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Comprehensive System of Personnel Development (CSPD) for Counselor Classifications

# Purpose

The Idaho ICBVI Commission for the Blind and Visually Impaired (ICBVI) has established personnel standards for all positions within the agency to recruit and retain qualified personnel to carry out the agency’s mission, values, and goals. This policy is designed to further define the personnel standards outlined in the CSPD section of the agency’s current State Plan.

# CSPD Standards for ICBVI I

The State of Idaho does not require state licensure for rehabilitation counseling. Therefore, the educational requirements and/or standards established by ICBVI for qualified rehabilitation professionals (QRP) are intended to satisfy Federal requirements, 34 CFR 361.18(c).

ICBVI has an established QRP level position: Counselor for the Blind, Senior (CBS) The educational standards that satisfy the Agency’s CSPD policy for the CBS position are as follows:

1. Current Certified Rehabilitation Counselor (CRC) designation obtained through the Commission on Rehabilitation Counselor Certification (CRCC); **or**
2. Graduation from a program accredited by The Council for Accreditation of Counseling and Related Educational Programs (CACREP) or the Commission on Rehabilitation Education (CORE) with a master’s degree in Rehabilitation Counseling

# Counselor for the Blind position:

ICBVI has established the Counselor for the Blind (CB) position which is the underfill classification for employees hired into a counselor for the blind, senior position who do not meet the minimum educational standards for ICBVI ’s Qualified Rehabilitation Professional (QRP).

When ICBVI experiences a limited number of recruits for QRP positions, the agency will consider hiring individuals into the CB (underfill) classification.

# Requirements to meet CSPD and maintain employment eligibility for employees hired at the CB level:

1. Each employee appointed to a CB position will be required to meet the CRCC CSPD standard as outlined in ICBVI ’s State Plan ***within five years of the employee’s hire date***.
2. A CB, with assistance from their supervisor, will develop and submit a CSPD Plan for approval ***within six months of hire date.***  ICBVI ’s Administrator, or designee is the authorized approver for all CSPD Plans.

Each CSPD Plan will address the educational requirements necessary for the CB (underfill) to complete CSPD as follows:

**CB with Bachelor’s degree only:**

* + 1. Research Master’s in Rehabilitation Counseling programs that meet the criteria defined below within the first 6months of employment.
    2. At the completion of six (6) months of employment, the CSPD Plan must minimally include a projected timeframe for application, acceptance, and a start date within eighteen (12) months following date of hire. A CB who is further along in the application/acceptance process will document those details in their CSPD Plan.

**CB with Master’s degree, but not eligible to sit for CRC exam:**

1. Within the first three (3) months of employment, submit all required documents to CRCC for evaluation of the master’s degree already attained to determine which category is applicable to the CB for achieving CRC test eligibility. This is a reimbursable cost once the CB’ CSPD plan is approved.
2. If it is determined by CRCC that the Master’s degree submitted for evaluation is not relevant to the requirements to be CRC test-eligible, the CB must follow the requirements outlined above for CB with Bachelor’s degree only.
3. If it is determined by CRCC that the CB has a relevant Master’s degree, then the CSPD Plan must include a list of the courses required and an anticipated timeframe for completion of each course.
4. At the completion of six (6) months of employment, the CSPD Plan must minimally include a projected timeframe for applying to a Master’s program offering the required course(s) and an anticipated timeframe for completion. A CB who is further along in the application/acceptance process will document those details in their CSPD Plan.

**Holds a current license as a Licensed Professional Counselor (LPC), or Licensed Clinical Professional Counselor (LCPC), or Licensed Clinical Social Worker (LCSW), or Licensed Masters Social Worker (LMSW) issued by the State of Idaho Division of Occupational Licensing, eligible to sit for the CRC exam:**

1. Within the first three (3) months of employment, submit all required documents to CRCC for evaluation of license and coursework to determine which category is applicable to the CB for achieving CRC test eligibility. This is a reimbursable cost once the CB’ CSPD plan is approved.
2. If it is determined by CRCC that the license and/or coursework submitted for evaluation is not relevant to the requirements to be CRC test-eligible, the CB must follow the requirements outlined above for CB with Bachelor’s degree only.
3. At the completion of six (6) months of employment, the CSPD Plan must minimally include a projected timeframe for taking the CRC exam.
4. If CRC exam is not passed on the first attempt, employee will be afforded the opportunity to retake the exam at the next available offering at their own expense.

**A Master’s degree or higher and eligible to sit for the CRC exam, per CRCC’s current requirements:**

1. Within the first three (3) months of employment, submit all required documents to CRCC for evaluation of degree and coursework to determine which category is applicable to the CB for achieving CRC test eligibility. This is a reimbursable cost once the CB’ CSPD plan is approved.
2. If it is determined by CRCC that the degree and coursework submitted for evaluation is not relevant to the requirements to be CRC test-eligible, the CB must follow the requirements outlined above for CB with Bachelor’s degree only.
3. At the completion of six (6) months of employment, the CSPD Plan must minimally include a projected timeframe for taking the CRC exam.
4. If CRC exam is not passed on the first attempt, employee will be afforded the opportunity to retake the exam at the next available offering at their own expense.

Each CB must comply with the following requirements, as applicable to their type of plan (see above section):

Provide the following documentation to the supervisor and HR Associate:

1. Acceptance for classes or program within 2 weeks of written acceptance from university (with initial Plan submission)
2. As coursework is completed each term, official grades must be submitted to the supervisor and HR Associate within one month after completion of term.
3. Each year, a CB’s progress toward completion of CSPD will be evaluated during the performance appraisal process, to ensure that the CB meets the minimum qualifications and requirements for continued employment in the CB position.
4. The CB is expected to meet with their supervisor monthly until the CSPD plan is approved by the Administrator, or designee. Employees engaged in CSPD will be required to produce proof of progress consistent with their approved plan to the supervisor

ICBVI is not obligated or financially responsible to the employee for any costs involved in acquiring the needed education/certification.