

The plan need only be from one to a maximum of three typed pages in length.

Section H: Applicants with the CCVE, CCRC, CVS, CVRP, MCVRP, CDMP, RRP Designation(s)

Members who have acquired and maintained their CCVE designation may also qualify for the RVP designation.

1. The applicant must be a member in good standing with VRA Canada and CAVEWAS, and the required membership fees must be paid in full.
2. The applicant must complete the RVP application form. An applicant with a CVE/CCVE designation must have worked in one of the above employment areas and complete the training section of the application. However, they are exempt from the educational requirements with the exception of the core competencies of the application.

3. Applicants must submit evidence of successfully passing the CVE/CCVE examination. Correspondence and/or a copy of the CVE certificate from the Commission on Rehabilitation Counselling Certification (CRCC) or the CCVE certificate from the College of Vocational Rehabilitation Professionals (CVRP) must be submitted as well as the corresponding certification number.
4. Applicants must include two current references following the guidelines specified in this document.
5. Applicants with a professional credential in career/employment services have to meet the same criteria as an applicant with their CVE or CCVE.

Section I: Reference Forms

1. Applications for designation must include two references on the original [reference form](#) provided for that purpose. References may not be related to the applicant, be subordinates, or be receiving services from the applicant.
2. References must be current, dated within a year of the date of the RVP application.
3. Where applicable, one reference form should be completed by an immediate manager/supervisor and the remaining reference form must be requested from a rehabilitation professional who currently holds the RRP, CCRC, CRC, CVE, CCVE, RVP, CVS, CVRP, MCVRP, or similar designation(s) in career/employment counselling.
4. Where an applicant does not report to a manager/supervisor (i.e. a self-employed person), a reference form can be requested from a vocational evaluator, psychologist, rehabilitation counsellor, or a person with who the applicant has completed contractual vocational services and who know the applicant's work well and can attest to the knowledge and competence of the applicant in the areas outlined in the scope of practice.

Section J: Application Fee

A non-refundable application fee of \$100.00 plus applicable taxes must be paid prior to review of the application. Payment can be made directly [online](#) at time of submission. If an invoice is required then payment can be made by cheque, Visa or MasterCard directly to the national office. The VRA Canada/CAVEWAS membership fee must also be paid in full prior to review.

Section K: Reporting Results of the RVP Process

Once a decision is reached, the application documentation is recorded as approved, deferred, or denied and directed to the designate for final signature.

1. The applicant is notified in writing from the VRA Canada office. Verbal decisions will not be provided.
2. Where an application for designation is deferred, it is the applicant's responsibility to submit the additional information requested in writing. An additional application fee does not apply unless the applicant fails to provide the information requested within one calendar year of the date that the application was first put forward.

Section L: Appeals Process

1. Where an application for designation is denied, the applicant has the right of appeal. When the National Designation Review Committee upholds its original decision, an Appeals Panel of the National Board of Directors will consider the applicant's appeal further.
2. Within 21 days of receiving the Committee's written decision, wherein the application for designation has been denied, the applicant may file a written appeal.
3. The National Designation Review Committee will again review the original application along with any additional information, which may accompany the letter of appeal.
4. Where the National Designation Review Committee changes its original decision based on the new information provided, the applicant will be so advised and the process for acceptance of the application will resume.
5. Where the National Designation Review Committee confirms its original decision, the applicant will be so advised and the appeal will be direct to an Appeals Panel of the National Board of Directors.
6. The Appeals Panel is normally comprised of 3 members of the National Board of Directors, the President of CAVEWAs, and/or a registered member in good standing of CAVEWAs.
7. The Appeals Panel will be provided with the applicant's file in order to render a final decision within 30 days. The decision of the National Designation Review Committee will not be revealed until the Appeals Panel has completed its review and made a recommendation.
8. The applicant will be advised in writing.
9. The National Designation Review Committee will be notified of the Appeals Panel's decision.

Section M: Certificates of Designation

1. The National office updates the member's profile on the website. The member can then automatically print a VRA/CAVEWAs designation certificate recognizing their achievement in gaining the RVP.
2. Certificates of Designation identify the date the member joined the Association, the date that the Designation is up for renewal and indicates the membership number. Certificates are valid for a five-year period and will be renewed following continuing membership with VRA Canada and the CAVEWAs Society, and the submission of the required Continuing Educational Credits (CEU). See Section N.
3. Certificates of Designation include the following clause: *"All Certificates of Designation remain the property of VRA Canada in agreement with CAVEWAs, and must be returned to the National Office should the member's designation be revoked."*

Section N: Maintaining the RVP Designation

1. Designated members must be in good standing with VRA Canada and CAVEWAs and submit proof of 50 approved Continuing Education Units (CEUs) over five years. Thirty of these clock hours must pertain to vocational/employment and career counselling services.
2. A designated member's designation will be revoked when the member ceases to be in good standing with VRA Canada and/or CAVEWAs.
3. A designated member's designation will be revoked when the member ceases to provide evidence of accumulating 100 approved CEUs within five years of achieving the RVP designation,

- or a five year period following a process approved by the VRA Board.
4. CEUs for those who have their CCRC, CRC, RRP, CVE, CCVE or CVRP designations will be recognized as equivalencies for maintenance of the RVP. However, 30 CEUs must be directly related to the area of vocational/employment and career services/training.
 5. The member will be directed to details related to the continuing education process on the website following approval of the RVP application.

Section O: Reinstating the RVP Designation

1. At the discretion of the National Designation Review Committee, a member who allows their designation to lapse must reapply in writing for reinstatement.
2. A letter describing additional employment experience or education achieved since the designation lapsed must be sent to the National Designation Review Committee. Copies of job descriptions and/or educational transcripts may be requested for clarification.
3. Applicants must complete the education application and the academic core competencies forms.
4. A reinstatement fee of \$100.00 plus applicable taxes applies and must be paid in full before the request for reinstatement has been requested.
5. The annual professional VRA Canada and CAVEWAS membership fee must be paid in full for the year the reinstatement has been requested.
6. Two current reference (written and dated within the past year) must be submitted on the Reference forms provided for that purpose are required. References from relatives, subordinates or individuals receiving services from the applicant are not acceptable. One reference should be requested from an immediate manager/supervisor and the remaining reference must be requested from a professional who currently holds the RRP, CVE, CCVE or similar designations to the RVP.
7. Applicants reapplying for their designation must qualify under guidelines that are in place at the time of the application for reinstatement.
8. Membership must be paid by February 28 of each year to validate the RVP.

Leave of Absence

1. A professional member can request a one year leave of absence due to illness or maternity leave. The request must be sent to the National office in writing and signed and dated by the member.
2. The RVP “New Renew” date is adjusted by one year. Then a note is made on the member’s file indicating that the member has requested a leave of absence and the reason.

The member is then notified by email or phone that the request has been granted and the RVP renewal date has been adjusted by one year.

Section P: Change of Address

It is the applicant's responsibility to notify the Association of any change in name, address, fax number, and/or email address.

Keeping the Association up to date is important, as a registered member's designation will be revoked if the member does not renew their membership by February 28th of each year and ceases to be a member in good standing.

Designated members must renew their designation at five year intervals by providing evidence of accumulating 50 approved CEUs.

It is the member's responsibility to re-register at the appropriate time. Failure to receive the required information is not considered grounds for an extension.

Section Q: Contacting the Association

If you have questions, concerns or require clarification, please contact:

VRA Canada

2 – 555 Hall Avenue East
Renfrew, Ontario, K7V 4M7
1-888-876-9992
Fax: 613-432-6840
info@vraCanada.com
www.vraCanada.com

CAVEWAS

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