

**CURRICULUM VITAE**  
**Tracy Woolstenhulme, M.S., CRC, LVRC**

**CURRENT POSITION:**

Clinical Instructor, Practicum/Internship Supervisor  
Rehabilitation Counseling Master's Program  
Department of Special Education and Rehabilitation  
Utah State University

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**EDUCATION:**

1997	M.S.	Utah State University, Logan, Utah Rehabilitation Counseling Rehabilitation Counseling Outstanding Student of the Year
1995	B.S.	Utah State University, Logan, Utah Sociology and Social Work

**CERTIFICATION / LICENSURE:**

Certified Rehabilitation Counselor (CRC), Certification Number: 00015825  
Expiration Date: 03/31/2022

Licensed Vocational Rehabilitation Counselor (LVRC), State of Utah Department of Commerce,  
Division of Occupational and Professional Licensing, License Number: 7851015-6101  
Expiration Date: 03/31/2023

**PROFESSIONAL EXPERIENCE:**

2010-present Clinical Instructor, Practicum/Internship Supervisor  
Rehabilitation Counseling Master's Program  
Utah State University  
Logan, Utah

Supervise, teach, and support students involved in practicum and internship clinical experience in the Rehabilitation Counseling Master's program. Provide university support to community site supervisors during practicum and internship experiences. Instruct and guide students in developing effective counseling skills and incorporating a theoretical counseling approach as they provide services for individuals with disabilities. Develop and provide course instruction for the Rehabilitation Counseling Practicum Course (REH 6140) and Internship Courses (REH 6170 and REH 6175). Review, evaluate, and provide feedback to students regarding practicum/internship counseling sessions, learning objectives, and weekly reports. Ensure practicum and internship courses and experiences are meeting CACREP accreditation standards. Collaborate regularly with Rehabilitation Counseling faculty regarding program needs, teaching strategies, and individual student progress. Teach additional on-campus and distance education Rehabilitation Counseling Master level courses as needed. Additional courses taught include: Theories of Counseling Applied to Persons with Disabilities (REH 6200), Advanced Assessment in Rehabilitation Counseling (REH 6210), and assistance with Rehabilitation Counseling Skill Development (REH 6130). Coordinate closely with on campus student resources including the USU Disability Resource Center and Career Services. Collaborate with department faculty in writing grants for extramural funding. Participate in the development of the USU EmployAbility Clinic and supervise practicum/internship students working with individuals with disabilities in the clinic setting.

2005-2010 Development Specialist (Rehabilitation Counselor)  
Deseret Industries  
Provo, Utah and Burley, Idaho

Provided direct vocational rehabilitation services to individuals with disabilities and vocational barriers. Assisted associates in achieving employment goals and individual self-reliance by coordinating with ecclesiastical leaders, staff members, assigned mentors, community resources, education institutions, and local employers. Assessed associate needs, abilities, learning style and barriers. Supported associates in developing individual training goals and plans for employment. Taught regular in-service training on rehabilitation practices to job coaches and retail managers. Worked closely with store manager and staff to ensure the progress and success of associates. Supervised and coordinated the activities of church service missionaries serving in the store. Provided onsite supervision for university rehabilitation counseling practicum and internship students.

2003-2005 Manager of Rehabilitation  
Deseret Industries Head Quarters Team  
Salt Lake City, Utah

Developed, coordinated, and implemented policy for Deseret Industries Rehabilitation Counseling Program (comprised of 47 thrift store/training programs in the western United States). Represented rehabilitation counseling philosophy and practices on Deseret Industries Head Quarters Team. Organized, developed, and delivered disability related training to Deseret Industries Job Coaches, Retail Managers, and Store Managers. Training included instruction on disability awareness, understanding and implementing reasonable accommodations, incorporating effective communication skills, and utilizing appropriate job coaching techniques. Responsible for compiling monthly reports reflecting rehabilitation activities, individuals served, individuals placed in competitive employment, and other key indicators for all 47 Deseret Industries stores. Revised rehabilitation policies as needed and maintained Rehabilitation Technical Manual for system wide use. Assisted in developing new reporting system and key indicators to be used by rehabilitation staff. Conducted rehabilitation file audits and site visits. Recruited and coordinated with management on the hiring of rehabilitation managers and coordinators. Presented Deseret Industries program information and rehabilitation practices to social service professionals and government officials from visiting countries.

