

**Registered Vocational Professional (RVP)  
Overview - February 2006**

The RVP designation was developed as a joint CAVEWAS/CARP initiative to recognize those individuals who provide vocational/employment services within the rehabilitation field. The designation is designed for those individuals providing services as vocational/employment counselors, job placement and job development specialists, supported employment counselors/coordinators, return-to-work coordinators, transition specialists, administer pre-employment/job readiness programs, and those who direct/manage/supervise individuals providing vocational/employment services.

**Application Requirements:**

1. *Academic:* Minimum Post-secondary Diploma
  - Educational/academic programs that would be appropriate include: vocational evaluation, disability studies, vocational/employment counseling, community rehabilitation, vocational education and others that includes, or in addition to via ongoing training, one or more of the following four Core Competencies
  - Core Competency areas for education/training include:
    - Occupational resources and compendiums
    - Vocational testing, community based assessment theories and techniques
    - Vocational counseling, case conferencing
    - Job readiness, supported employment training, job development
2. *Training:* 30 hours of training in the three years prior to application
  - These hours must be in areas related to the Core Competencies as noted above \*\*
  - These hours can be obtained through course work, employer-sponsored in-house training, attendance at conferences and workshops, approved home study, presenting at conferences/workshops, and any venue that would provide continuing education units under the RRP, CCRC and CVE

**NOTE\*\*** You must provide the course outline or course syllabus along with proof of completion (ie. include copies of the certificate/diploma awarded, paid receipt, completed CEU form, etc). You must complete page 4 of the Applications Form section titled "Academic Core Competencies", along with other provided Forms in the guide where you will document this training

3. *Employment:* Minimum Two Years of full-time (or equivalent part-time) current employment providing employment/vocational services
  - 2/3 of actual job responsibilities must relate directly to services delivery or in the supervision/management of vocational/employment services which assists people with disabilities to implement an employment preparation, return to work and/or job search plan
4. *Employment Plan*
  - Submission of an employment plan that demonstrates applicant has an understanding of how to develop a client employment plan
5. *Reference Forms*
  - One reference form from an immediate supervisor and one from an individual who holds an RRP, CVE, CCRC, CRC, RVP or similar designation in career/employment services

**Additional Information**

1. Applicants must be members of CARP and CAVEWAS. CARP membership fee for those applying for this designation is \$315 before Feb. 28/06 (\$365 after Mar. 1/06); and the CAVEWAS membership fee is an ADDITIONAL \$50.00.
2. Application fee for RVP designation is \$107 (GST included) or \$115 (HST included)
3. Designation maintenance requires 50 hours of continuing education every five years.
4. Applicants with a CVE or CCRC are exempt from the academic requirements but must meet points 2-5 above.

**Grandfathering Period ended January 31, 2006.**

**Please send application to:**

**Continuing Education Coordinator  
CARP National  
302-201 Consumers Road  
Toronto, Ontario M2J 4G8  
Telephone 416-494-4700 Ext. 203**