



DIVISION OF VOCATIONAL REHABILITATION (DVR)

Community Rehabilitation Program (CRP) Services and Qualifications

CONTRACTOR'S NAME AS REFLECTED WITH THE IRS	CONTRACTOR DBA (IF ANY) FOR THIS CONTRACT
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I am a new contractor (never had CRP / IL contract before).
 I had a CRP / IL contract in 2023 - 2025.

New Contractors have two-years to obtain and provide the required qualifications / accreditations for the following services: Community Based Assessment, Trial Work Experience, Job Placement Services, Intensive Training Services, Job Retention Services, Extended Services, Pre-ETS: Work Based Learning Experience, Work Readiness Training, Informational Interview, and Job Shadow (denoted with asterisk “ * ” after service).

Contractor Instructions: Check all boxes that apply.

Step 1: Select the counties in which your company intends to provide services.

Step 2: Check only those boxes for services your organization will provide.

Step 3: Check the applicable box showing which type of license, certification, or accreditation you have. Note there are options for organizations consisting of one person or organizations with more than one person.

Step 4: Submit copies of the applicable licenses, certifications, or accreditations as they relate to the services your company will provide as selected below.

Step 5: Sign and date the end of the form.

County Served by CRP Contractor: Check only counties your organization is able to serve at this time.

<input type="checkbox"/> All Counties	<input type="checkbox"/> Cowlitz	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Okanogan	<input type="checkbox"/> Spokane
<input type="checkbox"/> Adams	<input type="checkbox"/> Douglas	<input type="checkbox"/> King	<input type="checkbox"/> Pacific	<input type="checkbox"/> Stevens
<input type="checkbox"/> Asotin	<input type="checkbox"/> Ferry	<input type="checkbox"/> Kitsap	<input type="checkbox"/> Pend Oreille	<input type="checkbox"/> Thurston
<input type="checkbox"/> Benton	<input type="checkbox"/> Franklin	<input type="checkbox"/> Kittitas	<input type="checkbox"/> Pierce	<input type="checkbox"/> Wahkiakum
<input type="checkbox"/> Chelan	<input type="checkbox"/> Garfield	<input type="checkbox"/> Klickitat	<input type="checkbox"/> San Juan	<input type="checkbox"/> Walla Walla
<input type="checkbox"/> Clallam	<input type="checkbox"/> Grant	<input type="checkbox"/> Lewis	<input type="checkbox"/> Skagit	<input type="checkbox"/> Whatcom
<input type="checkbox"/> Clark	<input type="checkbox"/> Grays Harbor	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Skamania	<input type="checkbox"/> Whitman
<input type="checkbox"/> Columbia	<input type="checkbox"/> Island	<input type="checkbox"/> Mason	<input type="checkbox"/> Snohomish	<input type="checkbox"/> Yakima

First Name	Last Name	Credential and Date Attained

Trial Work Experience and Community Based Assessment

All services below require the same qualifications. Mark the services your organization will provide.

- Trial Work Experience*
- Community Based Assessment*
- Informational Interviews and Job Shadows*

Mark the accreditation / certification that applies to your organization.

New Contractor:

- Two-year waiver

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); **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; **or**

* **This option requires both a copy of your current CRCC certificate and original college or university transcript indicating your successful completion of all required graduate coursework.**

- Accredited in Employment Planning Services by CARF; **or**
- Accredited in Vocational Service Provision by RSAS; **or**
- Certified as a Mental Health Clubhouse by the Department of Health; **or**
- Certification from the International Center for Clubhouse Development (ICCD).

Contractors consisting of more than one person must be:

- Accredited in Employment Planning Services by CARF; **or**
- Accredited in Vocational Service Provision by RSAS; **or**
- Licensed as a Behavioral Health Agency by the Department of Health; **or**
- Certified as a Mental Health Clubhouse by the Department of Health; **or**
- Certification from the International Center for Clubhouse Development (ICCD).

Discovery Services and Customized Job Placement Services

Both services below require the same qualifications. These two services are intended to be provided sequentially by the same provider so if Contractors choose to add these to their contract, they would need to provide both.

- Discovery Services**
- Customized Job Placement Services**

Qualification requirement applies to ALL, including first time contractors.

Contractors shall be individually approved to provide this service. The individual providing this service must have completed one of the following certificates or trainings:

- ACRE Approved Certificate of Achievement in Customized Employment (Basic)*; **or**
- ACRE Approved Certificate of Achievement in Employment Services (Basic); **or**
- CESP and 2 years' experience providing CE services (Discovery, analyzing tasks and creating positions to fit the customer's abilities and interests and meet employer need); **or**
- Professional Certificate from Highline Community College - completed within last 6 years; **or**
- Other training that meets ACRE Customized Employment Competencies: reviewed and approved by Community Program Manager - please submit as much information as possible for review.

