



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

INSTRUCTIONS and FREQUENTLY ASKED QUESTIONS 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 bachelor's degree in any field and at least 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 bachelor's degree or higher in any field and at least 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 and DWC may contact employers and/or schools to verify. (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](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 may be 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](mailto: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, individual, business or employer name or contact information and/or other information contained in the application must be made by filling out a new VRTWC application and submitting it to DIR by mailing it to the above address or by email to [VRTWCinfo@dir.ca.gov](mailto: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) and 8 CCR §10133.59.1(2) and (4)).

Requests to be removed from the list may be mailed to the above address or emailed to [VRTWCinfo@dir.ca.gov](mailto:VRTWCinfo@dir.ca.gov).