Vocational Rehabilitation Association of Canada

Registered Rehabilitation Professional (RRP®)

Application Guide
The Vocational Rehabilitation Association of Canada

The Vocational Rehabilitation Association of Canada (VRA Canada) is a national association representing members across Canada who provides a continuum of rehabilitation services. Members are from a diversity of disciplines and are employed in a variety of settings. Members working as rehabilitation professionals provide unique services because of their specialized knowledge of disabilities, environmental factors that interact with those disabilities and the processes that support an effective return to work and/or return to function.

Rehabilitation professionals’ work with persons with disabilities and disadvantages and their families to provide services and supports such as assessment, affective/adjustment counselling, vocational counselling, case management and job placement services. They facilitate, manage and implement individual rehabilitation plans to ensure effective vocational and vocational outcomes in the most integrated setting possible.

Members are employed as rehabilitation counsellors and consultants, vocational counsellors and consultants, case managers, vocational evaluators and job placement specialists. Members also work in medical rehabilitation and include rehabilitation nurses, occupational therapists, physiotherapists, chiropractors, kinesiologists, psychologists, medical doctors and other medical specialists.

VRA Canada has evolved as an umbrella association representing professionals who are employed in many facets of rehabilitation. The Association recognizes the strength in its diversity of members and recognizes that rehabilitation is not one discipline specific but characterized by many disciplines. This diversity ensures an interdisciplinary approach and fosters trans-disciplinary alliances in rehabilitation.

Membership is open to anyone working in the field of rehabilitation and to those who are interested in furthering the cause of the Association. Membership categories have been defined to reflect the various components of the rehabilitation process. These include Allied Health Professionals, Case Manager/Rehabilitation Service Coordinator, Educator/Instructor, Employment Specialist, Forensic Assessor, Manager of Rehabilitation Services, Psychosocial Rehabilitation Specialist (Addictions Counsellor, Acquired Brain Injury Specialist, Affective/Adjustment Counsellor Mental Health Practitioners, Therapeutic Recreation Specialists), Rehabilitation Counsellor/Consultant, Rehabilitation Practitioner (Job Coach, Life Skills Coach, Community Support Worker, Residential Counsellor, Technologists), Vocational Rehabilitation Counsellor/Consultant, and Vocational Evaluator.

Associate members are principally allied health professionals and/or people who are gaining work or educational experience to qualify to write the CVE examination or qualify to apply for their RRP® designation. This category also includes people who join the Association to access important networking and educational opportunities.

Student members are full-time students in a related field at a post-secondary college or university.

Professional members have a Registered Rehabilitation Professional (RRP®), Canadian Certified Rehabilitation Counsellor (CCRC) and/or Certified Vocational Evaluator (CVE) designations.

Membership inquiries are made through the VRA Canada office.
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Section A: Introduction

The Vocational Rehabilitation Association of Canada hereafter referred to as VRA Canada, in furthering its objectives of ensuring professional standards for its members, administers a registration process. The registration process is an effective means of communicating to the person receiving services, payors and industry agencies that members have achieved and demonstrated a recognized level of professional competence in the field of rehabilitation.

VRA Canada awards the Registered Rehabilitation Professional (RRP®) designation in keeping with the Association’s Mission Statement: The Vocational Rehabilitation Association of Canada (VRA Canada) is a national association that supports members in promoting and providing the professional delivery of rehabilitation services.

The decision to grant the RRP® designation is based on a careful review and evaluation of the applicant's education, employment experience directly related to the rehabilitation field and references from peers and supervisor. Although the VRA Canada National Board of Directors is responsible for approving policies and procedures for approval process and therefore the integrity of the review process, the authority for granting the designation is given to the National Registration Review Committee, a sub-committee of the National Standards and Credentials Committee. The Review Committee is comprised of professional members of the Association who have extensive rehabilitation experience in the public and private sectors.

A member found in violation of the Association’s Code of Ethics could have their membership and, if applicable, their RRP® designation revoked. The Canons or Sections of the Code are highlighted in the membership application package; the complete Code of Ethics document is given to new members, and is posted on the Association’s web site www.vracanada.com from the Code of Ethics section.

