



Washington State  
Department of Social  
& Health Services

## Division of Vocational Rehabilitation

Community Rehabilitation Provider (CRP)  
Services and Qualifications

### 1. Contractor Information

Please PRINT clearly in all boxes, except for signature box.

CONTRACTOR NAME AS REGISTERED WITH THE IRS

CONTRACTOR DBA (IF ANY) FOR THIS CONTRACT

### 1. Services Contractor will provide

Please do the following: **1)** check only those boxes for services your organization will provide; **2)** check the appropriate boxes showing which types of licenses, certifications or accreditations you have; and **3)** attach copies of all required documents. If you are in the initial 2 year contract period please check NA if available.

#### Vocational Evaluations – Qualification requirement applies to ALL, including first time contractors

Each staff person in your organization that will provide Vocational Evaluation Services must meet one of the qualifications below. Please provide one of the following for EACH staff member that will provide Vocational Evaluation Services or the Contractor's CARF accreditation report.

- Certified as a Vocational Evaluator (CVE) maintained by the Commission of Rehabilitation Counselor Certification (CRCC).  
**Submit a copy of your staff member's current CVE Certificate; OR**
- Certified Rehabilitation Counselor (CRC) by the Commission of Rehabilitation Counselor Certification (CRCC) and have successfully completed three graduate level courses from an accredited college or university in vocational evaluation, standardized assessment, psychological testing and measurement, or any combination of the above mentioned coursework.  
**Submit a copy of your current CRCC certificate and original college/university transcript indicating your successful completion of all required graduate coursework; OR**
- Accredited in Comprehensive Vocational Evaluation by the Commission on Accreditation of Rehabilitation Facilities (CARF).  
**Submit a copy of your current CARF accreditation survey report.**

#### Trial Work Experience AND Community Based Assessment – Does NOT apply to first time contractors

Contractors consisting of one (1) person must have current certification as:

- Certified as a Vocational Evaluator (CVE) maintained by the Commission of Rehabilitation Counselor Certification (CRCC).  
**Submit a copy of your staff member's current CVE Certificate; OR**
- Certified Rehabilitation Counselor (CRC) by the Commission of Rehabilitation Counselor Certification (CRCC) and have successfully completed three graduate level courses from an accredited college or university in vocational evaluation, standardized assessment, psychological testing and measurement, or any combination of the above mentioned coursework.  
**Submit a copy of your current CRCC certificate and original college/university transcript indicating your successful completion of all required graduate coursework; OR**
- Accredited in Employment Planning Services by CARF;  
**Submit a copy of your current CARF accreditation survey report; OR**
- Certified as a Mental Health Clubhouse by the DSHS Division of Behavioral Health and Recovery;  
**Submit a copy of your Mental Health Clubhouse state certificate; OR**
- Certification from the International Center for Clubhouse Development (ICCD);  
**Submit a copy of your ICCD certificate.**

### **Trial Work Experience and Community Based Assessment continued**

Contractors consisting of more than one person must be:

- Accredited in Employment Planning Services by CARF;  
**Submit a copy of your current CARF accreditation survey report; OR**
- Licensed in Employment Services by the DSHS Division of Behavioral Health and Recovery;  
**Submit a copy of your license in Employment Services by DSHS/DBHR; OR**
- Certified as a Mental Health Clubhouse by the DSHS Division of Behavioral Health and Recovery;  
**Submit a copy of your Mental Health Clubhouse state certificate; OR**
- Certification from the International Center for Clubhouse Development (ICCD);  
**Submit a copy of your ICCD certificate.**
- NA; our organization is in the *initial* two-year contract period.

### **Job Placement Services – Does NOT apply to first time contractors**

- Accredited in Community Employment Services / Job Development by CARF;  
**Submit a copy of your current CARF accreditation survey report; OR**
- Licensed in Employment Services by the DSHS Division of Behavioral Health and Recovery;  
**Submit a copy of your license in Employment Services by DSHS/DBHR; OR**
- Certified as a Mental Health Clubhouse by the DSHS Division of Behavioral Health and Recovery;  
**Submit a copy of your Mental Health Clubhouse state certificate; OR**
- Certification from the International Center for Clubhouse Development (ICCD);  
**Submit a copy of your ICCD certificate;**
- NA; our organization is in the *initial* two-year contract period.

### **Intensive Training Services – Does NOT apply to first time contractors**

- Accredited in Community Employment Services / Job-Site Training and Job Supports by CARF;  
**Submit a copy of your current CARF accreditation survey report; OR**
- Licensed in Employment Services by the DSHS Division of Behavioral Health and Recovery;  
**Submit a copy of your license in Employment Services by DSHS/DBHR; OR**
- Certified as a Mental Health Clubhouse by the DSHS Division of Behavioral Health and Recovery;  
**Submit a copy of your Mental Health Clubhouse state certificate; OR**
- Certification from the International Center for Clubhouse Development (ICCD);  
**Submit a copy of your ICCD certificate;**
- NA; our organization is in the *initial* two-year contract period.

### **Job Retention Services – Does NOT apply to first time contractors**

- Accredited in Community Employment Services / Job-Site Training and Job Supports by CARF;  
**Submit a copy of your current CARF accreditation survey report; OR**
- Licensed in Employment Services by the DSHS Division of Behavioral Health and Recovery;  
**Submit a copy of your license in Employment Services by DSHS/DBHR; OR**
- Certified as a Mental Health Clubhouse by the DSHS Division of Behavioral Health and Recovery;  
**Submit a copy of your Mental Health Clubhouse state certificate; OR**
- Certification from the International Center for Clubhouse Development (ICCD);  
**Submit a copy of your ICCD certificate;**
- NA; our organization is in the *initial* two-year contract period.

**Off-Site Psycho-Social Services – Non-Supported Employment**

Each staff person in your organization that will provide Off-Site Psycho-Social Services must meet one of the following qualifications below or be directly supervised by an employee with one of the qualifications listed below.

- Certified Rehabilitation Counselor (CRC) by the Commission of Rehabilitation Counselor Certification (CRCC).

***Submit a current copy of the individual's CRC certificate.***

- Mental Health Credentialing by Washington State Department of Health. One of the following credentials are acceptable:

- Mental Health Counselor Associate License;  
 Mental Health Counselor Associate Temporary Practice Permit;  
 Mental Health Counselor Certificate;  
 Mental Health Counselor License; or  
 Mental Health Counselor Temporary Practice Permit.

***Submit a current copy of the individual's Mental Health credentials obtained through the Washington State Department of Health.***

**Off-Site Psycho-Social Services – Supported Employment**

Each staff person in your organization that will provide Off-Site Psycho-Social Services must meet one of the following qualifications below or be directly supervised by an employee with one of the qualifications listed below.

- Certified Rehabilitation Counselor (CRC) by the Commission of Rehabilitation Counselor Certification (CRCC).

***Submit a current copy of the individual's CRC certificate.***

- Mental Health Credentialing by Washington State Department of Health. One of the following credentials are acceptable:

- Mental Health Counselor Associate License;  
 Mental Health Counselor Associate Temporary Practice Permit;  
 Mental Health Counselor Certificate;  
 Mental Health Counselor License; or  
 Mental Health Counselor Temporary Practice Permit.

***Submit a current copy of the individual's Mental Health credentials obtained through the Washington State Department of Health.***