



**EFFECTIVE FOR INDIVIDUALS  
TAKING THE OCTOBER 2012  
AND BEYOND**

# **CRC<sup>®</sup> CERTIFICATION GUIDE**

**Certified Rehabilitation Counselor**

**Commission on  
Rehabilitation Counselor Certification  
(CRCC<sup>®</sup>)**

**(847) 944-1325  
[www.crccertification.com](http://www.crccertification.com)**



*Accredited by the National Commission for Certifying Agencies*

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## SECTION 1: INTRODUCTION AND INQUIRIES

Thank you for your interest in the Certified Rehabilitation Counselor certification process. The acronym CRC® is used throughout this guide to refer to the designation Certified Rehabilitation Counselor. CRCC® is used to refer to the Commission on Rehabilitation Counselor Certification. If you pursue certification, please keep this guide on file. You will find it contains information to help you through the application and examination processes. The information in this guide is updated periodically. Therefore, unless you have downloaded a copy recently, we suggest you access the copy on our website to make certain you have the most recent edition. Detailed application instructions are available on the Applicant tab of CRCC's website. Please be sure to read them carefully before filling out an application.

CRCC uses email and first-class mail to maintain contact with all candidates. It is the candidate's responsibility to notify CRCC immediately of any change in contact information.

Should you have additional inquiries, they may be directed to:

Commission on Rehabilitation Counselor Certification  
Phone: (847) 944-1325  
Website: [www.crccertification.com](http://www.crccertification.com)  
Email: [info@crccertification.com](mailto:info@crccertification.com)

To avoid delay in processing, mail an application or paperwork that includes payment to the following address (regular mail, overnight carrier, or registered/certified mail):

Commission on Rehabilitation Counselor Certification  
1699 E. Woodfield Road  
Suite 300  
Schaumburg, IL 60173  
  
(847) 944-1325

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## **SECTION 2: THE CERTIFICATION PROGRAM**

The purpose of certification is to ensure that the professionals engaged in rehabilitation counseling meet acceptable standards of quality in practice. The existence of acceptable standards is considered to be in the best interest of consumers of rehabilitation counseling services and the general public. Through their participation in both the certification and certification renewal programs, rehabilitation counselors are also able to bring about a higher level of performance and qualification throughout the profession.

The certification program is an outgrowth of the professional concerns of two organizations: The American Rehabilitation Counseling Association (ARCA) and the National Rehabilitation Counseling Association (NRCA). These organizations deemed it desirable to establish standards for the profession of rehabilitation counseling in order to enhance the quality of service delivery to persons with disabilities. These two associations created a Joint Committee on Rehabilitation Counselor Certification, which was chartered as a nonprofit organization in 1973 and renamed the Commission on Rehabilitation Counselor Certification (CRCC).

Today, CRCC is composed of appointees from the following Appointing Organizations as well as an At-Large Member representing the certified rehabilitation counselor and a public member.

ADARA

American Rehabilitation Counseling Association (ARCA)

Council on Rehabilitation Education (CORE)

Council of State Administrators of Vocational Rehabilitation (CSAVR)

International Association of Rehabilitation Professionals (IARP)

National Association of Multicultural Rehabilitation Concerns (NAMRC)

National Council on Rehabilitation Education (NCRE)

National Rehabilitation Counseling Association (NRCA)

It is not CRCC's intent to imply that any individual is suitable for employment or to impose staffing requirements on any agency. The intent is to establish a nationwide measure of professionalism that may be used by any interest group, agency or individual with regard to rehabilitation counseling.

Persons who earn the designation of Certified Rehabilitation Counselor (CRC) have demonstrated that they are of good character, reputation and fitness for certification and possess at least an acceptable minimum of knowledge (as determined by CRCC) with regard to the practice of their profession. The initial certification is valid for five years. It is achieved by satisfying specific educational/employment requirements and then passing the CRC examination. The examination is based on a body of knowledge that encompasses laws, public regulations, and the delivery of rehabilitation services as practiced in the U.S.

Rehabilitation counseling is a dynamic profession that is constantly evolving. Therefore, CRCC has a certification renewal program under which designation holders are required to demonstrate their professional development. Certification renewal is considered an essential part of an effective credentialing process, and is intended to help practitioners keep abreast of current trends and new technologies, and to enhance critical skills. CRCC conducts a job analysis every five years to ensure that the CRC certification process accurately reflects the practice of rehabilitation counseling. Therefore, CRCC requires all CRCs to renew their certification at five-year intervals.

## SECTION 3: THE CERTIFICATION CALENDAR

The CRC examination is administered three times a year. The calendar that follows provides important dates for the certification program.

<u>Application Packet Deadline*</u>	<u>Testing Dates</u>	<u>Mailing of Examination Results</u>
February 15, 2012	July 13-21, 2012	August 27, 2012
May 15, 2012	October 5-13, 2012	November 19, 2012
October 15, 2012	March 1-9, 2013	April 15, 2013
February 15, 2013	July 12-20, 2013	August 26, 2013
May 15, 2013	October 4-12, 2013	November 18, 2013

\*Applications must be postmarked by this date to be considered for the related testing dates. CRCC considers a postmark to be either: 1) the date stamp placed on an item by the U.S. Postal Service signifying it has been picked up for delivery; or 2) the date stamp placed on an item by a private carrier signifying it has been picked up for delivery by that carrier.

## SECTION 4: CRITERIA FOR ELIGIBILITY

CRC eligibility is determined only by CRCC after the review of an application for the CRC credential. To be eligible to sit for the CRC examination, an applicant must be of good moral character, reputation, and fitness for the practice of rehabilitation counseling and must meet **EVERY** requirement in **ONE** of the categories that follow. Conviction for violating any law, statute, or ordinance will not automatically preclude an individual from being determined eligible to seek certification. However, CRCC will deem an individual to be ineligible to seek certification if he/she has not completed parole, probation, or any other terms or conditions imposed by any court in conjunction with a conviction, a suspended imposition of a sentence, or other sentencing alternative.

**ALL** education and employment requirements must be fully satisfied by the application deadline. Those applications that do not meet the eligibility criteria for **ONE** of the following categories upon submission of an application packet will be automatically denied. At the time the applicant exhausts all appeal options or signifies that he/she does not wish to appeal, a refund of \$185 will be issued. Individuals who exhaust or do not exercise appeal options and who choose to continue to seek certification will be required to re-apply, meet the criteria in effect at the time of re-application and pay the required certification fee.

### CATEGORY A

<b>Degree</b>	Master's in Rehabilitation Counseling.
<b>Granted by</b>	A rehabilitation counselor education program accredited by the Council on Rehabilitation Education (CORE) when the applicant's degree was granted. If you are unsure of the status of your program when your degree was granted, contact your university.
<b>Internship requirement</b>	Internship of 600 clock hours supervised by an on-site CRC or by a faculty member who is a CRC. The internship must have been in rehabilitation counseling and the intern must have provided direct rehabilitation counseling services to individuals with disabilities.