Section B: RRP® Application Process

1. The applicant must be a member in good standing with VRA Canada and the required membership fee must be paid in full before the application can be reviewed.

2. Only fully completed application submissions will be presented to the National Registration Review Committee. Applications incomplete after one year from the date of submission will no longer be considered and must be resubmitted along with the application fee under the current guidelines at the time of the application.

Section C: Academic Requirements

In order to qualify for the RRP® designation, the minimum of an undergraduate degree is required including academic core competencies.

1. Official academic transcript(s) must accompany the application. The transcript must include the seal of the university, signature of the registrar, and verification that the program was successfully completed. Fulfillment of the academic core competency courses may have been taken within the degree or external to the degree and must be a half-credit course (minimum of 20 hours). A catalogue course description or course syllabus must be attached to enable the Registration Review Committee to review the course content.

2. The National Registration Review Committee will review, on an individual basis, other academic programs, not listed on the following chart:
## Registered Rehabilitation Professional (RRP®)

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<thead>
<tr>
<th>Related Undergraduate and Graduate Degrees</th>
<th>Unrelated Undergraduate and Graduate Degrees</th>
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<tbody>
<tr>
<td>• Community Rehabilitation</td>
<td>• Business Administration</td>
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<tr>
<td>• Disability Studies</td>
<td>• Engineering</td>
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<tr>
<td>• Special Education</td>
<td>• English</td>
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<tr>
<td>• Kinesiology</td>
<td>• History</td>
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<tr>
<td>• Nursing</td>
<td>• Physical Education</td>
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<td>• Occupational Therapy</td>
<td>• Physics</td>
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<td>• Psychology</td>
<td>• Sociology</td>
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<tr>
<td>• Physiotherapy</td>
<td>• Other programs that do not include the academic core competencies listed below.</td>
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<tr>
<td>• Rehabilitation Counselling</td>
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<tr>
<td>• Social Work</td>
<td></td>
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<tr>
<td>• Vocational Counselling</td>
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<tr>
<td>• Other programs that include the academic core competencies listed below.</td>
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Degrees **must** include the following academic core competencies to be considered approved:

- Assessment Approaches
- Disabling Conditions and/or Disadvantaged Groups
- Intervention and Strategies
- History, Values and Systems Related to Human Services
- Professional Ethics
- Communication Skills/Interviewing/Helping Skills

With an unrelated degree, applicants **must** have completed the following academic core competencies to be considered approved:

- Assessment Approaches
- Disabling Conditions and/or Disadvantaged Groups
- Intervention and Strategies
- History, Values and Systems Related to Human Services
- Professional Ethics
- Communication Skills/Interviewing/Helping Skills

### Employment Experience

<table>
<thead>
<tr>
<th>Employment Experience</th>
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<tr>
<td>24 months (two years) experience working with persons who have a disability and/or disadvantage within the qualifying areas of employment.</td>
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<th>Employment Experience</th>
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<tr>
<td>48 months (four years) experience working with persons who have a disability and/or disadvantage within the qualifying areas of employment.</td>
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Section D: Criteria for Evaluating Academic Credentials

Applicants must have obtained an undergraduate degree from:

- A government-approved or authorized degree-granting institution of higher education in Canada, or
- A regionally accredited institution of higher education in the United States, or
- A university in another country that has been recognized or authorized by an appropriate authority of that jurisdiction.

In addition to the undergraduate degree, the following core competency courses must be taken. The minimum of one undergraduate half-credit course (minimum 20 hours) in each of the following areas is required. These courses must be completed before eligibility for the designation will be considered. It is expected that each course taken to achieve the academic core competencies will provide applicants with general knowledge in each area.

Field Study/Experience, which is a required component to achieve the undergraduate degree, is not eligible as a core competency course. Workshops, seminars and conferences are not eligible as a core competency as there is no measurable outcome.

1. Assessment Approaches

A course in Assessment Approaches will address the theory, practice and terminology of the assessment process and the context in which assessment occurs. The content of the course may encompass the use of standard tests in areas that include achievement, aptitude, interests, personality, situational testing and behavioral observations. The content of the course may include instruction in the administration, application and interpretation of assessment data.

