



CANADIAN ASSESSMENT, VOCATIONAL EVALUATION AND WORK ADJUSTMENT SOCIETY
CAVEWAS

**Canadian Assessment, Vocational Evaluation
and Work Adjustment Society
CAVEWAS**

**Registered Vocational Professional (RVP)
Designation**

Application Guide (updated Mar06)



Canadian Association of Rehabilitation Professionals Inc. (CARP®)

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CARP® Assessment, Vocational Evaluation and Work Adjustment Society CAVEWAS

Preamble

The Canadian Assessment, Vocational Evaluation and Work Adjustment Society (formerly the Canadian Association of Vocational Evaluation and Work Adjustment) is a national society of CARP® representing this important field pertaining to vocational/rehabilitation process. The Canadian Assessment, Vocational Evaluation and Work Adjustment Society represent members across Canada who provides a continuum of vocational/employment services. CARP®, our national association, has evolved as an umbrella association representing professionals who are employed in many facets of rehabilitation. The Association recognizes the strength in 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.

CARP® 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 disadvantages and their families to provide services and supports such as vocational evaluation, transferable skills analysis, employment/career counselling, vocational counselling, job 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.

Professional members of CAVEWAS can pursue Registered Vocational Professional (RVP) status and/or a Certified Vocational Evaluator (CVE) designation if they are specializing in the field of vocational evaluation. CAVEWAS membership inquiries can made through the CARP® National Office.

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Section A: Introduction

The Canadian Association of Rehabilitation Professionals (hereafter referred to as CARP®), 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 members administers a registration process. The registration process is an effective means of communicating to the person receiving services, payors and industry agencies that members have achieved and demonstrated a recognized level of professional competence in the field of vocational/rehabilitation.

CARP® and CAVEWAS will award the Registered Vocational Professional (RVP) designation in keeping with the Association's Mission Statement; ***The Canadian Association of Rehabilitation Professionals (CARP®) in Partnership with the Canadian Assessment, Vocational Evaluation and Assessment and Vocational Evaluation and Work Adjustment Society (CAVEWAS) is a national association that supports members in promoting and providing the professional delivery of vocational/rehabilitation services.***

And the CAVEWAS Society Mission Statement; ***"We are promoting and advancing the field of Vocational Evaluation and Work Adjustment as a professional discipline within the field of Rehabilitation in Canada.***

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 approval process and therefore the integrity of the review process, the authority for granting the designation is given to the National Registration Review Committee, a sub-committee of the National Standards and Credentials Committee of CARP®. 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.

The complete Code of Ethics document is given to new members, and is posted on the Association's web site www.carpnational.org under the Code of Ethics link found on the home page.

Scope of Practice

RVP's recognize the extent of their training and provide only services and use techniques for which they are qualified through training and/or supervised experience. RVP's recognize that their competency is in career vocational/career assistance, not in rehabilitation counselling or psychotherapy.

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

- Competent in basic helping and communication skills and effectively use these skills in client interactions.
- Proficient in the career facilitation process.
- Understand labour market and occupational information and trends.
- Assist clients in finding and using current vocational resources.
- Comprehend and effectively use career development resources.
- Adapt vocational services to meet the needs of various groups.
- Follow and understand the ethical standards of CARP® including client rights and professional responsibilities.
- Know current legislation and regulations affecting vocational service provision.
- Understand career development models and techniques.
- Are competent in job search strategies and placement techniques.
- Prepare and deliver materials for training programs and presentations on how to access career information and how to effectively prepare for a job.

- Understand career development programs.
- Work as a liaison in collaborative relationships with rehabilitation counsellors, vocational evaluators and other professionals.
- Understand the terms of reference of National Occupational Classification Handbook.
- Understand physical/functional and vocational assessments and their role.

Section B: RVP Application Form and Process

1. Applications are available on line at www.carpnational.org or by writing the CARP® National Office.
2. Completed application packages should be sent by registered mail to ensure tracking of package should it not be received by CARP® national office. Copies of completed packages should be retained by the applicant. 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 Registered Vocational Professional 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 CARP® and CAVEWAS before application will be reviewed.

