

Louisiana Licensed Professional Vocational Rehabilitation Counselors
BOARD OF EXAMINERS

The attached application packet should be used by individuals applying for provision/full licensure under the Louisiana Professional Vocational Rehabilitation Counselors Law. Applicants should complete the application packet and verify that the following criteria have been met:

1. Twenty-one (21) years of age
2. Good moral character
3. Not in violation of any of the provisions of this chapter
4. A Masters Degree in Rehabilitation Counseling or Related Field

Your completed application packet must contain the following:

1. Two-Page Application Form
2. Two Reference Letter Forms
(Only one form is included, so you will need to make extra copies). The completed reference forms can be sent directly to the Board of Examiners or your reference can complete the form, enclose same in a sealed envelope, sign the outside of the envelope and return it to you for inclusion in your application packet.
3. Resume
4. Certified Transcripts (School may send directly to the Board's office)
5. Verification of Current or Most Recent Rehabilitation Work Experience
6. Letter of Intent
7. Cashier's Check, Money Order or Personal Check for \$200.00 – **This fee is Non-Refundable**
(Payable to LLPVRC Board of Examiners)
8. Copy of CRC Verification (If applicable)

The applicant will have 60 days from the date of the Board office receives the first part of the application packet to complete and return it. If it is not submitted within that time frame, the applicant will be asked to submit a new packet. When the Board office has received all of the application items, the application will be designated for review by the Board at their next quarterly meeting. The Board will accept or reject the application. If the application is accepted, a provisional license will be issued.

In compliance with LRS 37:2951, the Board must verify with the Office of Student Financial Assistance whether an applicant has a defaulted student loan. If the applicant has defaulted on a

student loan, the application will be rejected. If the applicant was approved for licensure before verification by the above office, the applicant's license may be revoked. If, however, the applicant has made "acceptable payment arrangements" with the Office of Student Financial Assistance, he/she may be granted a "conditional" license.

Applicants receiving provisional licensure must be supervised (Bachelors Degree – 5 years, Master's Degree – 2 years) by a fully licensed LRC. At the completion of the supervisory period, you must pass the LRC exam, offered by the Commission on Rehabilitation Counselor Certification, and submit verification to the Board office. (Effective September 1, 2004, the requirements for the educational requirements and the licensing exam have changed). Please view our webpage, Form & Lit section, Rules of Implementation Document, Chapter 7

A copy of the Supervisory Work Experience Plan is enclosed. The Supervisory Work Experience Plan must be submitted quarterly by your supervisor, as this will be used as verification of supervised experience.

Sincerely,

T. Scott Smith
Chairman

P.O. Box 41594 ***E-Mail: admin@lrcboard.org*** ***Phone: (225) 922-1435***
Baton Rouge, LA 70835-1594 ***Web Site: www.lrcboard.org*** ***Fax: (225) 922-1352***

“Related Degree”, R.S. 3447A5 (Act 555)

Effective Date: July 20, 1996

The State Board of Examiners for Professional Vocational Rehabilitation Counselors continuously endeavors to enhance the standards and qualifications for Licensed Rehabilitation Counselors. The Board has now defined and clarified certain educational requirements for licensure.

In order to clarify the meaning of “Related Degree”, the LLPVRC has determined certain objective criteria for use in determining a degree’s relatedness. These criteria are based on an evaluation of current Rehabilitation Degree curricula and a comparison with other curricula from related and nonrelated degrees.

In addition to the general requirements relative to Section 3447 of the Act previously described, the definition of “related degree” is prescribed forthwith:

To meet the requirements of licensure, effective July 20, 1996, one must have a degree in Vocational Rehabilitation Counseling or an approved related degree as listed in Section A.