2. Disabling Conditions and/or Disadvantaged Groups

A course in this area will address disabling conditions from a life span perspective (child, adolescent, adult or senior). The study of each disabling condition or disadvantaged group makes reference to causes (genetic/medical/social), incidence rates, prevention, adaptive devices and amelioration or expected improvement. Impacts and responses to a disability on the individual with the disability, their families, social groups and society may also be presented.

3. Interventions and Strategies

This course will present approaches and strategies to support and rehabilitate individuals seeking intervention. The course may include theories such as learning and behavior, counselling, developmental, and psychoanalytic, and ethical criteria for intervention strategies. Models of intervention such as transition, community support, early intervention, adaptations; practice, rule adaptation, technology, structural analysis, physical therapy, enrichment; traditional areas of intervention; and language, cognition, physical and emotional, social relationships may be studied. The course may also include working partnerships and roles in planning (working with specialist, multi-disciplinary, interdisciplinary, and trans-disciplinary teams, individual program planning, case coordination and management, community relationships), crisis intervention, prevention and follow-up, and recording the intervention process and outcomes.

4. Values, History and Systems Related to Human Services

This course will address personal values and beliefs about individuals who have a disability or are disadvantaged and will consider how societal attitudes have developed over the years. Historical practices and paradigm shifts will be studied with resulting service provision changes as well as current issues and trends affecting individuals with disabilities in rehabilitation. Social role valorization, ethics, client's rights and professional responsibility are concepts discussed within the context of this course.
5. **Professional Ethics**

   A course in ethics will cover topics such as informed consent, confidentiality, professional boundaries, limits of competence, record-keeping, advertising practices, research, and jurisprudence. The course may include ethical decision-making processes (e.g., resolution of ethical conflicts, integration of ethical principles and legal requirements). There will be a review of relevant codes of ethics and ethical decision-making models.

6. **Communication/Helping/Interviewing Skills**

   This course will include the theoretical explanation and practical experience of functional interpersonal skills with an application of these skills in context of interviewing and conducting an effective counselling relationship. The course will utilize didactic skill practice and lab simulation coordinated with theoretical presentation and usually includes sequencing from self-awareness to interpersonal competence to effective helping.

### Section E: Rehabilitation Employment Experience

1. Applicants must be currently employed in one of the qualifying areas of employment. Rehabilitation employment experience must include working directly with people who are either disabled or disadvantaged and must be in one (1) of the qualifying areas of employment. VRA Canada recognizes a life span approach to rehabilitation and, therefore, members may work with children, adolescents, adults and/or seniors.

2. For those applicants working within a clearly defined employment position in the public or private sector, a copy of the current job description must accompany the RRP® application.

3. For those applicants who are self-employed, a current resume must accompany the RRP® application.

4. VRA Canada defines “individuals with disabilities” to include those who have limitations in life functions as a result of physical disability, sensory impairment, mental illness, developmental or learning disability, neurological illness/condition, and/or chemical dependency (Adapted: Commission on Rehabilitation Counselor Certification - CRCC).

5. VRA Canada defines “disadvantaged” to include those who have serious limitations in life functions as a result of poverty, abuse, and limited education, limitations in life skills and/or lack of self-esteem.

6. Work placements and/or practicum’s that are a required component of a university degree curriculum are not eligible for employment experience.

7. Volunteer activities are not eligible for employment experience.

### Section F: Qualifying Areas of Employment

1. **Counselling**

   Counselling is the central function that must be continuously provided throughout the rehabilitation process. Counselling individuals with disabilities and/or disadvantages could occur on a one-on-one or group basis and include vocational and/or affective or personal adjustment counselling.

   a) Vocational (Career) Counselling involves developing an accurate identification of skills, abilities, interests and aptitudes to assist in formulating a comprehensive and realistic vocational rehabilitation plan in collaboration with the person.

   b) Affective/Adjustment Counselling focuses primarily upon psycho-traumatic, psychosocial impacts of the injury/disability on the client as well as family members and society. Counselling may involve (but is not limited to) helping individuals understand, accept and adjust to the disability, advocate for support (financial, emotional, and other) and empower the individual in the rehabilitation process.
2. **Assessment**

Assessment is the important process of collecting information about the disabled person's situation and functioning in order to identify needs and develop a comprehensive rehabilitation plan. This process may include understanding the functional capacities of the individual, recommending appropriate intervention resources (e.g., assistive devices and technology) and seeking related social and cultural adjustments within the home, employment site and community. This process involves ongoing information gathering and decision-making.

