

THE Counselor

Commission on Rehabilitation Counselor Certification

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From the Chair...

Building Bridges, Strengthening Ties In the Rehabilitation Counseling Field

By Rebecca Rudman, Chair

Over the past year, the Commission has worked diligently to strengthen our relationships with key stakeholders, in particular the organizations that appoint representatives to serve as Commissioners. As part of those efforts, we evaluated whether we should change the composition of the Commission. (Commissioners are named by appointing organizations, which include ADARA, ARCA, CARP, CORE, IARP, NANWRW, NCRE, and NRCA.)

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Professional Disclosure Forms the Basis Of Proactive Relationship with Clients

By Jeff Carlisle, CRC, CCM, CDMS, Chair, Ethics Committee
Commission on Rehabilitation Counselor Certification (CRCC)



When a relationship is established between a client and a rehabilitation counselor, what information is shared first? Some counselors may focus on telling clients about their particular backgrounds and areas of expertise as a way of introducing themselves. Others may explain in detail the kinds of services that they regularly provide.

But what about professional disclosure and when should it be discussed?

Ideally, a formal, written disclosure document should be introduced at the outset of the client-counselor relationship. A clearly worded professional disclosure statement establishes clear and open communication between both parties, and allows rehabilitation counselors to take a more proactive approach in their relationships with clients.

The CRCC has done extensive research into the area of professional disclosure. The findings showed that, despite the importance of written disclosure, many

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Through that process, we had extensive consultations with the appointing organizations regarding the appointing process and an analysis of the Commission structure. Ultimately, it was decided not to make changes at this time. The consultation process, however, was extremely important in helping the Commission to strengthen ties with the appointing organizations.

Going forward, these renewed relationships will serve as a platform for closer collaboration between the Commission and the appointing organizations, including work on joint projects. For example, the Commission has already undertaken a pilot project with NCRE to promote licensure, and to ensure that Certified Rehabilitation Counselors (CRCs) are included in state licensure laws. The purpose of these efforts is to ensure that CRCs are able to obtain the necessary licenses and have the ability to practice in the areas in which they have been trained and are qualified to do so.


The Commission is also developing a stronger relationship with the Council of State Administrators

of Vocational Rehabilitation (CSAVR), which is comprised of state agencies in the vocational rehabilitation field. This has allowed the Commission to consult with CSAVR on eligibility category changes for certification, including the phasing out of the D.4 category for those who have a master's degree in a field other than rehabilitation counseling (see related article, page 3).

Moving forward, the Commission hopes to utilize its relationships with other organizations to take on new projects. For example, over the coming year a series of meetings with the appointing organizations will be held to further our advocacy plan for the profession.


Our goal is to work together for advocacy on behalf of rehabilitation professionals, so that employers, insurers, government entities and others are educated about rehabilitation counseling and recognize the value of certification and the qualifications of CRCs. We also see this as an opportunity to inform consumers that they are entitled to receive services from a certified rehabilitation counselor, rather than an individual with lesser credentials.

Also as part of the Commission's outreach and advocacy efforts, we are subscribing to legislative reporting services, which will notify us of proposed regulations and pending laws that could impact the profession, such as licensure requirements. The Commission is also developing systems to communicate these issues to the field as we monitor both state and federal legislative actions.

The key to advocacy is to utilize our renewed relationships with appointing organizations and other influential groups in the field. Now that the bridges have been built and strengthened, the Commission has the opportunity to reach out to other organizations to work toward better understanding and appreciation of the rehabilitation counseling field and what our certified professionals have to offer. 

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Crossing the Border

In order to assist those relocating to either the U.S. or Canada, reciprocity is being granted to CCRCs (Canadian designation) who wish to receive the CRC (U.S. designation) certification and likewise to CRCs who wish to receive the CCRC certification. In each instance, individuals would be required to apply for certification and meet the eligibility criteria for that particular certification. Those who meet the eligibility criteria would not be required to sit for the examination. 

Administrative Update

October 2003 examination:

Eligible candidates who took the examination	592
Candidates who achieved a passing score	466

April 2004 examination:

Eligible candidates who took the examination	837
Candidates who achieved a passing score	680

Q & A

Phase Out of Category D.4

Do you know individuals who have a master's degree in a field other than rehabilitation or general counseling but are not yet certified as a rehabilitation counselor? If so, you'll want to share this Q & A article with them right away.