Section A - Related Degrees

1. Clinical or Counseling Psychology
2. Professional Guidance & Counseling
3. Rehabilitation Studies (O.T. and P.T. excluded)
4. Special Education (as determined by the Board)

The Board of Examiners will consider as a feasible alternative to a Vocational Rehabilitation degree, a related degree as listed in Section A which includes 42 hours of qualifying courses from an accredited college or university which meet the academic and training content established by the Board and listed in Section B. Both Section A and Section B are at the discretion of the Board.

Section B - Course Work

	<u>Hours</u>
1. Orientation of Vocational Rehabilitation	3
2. Statistics	3
3. Medical and/or Psycho-Social Terminology of Disabilities Relative to Vocational Performance	3
4. Psychological & Social Effects of Disabilities	3
5. Tests & Measurements	3
6. Occupational Information and/or Job Placement & Job Development	3
7. Analysis of the Individual	3
8. Theories of Personality	3
9. Theories of Techniques of Counseling	6

		Hours
10	Demonstrations & Practice of Counseling	3
11.	Field Work or Practicums	9-12
12.	Psychiatric Disorders and/or Substance Abuse	3
13.	Vocational Analysis or Assessment of Persons with Disabilities	3
14.	Introduction to Psychology	3
15.	Abnormal Psychology	3
16.	Introduction to Sociology	3
17.	Developmental Psychology (Adult or Adolescent)	3
18.	Ethics of Counseling	<u>3</u>
		66

A candidate for licensure must have 42 of the 66 hours enumerated, completing each course with a “C” or better. Any substitutions of similar course work will be limited and at the discretion of the Board.

Effective July 20, 1996, anyone possessing an unrelated degree, not specific in the above text, will not be accepted even if they pursue additional course work. Should they obtain an additional degree in the related areas as specified in Section A above, this will be considered.

EMPLOYMENT HISTORY

Most Recent

V.R. Setting Yes/No	Company	Brief Description Duties	Hire Date	Term Date
1)				
2)				
3)				
4)				

NOTE: Please Attach One Copy of Your Current Resume

REFERENCES

Name	Relationship to Applicant	Length of Time - Years
1)		
2)		

NOTE: Please include completed Reference Forms for each person listed

The foregoing information is true and complete to the best of my Knowledge and belief:

(Signature)

(Date)

**LOUISIANA PROFESSIONAL VOCATIONAL REHABILITATION COUNSELORS
BOARD OF EXAMINERS**

REFERENCE LETTER FORM

NAME OF APPLICANT: _____

DATE: _____

The above-captioned applicant is currently applying for licensure under the Louisiana State Professional Vocational Rehabilitation Counselors Licensure Law. Your comments regarding the suitability of this applicant are needed as part of the licensure process.

Reference Information:

Name: _____

Address: _____

City & State: _____ Zip Code: _____

Telephone Number(s): (____) _____ (____) _____ (Optional)

Occupation: _____

Relationship to Applicant:

- | | | | |
|--------|-----------|----------|--------|
| (____) | Employer | (____) | Friend |
| (____) | Client | (____) | Other |
| (____) | Colleague | Specify: | _____ |
| (____) | Professor | | _____ |

I have known the applicant for _____ years.

Please rate the applicant on the following criteria:

- 1) Knowledge of Vocational Rehabilitation Theory _____
- 2) Adherence to Ethical Guidelines _____
- 3) Overall Professional Competence _____

Scale: 3 - Good 2 - Average 1 - Poor 0 - Cannot Rate

Please check one of the following:

- _____ Recommend for Licensure
- _____ Recommend with Reservations
- _____ **DO NOT** Recommend for Licensure

Signature of Reference

Please include any additional comments on the back of this paper.

**LOUISIANA PROFESSIONAL VOCATIONAL REHABILITATION COUNSELORS
BOARD OF EXAMINERS**

REFERENCE LETTER FORM

NAME OF APPLICANT: _____

DATE: _____

The above-captioned applicant is currently applying for licensure under the Louisiana State Professional Vocational Rehabilitation Counselors Licensure Law. Your comments regarding the suitability of this applicant are needed as part of the licensure process.