Client Needs Assessment involves evaluating client needs through interviewing, arranging or conducting standardized testing, interpreting test results and synthesizing reports and recommendations from others.

Assessment is addressed in VRA Canada’s Code of Ethics (Section G): Members shall promote the welfare of clients in any of the following assessment related activities: selection, utilization and interpretation of assessment measures as well as the implementation of recommendations.

3. **Vocational Evaluation and Work Adjustment**

Vocational Evaluation and Work Adjustment Specialists systematically use work, real or simulated, as the focal point for assessment and vocational exploration to assist individuals in vocational development. The process includes reviewing a person’s education and/or training, work experience, residual capacity for performing the pre-injury tasks, analysis of transferable skills, learning capacity, work interests, and the family and community supports available.

4. **Job Placement/Development**

Job Placement/Development assists persons with a disability to seek and obtain appropriate employment in the most integrated setting possible. It may include assistance with vocational decision-making; job seeking skills such as résumé completion, job interview skills and general employment preparation; job analysis; work-site modification; job accommodation including the application of appropriate technology as well as developing, conducting and monitoring work hardening programs.

5. **Job Analysis and Evaluation**

Job analysis defines the functions of a job and identifies the tasks, using established methods as well as the environment and physical demands of the job; equipment used, products or services that result, summarizes job tasks and the skills and/or ability (physical, mental and emotional demands) required to perform the job. Job modifications may be recommended, where required.

6. **Case Management/Rehabilitation Services Coordination**

Case management involves assessing, planning, implementing, coordinating, monitoring, and evaluating options and services. The goal is to integrate medical, vocational and avocational plans and stakeholder communication into a holistic, individualized program with the intention of achieving the agreed upon rehabilitation outcome(s) through communication and available resources to promote quality, cost-effective outcomes.

7. **Planning and Reviewing, Monitoring and Evaluating Programs and Services**

This job task involves monitoring, evaluating and reviewing programs and services that have been implemented. It compares actual changes (results) with desired changes (goals), and identifies outcomes achieved. Ongoing evaluation must occur in order to revise goals as the needs of the client change. This will ensure that appropriate levels of intervention or services are being provided. The overall goal is to ensure cost-effective use of resources.

Monitoring is described in the VRA Canada Code of Ethics (Section B, No. 7): “Members will persistently monitor rehabilitation plans to ensure their continued viability and effectiveness, remembering that people have the right to make choices.”
8. **Education and Research**

As post-secondary education opportunities expand in Canada an increasing number of members are becoming involved in the delivery of rehabilitation education and research applications at the university and/or college level.

Rehabilitation professionals may also provide education/training to persons with a disability and/or disadvantage and/or the delivery of educational seminars/workshops. This training may be focused in areas such as early and safe return to work and assessment and evaluation of the home and work place to identify and resolve barriers to recovery, independence and further injury or illness.

Applicants who are providing education or who are involved in research must meet the defined RRP® educational and employment application criteria.

VRA Canada’s Code of Ethics describes guidelines for members involved in research and education (Section H: Research Guidelines and Section I: Competence, No. 5, 6 and 7).

9. **Rehabilitation Director/Manager/Supervisor**

A Rehabilitation Director/Manager/Supervisor may provide direction/supervision/training to rehabilitation service providers as well as direct case/file supervision on an ongoing basis.

Applicants who are in management positions must meet the RRP® educational and employment application criteria.