## CATEGORY B

<b>Degree</b>	Master's in Rehabilitation Counseling.
<b>Granted by</b>	A rehabilitation counselor education program that was NOT accredited by the Council on Rehabilitation Education (CORE) when the applicant's degree was granted. If you are unsure of the status of your program when your degree was granted, contact your university.
<b>Internship requirement and/or Employment requirement</b>	<p>Internship of 600 clock hours supervised by an on-site CRC or by a faculty member who is a CRC. The internship must have been in rehabilitation counseling and the intern must have provided direct rehabilitation counseling services to individuals with disabilities <b>PLUS</b> twelve (12) months of acceptable employment experience (see Section 6) under the supervision of a CRC. If you have met the employment criteria, but lack supervision of employment by a CRC, you must complete a <b>Provisional Contract</b> (see Section 7).</p> <p style="text-align: center;"><b>OR</b></p> <p>Twenty-four (24) months of acceptable employment experience (see Section 6) including a minimum of twelve (12) months under the supervision of a CRC. If you have met the employment criteria, but lack supervision of employment by a CRC, you must complete a <b>Provisional Contract</b> (see Section 7).</p>

## CATEGORY D

*To be eligible for certification in this category, your master's degree must be in the field of counseling. Examples of degrees that may be considered as a master's in counseling or as counseling-related may include, but are not necessarily limited to, degrees in rehabilitation, special education, social work, and psychology. If your degree is in a counseling discipline other than rehabilitation counseling, the Standards and Credentials Committee (or one of its subcommittees) will review the degree requirements to ensure that a course on the Theories and Techniques of Counseling, as defined by CRCC, was part of the degree requirements. Other required courses may be taken as part of or in addition to the original master's degree. This review will occur following receipt of a complete application packet.*

*One course will be accepted for only one focus area. To ensure an accurate review, CRCC **REQUIRES** that you send a course description or syllabus for all applicable course work. For your education to be considered as acceptable for certification purposes, the courses shown on your official transcript must cover the areas indicated in the category requirements that follow. (See Section 5 for course definitions.)*

<b>Degree</b>	Master's in Counseling. The graduate transcript must reflect a minimum of <b>ONE</b> graduate course with a primary focus on the Theories and Techniques of Counseling.
<b>Granted by</b>	A college or university accredited by a national or regional accrediting body accredited by CHEA at the time the degree was conferred (for foreign degrees, see Earned Degree Requirements at the end of this section).
<b>Additional course work and Employment requirement</b>	<p>1. <b>FOUR</b> graduate courses, each with a primary focus on the following areas:</p> <ul style="list-style-type: none"> <li>a. <b>ONE</b> course on Assessment;</li> <li>b. <b>ONE</b> course on Occupational Information or Job Placement;</li> <li>c. <b>ONE</b> course on Medical or Psychosocial and Cultural Aspects of Disabilities;</li> <li>d. <b>ONE</b> course on Community Resources or Delivery of Rehabilitation Services.</li> </ul> <p><b>PLUS</b> thirty-six (36) months of acceptable employment experience (see</p>

<p><b>Additional course work and Employment requirement</b></p>	<p>Section 6), including a minimum of twelve (12) months under the supervision of a CRC. If you have met the employment criteria, but lack supervision of employment by a CRC, you must complete a <b>Provisional Contract</b> (see Section 7).</p> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>1. <b>ONE</b> graduate course on Medical or Psychosocial and Cultural Aspects of Disabilities; and</li> <li>2. <b>ONE</b> graduate course with a primary focus on one of the following three areas:             <ol style="list-style-type: none"> <li>a. Assessment;</li> <li>b. Occupational Information or Job Placement;</li> <li>c. Community Resources or Delivery of Rehabilitation Services.</li> </ol> </li> </ol> <p><b>PLUS</b> forty-eight (48) months of acceptable employment experience (see Section 6), including a minimum of twelve (12) months under the supervision of a CRC. If you have met the employment criteria, but lack supervision of employment by a CRC, you must complete a <b>Provisional Contract</b> (see Section 7).</p> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>ONE</b> graduate course on Medical or Psychosocial and Cultural Aspects of Disabilities.</li> </ul> <p><b>PLUS</b> sixty (60) months of acceptable employment experience (see Section 6), including a minimum of twelve (12) months under the supervision of a CRC. If you have met the employment criteria, but lack supervision of employment by a CRC, you must complete a <b>Provisional Contract</b> (see Section 7).</p>
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**CATEGORY E**

*To be eligible for certification in this category, your doctoral degree must be in the field of counseling or rehabilitation counseling. Examples of degrees that may be considered as a doctoral in counseling or rehabilitation counseling may include, but are not necessarily limited to, degrees in rehabilitation, special education, social work, and psychology. Your doctoral transcript must reflect that a minimum of one graduate level course with the primary focus on Theories and Techniques of Counseling, as defined by CRCC, was part of the degree requirements. Other required courses may be taken as part of or in addition to the doctoral degree. This review will occur following receipt of a complete application packet.*

*To ensure an accurate review, CRCC **REQUIRES** that you send a course description or syllabus for all applicable course work. For your education to be considered as acceptable for certification purposes, the courses shown on your official transcript must cover the areas indicated in the category requirements that follow. (See Section 5 for course definitions.)*

<p><b>Degree</b></p>	<p>Doctorate in Counseling or Rehabilitation Counseling. The doctoral transcript must reflect a minimum of <b>ONE</b> graduate level course with a primary focus on the Theories and Techniques of Counseling.</p>
<p><b>Granted by</b></p>	<p>A college or university accredited by a national or regional accrediting body accredited by CHEA at the time the degree was conferred (for foreign degrees, see Earned Degree Requirements at the end of this section).</p>
<p><b>Additional course work</b></p>	<p><b>ONE</b> graduate level course on Medical or Psychosocial and Cultural Aspects of Disabilities.</p>

<b>Internship or Employment requirement</b>	Six hundred (600) hours of internship at the doctoral level in a rehabilitation setting supervised by a CRC.  <b>OR</b> Twelve (12) months of acceptable employment experience under the supervision of a CRC. If you have met the employment criteria, but lack supervision of employment by a CRC, you must complete a <b>Provisional Contract</b> (see Section 7).
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## CATEGORY G

*This eligibility category is open **only** to students enrolled in a Master's degree program in Rehabilitation Counseling that is accredited by the Council on Rehabilitation Education (CORE). If you graduate prior to the application deadline, your application will be considered under Category A.*

<b>Enrolled in</b>	Be enrolled in a Master's degree program in Rehabilitation Counseling that is accredited by the Council on Rehabilitation Education (CORE). CORE has two levels of accreditation: Candidate for Accreditation and Full Accreditation. Both levels are acceptable to satisfy the CRC educational requirements.
<b>Course work requirement</b>	Have completed 75% of the course work toward the Master's degree by February 1 (for the March test), June 1 (for the July test) or September 1 (for the October test) in order to be considered eligible to sit for the CRC examination for which application has been made.
<b>Internship requirement</b>	Prior to Graduation: Have completed an internship of 600 clock hours supervised by an on-site CRC or by a faculty member who is a CRC. The internship must have been in rehabilitation counseling and the intern must have provided direct rehabilitation counseling services to individuals with disabilities.
<b>Graduation requirement</b>	Graduate within 12 months of the application deadline date.

Students who meet all Category G requirements may sit for the CRC examination. **However, the examination results will be released only when CRCC receives an official transcript indicating that a Master's degree in Rehabilitation Counseling has been granted. This transcript must also reflect the successful completion of a 600-hour internship in rehabilitation counseling. The transcript should be mailed to CRCC, 1699 E. Woodfield Road, Suite 300, Schaumburg, IL 60173.**

## CATEGORY J

*This category is reserved exclusively for educators in a Rehabilitation Counselor Education Program, which is a defined program of study at the graduate or post-graduate level addressing knowledge requirements in rehabilitation counseling defined by empirical research.*

*To be eligible for certification in this category, your master's or doctoral degree must be in the field of counseling or rehabilitation counseling. Examples of degrees that may be considered as a master's or doctorate in counseling or rehabilitation counseling may include, but are not necessarily limited to, degrees in rehabilitation, special education, social work, and psychology. Your graduate or doctoral transcript must reflect that a minimum of one graduate level course with the primary focus on Theories and Techniques of Counseling, as defined by CRCC, was part of the degree requirements. Other required courses may be taken as part of or in addition to the master's or doctoral degree. This review will occur following receipt of a complete application packet.*

To ensure an accurate review, CRCC REQUIRES that you send a course description or syllabus for all applicable course work. For your education to be considered as acceptable for certification purposes, the courses shown on your official transcript must cover the areas indicated in the category requirements that follow. Having taught a graduate level course on Medical or Psychosocial and Cultural Aspects of Disabilities within a rehabilitation counselor education program must be evidenced through submission of a course syllabus that documents the association with the program and names the applicant as the instructor.\* (See Section 5 for course definitions.)

