

## Oregon Workers' Compensation

# Topic of Interest

## Vocational Provider Authorization

The Workers' Compensation Division authorizes vocational assistance providers to provide vocational services to Oregon injured workers. The provider must submit an application to the division to become authorized. The application would include a description of the types of services the provider will offer; verification of staff certification; a plan for supervising and training their certified staff; and evidence that the provider meets all applicable state and federal laws.

The division maintains a complete list of the authorized providers in Bulletin 151. Bulletin 151 includes a list of the authorized provider's certified staff, the mailing address and phone number, and the name of a contact person. Oregon Administrative Rule (OAR) 436-120-0800 requires an authorized provider to notify the division of any changes in their office address, phone number, contact personnel, and updates to the staff roster, within 30 days of these changes.

The certified staff roster includes the Vocational Rehabilitation Counselors, Vocational Rehabilitation Interns, and Return-to-Work Specialists, who are employed by the authorized provider.

An authorized provider must train and supervise their certified staff. The provider must supply their certified staff with division rules, bulletins, and any other information the director provides. The provider is responsible to make sure their certified staff has the materials and training needed to provide vocational assistance to Oregon injured workers.

An authorized provider is required to maintain records of all the vocational assistance their company provided to Oregon injured workers, for four (4) years after any vocational assistance ends.

The director may impose one or more sanctions penalties against a provider who has failed to comply with the administrative rules. The types of penalties could include a director's reprimand, a probation period, suspension of the provider's authorization, or the cancellation of the provider's authorization.

**Reference:** OAR 436-120

**For more information contact:** Employment Services Team 503-947-7816