Reference Information:

Name: _____

Address: _____

City & State: _____ Zip Code: _____

Telephone Number(s): (____) _____ (____) _____ (Optional)

Occupation: _____

Relationship to Applicant:

- | | | | |
|--------|-----------|----------|--------|
| (____) | Employer | (____) | Friend |
| (____) | Client | (____) | Other |
| (____) | Colleague | Specify: | _____ |
| (____) | Professor | | _____ |

I have known the applicant for _____ years.

Please rate the applicant on the following criteria:

- 1) Knowledge of Vocational Rehabilitation Theory _____
- 2) Adherence to Ethical Guidelines _____
- 3) Overall Professional Competence _____

Scale: 3 - Good 2 - Average 1 - Poor 0 - Cannot Rate

Please check one of the following:

- _____ Recommend for Licensure
- _____ Recommend with Reservations
- _____ **DO NOT** Recommend for Licensure

Signature of Reference

Please include any additional comments on the back of this paper.

LOUISIANA PROFESSIONAL VOCATIONAL REHABILITATION COUNSELORS

BOARD OF EXAMINERS

**VERIFICATION OF CURRENT OR MOST RECENT
REHABILITATION WORK EXPERIENCE**

Name of Applicant: _____

Date: _____

The above-captioned applicant is currently applying for licensure under the Louisiana State Professional Vocational Rehabilitation Counselor Licensure Law. Please answer the following questions pertaining to the applicant.

Employment Information:

Business Name: _____

Address: _____

City & State: _____ Zip Code: _____

Telephone Number(s): (____) _____ (____) _____ Optional

EMPLOYED: FROM: _____ **TO:** _____

(Signature)

(Title or Position)

Louisiana Licensed Professional Vocational Rehabilitation Counselors
BOARD OF EXAMINERS

LETTER OF INTENT

Dear Sirs:

Please accept this letter as my notice of intent to seek licensure as a Vocational Rehabilitation Counselor in the state of Louisiana.

I will be supervised by: _____ (Name & License No.)

(Company)

(Company Address)

(Company Phone)

Date Supervision Begins/Began: _____

Sincerely,

(Applicant Signature)

(Date)

(Supervisor Signature)

(Date)

APPLICATION CHECKLIST

- 1. Completed and signed Application Form**
- 2. Resume**
- 3. Two Letters of Reference
(Letters must be in sealed, signed envelopes)**
- 4. Cashier Check, Personal Check or Money Order payable to:LLPVRC Board of Examiners**
- 5. Certified Transcripts**
- 6. Verification of Current or Most Recent Rehabilitation Work Experience**
- 7. Letter of Intent (Signed by Supervisor)**
- 8. Copy of CRC verification (if applicable)**

BOARD MEMBERS

Ashley Bryars	504-835-5415
Buster Fontenot	337-363-0998
Dene' Mathies	225-768-7282
Billy R. Naquin	985-447-8442
Dr. Madan M. Kundu	225-771-2819

Board Address - **Mailing: P.O. Box 41594, Baton Rouge, LA 70835-1594**

Telephone: - **225-922-1435**

Fax: - **225-922-1352**

Chapter 7. Requirements for Licensure and Renewal of License

701. General Provisions

The board shall license to practice all persons who present satisfactory evidence of qualifications as specified in these rules and regulations of the board. Such licensure shall be signed by the chairman and vice chairman of the board under the seal of the board. No license shall be denied any applicant solely based upon the applicant's age, race, religion, creed, national origin, sex or physical impairment.