The CRCC is phasing out an eligibility category for certification for rehabilitation counselors, known as "Category D.4." Under Category D.4, individuals who have a master's degree in a field other than rehabilitation could be eligible for certification, if certain other criteria are met.

Q When will Category D.4 be phased out?

A Category D.4 will be phased out as of November 16, 2004.

Q Are there any exceptions?

A Yes, employees of state agencies who have had their transcripts reviewed by CRCC on or before November 15, 2004, and who are working toward meeting the criteria for Category D.4 will be able to apply up to November 15, 2006.

Q What if I am not an employee of a state agency?

A CRCC will be unable to accept applications under Category D.4 after November 15, 2004.

Q What if I am an employee of a state agency who has already met the requirements for Category D.4 but have not yet submitted an application?

A Agency employees who have had their transcripts reviewed and who have been found to meet the criteria for Category D.4 must apply by November 15, 2004. Those who do not will no longer be able to use Category D.4 for eligibility to sit for the CRC examination.

Q What if I am an employee of a state agency but do not have my transcript reviewed by November 15, 2004?

A CRCC will not conduct transcript reviews for state agencies beyond November 15, 2004. Staff will be subject to the criteria in effect at the time they apply for certification.

For a complete listing of the criteria under Category D.4, see the CRC Certification Guide located on CRCC's website at http://www.crccertification.com/certification_crcc.html.

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rehabilitation counselors were not consistently employing these documents. The Commission has done outreach and education on the importance of professional disclosure. We are happy to report that professional disclosure form documents on our website (www.crccertification.com) are being readily accessed.

It's important for rehabilitation counselors to appreciate how a professional disclosure document can facilitate, rather than limit, an open and cooperative client relationship. For the disclosure process to be most effective, however, it's not enough that a written document is handed to the client. The counselor should review the document thoroughly and explain it in language that the client can understand in order to prevent potential conflicts later on.

For example, disclosure can help clients understand the scope of services that will be provided, so that the client isn't expecting different or additional services that will not be provided. Disclosure also helps outline the counselor's responsibilities, from the purpose of the initial meeting and evaluation through what the client is expected to do. In addition, the disclosure statement outlines any limitations on services that the counselor may provide depending upon the nature of the case.


Perhaps most importantly, disclosure addresses what information must be revealed to other parties. This issue must be discussed thoroughly so that the

client understands the limits on confidentiality. If clients expect that no information will be shared with other parties—including with insurance companies, attorneys, and the court if the case is litigated—they will most likely feel betrayed or even angered when information is disclosed.

When a professional disclosure statement is presented to a client and discussed, the client may not want to sign the document. In my practice, I always let the client know that by signing the document, he or she is not obligated to do anything other than answer questions truthfully and put forth an honest effort on any tests that are administered. The client's signature only acknowledges that the document was presented and reviewed.

If the client does not want to sign, I sign and date the

document myself, noting that it was reviewed and presented to the client. What's most important is not the client's signature, but the fact that the professional disclosure was presented and discussed.

Through disclosure, clients are informed and empowered to make choices and to be fully engaged in the rehabilitation process. Counselors have the assurance that their clients are informed and understand both the expectations and limitations of the rehabilitation counseling process. That is a firm foundation from which to build a positive and beneficial relationship. 


Jeff Carlisle, CRC, CCM, CDMS, is the Chair of the Ethics Committee. He is also a partner and vocational rehabilitation counselor for Jennifer Palmer & Company, and is licensed in Louisiana and certified in Florida.

Foreign Education

CRCC is pleased to announce that it has instituted a method by which those who have received their education in a foreign country may apply for certification if they believe they meet the criteria in one of the eligibility categories.

Those with a degree from a foreign country would need to have their transcripts evaluated by either the American Association of Collegiate Registrars and Admissions Officers (AACRAO)/ Office of International Education Service or World Education Services (WES). These organizations offer a report, which must be sent directly to CRCC, and which must contain the following components:

- recognition status of foreign institution,
- level of education completed by student,
- US degree comparability,
- field of study,
- courses,
- credits or units,
- individual grades or overall grade average, and
- course content.

