



Commission on Rehabilitation Counselor Certification

USE OF CRCE AS A COMPREHENSIVE EXAM

PROGRAM FACULTY FORM & INSTRUCTIONS

In order to use the Certified Rehabilitation Counselor Examination (CRCE) as the program's comprehensive examination, follow these easy steps:

- 1) Designate a faculty member as the contact for communication with CRCC and provide contact information.

University: _____

Program: _____

Address: _____

Designated Faculty: _____

Faculty Member's Email: _____

Faculty Member's Phone: _____

- 2) Copy the *Student Consent for Transfer of Records* form on university letterhead and have students who are scheduled to sit for the upcoming CRCE complete and return the form to the designated faculty member.

- 3) List the names of students for whom completed consent forms are attached.

_____	_____
_____	_____
_____	_____
_____	_____

- 4) Submit original copies of the *Program Faculty Form* AND *Student Consent* forms to CRCC by the **required deadline, as noted below.**

EXAMINATION DATE	FORMS SUBMISSION DEADLINE	EXAM RESULTS EMAILED TO DESIGNATED FACULTY
July 9-17, 2010	July 1, 2010	August 23, 2010
October 8-16, 2010	October 1, 2010	November 22, 2010
March 4-12, 2011	March 1, 2011	April 18, 2011
July 8-16, 2011	July 1, 2011	August 22, 2011

We recommend making copies of the forms before submission to CRCC. Submit forms to:

CRCC
 1699 E. Woodfield Road, Suite 300
 Schaumburg, IL 60173
 Attn: Kathy O'Brien

An email will be sent to the faculty member at the email address noted above based on the examination date. The email will provide the names of students whose consent forms have been submitted and will contain a notation of pass, fail, or no-show. Students will not receive their scores from CRCC until CRCC receives the official transcript indicating the granting of their degree. Your assistance in helping students recognize that they may not use the CRC designation or hold themselves out to be a Certified Rehabilitation Counselor until they receive notification of a passing score directly from CRCC is greatly appreciated.

If a student does not participate in the current exam or does not achieve a passing score, CRCC will require another completed consent form to release their scores for subsequent examinations.

STUDENT CONSENT FOR TRANSFER OF RECORDS

I, _____, hereby authorize the Commission on Rehabilitation Counselor Certification (CRCC) to release a pass, fail, or no-show status, as it relates to my status on the recent administration of the Certified Rehabilitation Counselor Examination (CRCE), to the designated faculty member of my master's program. I recognize that my scores will not be released to me until CRCC receives an official transcript indicating the granting of my degree. I also recognize that I may not use the Certified Rehabilitation Counselor (CRC) designation or hold myself out to be a CRC until I receive notification of a passing score directly from CRCC.

Signature: _____

Printed Name: _____

Date: _____

Date of Birth: _____

CRCC Customer Number (if known): _____

NOTE: This form must be returned to the designated faculty member of your master's program.