703. Requirements

The board shall issue a license to each applicant who files an application upon a form designated by the board and in such a manner as the board prescribes, accompanied by such fee required by R.S. 37:3447 and who furnishes satisfactory evidence to the board that he:

- A. is at least 21 years of age;
- B. is of good moral character;
- C. is not in violation of any of the provisions of R.S. 31:3441-3452 and the rules and regulations adopted herein.
- D. has declared special competencies and demonstrated professional competence by successfully passing the Certified Rehabilitation Counselor Examination offered by the Commission on Rehabilitation Counselor Certification, and forwarding such documentation to the board. As an alternative to the CRC Exam, the LRC Board of Examiners has instituted an exam to be administered to all applicants beginning after July 1, 1993, who have completed procedural and eligibility requirements. The exam is to be administered by the board of examiners at least twice each year. Those sitting for the exam will be required to pass the exam with a score determined by the board of examiners.
- E. has received a Master's Degree in vocational rehabilitation counseling or related field and two years of experience under the direct supervision of a licensed vocational rehabilitation counselor or a Bachelor's Degree in vocational rehabilitation counseling or related field and five years of work experience, working under the direct supervision of a licensed vocational rehabilitation counselor. An applicant may subtract one year of the required professional experience for successfully completing Ph.D. requirements in a rehabilitation counseling program acceptable to the board. However, in no case, may the applicant have less than one year of the required professional experience. Effective on the date this amended rule is promulgated (July 20, 1996), in order to meet the requirements of licensure, one must have a degree in vocational rehabilitation counseling or an approved related degree as listed in Section A below:

SECTION A:

Clinical or Counseling Psychology;
Professional Guidance and Counseling;
Rehabilitation Studies (O.T. and P.T. excluded);
Special Education (as determined by the board).

The board will consider as a feasible alternative to a vocational rehabilitation degree, a related degree as listed in Section A which includes 42 hours of qualifying courses from an accredited college or

university which meet the academic and training content established by the board and listed in Section B below. Both Section A and Section B are at the discretion of the board.

SECTION B:	Hours
Orientation of Vocational Rehabilitation	3
Statistics	3
Medical and/or Psycho-Social Terminology of Disabilities Relative to Vocational Performance	3
Psychological and Social Effects of Disabilities	3
Tests and Measurements	3
Occupational Information and/or Job Placement and Job Development	3
Analysis of the Individual	3
Theories of Personality	3
Theories and Techniques of Counseling	6
Demonstrations and Practice of Counseling	3
Field Work or Practicums	9-12
Psychiatric Disorders and/or Substance Abuse	3
Vocational Analysis or Assessment of Persons with Disabilities	3
Introduction to Psychology	3
Abnormal Psychology	3
Introduction to Sociology	3
Developmental Psychology (Adult or Adolescent)	3
Ethics of Counseling	<u>3</u>
	66

A candidate for licensure must have 42 of the 66 hours enumerated, completing each course with a “C” or better. Any substitutions of similar course work will be limited and at the discretion of the board. As of July 20, 1996, anyone possessing an unrelated degree, not specific in the above text, will not be accepted even if they pursue additional course work. Should they obtain an additional degree in the related areas as specified in Section A above, this will be considered.

1. Supervision Requirements. Rehabilitation counselors who employ or supervise other professionals or students will facilitate professional development of such individuals. They provide appropriate working conditions, timely evaluations, constructive consultation, and experience opportunities.
 - a. Supervision is defined as assisting the provisionally licensed counselor in developing expertise in methods of the professional counseling practice and in developing self-appraisal and professional development strategies. Supervision must comply with standards as set by the board. Exact details of supervision are contained in the “Supervisory Work Experience Plan” package published by and available through the LRC Board of Examiners office.
 - i. The board recommends one hour of supervision for every week of direct client contact as outlined. Supervision may not take place via mail, telephone, fax, computer, or video. This type of contact with supervisor may be counted under consultation; however, it cannot replace face-to-face supervision as defined.
 - b. Acceptable modes for supervision of direct clinical contact are the following:
 - i. Individual Supervision: The supervisory session is conducted by an approved supervisor with one provisionally licensed counselor present.