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**Section G: Applicants with the CCRC, CRC and/or CVE Designation(s)**

VRA Canada® members who also have acquired their CCRC, CRC or CVE designation(s) may also qualify for the RRP® designation.

1. The applicant must be a member in good standing with VRA Canada® and the required membership fees must be paid in full.

2. The applicant must complete only the first-page of the RRP® Application Package (Application Form) along with a form of payment for the one-time processing fee of $131.25 (AB, SK, MB, QC, PE; 5% GST included) or $140.00 (BC; 12% HST included) or $141.25 (ON, NB, NS, NL; 13% HST included).

3. Applicants must submit evidence of successfully passing the CCRC, CRC and/or CVE examination. Correspondence and/or a copy of the certificate from the Commission on Rehabilitation Counselling Certification (CRCC) or the Commission on Certification of Work Adjustment and Vocational Evaluation Specialists (CCWAVES) must be submitted as well as the certification number.

4. Applicants must include two (2) current references following the guidelines specified in this document.

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**Section H: Reference Forms**

1. Applications for registration must include two (2) references on the original VRA Canada forms. References may not be related to the applicant, be subordinates or be receiving services from the applicant. References must know the applicant for a minimum of three (3) months.

2. References must be current, dated within a year of the date of the RRP® application.
3. Where applicable, one (1) letter of reference should be requested from a current Manager/Supervisor and the remaining reference must be requested from a rehabilitation professional that currently holds the RRP®, CCRC, CRC, or CVE designation(s). Where an applicant does not know or have worked with another professional member, a letter of explanation should accompany application.

4. Where an applicant does not report to a Manager/Supervisor (e.g., a self-employed person), a letter of reference can be requested from a physician, psychologist, social worker or a person with whom the applicant has completed contractual rehabilitation services and who knows the applicant’s work well and can describe knowledge and competence in the field.

5. See RRP® Confirmation of Employment form at end of document.

Section I: Application Fee

1. The required application fee of $131.25 (AB, SK, MB, QC, PE; 5% GST included) or $140.00 (BC; 12% HST included) or $141.25 (ON, NB, NS, NL; 13% HST included) must accompany the application. VRA Canada accepts payment by cheque made payable to the Vocational Rehabilitation Association of Canada (VRA Canada) or VISA or MasterCard.

2. This application fee is a one time, non-refundable fee.

3. A receipt will be mailed directly to the applicant.

Section J: Reporting Results of the RRP® Review Process

1. Once a decision is reached, documentation is recorded as approved, deferred or denied and directed to the Chair or designate for final signature.

2. The applicant is notified of the Committee’s decision in writing only. Verbal decisions will not be provided.

3. Where an application for registration is deferred, it is the applicant’s responsibility to submit the additional information requested in writing. The application fee does not apply when the additional information is received within a year of the application.

Section K: Appeals Process

Where an application for registration is denied, the applicant has the right of appeal. When the National Registration Review Committee upholds its original decision, an Appeals Panel of the National Board of Directors will consider the applicant’s appeal further.

1. Within 21 days of receiving the Committee’s written decision, wherein the application for registration has been denied, the applicant may file a written appeal.

2. The National Registration Review Committee will again review the original application along with any additional information, which may accompany the letter of appeal.

3. Where the National Registration Review Committee confirms its original decision, the applicant will be so advised and the appeal will be directed to an Appeals Panel of the National Board of Directors.

4. The Appeals Panel is normally comprised of the President and two (2) registered members. Where necessary, the President may appoint an Appeals Panel of three (3) registered members.

5. The Appeals Panel will be provided with the applicant’s file in order to render a final decision. The decision of the National Registration Review Committee will not be revealed until the Appeals Panel has completed its review and made a recommendation.

6. The Appeals Panel will render its decision within 30 days and advise the applicant in writing.
Section L: Certificates of Registration

1. The National Office mails Certificates of Registration.

2. Certificates of Registration identify the date registration was granted and assigns a registration number. Certificates are valid for a five (5) year period and will be renewed following continuing membership with VRA Canada and documentation of 100 clock hours of approved continuing education.