Degree	Master's or Doctorate in Counseling or Rehabilitation Counseling. The graduate or doctoral transcript must reflect a minimum of <b>ONE</b> graduate level course with a primary focus on the Theories and Techniques of Counseling.
Granted by	A college or university accredited by a national or regional accrediting body accredited by CHEA at the time the degree was conferred (for foreign degrees, see Earned Degree Requirements at the end of this section).
Additional course work	Have taken <b>ONE</b> graduate level course on Medical or Psychosocial and Cultural Aspects of Disabilities <b>OR</b> taught the course within a rehabilitation counselor education program.*
Employment requirement	Thirty-six (36) months of full-time employment** in a rehabilitation counselor education program, subsequent to earning the master's or doctoral degree. The category also requires the supervision of a student and/or direct clinical work with a population of individuals with disabilities as defined by CRCC. ** Full-time employment is defined as 8 semesters; 12 quarters; or 3 contractual periods of 12 months.

### CATEGORY K

This category is reserved exclusively for former CRCs who wish to restore their certification status. To qualify for this category, an applicant must meet the following criteria:

<b>Degree</b>	Master's degree in Counseling. The graduate transcript must reflect a minimum of <b>ONE</b> graduate course with a primary focus on the Theories and Techniques of Counseling.
<b>Granted by</b>	A college or university accredited by a national or regional accrediting body accredited by CHEA at the time the degree was conferred (for foreign degrees, see Earned Degree Requirements at the end of this section).
<b>Additional course work</b>	<b>ONE</b> graduate level course on Medical or Psychosocial and Cultural Aspects of Disabilities.
<b>Employment requirement</b>	Since employment has been previously verified by CRCC, applicants in Category K only have to submit verification of their most recent applicable employment experience in rehabilitation counseling.

As is consistent with all other categories, applicants in this category will also be required to achieve a passing score on the certification examination.

## CATEGORY R

*To be eligible for certification in this category, CRCC requires that specific course work is taken either within a master's, specialist or doctoral degree OR within a post-graduate advanced certificate or degree program, which is an integrated program of study. Individual courses taken outside of a master's/specialist/doctoral degree or a post-graduate advanced certificate or degree program will not be considered as meeting the requirements of this category. Individuals who have a master's degree in counseling should refer to Category D.*

*One course will be accepted for only one focus area. To ensure an accurate review, CRCC **REQUIRES** that you send a course description or syllabus for all applicable course work. For your education to be considered as acceptable for certification purposes, the courses shown on your official transcripts must cover the areas indicated in the category requirements that follow. (See Section 5 for course definitions.)*

<p><b>Master's, specialist, or doctoral degree</b></p>	<p>Master's, Specialist ,or Doctoral Degree in one of the following majors:</p> <ul style="list-style-type: none"> <li>Behavioral Health</li> <li>Behavioral Science</li> <li>Disability Studies</li> <li>Human Relations</li> <li>Human Services</li> <li>Marriage and Family Therapy</li> <li>Occupational Therapy</li> <li>Psychology</li> <li>Psychometrics</li> <li>Rehabilitation</li> <li>Social Work</li> <li>Special Education</li> <li>Vocational Assessment/Evaluation</li> </ul> <p><i>Note that CRCC will not consider degrees outside of the specified list of majors.</i></p>
<p><b>Post-graduate advanced certificate or degree</b></p>	<p>An integrated program of study that awards a post-graduate advanced certificate or degree upon completion. The program must include a minimum of 18 semester hours or 27 quarter hours. Internships may comprise no more than 6 semester hours or 9 quarter hours of the total required hours.</p>
<p><b>Degrees/certificate granted by</b></p>	<p>The master's, specialist, or doctoral degree must be granted by a college or university accredited by a national or regional accrediting body accredited by CHEA at the time the degree was conferred (for foreign degrees, see Earned Degree Requirements at the end of this section).</p> <p>The post-graduate advanced certificate or degree must be granted by a college or university that also offers a CORE-accredited master's degree program in rehabilitation counseling.</p>

<b>Required course work</b>	<p><b>SIX</b> graduate courses taken either within the master’s/specialist/doctoral degree or the post-graduate advanced certificate or degree, each with a primary focus on the following areas:</p> <ol style="list-style-type: none"> <li>a. <b>ONE</b> course on Theories and Techniques of Counseling;</li> <li>b. <b>ONE</b> course on Foundations of Rehabilitation Counseling;</li> <li>c. <b>ONE</b> course on Assessment;</li> <li>d. <b>ONE</b> course on Occupational Information or Job Placement;</li> <li>e. <b>ONE</b> course on Medical or Psychosocial and Cultural Aspects of Disabilities;</li> <li>f. <b>ONE</b> course on Community Resources or Delivery of Rehabilitation Services.</li> </ol>
<b>Employment requirement</b>	<p>Thirty-six (36) months of acceptable employment experience (see Section 6), including a minimum of twenty-four (24) months under the supervision of a CRC. If you have met the employment criteria, but lack supervision of employment by a CRC, you must complete a <b>Provisional Contract</b> (see Section 7).</p>

Note: If any of the six required courses were taken as part of the master’s, doctoral, or specialist degree, course work relevant to rehabilitation counseling should be used to fulfill the remainder of an 18 semester credit hour post-graduate advanced certificate or degree program. Examples of relevant course work would address content in the following areas:

- Assessment, Appraisal, and Vocational Evaluation
- Job Development, Job Placement, and Career and Lifestyle Development
- Vocational Consultation and Services for Employers
- Case Management, Professional Roles and Practices, and Utilization of Community Resources
- Foundations of Counseling, Professional Orientation and Ethical Practice, Theories, Social and Cultural Issues, and Human Growth and Development
- Group and Family Counseling
- Mental Health Counseling
- Medical, Functional, and Psychosocial Aspects of Disability
- Disability Management
- Research, Program Evaluation, and Evidence-Based Practice

## Earned Degree Requirements

To verify your educational background, CRCC requires an official transcript that shows the granting of your degree. A transcript will be considered official only if it bears the seal of the college or university and the signature of the school's registrar. If your degree was granted under a name other than the one that appears on your certification application, the institution should be asked to include your present name with the transcript.

If you are an applicant under Category G, CRCC does not require you to submit your official transcript until your degree has been granted.

For a degree to meet the educational requirements for certification eligibility, the granting college or university must have been accredited at the time the degree was conferred by one of the national or regional accrediting associations accredited by the Council on Higher Education Accreditation.

However, if your degree is from a foreign country, CRCC will allow individuals to submit their transcripts along with an evaluation report from either of the following sources:

American Association of Collegiate Registrars and Admission Officers (AACRAO)/Office of International Education Services, [www.aacrao.org/international](http://www.aacrao.org/international), (202) 296-3359.

World Education Services (WES)/International Academic Credential Evaluation, [www.wes.org](http://www.wes.org), (212) 966-6311.

CRCC will not accept evaluations completed by other sources. The evaluation report must be sent from the source directly to CRCC postmarked by the application deadline date and must include recognition status of foreign institution, level of education completed by student, U.S. degree comparability, field of study, courses, credits or units, individual grades or overall grade average, and course content. The applicant is responsible for all fees associated with the evaluations and it is the applicant's responsibility to ensure that the evaluations reach CRCC by the deadline date. CRCC will evaluate the courses, units, and/or degrees on a course-by-course basis.

