

Certified Industrial Rehab Specialist (CIRS) CRITERIA

(Complete to add CIRS credentials to your name!)

Take your industrial rehab services to the next level. After completing OccuPro's FCE + RTW + WH/WC Training, you'll build the skills and confidence to deliver high-quality Outpatient Rehabilitation and Work Hardening/Conditioning services that employers and referral partners trust. Then, earn the Certified Industrial Rehab Specialist (CIRS) credential to showcase your expertise and differentiate your clinic.

CIRS also helps your clinic advance within our badging system. When a provider earns CIRS and demonstrates consistent use of OccuPro's RTW software, that clinic's badge level moves up—signaling verified capability, standardized documentation, and ready-to-refer industrial services. It's a simple way to stand out to referral sources and grow your industrial program.

To apply, visit www.occupro.net/certification to start the Application Package.

Application Package

The Application Package consists of the following materials:

1. Certification Application Form - 1
2. Professional Experiences Form - 1
3. Statement of Professional Ethics and Practice Form - 1
4. Professional Reference Form - 2
5. Report Submission Form - 1



Professional references are collected electronically. The applicant will enter each reference's name and email address and the system will send an email link to a secure web page to complete the existing Professional Reference Form. When the reference submits the form, it is automatically attached to the application.

The system will notify the applicant when a reference link is opened and when the reference form is completed. If a reference does not respond, the applicant may send a backup request to an alternate reference so two completed references are on file.

Services

Number of services completed by licensed PT, PTA, OT, COTA, ATC or other qualifying health care professionals to request certification:

- Job Demands Analysis - 2
- Outpatient Functional Progress Note – 3
- Outpatient Functional Discharge Summary - 3
- Work Conditioning Functional Progress Note – 3
- Work Conditioning Discharge Summary - 3

Certification Criteria

Certification as a Certified Industrial Rehab Specialist (CIRS) is available only to providers who actively use OccuPro's Return-to-Work (RTW) Software. The system will verify RTW software usage by matching the applicant's application email address to their RTW user account. When a match is confirmed, the application will automatically populate the most recent documents completed in the Return-To-Work Software, including Functional Progress Notes (FPNs), Functional Discharge Summaries (FDSs), Job Demands Analyses (JDAs), and Work Conditioning documents.

Applicants must have performed a minimum of three (3) of each outpatient and work conditioning FPN's and FDS' and two (2) stand-alone Job Demands Analysis and these documents will be submitted to the certification committee to review as part of the certification process. Our review process is built to confirm consistent, high-quality work, so you can confidently represent yourself and your clinic as CIRS certified. The following criteria need to be met with a total score of 80% for certification via the review process:

The following criteria need to be met with a total score of 70% for certification via the review process:

1. Provider tests the necessary physical demands outlined
2. Reports are complete with additions noted to the pre-populated statements and pre-populated statements are modified for grammatical correctness. Appropriate job simulation tasks are tested and documented.
3. Proper documentation with proper sentence structure and spelling is noted
4. Recommendations and/or rehabilitation recommendations are listed and appropriate with documentation noted about plan of care, frequency/duration, and reason to continue or discontinue treatment
5. Work hardening goals are functional, time bound, relate to physical demands of the job, and identify deficits
6. Functional Progress Notes/Functional Discharge Summaries are injury specific and job specific evaluations
7. FPN/FDS show progress as compared to previous functional testing
8. Job Demands Analysis are thorough, proper documentation of weights, heights, and distances are noted with the client present at the evaluation

Certification Eligibility and Process

If you're ready to earn your CIRS credential, you must meet the following requirements:

1. Be a fully qualified allied health professional who has completed the level of Associate of Science degree within an allied health profession.
 - Course work to be considered an allied health professional to include anatomy and physiology..
2. Be an active user of OccuPro's RTW software and apply using the same email address as your RTW user account (email match required).
3. Complete the OccuPro FCE + RTW + WH/WC Training.
4. Perform number of services listed on front, including a minimum of two (3) each of FPNs, FDSs, JDAs (2), and Work Conditioning documents completed in the Return To Work software.
5. Submit to the committee a list of each of the services completed.
6. Successfully pass the critique of 3 of each required document/service type (FPN, FDS, JDA (2), and Work Conditioning) based on criteria outlined on front page.
7. Submit a completed Application Package within 3 years of completion of FCE + RTW + WH/WC Training.
8. Submit a non-refundable processing fee:
 - US \$400.00 if you participated in OccuPro's FCE + RTW + WH/WC Training.
 - US \$100.00 per year to maintain your certification and your certification status for your clinics

Re-Certification

You are required to renew your certification every 4 years. To be eligible for re-certification you must:

1. Submit documentation of 16 hours of continuing education within the field of industrial rehab
OR
Take or retake OccuPro's FCE + RTW + WH/WC Training (50% off), Functional Capacity Evaluation Training (50% off), or Work Hardening/Work Conditioning Training (50% off).
AND
2. Submit for critique 3 of each (Outpatient and Work Conditioning Functional Progress Note, Functional Discharge Summary and 2 Job Demands Analysis) to OccuPro which were performed since your last certification.