- ii. Group Supervision: The supervisory session is conducted by an approved supervisor with no more than two provisionally licensed counselors present.
- iii. The LRC supervisor as opposed to the work supervisor may supervise no more than three persons at any one time unless the supervisor has no other caseload responsibilities, in which case he/she may supervise up to five counselors.
- c. Most of the provisionally licensed counselor's direct contact with clients must be supervised by an approved supervisor or supervisors as define below:
 - i. At least 2/3 of supervision time must be individual supervision as defined above. The remaining 1/3 may be either individual supervision or group supervision as defined above.
 - d. The counseling activities of the provisionally licensed counselor must be performed pursuant to the supervisor's order, control, oversight, guidance and full professional responsibility. The supervisor must read and co-sign all written reports including formal reports and progress reports prepared by the provisionally licensed counselor. The provisionally licensed counselor will remain under the full professional responsibility and supervision of the supervisor until he/she is fully licensed.
 - e. The process of supervision must encompass multiple strategies of supervision, including regularly scheduled live observation of counseling sessions. The process may also include discussion of the provisionally licensed counselor's self-reports, micro training, interpersonal process recall, modeling, role-playing, and other supervisory techniques.
 - f. The supervisor must provide nurturance and support to the provisionally licensed counselor explaining the relationship of theory to practice, suggesting specific actions, assisting the provisionally licensed counselor in exploring various models for practice, and challenging discrepancies in the provisionally licensed counselor's practice.
 - g. The supervisor must ensure the provisionally licensed counselor familiarity with important literature in the field of rehabilitation.
 - h. The supervisor must provide training appropriate to the provisionally licensed counselor's intended area of expertise and practice.
 - i. The supervisor must model effective professional rehabilitation counseling practice.
 - j. The supervisor must ensure that the vocational rehabilitation counseling and the supervision of the vocational rehabilitation provisionally licensed counselor is completed in an appropriate professional setting.
 - k. The supervisor and the provisionally licensed counselor must share a similar area of specialty. Also:
 - i. the provisionally licensed counselor must also have received a letter of supervision approval from the board;
 - ii. the professional setting cannot include private practice in which the provisionally licensed counselor operates or manages;

- iii. Supervisors may employ provisionally licensed counselors in their private practice setting. The supervisor may bill clients for services rendered by the provisionally licensed counselor, however, under no circumstances can the provisionally licensed counselor bill clients directly for services rendered by him/herself.
 2. The supervisor must certify to the board that the provisionally licensed counselor has successfully complied with all requirements for supervised counseling experience.
 3. Qualifications of a Supervisor
 - a. Those individuals who may provide supervision to provisionally licensed counselors must meet the following requirements:
 - i. Licensure Requirements. The supervisor must hold a Louisiana license as a Licensed Vocational Rehabilitation Counselor.
 - ii. Rehabilitation Counseling Practice. The supervisor must have been in practice in his/her field for at least five years.
 - iii. Training in Supervision. Supervisors must have successfully completed either (a) of (b) below:
 - (a) Graduate-Level Academic Training. At least one graduate-level academic course in counseling supervision. The course must have included at least 45 clock hours (equivalent to a three-credit hour semester course) of supervision training.
 - (b) Professional Training. A board-approved and sponsored professional training program in supervision is required. The training program must be established by the board and meet presentation standards established by the board. All LRCs choosing to become supervisors must complete supervisor training by January 1, 1995. The first training sessions will be held October 21, 1993, at the LRA/LARP Professional meeting in New Orleans. The board will conduct additional training sessions each year in other areas of the state at a nominal fee.
 - iv. One year of documented experience in the supervision of vocational rehabilitation case material.
 - b. A supervisor may not be a relative of the provisionally licensed counselor. Relative of the provisionally licensed counselor is defined as spouse, parent, child, sibling of the whole- or half-blood, grandparent, grandchild, aunt, uncle, one who is or has been related by marriage or has any other dual relationship.
 - c. No person shall serve as a supervisor if his/her license is expired or subject to terms of probation, suspension, or revocation.
 4. Responsibility of Applicant Under Supervision
 - a. During the period of supervised counseling experience an applicant will identify him/herself as a provisionally licensed counselor.
 - b. Each provisionally licensed counselor must provide his/her clients with a disclosure statement that includes:

- i. his/her training status; and
 - ii. The name of his/her supervisor for licensure purposes.
 - c. A provisionally licensed counselor must comply with all laws and regulations related to the practice of vocational rehabilitation counseling.
 - d. A provisionally licensed counselor may not initiate a private practice during their period of supervised counseling experience. Provisionally licensed counselors who are employed within their supervisors' private practice setting cannot, under any circumstances, bill clients directly for services they render.
 - e. Upon completion of the required supervised counseling experience, the provisionally licensed counselor needs to submit an application form for licensure. Any individual who does not apply for licensure within three months after completing the required supervised rehabilitation counseling experience cannot continue to practice professional vocational rehabilitation counseling.
5. Registration of Supervised Experience. Beginning January 1, 1994, all proposed supervision arrangements must be approved by the board prior to the starting date of the supervised experience.
- a. The provisionally licensed counselor will:
 - i. along with his/her supervisor provide the board with a written proposal outlining with as much specificity as possible the nature of the counseling duties to be performed by the provisionally licensed counselor and the nature of the supervision;
 - ii. submit this written proposal on forms provided by the board at least 60 days prior to the proposed starting date of the supervision;
 - iii. submit along with the written proposal the appropriate fee determined by the board.
 - b. Supervised experience rendered by the provisionally licensed counselor in an exempt setting needs to meet the requirements in this rule if that supervised experience is to meet the requirements for licensure.
 - c. Following the board's review, the provisionally licensed counselor will be informed by letter either that the proposed supervision arrangement has been approved or that it has been rejected. Any rejection letter will outline, with as much specificity as practicable, the reasons for rejection.

**LOUISIANA REHABILITATION COUNSELORS
SUPERVISORY WORK EXPERIENCE PLAN**

PREFACE:

The purpose of the Supervisory Work Experience Plan (S.W.E.P.) is to provide for the partial fulfillment of the requirements for licensure of an individual as a Licensed Rehabilitation Counselor (L.R.C.) that have been prescribed by Act 555* established by the Board of Examiners of the Licensed Professional Vocational Rehabilitation Counselors (L.P.V.R.C.)

GOAL:

The major goal is to broaden one's perspective of the practice of Vocational Rehabilitation counseling through actual work experience in a realistic work setting with supervision and pragmatic assistance provided by a designated L.R.C.

OBJECTIVES:

- I. Explore and enhance as many aspects of vocational rehabilitation counseling as possible using actual cases and files in a realistic working environment with review and support from an L.R.C.
- II. Keep abreast of innovative rehabilitation techniques
- III. Establish a working rehabilitation philosophy.
- IV. Use of Case Management concept.
- V. Develop and expand counseling and interviewing skills.
- VI. Use of actual cases to improve and develop skill level.
- VII. Demonstrate knowledge in defined areas.
- VIII. Use of rehabilitation theories of vocational rehabilitation counseling and method of counseling.
- IX. Refine interpersonal skills with clients and others.
- X. Demonstrate effectiveness with clients through client interviews or case recording.
- XI. Establish quality and quantity of work load: Sound decisions, thoroughness, and interactive planning.
- XII. Establish professional conduct: Punctual, handle pressure, utilization of timing, etc.
- XIII. Establish an understanding of ethics in rehabilitation counseling.
- XIV. Cite and recommend areas needing improvement after licensure.

In an effort to accomplish the above Goals and Objectives, the following procedures and strategies will take place:

- A. Trainee must file an "Application of Intent" to be licensed.
- B. Describe setting and characteristics of clients.

- C. Nature of Supervision: Type and frequency of meetings; where and under what conditions.
- D. Supervisory Evaluation to be submitted to the Board quarterly and at the end of two years and five years as approved.
- E. Completion of the following Core areas within the prescribed time.
- F. Four hours per month of “face-to-face” conference with trainee and supervisor.