## SECTION 5: COURSE DEFINITIONS

To satisfy the educational requirements for Categories D, E, J, K, and R you must document specific course work. CRCC defines these required courses as follows:

**Theories and Techniques of Counseling** is defined as a course in which the primary focus shall include a variety of theories and techniques of counseling and/or psychotherapies. The primary focus of the course shall be directed at the understanding of counseling and psychotherapy interventions used in counseling and/or rehabilitation settings. Examples of acceptable theories include, but are not limited to: a) cognitive (reality, cognitive-behavioral, rational-emotive, Gestalt, brief); b) behavioral; c) psychoanalytic (Freudian, Adlerian, Jungian); d) client-centered (Rogerian); and e) narrative (feminist, solution-focused).

**Assessment** is defined as a course in which the primary focus shall include course work on individual appraisal and standardized testing, and provide an orientation to test and measurement principles such as norms, reliability, and validity. The content of the course must encompass the use of standard tests in areas that include achievement, aptitude, interests, personality, situational testing, behavior observation, and commercial work samples. Further, the course description/syllabus must reflect instruction in the application and interpretation of assessment data.

**Occupational Information** is defined as a course in which the primary focus shall include career education, career development, and career exploration. Further, the course description/syllabus must reflect coverage of the following: career development theories (e.g., Holland, Super, Roe, Minnesota Theory of Work Adjustment, etc.); and the use of occupational information and labor market trends in career counseling.

**Job Placement** is defined as a course in which the primary focus shall include theories of career development and work adjustment; placement strategies; placement of personnel; special populations; and employer considerations.

**Medical Aspects of Disabilities** is defined as a course in which the primary focus shall include medical aspects of disabilities, medical terminology, and functional implications of disabling conditions.

**Psychosocial and Cultural Aspects of Disability** is defined as a course in which the primary focus shall include the psychological, social, and cultural impact of disabilities on individuals with disabilities, family members, other individuals, and society.

**Community Resources** is defined as a course in which the primary focus shall address the educational and vocational programs in a community that are offered in diverse settings to a variety of populations with disabilities. Further, the course description/syllabus must reflect methods of acquiring information and materials regarding resources available to populations with disabilities.

**Delivery of Rehabilitation Services** is defined as a course in which the primary focus is on delivery systems that encompass public, private for-profit, and private not-for-profit settings as well as laws and ethical standards affecting counseling practices with examples of their application.

**Foundations of Rehabilitation Counseling** is defined as a course in which the primary focus includes course work on the history and philosophy of rehabilitation and rehabilitation counseling, noting federal legislation concerning vocational rehabilitation and independent living mandates. The course also focuses on attitudinal, physical, and systems barriers to social integration, including the current range of services provided for persons with disabilities. Further, the rehabilitation process provided in various setting is explored noting career alternatives for rehabilitation counselors.

## SECTION 6: ACCEPTABLE EMPLOYMENT EXPERIENCE

CRCC will accept full-time paid employment (or its equivalent in part-time work) and volunteer work as a valid fulfillment of the experience criteria. All part-time employment will be pro-rated based on a 35-hour work week. University internships are **NOT** considered acceptable employment experience.

For any employment to qualify as acceptable, the required employment verification form must provide evidence that 100% of your time (at **each** position) has been spent working as a rehabilitation counselor in a rehabilitation setting, providing rehabilitation services to individuals with disabilities as defined by CRCC. Furthermore, at least 50% of your activities must involve providing the **DIRECT** rehabilitation counseling services listed in this section. All claims of employment must be verified by your current and former employers/supervisors. The term "individuals with disabilities" is interpreted by CRCC to include persons who have limitations in life functioning (e.g., school, work, independent living, mobility) as a result of conditions such as sensory impairments, mental illnesses, developmental disabilities, learning disabilities, neurological disorders, chemical dependencies, and/or physical disabilities. Each claim of employment must reflect professional experience as defined in Areas I and II which follow. Your employment verifications must include evidence of job activities in both areas. The minimum percentage of time allotted to each area must be at least 10%, while the combined time spent on both must be no less than 50%.

### **AREA I. Counseling.**

The application of cognitive, affective, behavioral, and systemic counseling strategies that include developmental, wellness, and multicultural principles of human behavior. Such interventions are specifically implemented in the context of a professional counseling relationship and may include, but are not limited to: vocational, individual, group, marriage, and family counseling and psychotherapy; the diagnostic assessment and treatment of persons with mental, emotional, and behavioral impairments or disabilities; guidance and consulting to facilitate normal growth and development, including educational and career development; the utilization of functional assessments and career counseling for persons requesting assistance in adjusting to a disability or handicapping condition; appraisal; referrals; consulting; and research.

**AREA II. Planning and delivery of rehabilitation services for individuals with disabilities as shown below. Your employment must reflect sufficient activity in at least *three (3)* of the seven areas, ONE of which must be either a) case management, b) client assessment, c) service planning for individuals with disabilities, or d) rehabilitation services coordination.**

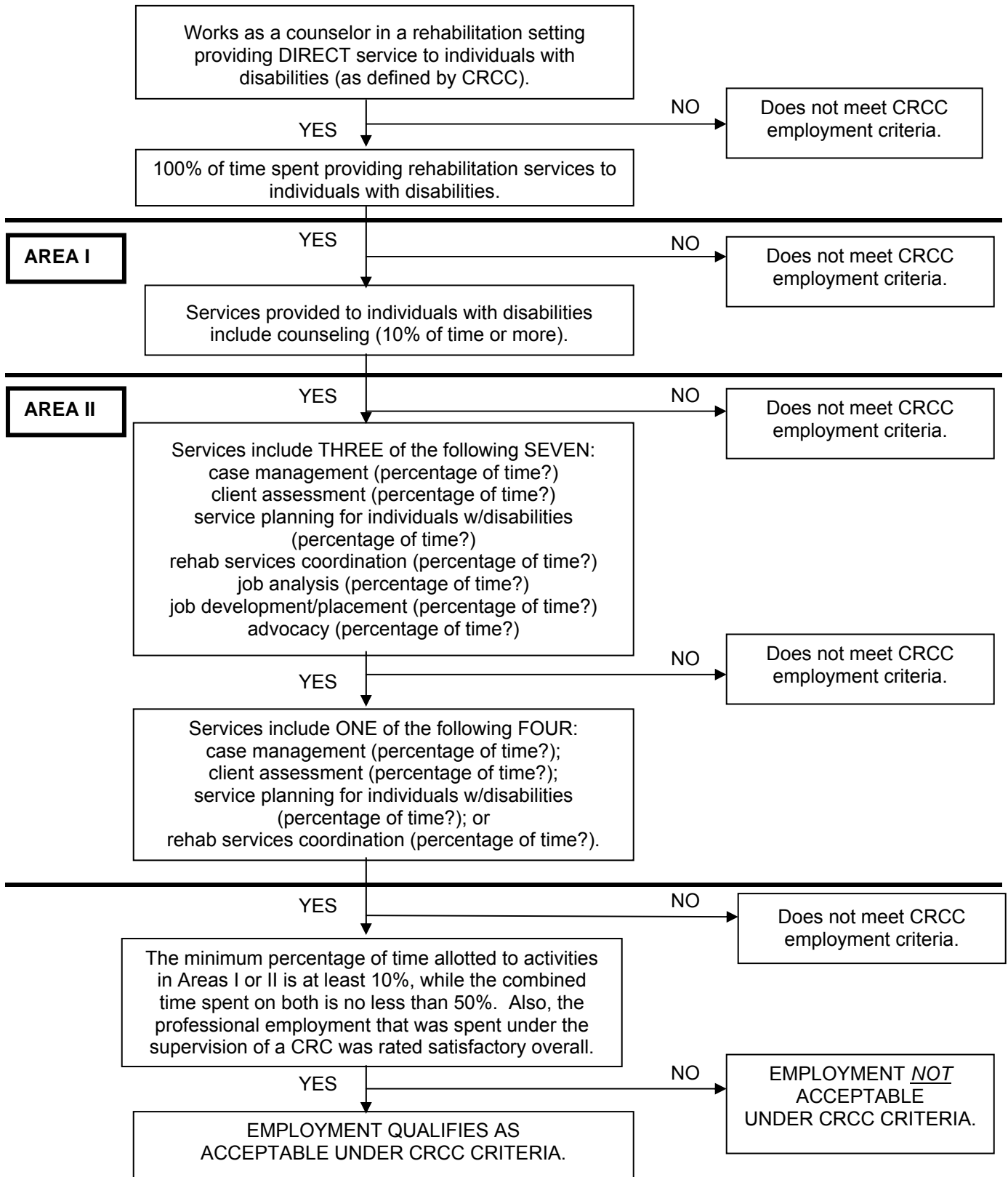
- a) **Case management:** This is the process of analyzing, planning, supervising, and administering the sequential flow of rehabilitation services to the clients for whom the counselor has responsibility as well as coordinating the services of other professionals and resources as required.
- b) **Client assessment:** Assessment is the process of collecting in-depth information about a client's situation and functioning, to include information pertaining to vocational, medical, psychological, social, functional, and environmental factors, in order to identify the client's needs and develop a comprehensive rehabilitation plan that will address those needs. The continual assessment and synthesizing of this information is the basis of a plan for rehabilitation services.
- c) **Service planning for individuals with disabilities:** Service planning is the process of determining specific objectives, goals, and actions designed to meet the client's needs as identified through assessment results. The plan that is developed should be measurable, action-oriented and time-specific.