* Offered by one of the training programs listed [here](#) (includes WISE WOA 100 level class)

List Individuals here and attach proof of credential. If you need more space, please add additional page.

First Name	Last Name	Credential and Date Attained

Job Placement Services

- Job Placement Services***

Mark the accreditation / certification that applies to your organization.

New Contractor:

- Two-year waiver

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

- Certified Rehabilitation Counselor (CRC) by the Commission of Rehabilitation Counselor Certification (CRCC)
- Accredited in Community Employment Services: Job Development by CARF; **or**
- Accredited in Vocational Service Provision by RSAS; **or**
- Certified as a Mental Health Clubhouse by the Department of Health; **or**
- Certification from the International Center for Clubhouse Development (ICCD); **or**
- Certified Employment Support Professional (CESP) by the Employment Support Professional Certification Council (ESPCC); **or**
- ACRE Approved Certificate of Achievement in Employment Services (Basic).

Contractors consisting of more than one person must be:

- Accredited in Community Employment Services: Job Development by CARF; **or**
- Accredited in Vocational Service Provision by RSAS; **or**
- Licensed as a Behavioral Health Agency by the Department of Health; **or**
- Certified as a Mental Health Clubhouse by the Department of Health; **or**
- Certification from the International Center for Clubhouse Development (ICCD).

Intensive Training Services, Job Retention Services, Youth Extended Services

All services below require the same qualifications. Mark the services your organization will provide.

- Intensive Training Services*
- Job Retention Services*
- Youth Extended Services*

Mark the accreditation / certification that applies to your organization.

New Contractor:

- Two-year waiver

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

- Certified Rehabilitation Counselor (CRC) by the Commission of Rehabilitation Counselor Certification (CRCC); **or**
- Accredited in Community Employment Services: Employment Supports by CARF; **or**
- Accredited in Vocational Service Provision by RSAS; **or**
- Certified as a Mental Health Clubhouse by the Department of Health; **or**
- Certification from the International Center for Clubhouse Development (ICCD); **or**
- Certified Employment Support Professional (CESP) by the Employment Support Professional Certification Council (ESPCC); **or**
- ACRE Approved Certificate of Achievement in Employment Services Basic).

Contractors consisting of more than one person must be:

- Accredited in Community Employment Services: Employment Supports by CARF; **or**
- Accredited in Vocational Service Provision by RSAS; **or**
- Licensed as a Behavioral Health Agency by the Department of Health; **or**
- Certified as a Mental Health Clubhouse by the Department of Health; **or**
- Certification from the International Center for Clubhouse Development (ICCD).

Off-Site Psychosocial Services, Non-Supported and Supported

Both services listed below require the same qualifications. Mark the services your organization will provide.

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

Qualification requirement applies to ALL, including first time contractors.

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 qualification listed below.

- Certified Rehabilitation Counselor (CRC) by the Commission of Rehabilitation Counselor Certification (CRCC).
- 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.
 - Mental Health Counselor Temporary Practice Permit.

List Individuals here and attach proof of credential. If more space is needed, please add additional page.

First Name	Last Name	Credential and Date Attained

Pre-Employment Transition Services

All services listed below require the same qualifications. Mark the services your organization will provide.

- Work Based Learning Experience (WBLE)***
- Workplace Readiness Training (WRT)***
- Informational Interviews***
- Job Shadows***

Mark the accreditation / certification that applies to your organization.

New Contractor:

- Two-year waiver

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); **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; **or**

**** This option requires both a copy of your current CRCC certificate and original college or university transcript indicating your successful completion of all required graduate course work.**

- Accredited in Employment Planning Services by CARF; **or**
- Accredited in Vocational Service Provision by RSAS; **or**
- Certified as a Mental Health Clubhouse by the Department of Health; **or**
- Certification from the International Center for Clubhouse Development (ICCD).

Contractors consisting of more than one person must be:

- Accredited in Employment Planning Services by CARF; **or**
- Accredited in Vocational Service Provision by RSAS; **or**
- Licensed as Behavioral Health Agency by the Department of Health; **or**
- Certified as a Mental Health Clubhouse by the Department of Health; **or**
- Certification from the International Center for Clubhouse Development (ICCD).

CONTRACTOR'S SIGNATURE

DATE

PRINTED NAME

TITLE