

**Revised norms and guidelines for CRE programs of the Council
(Effective from 1st April 2015)**

RCI is responsible for the development, standardization and monitoring of training programs in the field of disability rehabilitation and special education. It has the additional responsibility to ensure that professionals in these fields update and upgrade their knowledge and skills on a continuing basis. The objectives of CRE programs, and the norms / guidelines for conducting CRE programs are enumerated below:

Objectives

The objectives of CRE programs of RCI are to

- 1) upgrade the knowledge and skills of in-service and practicing rehabilitation professionals / personnel, registered with the RCI u/s 19 of the RCI Act of 1992, and
- 2) to update professional knowledge and skills of master trainers working in the field of disability rehabilitation and special education.

Guidelines

1. CRE programs will be offered by only those organizations / institutions recognized by the council.
2. Institutes proposing to organize CREs must have 5 years of experience in offering RCI approved courses or 10 years'* experience in providing rehabilitation services and special education. This condition may be relaxed in the case of the State of Jammu & Kashmir and the North Eastern states (except West Bengal and Bihar) where an institution/organization in the field of disability can organize CRE programs with the recommendation of national institutes or zonal coordination committee of RCI.
3. CRE programs can be offered as web based / on-line / distance education programs. However, self-learning materials / self-instruction material / study material developed for such programs have to be approved by RCI before the CRE.
4. In house staff training by a renowned guest faculty with prior approval of RCI can be accepted as equivalent to CRE by the Council. However, faculty members of the organizations are to be encouraged to attend off campus CRE programs.
5. Council encourages recognized institutions to conduct at least one CRE program per year after 4 years of recognition. However, funding from RCI will be subject to availability of budget grants.
6. An organization may be allowed to conduct a maximum of three CRE programs in a financial year. However, there has to be a minimum of three months gap between successive CRE programs. CRE programs should be so planned that regular activities of the organization are not affected, but at the same time, the schedule should ensure maximum participation.
7. Though RCI recognized institutions can conduct a maximum of three CRE programs in a year, funding from RCI will be for only one program in two years.

8. Proposal for CRE received from institutions will be processed and approved in the order in which they are received.
9. Maximum number of participants in any CRE program shall not exceed 30. Attendance shall not be less than 10 in any CRE program.
10. Topics on which CRE programs can be conducted are shown in Appendix B. However, institutions are free to conduct CRE programs on topics which may not be in these lists, but institutions have to fully justify the need for such a CRE program.
11. Proposals to conduct CRE programs should be submitted at least two months before the scheduled date and they should include the following information.
 - a) Title of the topic and duration*
 - b) Background and justification
 - c) Aim of the program
 - d) Content of the program
 - e) Names of resource persons - internal and external
 - f) Methods
 - g) Category of professionals who can participate
 - h) Desired outcome
 - i) Proposed budget and grant requested
- * Institutions proposing to conduct a CRE program on a topic not included in the RCI list have to fully justify selection of the topic.
12. There shall be no limit on the number of participants in national / international seminars and conferences, organized by national/international/state associations, in the field of disability rehabilitation and special education in which RCI registered professionals may participate to earn CRE points.
13. For according CRE status to various Seminars/Conferences / Workshops and other programmes. The application and proposal should reach the Council at least 60 days before the scheduled dates of the program. Such proposals should include the following:
 - a) Background and theme of the program
 - b) Aim
 - c) Content of the program
 - d) Names of the resource persons - topic/content wise: Internal & external
 - e) Category of professionals who can participate
 - f) Expected outcome
 - g) Proposed budget and grant requested

**There shall be no limit on the number of participants in seminars, international/national conferences organized by national/international/state associations in the field of disability rehabilitation and special education in which RCI registered professionals can participate to earn CRE points.*
14. CRE points can be awarded for 1 day /2 day /3 day /4 day /5 days with 6 hours of actual training each day. Faculty conducting CREs should have relevant professional qualification and experience with reference to the selected CRE topic.
15. The Council will fund only 3-day and 5-day CRE programs subject to conditions under 5 above. Council approves a budget of Rs. 90000 for a 5-day CRE program and Rs. 54000 for a 3-day CRE program. However, grants from the Council will be limited to 60% of this, or the actual budget, whichever is less.
16. Important information for recognized institutions for conducting CRE programs
Proposals from institutes for conducting a CRE program (first or subsequent programs, as applicable) will be processed subject to fulfillment of the following conditions:

- a) Submission of accounts of all previous CREs with no outstanding dues.
 - b) Submission of reports and proceedings of previous CRE programs
 - c) Institute's willingness to follow RCI norms with regard to CRE
 - d) Submission of an undertaking to meet additional expenditure beyond the sanctioned amount.
 - e) Submission of an undertaking that only those who are registered in the Central Rehabilitation Register will be invited to attend as participants in the CRE programs.
17. Important information for individuals seeking renewal of registration in the Central Rehabilitation Register
- a) A total of 100 CRE points are to be accumulated for renewal of registration over 5 years. Actual training/hands on experience for 6 hours in a day at an RCI approved CRE is equivalent to 6 CRE points. CRE points that can be earned at programs of different nature are given in Appendix F.
 - b) Professionals who are qualified to register in the CRR shall register with the Council within 6 months from the date of completion of an approved course.
 - c) All registered rehabilitation professionals shall renew their registration with the Council once in 5 years.
 - d) Acquisition of a higher qualification (RCI approved) will be considered for renewal of registration.