- d) Rehabilitation services coordination:** The counselor uses client assessment information to coordinate required rehabilitation services. The assessment results are used to determine the need for specific services and to make referrals to appropriate providers. Other activities involve assessing the client's progress toward rehabilitation goals, determining the financial resources/obligations related to the required services, and providing feedback to all appropriate parties.
- e) Job analysis:** Job analysis provides systematic and detailed information about a job: what the worker does in relation to data, people, and things; the environmental and physical demands of the job; the methodology and techniques employed; the machines, tools, equipment, and work aids used; the materials, products, subject matter or services that result; and the traits required of the worker.
- f) Job development/placement:** Job development refers to the process of consultation with employers and the development of job opportunities in a comprehensive, professional manner. The intent is to establish continuing and mutually beneficial relationships with potential employers through selective placement, job modification, and adjustment counseling. Job development activities should provide clients with an opportunity to reach their employment potential. Job placement refers to the professional activities involved in assisting persons with disabilities to seek, obtain, and maintain appropriate employment. It may include guidance in vocational decision-making; training in job-seeking skills; supportive counseling; identifying job leads; negotiating with employers, supervisors and co-workers; and providing post-employment and follow-up services.
- g) Advocacy:** The process of working to reduce attitudinal and environmental barriers in society and facilitating the full inclusion of individuals with disabilities in their communities. The process may include advocacy on the individual or systems levels, benefits counseling, or supporting self-advocacy efforts of individuals with disabilities.

For employment to be considered for an eligibility review, each position must be verified on the Employment Verification Form. This form must be completed and signed by the appropriate supervisor/employer. It is the applicant's responsibility to ensure that all required documentation is submitted to CRCC as part of the completed application packet. Files missing any required documentation will not be considered for eligibility.

The flowchart on the following page provides an overview of the process for determining employment acceptability.

This diagram is only a visual aid. It is not a stand-alone document, but is to be used in conjunction with the written definition for acceptable employment experience in this guide. The completed employment verification form must support the required activities below.



## SECTION 7: PROVISIONAL SUPERVISION

It is CRCC's philosophical belief that an applicant for certification must have had either educational training that included an internship of at least 600 hours supervised by a Certified Rehabilitation Counselor (CRC), or a minimum of 12 months of acceptable employment experience supervised by a CRC. A Category R applicant must evidence 36 months of acceptable employment experience including a minimum of 24 months under the supervision of a CRC. Supervision is defined as the systematic and periodic evaluation of the quality of the delivery of the applicant's rehabilitation counseling services.

By possessing the CRC credential, the supervisor has demonstrated he/she has acquired and maintained specific competencies needed to practice as a rehabilitation counselor. Therefore, the purpose of the supervision requirement is to permit the certified individual to share the knowledge, skills, and abilities he/she has acquired with the applicant, and to ensure that the applicant has an opportunity to access that supervisor's knowledge, skills, and abilities. For those individuals who cannot meet this requirement at the time of their application, CRCC has developed a means to acquire the necessary supervision. It is called provisional supervision.

**Provisional supervision is available ONLY to applicants who meet all other required educational and employment criteria in an eligibility category but lack the required amount of acceptable employment under the supervision of a Certified Rehabilitation Counselor (CRC).**

For an applicant who does not have the CRC employment supervision stipulated under their category, CRCC has established the equivalent of one year of CRC supervision to be 30 clock hours. An applicant who has been employed under the supervision of a CRC for more than six months, but less than two years will be required to provide evidence of only 45 clock hours of supervision. An applicant who needs to pursue provisional supervision will be required to complete and submit the Provisional Plan and Contract with their application packet, which also requires a signature from the CRC supervisor. The plan describes the areas to be supervised, the learning objectives for the applicant, and the evaluation process to be conducted by the supervisor.

As a way of completing the provisional supervision contract, applicants who do not have direct access to a CRC supervisor within their current place of employment may choose to engage in an internship from a CORE-accredited rehabilitation counselor education program, assuming that the university offers this option to non-degree seeking students.

An applicant will be allowed 23 months (35 months for a Category R applicant) from the time of their initial certification examination to complete the provisional contract. However, the minimum time allowed to complete provisional supervision is 10 weeks (20 weeks for a Category R applicant), provided that the applicant and the CRC supervisor meet no more than three hours per week.

**THE PROVISIONAL SUPERVISION MAY NOT BE STARTED UNTIL THE PROVISIONAL PLAN AND CONTRACT HAVE BEEN APPROVED BY CRCC.** Applicants will be notified of the approval status at the time they are notified of eligibility to test. If there should be a change in supervision at any time during the process, CRCC must be notified in writing.

It is the responsibility of "provisional" CRCs to make their status clear when responding to inquiries about their certification. Failure to do so is considered a violation of the Code of Professional Ethics and could result in a revocation of the provisional certification as well as future ineligibility for full certification. Upon achieving a passing score and completion of the required clock hours, the evaluation form must be signed by both the supervising CRC and the applicant and returned to CRCC. Once CRCC has accepted the completed evaluation form, a full certification will be granted and the CRC certificate issued to the designation holder.

## SECTION 8: STANDARDS AND CREDENTIALS COMMITTEE

The Standards and Credentials Committee has two basic responsibilities:

- 1) To review or cause to be reviewed in a fair, consistent manner every application to determine that an applicant is of good character, reputation, and fitness for the practice of rehabilitation counseling, and that they satisfy CRCC's currently published eligibility criteria with respect to their education and work experience. Applications reviewed by the committee will include any that raise questions about the acceptability of a candidate's academic degree, employment experience, eligibility documentation, and the like.
- 2) To clarify existing eligibility criteria, making periodic recommendations to CRCC regarding revisions or additions in order to ensure that the standards used are appropriate when viewed in the context of the demands being placed upon practicing rehabilitation counselors.

An applicant who does not meet the CRCC eligibility requirements will receive an explanation of the committee's decision, together with a notice of their right to appeal. **A denial by the Standards and Credentials Committee will absolutely preclude a candidate from participating in the scheduled exam.** However, appeals will be considered by the Appeals Committee during the next exam cycle in time to render a decision prior to the next administration.

