

Private Sector Rehabilitation Services
PO Box 44326
Olympia WA 98504-4326

Instructions for vocational intern supervisor applicants:

Please review [WAC 296-19A-210](#), complete this application, and return to L&I by:

- Email: PSRS@Lni.wa.gov, or
- Fax: (360) 902-6706, or
- Mail to the address shown above.

I understand and agree to the following:

- I am applying for vocational intern supervisor status.
- I understand that I must submit proof to L&I of a total of five years of full-time experience providing, evaluating, analyzing, and/or assessing vocational services (vocational services are defined in [WAC 296-19A-010](#)). At least three of the five years must be under [Title 51 RCW](#).
- I understand that supervisors are expected to monitor and assist in the training and professional development of interns under their supervision, to ensure interns develop the requisite knowledge and professional skills to become competent vocational rehabilitation counselors (VRCs).
- I understand that comprehensive development of VRC intern staff includes adherence to best practices and quality and ethical standards.
- I understand that as a supervisor my responsibilities include, but are not limited to:
 - Monitoring billing.
 - Monitoring work, including case staffing/tandem case management.
 - Monitoring professional behavior.
 - Promoting professional development and growth by mentoring and assisting the intern in meeting the department's requirements to become a VRC.
 - Providing guidance on continuity and coordination of services; interacting with medical and ancillary providers.
 - Communicating the information in statute, rule, policy, and in department communications.
 - Ensuring completion of firm-specific intern training program.
 - Performing intern interval training reviews.
 - For supervisors of interns working on L&I referrals, following and submitting the [Vocational Intern Supervisor Expectations](#).

Print Applicant Name

Applicant Signature

Date

Print Firm Owner or Manager's Name

Firm Owner or Manager's Signature

Date

Note:

- The supervisor must also meet the qualification requirements for a VRC, including a bachelor's degree or master's degree and CRC, CDMS, or ABVE certification per [WAC 296-19A-210\(1\)\(a\) and \(b\)](#).
- A maximum of thirty-six months in intern status may be counted toward the five years of experience needed to become a supervisor per [WAC 296-19A-210\(2\)\(c\)](#).

Pertinent Vocational Work History

To be completed by all individual vocational providers applying for intern supervisor status. List your full-time experience providing, evaluating, analyzing, and/or assessing vocational services with industrially injured workers for a total of at least five years. At least three of the five years must be under [Title 51 RCW](#).

Name	L&I VRC ID Number
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Employer Name	Employment Dates (mm/yy – mm/yy)	Total Months	
Supervisor Name	Employer Phone Number		
Position Title	Hours Worked Per Week		
Address	City	State	Zip Code
Duties			

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