CRCC will require receipt of the official evaluation report at the same time the official transcript is due and will evaluate the courses, units and/or degrees on a course-by-course basis. 


Renewal Fees

When & How Much to Pay




Anyone renewing their certification in fall 2004 or thereafter will be assessed a \$25 increase in the renewal fee. This increased fee is applicable even if you chose to prepay your renewal fee. The increased fee (as announced in last year's edition of *The Counselor*) was raised for the first time since 1995. The Commission is pleased that it has been able to keep fee increases to a minimum.

Keep in mind that the CRCC does offer the option to prepay a portion of your renewal fee, which is due as of your next renewal date. This option applies to those who are newly certified, as well as to those who have been certified for some time.

A statement is being mailed to certificants each year, offering them the option to prepay and indicating the amount to be paid toward the next renewal. If you do not choose to prepay a portion of your renewal fee on a yearly basis, please disregard the notice. You will be responsible for full payment of the fee at the time you renew. 


CRCC to Update Website Suggestions Welcome

The Public Education and Information Committee of CRCC is currently in the process of reviewing the CRCC website and would welcome any comments regarding changes that you would find helpful. Please visit the site and email the Commission with your comments, using the “Email CRCC” link at the bottom of the home page of the site. The site address is www.crccertification.com.

As you review the site, please consider whether you are able to find the information that you need, and whether it is presented in a format that is accessible to you. 

Revocation Notices

The Ethics Committee met in November 2003 to examine all evidence relevant to a complaint received against a Certified Rehabilitation Counselor. The Committee convened in accordance with the Guidelines and Procedures for Processing Complaints and found that Debra D. Goree, CRC ID # C-038020 and Customer # 00039019, was in violation of the CRCC Code of Professional Ethics for Rehabilitation Counselors (Code) effective as of January 1, 2002. The particular Standards cited included A.1.a, A.1.b, A.9.a, D.6.b, D.6.e, J.1, J.3.a, and J.3.b. The individual's certification as a CRC was revoked.

The Ethics Committee met again in March 2004 to examine all evidence relevant to a complaint received against a Certified Rehabilitation Counselor-Master Addictions Counselor. The Committee convened in accordance with the Guidelines and Procedures for Processing Complaints and found that Barbara A. Booth, CRC ID # C-029741 and Customer #00010823, was in violation of the CRCC Code of Professional Ethics for Rehabilitation Counselors (Code) effective as of January 1, 2002. The particular Standards cited included A.4, A.6.a, A.9.a, A.9.b, A.9.c, A.9.d, B.1.a, D.1.a, D.1.b, D.1.e, D.1.i, D.6.d, J.4.a, and J.4.c. The individual's certification as a CRC-MAC was revoked. 


Good News for Student Applicants



Effective immediately, students applying under Category G of the eligibility criteria now have until September 1 (for the fall exam cycle) or March 1 (for the spring exam cycle) to complete 75% of their coursework.


The requirements for Category G previously stated that 75% of the coursework must be completed by July 1 or January 1, which negatively impacted those individuals who were in-process with courses and would complete them in advance of taking the exam

but fell short of meeting the July 1 or January 1 deadline by a matter of weeks.

The spirit of the requirement is to ensure that individuals have a sufficient amount of coursework that would allow them a reasonable chance of success on the certification examination. CRCC has opted to amend these dates since doing so will not extend them to the point that individuals are unable to meet the requirement of being 75% complete with coursework at the time they sit for the exam. 

Legislation & Regulation

From time-to-time, you may become aware of pending legislation or regulation that will negatively impact upon a CRC or CCRC's ability to practice or bill for services rendered. We ask that certified rehabilitation counselors contact CRCC when they become aware of pending legislation or regulation so that we may work with them to advocate for all certified individuals under the jurisdiction in which the change may occur.

Although CRCC is not a membership organization and currently operates on a fee-for-service basis with little direct funding to contribute to advocacy efforts for the rehabilitation counseling profession, we do have other means by which we are able to assist in effecting change. 



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