



EDUCATION and WORKFORCE DEVELOPMENT CABINET
Department of Workforce Investment

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Office of Vocational Rehabilitation
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SERVICE FEE MEMORANDUM

TO: Office of Vocational Rehabilitation Staff
Client Assistance Program Administrator

FROM: Cora McNabb
Executive Director
Office of Vocational Rehabilitation

THROUGH: Charles W. Puckett
Central Office Administrator
Systems and Fiscal Management Branch

Teresa Barney
Community Rehabilitation Program Administrator
Supported Employment/Community Rehabilitation Program Branch

DATE: December 14, 2011

RE: Vocational Evaluator Credentialing Requirements

In order for an individual to provide and be reimbursed for Vocational Evaluation services to The Kentucky Office of Vocational Rehabilitation, the evaluator must be employed by a provider who is an approved Office of Vocational Rehabilitation Community Rehabilitation Program **and** meet one of the following criteria:

- a. Current certification with the Registry of Professional Vocational Evaluators.
- b. Current listing as a Certified Vocational Evaluator (currently maintained by Commission on Rehabilitation Counselor Certification, previously Commission on Certification of Work Adjustment and Vocational Evaluation Specialists).

- c. Vocational Evaluation Program currently accredited by Commission on Accreditation of Rehabilitation Facilities.
- d. Certified Rehabilitation Counselor.
- e. Master's degree in vocational evaluation or rehabilitation counseling, or related field and one year of full time experience in conducting vocational evaluations of persons with disabilities. *
- f. Bachelor's degree in rehabilitation counseling, psychology, sociology or related field with coursework that includes a primary focus (at least one-third) in four of the five following content areas and two years of full-time employment conducting evaluations of persons with disabilities. *

Principles of Vocational Evaluation to include philosophy, delivery modes, behavior observations and ethical issues and standards of practice,

Standardized Assessment to include administration and interpretation of standardized tests and instruments including principles of measurement such as norms, validity, and reliability,

Occupational Information to include assessment of work environments, job demands, and labor market research and analysis as well as techniques to facilitate job accommodations and placement,

Implications of Disability to include medical, psychiatric and psychosocial aspects of disabilities,

Professional Communications to include professional interactions, counseling and interviewing skills as well as report development and preparation.

Note: Transcripts must be provided if selecting options five or six.

*Must complete a minimum of 100 hours of continuing education hours over a five year period.

In order to continue to provide evaluation services to Office of Vocational Rehabilitation, providers must be fully compliant with the above requirements by July 1, 2012.

This Service Fee Memorandum applies to the following Evaluation Services and they are reimbursed as indicated:

Service	Expenditure Code	Rate
Comprehensive Vocational Evaluation	10H	\$650.00
Vocational Assessment	10P	\$225.00
Academic Assessment	10P	\$110.00
Aptitude Assessment	10P	\$110.00
Interest Assessment	10P	\$75.00
Mobile Assessment Fee	10P	\$50.00

Please see Community Rehabilitation Program Manual for additional information about and required elements of above evaluations/assessments.