

THE Counselor

Commission on Rehabilitation Counselor Certification

www.crc certification.com

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From the Chair...

CRCC Reflects on Past Accomplishments As It Moves Forward on Work with Stakeholders

By Jeff Carlisle, CRC, CCM, CDMS, Chair

As the CRCC marks the start of a new year, with a new Executive Committee in place, we can look back on some truly remarkable accomplishments that have been achieved over the past few years.

Among them, the CRCC developed a conjunctive scoring model for the Certified Rehabilitation Counselor (CRC) examination and continued the ongoing

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Communications Technology Expansion Underway



The CRCC will soon implement a new, electronic tool to help disseminate information of interest to certificants. Although CRCC is not a membership or professional association that offers traditional membership benefits, the Commission often becomes aware of information that would be useful for certified individuals. For example, at times there are changes in licensure in a specific state, which would be of interest to those practicing in that state or to those interested in the topic of licensure in general. Or, there may be changes to the process for submitting continuing education that would be of interest to everyone who is certified.

The examples are numerous, but CRCC has not had an electronic mechanism for reaching certified individuals. Fortunately, the CRCC will soon implement a one-way Listserv in order to disseminate information of value to certified individuals.

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refinement of examination content. The Commission has undertaken and completed a research project regarding professional disclosure and offers training based on best practices in the field. A research project has been launched to explore publication of advisory opinions provided over the years to guide certificants in their work. A second home-study module for professional development in ethics was developed. A new computer and software program were acquired and implemented, which are designed to maximize the efficiency of the administrative services provided to CRC certificants. Looking ahead, the CRCC will build upon these accomplishments

as it remains responsive to changes in the rehabilitation counseling field and the needs of certificants.

The CRCC has taken an active role in the creation of the Rehabilitation Counseling Consortium. The Consortium brings together significant stakeholders in our field to look collaboratively at the future of our profession and to be agents for positive change where opportunities present themselves.

**CRCC Creates
Task Forces**

Among the Commission's other accomplishments are two task forces that were created as a result of this year's annual meeting. The task forces were created to study overall eligibility and relevancy issues germane to the CRC certification. The

annual meeting also provided the occasion for the entire Commission to participate in a strategic planning session designed to guide the CRCC in its activities both now and in the future.


The CRCC has taken an active role in the creation of the Rehabilitation Counseling Consortium. (For more details, see the article on page three.)

At this exciting time for the Commission, I have the distinct honor of serving as your Chair. When I first came onto the Commission as an appointee of IARP at the start of a five-year term, I had more questions than answers for what I could expect of my experience in serving as a commissioner. I found that a willingness to ask questions and to commit to a team approach were invaluable in my development and effectiveness as a commissioner. For all of us on the commission, protection of the consumer and the advancement of the rehabilitation counseling profession are the overriding goals without compromise. Being willing to roll up one's sleeves and work hard alongside fellow commissioners and commission staff is the formula for success.


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CSAVR Regains Status as an Appointing Organization

The Council of State Administrators of Vocational Rehabilitation (CSAVR) has regained its status as an appointing organization to the CRCC. The Commission's Board of Directors is composed of appointees from various appointing organizations and individuals representing CRCs and the public.

With the recent naming of a representative, CSAVR has again become an active participant in discussions and decisions related to the business of the Commission. CRCC looks forward to further developing its relationship with CSAVR as the organization works through issues facing its membership related to recruitment and retention of employees within the state agency setting. 

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Because of the hard work of my colleagues and the leadership of the Commission's administrative staff, my first four years as a commissioner have allowed me to see and participate in many exciting projects and initiatives. While I have the honor of serving as Chair for the next year, I am but one of the many dedicated individuals who are working tirelessly to ensure the future of the rehabilitation counseling field and the delivery of the best possible services to those who we have the privilege of calling our clients. We thank you for the opportunity to serve in this capacity. 

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

Administrative Update

October 2004 examination:

Eligible candidates who took the examination	584
Candidates who achieved a passing score	447

April 2005 examination:

Eligible candidates who took the examination	774
Candidates who achieved a passing score	597

Renewed Collaborative Efforts With Rehabilitation Counseling Organizations

The CRCC has taken an active role in the formation of the Rehabilitation Counseling Consortium (RCC), which brings together several organizations around the common issue of licensure.

Over the years, there has been a proliferation of organizations that have an interest in rehabilitation counseling. Whether a membership association, accrediting organization, or certification organization, these organizations have common goals that are best addressed by the group as a whole. The RCC enables these organizations to work together and speak as one on important issues such as licensure.


While the RCC is still working through some of the process details that come into play for a loosely knit group, it has been successful in developing some plans related to their call to action. That statement reads, "As members of the rehabilitation counseling profession we must make an ongoing commitment to ensure that rehabilitation counselors have access to the credentials to practice and employment settings for which they are qualified."

CRCC recently had the opportunity to formally approve definitions developed by the group, which most, if not

all, other participants in the RCC have already considered and adopted.

The RCC developed the following definition for the profession: "A group of professionally prepared and credentialed counselors with specialized knowledge, skills and attitudes who work collaboratively in a professional relationship with persons with disabilities to achieve their personal, social, psychological and vocational goals. These professionals adhere to the Rehabilitation Counseling Code of Ethics and practice within the Rehabilitation Counseling Scope of Practice in order to ensure the provision of quality services to consumers. The profession is supported by organizations and institutions whose purposes are to promote and develop the profession."

Likewise, the RCC developed the following definition for the professional: "A rehabilitation counselor is a counselor who possesses the specialized knowledge, skills, and attitudes needed to collaborate in a professional relationship with people who have disabilities to achieve their personal, social, psychological, and vocational goals."