3. Certificates of Registration include the following clause: “All Certificates of Registration remain the property of the VRA Canada, and must be returned to the National Office should the members’ registration be revoked.”

Section M: Maintaining the RRP® Designation

Registered members must be a member in good standing with the Association, adhere to the Association's Code of Ethics and submit proof of 100 approved Continuing Education Units (CEU's) over a five (5) year period.

1. A registered member’s designation will be revoked when the member ceases to be in good standing with the Association and may be revoked when it is proven the member has failed to comply with the Association’s Code of Ethics.

2. A registered member’s designation will be revoked when the member ceases to provide evidence of accumulating 100 approved Continuing Education Units (CEU’s) within a five (5) year period of achieving the RRP® designation or a five year period following a process approved by the National Board. Continuing Education Units (CEU’s) for those who have their CCRC, CRC or CVE designations will be recognized as equivalencies for maintenance of the RRP® designation.

3. Details related to the continuing education process will be included with correspondence following approval of the RRP® application.

Section N: Reinstating the RRP® Designation

1. At the discretion of the National Registration Review Committee a member who allows their registration designation to lapse, must reapply in writing for reinstatement.

2. A letter describing additional employment experience or education achieved since the designation lapsed must be sent to the National Registration Review Committee. Copies of job descriptions and/or educational transcripts may be requested for clarification.

3. Applicants must complete the Education Application and the Academic Core Competencies Forms.

4. A reinstatement fee of $131.25 (AB, SK, MB, QC, PE; 5% GST included) or $140.00 (BC; 12% HST included) or $141.25 (ON, NB, NS, NL; 13% HST included) applies and must be paid in full before the request for reinstatement will be reviewed.

5. The annual professional VRA Canada membership fee must be paid in full for the year the reinstatement has been requested.

6. Two (2) current references should be submitted on the original VRA Canada forms. References from relatives, subordinates or individuals receiving services from the applicant are not acceptable. One (1) reference should be requested from an immediate manager/supervisor and the remaining reference must be requested from a rehabilitation professional that currently holds the RRP®, CCRC, CRC or CVE designation(s).

7. Applicants re-applying for registration must qualify under the guidelines that are in place at the time of the application for reinstatement.

8. Member must renew their membership by February 28th of each year to validate the RRP®.
Section O: Certification

- **Certified Vocational Evaluator (CVE)**

  CCWAVES states: “The primary purpose of this certification (CVE) is to provide assurance that those professionals engaged in vocational evaluation meet acceptable standards of quality. The existence of such standards is considered to be in the best interest of consumers, other practitioners, individuals in allied professions and the public. Through their participation in both the certification and certification maintenance programs, vocational evaluation specialists are able to bring about a higher level of performance and qualification throughout the profession.”

  CCWAVES must be contacted directly for copies of the Standards and Procedures Manual for Certification in Vocational Evaluation. Please contact:

  **The Commission on Certification of Work Adjustment & Vocational Evaluation Specialists, (CCWAVES)**
  300 N. Martingale Rd. Suite 460, Schaumburg, IL 60173
  Tel: (847) 944-1325 Fax: (847) 944-1346
  Website: [www.ccwaves.org](http://www.ccwaves.org)

Section P: Change of Address

It is the applicant’s responsibility to notify the Association of any change to their contact information (name, address, phone, fax, and e-mail).

Keeping the Association up to date is important, as a registered member’s designation will be revoked if the member does not renew their membership each calendar year and ceases to be a member in good standing.

Registered members must renew their registration at five-year intervals by providing evidence of accumulating 100 approved Continuing Education Units (CEU’s).

It is the member’s responsibility to re-register at the appropriate time. Failure to receive the required information for renewal is not considered grounds for an extension.

Section Q: Contacting the Association (VRA Canada)

All questions should be directed to:

  **VRA Canada**
  4 Cataraqui Street, Suite 310
  Kingston, ON K7K 1Z7
  Telephone: 613-507-5530 or 416-494-4700 or 1-888-876-9992
  Fax: 1-888-441-8002
  E-mail: info@vracanada.com
  Website: [www.vracanada.com](http://www.vracanada.com)