1998-2003      Rehabilitation Counselor  
Utah State Office of Rehabilitation  
Ogden & Logan, Utah

Provided direct vocational rehabilitation services to individuals with disabilities; including determining eligibility for services; assessing client skills, abilities, and functional limitations; developing individual plans for employment; assessing the need for accommodations in educational programs and work settings; and identifying and authorizing services needed for client success. Managed a general, supported employment, and transition-age caseload. Developed working relationships with local employers, educational institutions, community resources, training programs, and government agencies. Worked closely with educational institutions and disability resource/accommodation and access center counselors to support successful student learning and progress. Coordinated closely with high school special education teachers to attend and participate in student 504 and Individualized Educational Plans. Responsible for the budgeting, authorizing, and processing of funds used for paid client services. Provided site supervision for rehabilitation counseling practicum and internship students. Presented information to the Utah State Board of Education on coordinating transition services between vocational rehabilitation and high school special education programs.

1997-1998      Internship Supervisor (Part Time)  
Rehabilitation Counseling Education Master's Program  
Utah State University  
Logan, Utah

Provided university site supervision for internship and practicum students. Conducted site visits with students and agency supervisors. Reviewed practicum and internship objectives with students and site supervisors. Collected weekly logs, student reports, supervisor evaluations. Maintained internship and practicum files for each student.

## CV Tracy Woolstenhulme

1996-1998     Assistive Technology Coordinator  
                 Options for Independence  
                 Logan, Utah

Coordinated assistive technology assessments for individuals with disabilities in the Northern Utah area. Collaborated with occupational therapist, physical therapist, independent living coordinators, and rehabilitation counselors to complete on site evaluations for consumers. Developed a working knowledge of assistive technology devices used in educational settings, the work place, and home. Organized, inventoried, and managed assistive technology loan bank. Compiled reports for Independent Living and the Utah State Office of Rehabilitation on assistive technology assessments, consumer advocacy, and loan bank activity.

### **PROFESSIONAL PRESENTATIONS:**

Taylor, D. & Woolstenhulme, T. (2017, June). *Facilitating Transition in Utah: Inter-Agency Collaboration between Schools and Adult Service Agencies*. 2017 Multi-Tiered System of Supports: Transition Pre-Conference. Provo, Utah. June 20.

Schultz, J.C. & Woolstenhulme, T. (2014, March). *Making Theory Relevant: A Systematic Approach to Case Conceptualization in Rehabilitation Education*. 14<sup>th</sup> Annual National Rehabilitation Educators Conference. Manhattan Beach, CA.

Woolstenhulme, T. (2012, June). *Reflections on Developing Rehabilitation Counseling Transition Internships in the School Setting*. Utah Conference on Effective Practices, Logan, UT.

### **INVITED PRESENTATIONS / TRAININGS:**

Woolstenhulme, T. (2017, 2016, 2015, 2014, 2013, 2012 April). *Transition Services and Vocational Rehabilitation: The Role of a VR Counselor in Transition Services*. Utah State University SPED 5520 Course, Logan, UT.

Woolstenhulme, T. (2016, September). *Career and Life Planning Panel Discussion*. Utah State University PSY 1220, Logan, UT.

Woolstenhulme, T. (2015, April). *Incorporating a Case Conceptualization Process*. Deseret Industries Development Counselor Training. Twin Falls, Idaho. April 9.

Woolstenhulme, T. (2014, August). *Case Conceptualization: The Key to Successful Development in Consumers and Counselors*. OVRs Manager Training. Salem, Oregon. August 13-14.

Woolstenhulme, T. (2012, September). *Utilizing the Holland Code: Career and Life Planning Panel Discussion*. Utah State University PSY 1220, Logan, UT.

CV Tracy Woolstenhulme

Woolstenhulme, T. (2011, August). *Developing an Ethical Work Environment*. Deseret Industries Northern Utah Field Group Training, Logan, UT.

Woolstenhulme, T. (2005, August). *Welfare Services Developing Self-Reliance: an Update and Overview of the Deseret Industries Training Program*. LDS First Presidency and General Welfare Committee Meeting, Salt Lake City, UT.

Woolstenhulme, T. (2004, November). *Developing Rehabilitation Counseling Skills in the Retail Setting*. Deseret Industries Store Manger Rehabilitation Certification Workshop, Salt Lake City, UT.

Woolstenhulme, T. (2004, April). *Developing Effective Job Coach Training Skills in a Rehabilitation Training Program*. Deseret Industries Job Coach Certification Workshop, Salt Lake City, UT.

#### **UNIVERSITY COURSES TAUGHT:**

Counseling Internship II, Utah State University (REH 6175)

Counseling Internship I, Utah State University (REH 6170)

Counseling Practicum, Utah State University (REH 6140)

Advanced Assessment in Rehabilitation Counseling, Utah State University (REH 6210)

Theories of Counseling Applied to Persons with Disabilities, Utah State University (REH 6200)

Rehabilitation Counseling Skill Development (assisted with individual skill development and group work), Utah State University (REH 6130)

Disability in the American Experience (undergraduate), Utah State University (SPED/REH 1010)