CRCC is excited to be part of this coordinated effort to address concerns relevant to rehabilitation counseling. 

News Corner for RCE Program Faculty

Coordinators of Rehabilitation Counselor Education Programs received personal mailings last spring regarding the opportunity to request that a testing site for the CRC examination be established at their university. The CRCC wanted to take this opportunity to remind faculty that requests for testing sites must be submitted each examination cycle and that the following criteria must be met in order to request a site:

- The site must be accessible.
- The site may not be within a fifty-mile radius of a city in which a site exists.
- There must be a minimum of ten individuals interested in the site for a particular exam administration.
- A CRC in good standing must be secured to monitor the exam. This individual may not be scheduled to renew his or her certification within two months of the date on which he or she will monitor the exam.
- The rehabilitation counselor education program or university must pay any rental and insurance costs for the rental of the exam room.

If you wish to submit a request for the April 2006 examination, the required forms must be submitted to CRCC postmarked by November 15, 2005.

To obtain copies of the forms, please contact the application processing department at (847) 394-2104, extension 119. The deadline for submission of forms for the October 2006 examination is May 15, 2006. 


CRCC continually updates the CRC Certification Guide and application, which is available on CRCC's website at www.crccertification.com/certification_crcc.html. Please direct your students who are ready to apply for certification to the CRCC web site, so that they may access the most current information. The next deadline requires that applications be postmarked by November 15, 2005 for the April 2006 exam.

CRCC Enhances Policy and Procedures for Requesting Test Accommodations

CRCC is committed to the fair administration of the examination for all candidates who seek to become certified. Part of the role of CRCC's Examination and Research Committee is to make recommendations regarding policies related to those who request accommodations for the exam and, of course, to make decisions with regard to requests for accommodations.

To assist the Examination and Research Committee in reviewing its policy and procedures, which had not been fully undertaken in some time, a consultant in the area of testing accommodations was engaged. The result is a more detailed policy and process that will assist applicants in identifying the type of documentation they need to submit with their application to provide evidence of their need for accommodations. The Committee believes this will help prevent delays in sitting for the exam due to lack of documentation.

"We are hopeful that this further development of the policy and procedures will assist applicants in gaining a better understanding of the documentation requirements for requesting accommodations, which will in turn assist CRCC's Examination and Research Committee in reviewing their requests for accommodations," stated Jodi Saunders, Chair of CRCC's Examination and Research Committee.

The more detailed policy and a new Test Accommodations Request Form will be available on CRCC's website for those applying by May 15, 2006 for the October 2006 examination. 

Pilot Program for Item Writing Efforts to be Launched in February 2006

Traditionally, CRCC has conducted item writing workshops at least once yearly, inviting certified individuals to participate in the workshops to develop items for the CRC and CCRC examinations.


CRCC's Examination and Research Committee is currently investigating other options for introducing new items into the item pool in a timely manner. One of the options would be to train individuals on how to write items so that these individuals could

then do so at their leisure and receive compensation. The Committee hopes to offer a pilot training session immediately preceding the February 2006 NCRE Conference.

If you're interested in participating in this training session, please email Cindy Chapman at cchapman@foundrehab.org so that we may keep you apprised of further developments. 



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In order to participate, certificants must submit their email addresses to CRCC and notify the CRCC if email addresses change in the future. To facilitate the process, the CRCC has a "Name/Address Change Form" link on its home page at www.crccertification.com. The form allows certificants to submit changes to name, address, and other contact information. The Commission would prefer that this form be used to submit changes. If anyone experiences difficulty in doing so, email the Commission using the link at the bottom of CRCC's home page. 

Confused About How to Submit Your Continuing Education?

Although it might seem baffling at first, submitting your hours of continuing education to CRCC is not as difficult as it seems!

Pre-Approved Courses

Companies apply and pay a fee to CRCC to review their course, conference or seminar in advance. CRCs and CCRCs who take the course simply write their CRC or CCRC Customer number on the attendance verification form and submit to CRCC. No additional fees are necessary! Originals are not required, and forms will NOT be returned, so be sure to COPY your continuing education before sending it to CRCC. Contact the provider of the course if you're not sure if it is pre-approved for continuing education.

Courses Not Pre-Approved

As long as the content applies to at least one of the domain focus areas found on the Post Approval of Continuing Education form found on the last page of your renewal guide, you may submit courses for continuing education that have not been pre-approved (these are courses that do not contain a CRC or CCRC Approval Number on the certificate of completion). Simply complete the Post Approval of Continuing Education form in your renewal guide and submit it with the certificate of completion and \$10.00 processing fee per course. If you've completed four or more courses within a single calendar year (January through

December) and submit the verifications at the same time, you only pay a flat \$35.00, no matter how many courses are submitted, for each calendar year. Verification forms will not be returned, so make a photocopy before sending.

College/University Courses

Taking a college class? If the content falls under one of the domain focus areas, you can receive credit. Simply copy your syllabus or course description and submit it along with the ORIGINAL grade report or official transcript and a completed Post Approval of Continuing Education form. There is no fee, and the grade report/transcript WILL be


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returned to you. You receive 15 clock hours for each semester hour of credit (10 clock hours for each quarter hour).

**Can't Find Your
Renewal Guide?**

Complimentary downloads of the Renewal and Continuing Education manual are found on CRCC's website—www.crcrcertification.com. If you need a printed copy, please send \$5.00 to:
Attn: Renewal and Continuing Education Manual, CRCC,
1835 Rohlwing Road, Suite E,
Rolling Meadows, IL 60008. 



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Fiscal Year 2005–2006

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