



State of California
Department of Industrial Relations
Division of Workers' Compensation

**Instructions for APPLICATION for APPOINTMENT
as a VOCATIONAL RETURN TO WORK COUNSELOR (VRTWC)**

What is a Vocational Return to Work Counselor (VRTWC)?

Vocational & return to work counselor (VRTWC) means a person ~~or entity~~ capable of assisting a person with a disability with development of a return to work strategy and whose regular duties involve the evaluation, counseling and placement of disabled persons. A VRTWC must have at least an undergraduate degree in any field and three or more year's full time experience in conducting vocational evaluations, counseling and placement of disabled adults. (8 CCR §10116.9(s)).

Who can apply?

Applications for appointment are only accepted from individuals. Any person who meets the minimum requirements of having an undergraduate degree in any field and three or more year's full-time experience in conducting vocational evaluations, counseling and placement of disabled adults can apply. Applications must be signed under penalty of perjury. (8 CCR §10116.9(s), and §10133.59)

How will the VRTWC list be established and how is the VRTWC list maintained?

The Administrative Director of the Division of Workers' Compensation will establish and maintain a list of approved VRTWC. The list of approved counselors will be available on the DIR website at https://www.dir.ca.gov/dwc/sjdb/vrtwc_list.pdf. The list is updated monthly. (8 CCR §10133.59(b)).

When can I apply?

Applications for appointment to the VRTWC list are accepted year round. All applications are reviewed to determine if education and experience requirements are met before the VRTWC's name will be added to the list.

Who pays for services?

The responsible insurer or self-insured employer is required to pay for services.(8 CCR §§10133.56(h).

How do I apply?

The application can be found on-line at <http://www.dir.ca.gov/dwc/SJDB.html>. The completed application can be submitted via email or regular mail with your proof of education and experience to:

**VRTWC
ATTN: Return to Work Program
Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94142**

OR EMAIL TO: VRTWCinfo@dir.ca.gov

Which VRTWCs get paid for providing vocational counseling services?

Only persons identified on the VRTWC list shall be entitled to receive payment from the Supplemental Job Displacement Benefits Voucher paid on behalf of the injured worker. (8 CCR 10133.59(c)).

How will the list be established?

~~The Division of Workers' Compensation will establish and maintain a list in line with section 10133.59 (b) of Title 8, California Code of Regulations.~~

How do I update my information?

Requests to update your address, name changes, ~~firm~~ business name changes, or removal from the list can be mailed to the above address or emailed to VRTWCinfo@dir.ca.gov. Any changes to information in your application must be reported to DIR within 20 days of occurrence. (8 CCR §10133.59(b)).

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