Materials reviewed by the Standards and Credentials Committee as well as any new evidence the candidate wishes to submit will be considered by the Appeals Committee.

### Certification Revocation

Although not an all-inclusive list, the following shall constitute grounds for immediate discontinuation of application processing or, if the individual becomes certified, revocation of an individual's certification:

- Falsification of the certification application.
- Falsification of the verification forms.
- Falsification of any information requested by CRCC.
- Failure to maintain eligibility requirements once certified.
- Failure to pay required fees.
- Misrepresentation of CRC status.
- Cheating on the certification exam.

## SECTION 9: APPEALS COMMITTEE

CRCC's appeals process is available to any denied candidate who feels that the eligibility criteria for certification have been inaccurately, inconsistently, or unfairly applied by the Standards and Credentials Committee. As previously stated, materials reviewed by the Standards and Credentials Committee as well as any new evidence the candidate wishes to submit will be considered by the Appeals Committee.

### The appeals process is designed to provide:

- Complete reviews of the facts at issue.
- A second, independent evaluation of the material presented to the Standards and Credentials Committee.
- Due process.
- Fair and consistent application of eligibility criteria.
- A method to appeal certain aspects of the examination process.

### The appeals process does NOT provide:

- Additional time to acquire the education, employment experience, or supervision required for certification.
- Additional time to submit the documentation required for certification.

At the time the applicant is informed of their denial by the Standards and Credentials Committee, they will also receive information on their right to appeal as well as the procedures, instructions, and time schedules for making such an appeal. However, a request for such an appeal must be sent to CRCC in writing within 30 days of the decision by the Standards and Credentials Committee. An applicant who chooses to exercise this right will have their complete file presented to the Appeals Committee during the **next examination cycle**. None of the members of the Appeals Committee will have taken part in the decision-making process of the Standards and Credentials Committee, thus ensuring a second, objective review of each applicant's file. However, members of the Appeals Committee will have the report of the Standards and Credentials Committee to study before making their decision.

The Appeals Committee also serves another function. If a candidate who has taken the examination feels there was an error or omission in the process or if that person questions any aspect of the examination procedure, an inquiry may be directed to CRCC's Examination and Research Committee. Should the candidate disagree with the findings of this committee, a second determination may be requested from the Appeals Committee.

If the applicant is dissatisfied with the decision of the Appeals Committee, whether the matter involves the eligibility requirements or exam procedure, the case may be directed to the full Commission. However, a request for such an appeal must be sent to CRCC in writing within 30 days of the decision by the Appeals Committee. The decision of the full Commission is final.

An applicant who subsequently remedies the default that caused the initial denial of their candidacy must re-apply and will be subject to the standards and criteria in effect at the time of their re-application.

See also Section 11 regarding the function of the Appeals Committee in an instance where a candidate is denied accommodations.

## SECTION 10: THE CERTIFICATION EXAMINATION

### Examination Structure

The certification exam is a computer-based exam and consists of 175 multiple-choice questions drawn from CRCC's item pool. All candidates seeking certification must take this exam, which is based on a body of knowledge encompassing the laws, public regulations, and existing delivery systems for rehabilitation services in the U.S. Each exam includes 150 scored items and 25 field test questions that will not be used in the scoring of the exam. Sample questions are included in Section 12.

The exam is constructed to ensure that it is consistent with minimal competency requirements and criteria-referenced testing concepts. Standards for item selection include: item difficulty (between .39 and .95 with a median in the .60-.70 range); a positive point biserial; and appropriate content distribution. Using an intensive field testing process, CRCC has developed a pool of questions that contains a comprehensive selection of statistically validated exam items. A task force of rehabilitation counseling professionals is charged with continually adding to and upgrading this "item pool."

The exam is scored using a conjunctive scoring model whereby the exam is divided into two parts. One part tests knowledge with regard to counseling and the other part tests knowledge with regard to rehabilitation and disability issues. Candidates must achieve a passing score on both parts in order to pass the examination as a whole.

### Examination Content

The certification examination is comprised of questions across ten (10) knowledge domains underlying rehabilitation counseling. Additionally, each of the ten domains are further defined into subdomains. The titles of the domains and subdomains are as follows:

#### Assessment, Appraisal, and Vocational Evaluation

- The tests and evaluation techniques available for assessing clients' needs
- Psychometric concepts related to measurement
- Interpretation of assessment results for rehabilitation planning purposes
- Computer-based job-matching systems
- Computer-based and on-line assessment tools

#### Job Development, Job Placement, and Career and Lifestyle Development

- Theories of career development and work adjustment
- Vocational implications of functional limitations associated with disabilities
- Methods and techniques used to conduct labor market surveys
- Transferable skills analysis
- Occupational and labor market information
- Job analysis
- Ergonomics, job accommodations, and assistive technology
- Job readiness including seeking and retention skills development
- Job placement and job development strategies
- Job modification and restructuring techniques
- Demand-side employment issues related to hiring, return to work, and retention
- Services available from one-stop career centers

#### Vocational Consultation and Services for Employers

- The workplace culture, environment, and business terminology
- Marketing strategies and techniques for rehabilitation services
- Employer development for job placement
- Consultation process with employers related to management of disability issues in the workplace
- Educating employers on disability-related issues

### Case Management, Professional Roles and Practices, and Utilization of Community Resources

- Principles of caseload management
- Case management tools
- The case management process, including case finding, planning, service coordination, referral to and utilization of other disciplines, and client advocacy
- Case recording and documentation
- Professional roles, functions, and relationships with other human service providers
- Techniques for working effectively in teams and across disciplines
- Health promotion and wellness concepts and strategies for people with chronic illness and disability
- The services available for a variety of rehabilitation populations, including people with multiple disabilities
- Techniques for working with individuals with limited English proficiency
- Negotiation, mediation, and conflict resolution strategies
- Advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients
- Human resource practices, diversity in the workplace, and workplace supports for people with disabilities
- Programs and services for specialty populations
- Organizational structure of rehabilitation counseling practice settings
- Social Security programs, benefits, work incentives, and disincentives
- Services available through client advocacy programs
- Community resources and services for rehabilitation planning
- Supported employment strategies and services
- School to work transition for students with disabilities
- Financial resources for rehabilitation services
- Independent living services
- Healthcare benefits and delivery systems
- Laws and public policy affecting individuals with disabilities

### Foundations of Counseling, Professional Orientation and Ethical Practice, Theories, Social and Cultural Issues, and Human Growth and Development

- Individual counseling theories
- Individual counseling practices and interventions
- Human growth and development
- Societal issues, trends, and developments
- Diversity and multicultural counseling issues
- Theories and techniques of clinical supervision
- Clinical problem-solving and critical-thinking skills
- Internet-based counseling tools and resources
- Risk management and professional ethical standards
- Ethical decision-making models and processes

### Group and Family Counseling

- Family counseling theories
- Family counseling practices and interventions
- Group counseling theories
- Group counseling practices and interventions

### Mental Health Counseling

- Behavior and personality theory
- Techniques for individuals with psychological disabilities
- Dual diagnosis and the workplace
- Human sexuality and disability issues
- Substance abuse and treatment
- Treatment planning for clinical problems
- Diagnostic and Statistical Manual of Mental Disorders

### Medical, Functional, and Psychosocial Aspects of Disability

- Medical aspects and implications of various disabilities
- Medical terminology
- Rehabilitation terminology and concepts
- The psychosocial and cultural impact of disability on the individual
- The psychosocial and cultural impact of disability on the family
- Environmental and attitudinal barriers for individuals with disabilities
- The functional capacities of individuals with disabilities
- Implications of medications as they apply to individuals with disabilities
- Individual and family adjustment to disability
- Appropriate medical intervention resources
- Work conditioning or work hardening resources and strategies

### Disability Management

- Disability prevention and management strategies
- Managed care concepts
- Insurance programs
- Workers' compensation laws and practices
- Forensic rehabilitation

### Research, Program Evaluation, and Evidence-Based Practice

- Historical and philosophical foundations of rehabilitation counseling
- Program evaluation procedures for assessing the effectiveness of rehabilitation services and outcomes
- Research databases for locating empirically validated interventions
- Rehabilitation research literature related to evidence-based practice
- Research methods and statistics
- Evidence-based practice and research utilization
- Evidence-based psychiatric rehabilitation practices
- Systematic review/meta-analysis

### **Examination Schedule**

The total time set aside for an examination is four hours, which includes time set aside for check-in, instructions, and a practice session on the computer. The actual time allotted for the test is 3.5 hours, unless accommodations are requested and approved by CRCC. Before starting the test, candidates may take a practice session that allows them to become familiar with the computer system. After finishing the test, candidates will be given an opportunity to record comments on particular exam items and will be requested to complete a brief survey.

