# Vocational Rehabilitation Services Manual B-100: Vocational Rehabilitation Process, Roles, and Responsibilities

Revised April 1, 2019

## B-101: Roles and Responsibilities of the Rehabilitation Team

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### B-101-7: Consultants

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#### Limitations on Consultant Services for Vocational Rehabilitation Customers

A consultant does not examine or treat VR customers, except when:

* the customer is, or has been, the consultant's patient before becoming a VR customer;
* the consultant is asked to provide ancillary services, such as assisting the principal surgeon or giving emergency treatment; or
* the consultant is the only, or one of few, specialists in the immediate area.

Other cases may be referred to a consultant for treatment only when:

* there is no apparent conflict of interest, and
* the VR Manager's approval is obtained first.

If a consultant is currently treating a customer, they cannot provide a formal VR consultation for that customer’s VR case. The case must be sent to another VR consultant for consultation, who may be in another region.

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## B-104: Qualified Vocational Rehabilitation Counselors

VR is a dynamic process with a measurable outcome of competitive integrated employment (CIE). It uses a flexible model that comprises global concepts and parameters within which the VR counselor operates. Successful VR relies on qualified VR counselors with the specialized skills and training to make decisions that support competitive integrated employment (CIE) outcomes for VR customers. VR counselors are required to meet the Comprehensive System of Personnel Development (CSPD) standard under the Qualified Vocational Rehabilitation Counselor (QVRC) Program.

TWC rules governing the QVRC Program are found in [40 TAC §850.11](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=20&ch=850&rl=11).

### B-104-1: Comprehensive System of Personnel Development Compliance

As part of the QVRC Program, VR requires a counselor to meet the CSPD standard by holding:

* a master's degree in rehabilitation counseling or clinical rehabilitation counseling;
* a master's degree in counseling or counseling-related field with specific coursework as noted later in this section;
* a master's, specialist, or doctoral degree in specific majors with specific coursework as noted later in this section;
* a current certified rehabilitation counselor (CRC) certificate from the Commission on Rehabilitation Counselor Certification (CRCC); or
* current licensure for licensed professional counselor (LPC).

A VR counselor is expected to meet the QVRC CSPD standard within seven years of completing the initial training year. A newly hired counselor must complete [VR1362, Qualified Vocational Rehabilitation Counselor (QVRC) Acknowledgment](http://intra.twc.state.tx.us/intranet/gl/html/vocational_rehab_forms.html), within the first 30 days of employment. By signing VR1362, the counselor acknowledges that VR requires that VR counselors meet the QVRC CSPD standard. State office VR staff must conduct transcript reviews and/or confirm certifications to determine compliance with the standard or to outline coursework to be completed by the counselor.

If the VR counselor does not meet QVRC CSPD requirement, the QVRC CSPD timeline is calculated to determine the date by which the VR counselor must meet the standard. A VR counselor who does not meet the QVRC CSPD standard by the assigned timeline date will be separated from employment.

VR may hire counselors at the bachelor's degree level when there is not a qualified applicant with a master's degree. Acceptable bachelor's degrees include not only VR counseling but also:

* social work;
* psychology;
* disability studies;
* business administration;
* human resources;
* special education;
* supported employment;
* customized employment;
* economics; and
* other fields that reasonably prepare individuals to work with customers with disabilities and with employers.

VR counselors hired at the bachelor's level must have at least one year of paid or unpaid experience related to direct work with individuals with disabilities. When hired at the bachelor's degree level, a VR counselor is required to meet the QVRC CSPD standard within seven years of completing the initial training year.

### B-104-2: Required Coursework Areas

A VR counselor with a master's degree in counseling or a counseling-related field must, at a minimum, complete the graduate course Theories and Techniques of Counseling and six graduate courses with a primary focus on each of the following areas:

* Assessment and standardized testing
* Occupational information or job placement
* Case management and rehabilitation services
* Medical aspects of disabilities
* Psychosocial aspects of disabilities
* Multicultural issues

A VR counselor with a master's, specialist, or doctoral degree in fields of specific study, as listed below, must provide transcript verification of completing a graduate course on the Theories and Techniques of Counseling and successfully complete six graduate courses, each with a primary focus on the areas listed above, and additionally complete one course on the foundations of rehabilitation counseling.

Applicants with master's, specialist, or doctoral degrees not listed below would need a full master’s degree in rehabilitation counseling or clinical rehabilitation counseling.

* Behavioral health
* Behavioral science
* Disability studies
* Human relations
* Human services
* Marriage and family therapy
* Occupational therapy
* Psychology
* Psychometrics
* Rehabilitation administration/services
* Social work
* Special education
* Vocational assessment/evaluation
* Another field that reasonably provides competence in the employment sector in a disability field or rehabilitation-related fields

Applicants for employment with VR who meet the QVRC CSPD standard for counselor positions are given preference. If a candidate is hired who does not meet the QVRC CSPD standard, the chosen candidate must be informed through the job offer letter that he or she is required to meet the standard by participating in the QVRC program and completing the required coursework within seven years after completing the initial training year.

See the VRS intranet for more information about QVRC CSPD standards and requirements.

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