***An organization/institution must submit the following documents along with the proposal for CRE:**

1. Copy of NGO registration certificate
2. Copy of PwD registration
3. Copy of National Trust registration (if applicable)
4. Building Plan
5. Details of Activities being under taken
6. List of Equipments available
7. Annual Report of last three years

Budget for CRE and RCI grants*
(Maximum budget for 5-day CRE program effective from financial year 2015-16 i. e, from 1.4.2015)

Sl. No	Expenditure Head	Amount (in Rs.)
1	Remuneration to the Program Coordinator (@ Rs. 1000/- per day)	5000
2	Remuneration for resource persons / faculty @ Rs. 800/ - per hour of lecture (Rs. 800 x 6 hours per day x 5 days)	24000
3	Stationery, communication, photocopying, printing, typing etc.	4000
4	Snacks, tea, lunch @ Rs. 200/- per person per day (Rs. 200 x 30 persons x 5 days)	30000
5	Publication of proceedings and report	3000
6	Travel expenses for resource persons / faculty	15000
7	Audit report and utilization certificate	1000
8	Contingencies	8000
	Total	90000

Note

- a) The budget indicated above is for a CRE program of 5 days. There shall be proportionate decrease in the budget based on the number of days. Accordingly, the budget for a 3-day CRE will be Rs. 54000.
- b) RCI grant shall be a maximum of 60% of the maximum approved budget as shown above or actual expenditure whichever is less. Further, RCI grants will be subject to the following rules and regulations.
- c) Traveling expenses will be borne by the participants.
- d) Local resource persons as well as faculty from outside the institute may be engaged. Faculty may be paid remuneration of Rs. 800/- per lecture and TA as per their entitlement. However, all these expenses have to be met within the prescribed budget.
- d) A registration fee of Rs. 1200/ - per person can be charged by the institution conducting a CRE program of five days. However, registration fee shall be reduced proportionately at the rate of Rs. 240/- per day per participant for programs of less than 5 days.
- e) There shall not be more than 8 participants from the host institution.
- f) Unutilized funds (from RCI grant + registration fee) will be refunded to RCI within 15 days from the completion of the CRE program.
- g) Head-wise expenditure is to be clearly indicated while submitting income-expenditure statement and utilization certificate duly certified by a Chartered accountant. These documents can be certified by the accounts officer as well as the Director/Officer-in-charge in case of Government institutes.
- h) RCI reserves the right to supervise each CRE program through a visiting expert/RCI official deputed by the Council.
- i) If the Council finds out, through the reports of the nominated visiting expert/RCI official, that the CRE program conducted was substandard, then that institute will not be permitted to conduct any CRE program in the next two years.

- j) In case RCI does not fund a CRE program, then the organizers can charge a registration fee of Rs. 3000/- per person for a 5-day program. However, the registration fee charged shall be proportionately reduced at the rate of Rs. 600 per day for programs of less than 5 days. Even if the Council does not fund a given CRE program, the organizers have to submit a complete report about such a CRE program to the Council.

Guidelines for submission of reports on, and proceedings of CRE

The Council supports CRE programs on selected topics with an objective to upgrade the knowledge and skills of in-service and practicing rehabilitation professionals and personnel registered with RCI under Section 19 of the RCI Act of 1992. The institutions conducting the CRE programs are required to submit report on the CRE program conducted in two parts. The first part shall be a report on the program itself while the second part will be a compilation/publication of the technical proceedings of the program. The institutions conducting CRE programs should follow the following guidelines while submitting program report.

Report on CRE

A comprehensive report on the CRE should include the following:

- a) Name and contact details of the institution conducting the program
- b) Title and theme of the CRE topic
- c) Name and contact details of the program coordinator
- d) Details (with a photograph each) of the inaugural and valedictory function
- e) Name and particulars of all the participants (Name, gender, category to which they belong to [Gen, SC, ST, OBC], whether PWD [if yes, then type of disability], contact details including email and mobile numbers, institutional affiliation and professional status [student, staff etc.], rehabilitation qualification, area of specialization, CRR number and year of registration.
- f) Name and particulars of all the resource persons (Name, gender, category to which they belong to [Gen, SC, ST, OBC], whether PWD [if yes, then type of disability], contact details including email and mobile numbers, institutional affiliation and professional status, rehabilitation qualification, area of specialization, CRR number and year of registration.
- g) Titles of different lectures delivered / demonstrations carried out with the name of the faculty carrying it out.
- h) Attendance sheet of participants(in original)
- i) The following photographs should be sent with the report:
 - i) Two group photographs of the participants with the Course Coordinator
 - ii) One or two photographs of activity/class room of the size of 5"x7" of the Participants
 - iii) One or two colored photographs of the inaugural and valedictory functions, if available
 - iv) All photographs should be color photographs of the size of 5" x 7"
- j) The accounts of the CRE program duly signed by a chartered accountant (in the case of private institution) or the Head of the institution & Course coordinator (in the case of Government institutes). The statement of accounts should meet the terms and conditions laid down in the sanction order of the Council.
- k) A DD in favour of RCI and payable New Delhi for the unspent amount, if any.

Compilation of the proceedings

- a) Complete manuscripts relating to all the lectures and demonstrations carried out including a copy of the pictures/slides/PPTs should be compiled in the form of a

publication and sent to the Council. The manuscripts should be in the APA format including references.

- b) The compilation should be in the form of a book with the institutional details, names and details of editors, year of publication (compilation), copy rights (if any), responsibility and accountability of the institution/course coordinator for the content of the publication etc.
- c) The technical proceedings can be a hard copy or e-form compilation.