## **Examination Sites**

Candidates will be able to choose from approximately 300 test administration centers in the U.S. and Canada. Because the location of test sites can change slightly from time-to-time, CRCC does not maintain information regarding test sites. At the time candidates are notified of their eligibility to take the exam, they will be provided complete instructions regarding how to schedule their time and location among one of the approximate 300 test sites in the U.S. and Canada. It is advisable for candidates to schedule as early as possible in order to obtain a preferred location, date, and time. Extensions will not be granted due to delays in scheduling an appointment.

Test administration centers are designed to provide standardized test administration. Test center personnel will guide candidates through the check-in process and will be available throughout the test administration in the event a candidate has a question related to the administration of the exam. Test center personnel cannot, however, respond to questions relating to the content of the examination. Test center personnel will verify required forms of identification. A photo of the candidate will also be taken.

All personal belongings must be placed in a locker available at the test center. Personal belongings also include tissues and any self-administered medication, whether over-the-counter or prescription medication. Books, paper, and other resources are not allowed, although test center personnel will provide scrap paper that must be turned in at the end of the test session. No food or drink, including water, may be taken into the testing room.

Candidates are not permitted to leave the test center facility during the examination. Candidates may take a break as needed to attend to personal health and care issues, including restroom breaks, but will need to sign out according to the instructions that will be explained at the test center. If a candidate chooses to take breaks, the time allotted for the examination will not increase and the examination timer will not stop during breaks. Any violation of the policy will be reported to CRCC for further investigation. A candidate, who for medical reasons cannot comply with this rule, must apply for testing accommodations as described in Section 11.

Candidates who attempt to violate exam security in any way will be dismissed from the test center and may forfeit their right to seek certification. Candidates will also be required to respond in the affirmative to full compliance with a confidentiality and non-disclosure agreement that will appear on the computer monitor prior to accessing the exam.

### **Invalid Identification, Late Arrival, or Failure to Show**

It is recommended that candidates arrive fifteen minutes prior to the scheduled appointment time in order to complete the check-in process. One form of valid, government-issued photo identification with signatures will be required.

### **Acceptable Forms of Non-Expired Government-Issued ID, with signature and photo**

● Driver's license ● Valid Passport ● Military ID card ● State ID card ● Canadian Provincial Citizenship Card ● US Government-issued permanent resident card (commonly known as the green card, formerly known as the alien registration card).

While every effort will be made to seat candidates who arrive after the scheduled appointment time, late seating will be subject to the overall availability of seating at the test center. Those with invalid identification or who arrive late and cannot be seated will be subject to a \$200 re-examination fee in order to reschedule. Candidates who do not show for a scheduled appointment are also subject to a \$200 re-examination fee in order to reschedule. Candidates who are unable to sit for a scheduled examination for any reason are permitted only one deferral to the next scheduled testing window.

## **Rescheduling and Cancellations**

Candidates may change their time or location for taking the examination within the assigned testing window but are subject to test site availability. Candidates who need to cancel their scheduled appointment during the assigned testing window are permitted only one deferral to the next scheduled testing window. Those who reschedule or cancel their appointment 6-30 days before their scheduled appointment will be charged a \$25 fee by the testing vendor, Prometric. Those who reschedule or cancel their appointment 2-5 days before their scheduled appointment will be charged an \$85 fee by Prometric. Candidates who cancel a scheduled appointment 48 hours or less prior to their scheduled appointment or who do not appear for their appointment will be subject to a \$200 re-examination fee prior to rescheduling their examination during the next scheduled testing window. Therefore, it is highly recommended that candidates schedule carefully in order to avoid additional fees.

Candidates who are unable to sit for the second scheduled exam will not be issued a refund. Candidates who wish to continue to pursue certification will be required to submit a new application packet, together with the certification fee, to continue their pursuit of the CRC designation. Such reapplications will be subject to all criteria in effect at the time of reapplication.

## **Candidates Who Do Not Achieve a Passing Score**

Candidates who do not achieve a passing score on the certification exam are allowed to re-take the exam once during one of the two subsequent testing dates. Candidates will be required to notify CRCC of their intention to take the test again and will also be required to remit a re-examination fee. Candidates who do not achieve a passing score on their second attempt or who are unable to sit again one of the two subsequent testing dates for any reason and who wish to continue to pursue certification will be required to submit a new application packet, together with the certification fee, to continue their pursuit of the CRC designation. Such reapplications will be subject to all criteria in effect at the time of reapplication.

## **SECTION 11: TEST ACCOMMODATIONS**

### **Non-discrimination Policy for Individuals with Disabilities**

In accordance with the Americans with Disabilities Act of 1990 (ADA), as amended, and other applicable laws in the United States, CRCC does not discriminate against individuals with disabilities in providing access to its examination program. CRCC provides appropriate accommodations for its examination for individuals with documented disabilities who demonstrate a need for accommodations. The ADA and accompanying regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, or learning. The purpose of documentation is to validate the applicant is covered under the ADA or other applicable laws. Comprehensive information by a qualified professional is necessary to allow CRCC to understand the nature and extent of the applicant's disability and the resulting functional impairment that limits access to its examinations. Documentation also allows CRCC to provide appropriate accommodations for such a disability.

No candidate shall be offered a modification that would compromise the certified rehabilitation counselor examination's ability to test accurately the skills and knowledge it purports to measure. Similarly, no auxiliary aid or service will be provided that will fundamentally alter the examination.

### **Confidentiality**

CRCC strictly adheres to a policy of confidentiality and does not disclose names of applicants with disabilities or information concerning the application or accompanying documentation. Examinations administered with accommodations are not identified to third party score recipients.

### **Available Accommodations**

CRCC offers a wide variety of accommodations to those individuals with a documented disability. Requests for accommodations are reviewed by CRCC on a case-by-case basis, without penalty.

CRCC's certification examination has been validated in a multiple-choice format; therefore alternative versions of the exam can only be provided in that format. However, various accommodations may be provided by CRCC to afford access to the exam for individuals with disabilities who qualify for accommodations. These accommodations may include, but are not necessarily limited to:

- Adjustable Height Table
- Anti-Glare Screen
- Braille
- Enlarged Font
- Extra Time (time and one-half or double time)
- Reader
- Screen Magnifier
- Scribe
- Separate Room
- Sign Language Interpreter (to facilitate communication with test center personnel)
- Touch Pad Mouse
- Track Ball Mouse

Individuals may request accommodations beyond those shown above by selecting "Other" on the Test Accommodation Request Form and noting the accommodation(s) requested. This selection should also be used to indicate a need to bring medical devices into the testing room, or to bring food or drink into the testing room when it is medically necessary to do so, and when documentation from a qualified professional is provided to support such requests.

All approved accommodations shown above, including readers and sign language interpreters, will be provided by CRCC and will be available at the testing center at the time of the candidate's scheduled appointment.

