

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration  
Vocational Assessment  
**AFFIRMATION OF QUALIFICATIONS**

Vendor Company Name: \_\_\_\_\_

I affirm that \_\_\_\_\_, an  employee OR  subcontractor, shall be providing direct services to VR Clients as stated in the Service Specifications and meets the following qualifications:

- Demonstrates knowledge and competence, by evidence of documented training and/or work experience, in the following areas, as appropriate:
  - a) Disabilities Awareness to include the following areas of impairment: deafness, blindness, physical, cognitive (learning disabilities), brain injury, developmental/cognitive, serious mental illness, etc.
  - b) Barriers and issues that prevent individuals with disabilities (particularly severe disabilities) from entering and succeeding in the workplace;
  - c) Strategies necessary for achieving successful, long-term employment outcomes for individuals with disabilities and how these strategies will lead to improved employment outcomes;
  - d) Work Readiness and Employability Skills.
  
- Will administer and/or supervise the administration of the vocational evaluation process, and prepare vocational assessment reports and meets one (1) of the following:
  - Has a Master's Degree in a related field (e.g., Rehabilitation Counseling, Psychology, Sociology, Education, etc.) and documentation of one (1) year of full-time employment in direct provision of vocational evaluation services, preferably in vocational rehabilitation working with individuals with disabilities; or
  - Has a Bachelor's degree in a related field (e.g., Rehabilitation Counseling, Psychology, Sociology, Education, etc.) and documentation of two (2) years full-time in direct provision of vocational evaluation services, preferably in vocational rehabilitation working with individuals with disabilities;
  
- Has a specialization or certification which allows the provision of vocational evaluations; and
- Possesses competence for providing vocational evaluation services documenting knowledge in: job analysis; occupational information; functional aspects of disability; work samples; psychometric testing; individualized vocational assessment planning; learning style assessment; report development and communication; functional living skills; adaptation of jobs and vocational training; and
- Has been certified for standardized vocational tests, batteries, and/or related instruments that require certification, by the appropriate entity that issued the test/battery, and will maintain that certification; and
- Meets the standards established for Certified Rehabilitation Counselor (CRC), Certified Vocational Evaluation Specialist (CVE), Certified Work Adjustment Specialist (CWA), or Certified Career Assessment Associate (CCAA) as administered by the Commission on Rehabilitation Counselor Certification (CRCC).
  
- Does not meet the above qualifications, but will provide direct services under this Service Specification and has a high school diploma or G.E.D and one (1) year of documented experience (preferably working with individuals with disabilities and involved in the provision of vocational rehabilitation services) and will be under the direction and supervision of personnel who meet the criteria in 2.3.1 of the Service Specification.
  
- Is communicating in American Sign Language while providing services directly to a VR Client and has one or more of the following certifications:
  - A valid Arizona Sign Language Interpreter license
  - Certification by the Registry of Interpreters for the Deaf (RID):
    - National Interpreter Certification (NIC) NIC, including NIC Advanced or NIC Master; or

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- Certified Deaf Interpreter (CDI). The CDI will be utilized alone or in conjunction with a hearing interpreter as necessary based on the VR Client's language needs; or
  - Certificate of Interpretation (CI); or
  - Certificate of Transliteration (CT); or
  - Comprehensive Skills Certificate (CSC); or
  - Interpreter Certification (IC); or
  - Transliteration Certificate (TC).
  - Certification by the Board for Evaluation of Interpreters: Basic, Advanced, Master, Court Interpreter Certificate.
  - Certification by the National Association of the Deaf (NAD), level IV or V.
  - A documented Sign Communication Proficiency Interview (SCPI) rating of Intermediate or above.
  - A valid and current American Sign Language Teacher's Certification (ASLTA), Qualified or Professional levels.
- Will be providing direct services to VR Clients under the Service Specifications in a foreign language and has basic competence in the subject language and is able to interpret effectively, accurately and impartially.

I affirm that this person has the qualifications noted above and the documentation is on file with this business.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date