CORE AREAS:

1. **Counseling and Interviewing:** Includes theories and techniques in vocational and affective counseling; foundations of interviewing, principles of human behavior and behavior modification modalities.
2. **Foundations and Philosophy of Rehabilitation:** Includes basic principles of rehabilitation; history of rehabilitation philosophy and legislation, rehabilitation counseling ethics and disability conditions. Requires knowledge of:
 - a. Sociocultural aspects of disability.
 - b. Civil and human rights decisions and legislation.
 - c. Rehabilitation legislation.
3. **Client Assessment:** Includes all major areas of client information:
 - a. Principles, types and techniques of assessments.
 - b. Interpreting assessment results and resources of assessments.
4. **Occupational Information and Job Analysis:** Requires knowledge of job analysis and labor market survey to include:
 - a. Transferable skills analysis.
 - b. Job development and placement.
 - c. Career exploration and guidance.
 - d. Sources of occupational information.
5. **Job Development and Placement:** Includes occupational and labor market information; job development, job seeking skills, placement and follow-up.
6. **Disability Insurance Compensation Systems:** Requires knowledge of the different types of insurance coverage and the services pertaining to such coverage to include:
 - a. Policy limitations.
 - b. Settlement structures.
 - c. Differences between various disability programs.
 - d. How to acquire current information in this area.
7. **Forensic Rehabilitation Applications:** Requires knowledge of the role of expert witness:
 - a. Concepts of ethics.
 - b. Potentials for role conflict within the legal process.
 - c. Deposition process.
 - d. Nature of questioning used to obtain testimony.
 - e. The characteristics of legal protocols that arise in the rehabilitation process within disability insurance compensation systems.

8. **Cost Containment and Resources Acquisition:** Requires knowledge of the cost effects associated with treatment of various disabling conditions:
 - a. Resource utilization.
 - b. Sources of information related to cost benefits
 - c. Methods and techniques used when negotiating fees for service and/or equipment.
 - d. Sources of available materials regarding information.
9. **Planning Service Delivery:** Includes synthesis of client information, rehabilitation plan of development, knowledge of service delivery, and identification of community resources for assessment.
10. **Participants and Service Applications within Disability Insurance Systems:** Includes such topics as:
 - a. Medical terminology.
 - b. Medical case coordination.
 - c. Knowledge of legal and insurance terminology.
 - d. Essential responsibility of all involved parties.
 - e. Limitations imposed on attaining maximum versus vocational rehabilitation goals.
11. **Service Delivery:** Requires knowledge of such topics as:
 - a. Types and purposes of rehabilitation programs.
 - b. Rehabilitation services components.
 - c. Variables affecting rehabilitation outcomes.
 - d. Concepts of confidentiality and privacy.
 - e. Medical and vocational implications of disability conditions.
12. **Concepts of Tests and Measurement:** Requires knowledge including:
 - a. Basic diagnostic assessments.
 - b. Fundamentals of evaluation.
 - c. Utilization of evaluation results in the rehabilitation process.
13. **Rehabilitation Service Programs:** Requires knowledge of the types of rehabilitation programs to include:
 - a. Work adjustment and work hardening.
 - b. Retraining services.
 - c. Other rehabilitation components.
14. **Interviewing and Communication Principles:** Requires knowledge about methods of communicating with clients, peers and other professionals to include building rapport, interviewing and written communications.
15. **Differential Diagnosis and exposure to Various Disabilities and Medical Aspects:**
16. **Development of Life Care Plans:**
17. **Weekly Face-to-Face Supervisor/Trainee Meeting:**

The following instructions will assist in the completion of the Supervisory Work Experience Plan.

- 1) Form to be completed after Counselor has formally applied for licensure, completing application and submitting necessary documentation and fee.
- 2) Counselor will be sent a temporary I.D. counselor card if all other requirements are met, except years of supervised work experience, and successfully passing designated tests(s).