Section C: Academic/Training Requirements

In order to qualify for the RVP designation, a minimum of a post secondary Diploma is required. In addition, a minimum of thirty (30) hours of training is required in the vocational/ employment services field defined by the core competency areas. Appropriate training in the core competency areas can be obtained in 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/CVE/RRP®
- Presenting at a conference in a core competency area (allow 3 hrs. prep time for 1 hr. of presenting). **You must back this up with appropriate proof (ie. copy of your paper, the listing of your presentation and your name in a program calendar, written confirmation from conference organizer, CEU verification form, etc)**

NOTE: The 30 hours of training and/or Presenting at a Conference in a Core Competency Area must have occurred within the previous 3 years from the date of application. 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 may also be considered. The committee has final decision on the acceptance of submitted training.

1. To verify your qualifying education, **one copy of official academic transcripts must accompany the registration application** if not already on file with CARP® National. The transcript must include the seal of the college or university, signature of the registrar, and verification that the program was completed successfully.
2. The Registered Vocational Professional Committee will review, on an individual basis, other academic and training programs. A sampling is listed on the following chart.

NOTE: You must submit all pertinent supporting documentation for the 30 hours you are claiming. Include course syllabus, course description, CEU verification form, paid receipt, and/or other documentation confirming your attendance/completion of the course. Fill out the appropriate RVP- Forms (ie. Education Information, Core Competency and Training in Employment Services Core Competency Areas)

Related Educational Programs
<ul style="list-style-type: none"> • Vocational Evaluation • Disability Management/ Disability Studies • Vocational/Employment Counselling • Community Rehabilitation • Vocational Education • Other programs that include the academic core competencies listed below
Core Competency Areas
<p>Education and/or Training must include credit in one or more of these core competency areas:</p> <ul style="list-style-type: none"> • Occupational resources/compendiums • Vocational testing/community based assessment theories/techniques • Vocational counselling/Case Conferencing • Job readiness training/supported employment training

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, or
- A regionally accredited institution of higher education in Canada or the United States, or
- 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 **CURRENTLY** have two years full-time paid employment (or its equivalent in part-time work) spent in the direct provision of vocational services, or in supervising or managing employees performing such 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 either disabled or disadvantaged and must be in one (1) of the qualifying areas of vocational service employment (see section F).
2. CARP® 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. CARP® defines “disadvantaged” to include those who have serious limitations in life functions as a result of poverty, abuse and limited education, limitations in life skills and/or lack of esteem.
4. 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.

OR

5. For those applicants who are self-employed, a detailed listing of duties and functions, along with an up-to-date CV will be required.

Please note:

- ◇ Work placements and or practicum that are a required component of an education curriculum are not eligible for employment experience.
- ◇ Volunteer activities cannot be used as employment experience.

Section F: Qualifying Areas of Employment

1. **Vocational/ Employment Counsellors/Job Placement/Development Specialist/Supported Employment Coordinators**

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 résumé completion, job interview skills and general employment preparation; as well as development and implementation of a client focussed employment plan.

One must confirm that 2/3 of their actual job responsibilities (based on weekly hours worked) are related directly to the delivery 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 bias against some members who are already producing some excellent plans. As well, various referral sources demand various formats and even 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)
- Clients 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 contacts, job modifications/accommodations, use of outside resources, etc)

The Plan need only be to a maximum of three typed pages in length.

Section H: Applicants with the CVE, CCRC Designation

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

1. The applicant must be a member in good standing with CARP[®] 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 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 examination. Correspondence and/or a copy of the certificate from the Commission on Certification of Work Adjustment and Vocational Evaluation Specialists (CCWAVES) must be submitted as well as the certification number.
4. Applicants must include two (2) 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.

Section I: Reference Forms

1. Applications for registration must include two (2) references on the original referral 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 (1) letter of reference should be requested by the applicant from an immediate manager/supervisor and the remaining reference must be requested from a rehabilitation professional who currently holds the RRP®, CCRC, CRC, CVE, RVP or similar designation(s) in career/employment counselling.
4. Where an applicant does not report to a manager/supervisor (e.g., a self-employed person), a letter of reference can be requested from a vocational evaluator, psychologist, rehabilitation counsellor or a person with whom the applicant has completed contractual vocational services and who knows 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

Enclose a non-refundable application fee of \$107.00 (includes GST) or \$115.00 (includes HST) for Atlantic Provinces. Payment can be made by cheque made payable to CARP National, Visa or MasterCard. CARP and CAVEWAS membership fees need to be paid in full.

