

POLICY FOR LADDERING OF CREDENTIALS

INTRODUCTION

As the field of Vocational Rehabilitation continues to grow and develop in Canada, so does the diversity of educational opportunities that are available to VR Professionals. In recognition of this, CVRP encourages and supports its Registrants to increase their levels of skill within the field. Registrants who hold the professional credentials of CVRP and CCVE in good standing are eligible to apply for the credential laddering to the status of Fellow or Diplomate.

APPLICATION TO FELLOW OR DIPLOMATE CLASSIFICATION STATUS:

Each applicant must complete and submit the following required documents:

1. On-line credential laddering application form and submit the laddering fee of \$175 plus taxes.
2. Original and sealed education transcript(s) if not already submitted to CVRP
3. Current / updated VSPC if required in current renewal year
4. Current E&O certificate
5. Completed appropriate checklist for the CVRP(F) or CVRP(D), CCVE(F) or CCVE(D) with documentation organized and submitted for each area of accomplishment. A link to each of the checklists can be found at the end of this policy.
6. Submit 2 letters of reference as noted on the CCVE and CVRP Fellow and Diplomate Checklists

APPLICATION AND REVIEW PROCESS:

A laddering application will not be reviewed until the College has received all 6 items as listed above. The appropriate checklist must be completed and all documentation to prove each area of accomplishment organized and clearly marked as to which area of accomplishment that documentation pertains to. Supporting documentation can be sent electronically but documentation for each area of accomplishment must be sent as a separate scan and likewise clearly marked. Please allow 4-6 weeks for review and processing of laddering application, dependant on administrative demands at the time of submission.

If a registrant has achieved the Fellow status through this application process and wishes to ladder-up to the Diplomate status, that applicant must complete the application again and submit the processing fee. Numbers 3 & 4 listed above may be required for updating documentation, dependant on the date that the Fellow classification status was awarded. If you are CVRP (F) you will only be required to submit documentation for 2 more areas of accomplishment. If you are a CCVE(F), you will only be required to

submit 3 additional areas of accomplishment. If you were grandfathered from the MCVP to the CVRP(F), and wish to ladder up to the Diplomate status, you will be required to submit all 6 areas of accomplishment.

CVRP requires that all registrants of the College maintain a current Errors and Omissions (E&O) policy, preferably with Defense coverage, as part of maintenance of their certification. The E&O Insurance certificate should be specifically designed to cover the scope of practice and the standards of practice for a CVRP and CCVE. It is noted that, if the E&O policy submitted by the registrant is not from VRA Canada or one of its societies, then the College must review the specific policy wording to ensure it meets coverage relating to the scope of work of a CVRP and /or CCVE. If the registrants' E&O policy is not from VRA Canada, the laddering applicant will be required to submit an additional review and administrative processing fee of \$75.00 plus taxes along with the full policy wording.

Upon awarding of the Fellow or Diplomate status classification by the College, the CVRP Public Registry information will be updated to reflect the new classification. It is the responsibility of each registrant to update his/her on-line profile to ensure all personal and work information is current.

[Link to the Checklist for CVRP\(F\)](#)

[Link to the Checklist for CVRP\(D\)](#)

[Link to the Checklist for CCVE\(F\)](#)

[Link to the Checklist for CCVE\(D\)](#)