- 3) Form is to be utilized to rate Counselor on a monthly basis and is to be **signed, initialed, dated and submitted on a quarterly basis** to the L.R.C. office with a copy to Counselor. The Supervisor shall retain the original for each subsequent quarter.
- 4) Core areas are to be completed according to the required number of hours for each area. Refer to frequency on left of CORE areas and enter a check for each area that has achieved the required hours. Only enter the Core areas that are completed and evaluated each month.
- 5) The Board realizes that all Counselors are not exposed to all Core areas due to the nature and type of their employment and job functions. Please address the Core areas that are pertinent to Counselor's employment situation as diligently as possible. Also, remember that this is not **in-service** training but real time experience in an actual work setting.
- 6) During the last quarter of Counselor's Supervisory Work Experience Plan, there will be a Board review with the Supervisor and Counselor and at least two L.P.V.R.C. Board members.
- 7) Any applicant can count prior supervised experience retroactive to January, 1990. Application for credit of prior experience must be by December 31, 1991.

Act No. 555 Chapter 53. - Rehabilitation Counselors
#3443. Definitions

- (3) "Practice of rehabilitation counseling" means rendering or offering to individuals, groups, organizations, or the general public rehabilitation services in private practice for compensation involving the application of principles, methods, or procedures of the rehabilitation counseling profession which include but are not limited to:
 - a. "Rehabilitation counseling" which means assisting an individual or group, through the counseling relationship, to define vocational goals, and to plan actions reflecting his or their interests, abilities, aptitudes, and needs as these are related to rehabilitation concerns, educations progress, and occupations and careers.
 - b. "Referral activities" which means the evaluating of data to identify vocational problems and to determine the advisability of referral to other specialists.
 - d. "Vocational rehabilitation services" which includes, but is not limited to, vocational assessment, vocational counseling, education, and training services, including on-the-job training, self-employment plans, job analysis, and job placement. For purposes of this Chapter, "vocational assessment" includes, but is not limited to, the administration, interpretation, and use of single scale screening tests of intelligence and tests of education, achievement, personal traits, interests, aptitudes, abilities, language, adaptive behavioral tests and symptom screening checklist, solely to define vocational goals and plan actions as related to rehabilitation concerns, educational progress, and occupations and careers.

COUNSELOR: _____

LRC-S NO: _____

SUPERVISOR: _____

LRC NO: _____

QUARTERLY SUPERVISORY WORK EXPERIENCE PLAN

	Core Area/ Recommended Minimum Quarterly Hours	Month/ Year	Month/ Year	Month/ Year
***	*****			
1.	Counseling and Interviewing (8 hrs)			
2.	Foundations and Philosophy of Rehabilitation (4 hrs)			
3.	Client Assessment (8 hrs)			
4.	Occupational Information and Job Analysis (10 hrs)			
5.	Job Development & Placement (6 hrs)			
6.	Disability Insurance Compensation Systems (3 hrs)			
7.	Forensic Rehabilitation Applications (4 hrs)			
8.	Cost Containment & Resources Acquisition (3 hrs)			
9.	Planning Service Delivery (6 hrs)			
10.	Participants & Service Applications Within Disability Insurance Systems (4 hrs)			
11.	Service Delivery (6 hrs)			
12.	Concepts of Tests & Measurements (4 hrs)			
13.	Rehabilitation Service Programs (3 hrs)			
14.	Interviewing & Communication Principles (3 hrs)			
15.	Differential Diagnosis & Exposure to Various Disabilities & Medical Aspects (4 hrs)			
16.	Development of Life Care Plans (2 hrs)			
17.	Weekly Face-to-Face Supervisor/Trainee Meeting (12 hrs)			

This is to certify that the Counselor has been exposed to and demonstrated a working knowledge and competence in these areas. **(This form must be received by the Board office within thirty (30) days from the end of each quarter.** Please mail to P.O. Box 41594; Baton Rouge, LA 70835-1594.)

(Signature)

(Date)