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 President of CAVEWAS or designate for final signature.

1. The applicant is notified in writing from the CARP® National office. Verbal decisions will not be provided.
2. Where an application for registration 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 calendar year of the date the application was first put forward.

Section L: Appeals Process

1. Where an application for registration is denied, the applicant has the right of appeal. When the Registered Vocational Professional Committee upholds its original decision, an Appeals Panel of the National Board of Directors of CAVEWAS will consider the applicant's appeal further.
2. Within 21 days of receiving the Committee's written decision, wherein the application for registration has been denied, the applicant may file a written appeal.
3. The Registered Vocational Professional Committee will again review the original application along with any additional information, which may accompany the letter of appeal.
4. Where the Registered Vocational Professional 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 Registered Vocational Professional Committee confirms its original decision, the applicant will be so advised and the appeal will be directed to an Appeals Panel of the National Board of Directors of CAVEWAS.
6. The Appeals Panel is normally comprised of the Registered Vocational Professional Committee, President of CAVEWAS, and a registered member in good standing of CAVEWAS. Where necessary, the President of CAVEWAS may appoint an Appeals Panel of three (3) registered members.
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 Registered Vocational Professional 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 Registered Vocational Professional Committee will be notified of the Appeals Panel's decision.

Section M: Certificates of Registration

1. The National office mails Certificates of Registration.
2. Certificates of Registration identify the date registration was granted and assigns a registration number. Certificates are valid for a five (5) year period and will be renewed following continuing membership with CARP and CAVEWAS and documentation of 50 clock hours of approved continuing education credits. 30 of these clock hours must pertain to vocational/employment and career counselling services.
3. Certificates of Registration include the following clause: "***All Certificates of Registration remain the property of the Canadian Association of Rehabilitation Professionals through Canadian Assessment, Vocational Evaluation and Work Adjustment Society, and must be returned to the National Office should the members' registration be revoked.***"

Section N: Maintaining the RVP Designation

Registered members must be in good standing with the Association (CARP[®]) and Society (CAVEWAS), adhere to the Association's Code of Ethics and submit proof of 50 approved Continuing Education Units (CEUs) over five (5) years.

1. A registered member's designation will be revoked when the member ceases to be in good standing with the Association and/or Society and may be revoked.
2. A registered member's designation will be revoked when the member ceases to provide evidence of accumulating 50 approved Continuing Education Units (CEUs) within five (5) years of achieving the RVP designation or a five year period following a process approved by the Societies Board. Continuing Education Units (CEUs) for those who have their CCRC, RRP[®] or CVE designations will be recognized as equivalencies for maintenance of the registration designation.
3. **NOTE:** 30 CEU's must be directly related to the area of vocational/employment and career services/training.
4. Details related to the continuing education process will be included with correspondence following approval of the RVP application.

Section O: Reinstating the RVP Designation

1. At the discretion of the Registered Vocational Professional Committee a member who allows their registration 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 Registered Vocational Professional 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 \$107.00 (includes GST), \$115.00 (includes HST) for Atlantic Provinces applies and must be paid in full before the request for reinstatement will be reviewed.
5. The annual professional CARP[®] and CAVEWAS membership fee must be paid in full for the year the re-instatement has been requested.
6. Two (2) current references (written and dated within the past year) submitted on the original referral forms provided for that purpose is required. References from relatives, subordinates or individuals receiving services from the applicant are not acceptable. One (1) 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, CCRC or similar designation(s) to the RVP.
7. Applicants reapplying for registration must qualify under guidelines that are in place at the time of the application for reinstatement.
8. Membership fees must be paid by the DUE DATE 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.
2. The RVP "Next Renew" date is adjusted by one year. Then a note is made indicating that the member has requested a Leave of Absence and the reason.
3. 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 e-mail 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 the DUE DATE each year and ceases to be a member in good standing.

Registered members must renew their registration at five-year intervals by providing evidence of accumulating 50 approved Continuing Education Units (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 (CARP®)

If you have questions, concerns or require clarification, please contact CARP® National at:

Continuing Education Coordinator
201 Consumers Road, Suite 302
Toronto, ON M2J 4G8

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