Individuals who are deaf or hard of hearing, and who do require assistance in communicating with test center personnel via sign language, must request a sign language interpreter to facilitate communication at the test center. However, CRCC does not allow sign language interpreters to translate the examination.

### **Examination Breaks for Individuals Who are Granted Extra Time**

Candidates are ONLY permitted to leave the test center facility during the 60-minute scheduled break, which occurs between the two sections of the examination. Candidates may choose to use all or part of the 60-minute scheduled break. Candidates may take unscheduled breaks as needed to attend to personal health and care issues, including restroom breaks. However, the time allotted for the examination will not increase and the examination timer will not stop during unscheduled breaks. Any violation of the policy will be reported to CRCC for further investigation.

### **How to Request Test Accommodations**

1. Read the Guidelines for Documenting a Request for Test Accommodations (below) and share them with the qualified professional who will be preparing your documentation.
2. Complete the Test Accommodation Request Form. The form can be downloaded from the CRCC website along with the certification application and other application forms.
3. Attach documentation of the disability and your need for accommodation. Compare your documentation with the information listed in the documentation guidelines to ensure a complete submission. **If all required information is not submitted with your application, your file will be incomplete. Therefore, you will not be eligible to sit for the examination for which you applied. You will be given an opportunity to complete your file in order to be considered during the next test cycle.**
4. Send your completed Test Accommodation Request Form and documentation with your application for certification to CRCC.

### **Guidelines for Documenting a Request for Test Accommodations**

The following guidelines will assist an applicant in documenting a need for accommodation based on an impairment that substantially limits one or more major life activities.

To request accommodations, please submit the following:

1. A completed Test Accommodation Request Form.
2. A detailed, comprehensive written letter or report signed by a qualified professional. A qualified professional is defined as an individual that is licensed by a state or is certified nationally, has had contact with the applicant, and is able to substantiate a record of diagnosis as listed on the Test Accommodation Request Form. The letter or report should describe your disability and its severity and explain the need for the requested accommodations. The report must:
  - State a specific diagnosis of a disability.
  - Be current. The provision of accommodations is based on the current impact of the disability on the testing activity. The most recent documentation, preferably within the last five (5) years, should be provided. For physical conditions that are obvious and permanent, the currency requirement for the evaluation does not apply, but the most recent evaluation documentation available is still required and must be submitted.
  - Give a detailed description of the applicant's current functional limitations due to the diagnosed disability.

- Recommend specific accommodations, including assistive devices, related to test taking needs. Provide a detailed explanation of why these accommodations or devices are needed and how they will reduce the impact of the identified functional limitations on the examination for which they are requested.
- Report any past accommodations the applicant received on examinations because of the disability.
- Provide contact information and credentials of the qualified professional that qualifies him/her to make the diagnosis, including information about professional license or certification and training in the area of the diagnosis. The dated report must be written on the qualified professional's letterhead and clearly indicate the name, address, telephone number and qualifications of the professional. If requested by CRCC, the qualified professional must present evidence of comprehensive training and direct experience in the diagnosis and treatment of adults in the specific area of disability.
- A prior history of accommodation, without demonstration of a current need, does not in and of itself warrant the provision of a similar accommodation. **If no prior accommodations have been provided, the qualified professional should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.**

Problems such as test anxiety, English as a second language (in and of itself), slow reading without an identified underlying cognitive deficit, or failure to achieve a desired outcome on a test are not learning disabilities and are not covered under the ADA. In addition, pregnancy is not covered under the ADA.

### **Appeal Process**

Any applicant who is denied accommodations may appeal this decision by submitting the following materials to CRCC:

- A written request for a formal appeal of the denial of accommodations. The request should describe the rationale for the appeal based on additional information not previously provided to CRCC or clarify other reasons justifying reconsideration.
- Additional written information in support of the appeal, such as new diagnostic or treatment information from the treating professional.

The appeal materials must be sent together in a single mailing and sent to CRCC within 30 days of the date indicated on the letter of denial of accommodations. During the next test cycle, the CRCC Appeals Committee (or other identified body) will review the appeal and accompanying materials and make a determination prior to the next administration of the exam.

If the applicant is dissatisfied with the decision of the Appeals Committee with regard to the denial of test accommodations, the case may be directed to the full Commission. A request for such an appeal must be sent to CRCC in writing within 30 days of the decision by the Appeals Committee. The decision of the full Commission is final.

## SECTION 12: PREPARING FOR THE EXAMINATION

### CRC Interactive Practice Test

CRCC, in conjunction with Prometric, has developed the CRC Interactive Practice Test. The practice test consists of 50 items retired from previous live CRC exams - specifically selected to be reasonably representative of the content and statistical properties of a live CRC exam. The practice test items span all 10 domains or content areas covered in the live CRC exam as well as the 2 scoring sections of counseling and rehabilitation/disability.



To further maximize CRC Exam preparation, the CRC Interactive Practice test may be taken in 2 modes:

- Test Mode most closely simulates a live test environment where respondents move from one question directly to the next with final scoring presented upon test completion.
- Study Mode offers a wealth of information automatically following each question, including the correct answer, rationale, and a corresponding list of references for further study.

Respondents are encouraged to take the CRC Interactive Practice Test in both modes during their 48-hour window.

For more information on the CRC Interactive Practice Test, go to the CRCC website at [www.crc certification.com/pages/crc\\_exam\\_preparation/72.php](http://www.crc certification.com/pages/crc_exam_preparation/72.php)

To purchase the CRC Interactive Practice Exam and begin the 48-hour test window, go to <http://ibt.prometric.com/CRCC>.

*PLEASE NOTE: CRCC does not endorse or recommend other study guides or CRC Exam preparation materials that may be available on the market, as we have not been involved in their development and therefore cannot attest to the accuracy or comprehensive nature of the content contained in those materials.*

## Sample Exam Questions

In addition to the CRCC Interactive Practice Test, the following sample exam questions and reading list, along with a review of the test content outlined in Section 10, should be of assistance as you prepare to take the exam.

1. The assessment techniques commonly used to evaluate adults with specific learning disabilities fall into these three categories:
  - a. medical tests, psychological tests, and work evaluations.
  - b. neurological tests, adaptive behavior scales, and personality tests.
  - c. blood tests, Wechsler Adult Intelligence Scale (WAIS-III) scores, and functional assessment tests.
  - d. informal tests and observational measures, standardized psychological tests, and neuropsychological test batteries.
  
2. When developing a rehabilitation plan for a client who has recently been diagnosed with multiple sclerosis, the rehabilitation counselor should consider that:
  - a. muscles will progressively atrophy without evidence of neural degeneration.
  - b. symptoms can abate and recur with increasing frequency and severity for many years.
  - c. physical symptoms are debilitating, while mental and emotional states remain stable.
  - d. with the proper orthopedic devices, a client will be able to overcome most problems associated with the disability.
  
3. An important service rehabilitation counselors can provide to employers is:
  - a. actuarial assessment.
  - b. compensation insurance brokering.
  - c. employee performance evaluation.
  - d. post-placement and follow-up.
  
4. In the state-federal rehabilitation program, the development of the Individual Plan for Employment (IPE) is guided primarily by:
  - a. agency regulations.
  - b. the client's objectives.
  - c. labor market surveys.
  - d. local employment opportunities.
  
5. Cognitive-Dissonance Theory is based on the:
  - a. assumption that when a person has contradictory thoughts or ideas within an established behavior pattern, discord occurs.
  - b. individual's attraction to a particular role demand of an occupation that meets his/her needs and provides him/her with satisfaction.
  - c. assumption that individuals choose occupations that are person-oriented or non-person-oriented.
  - d. assumption that the need structure of the individual is greatly influenced by early childhood frustrations and satisfactions.

6. The group counseling theory that is based on the holistic view of the person is:
  - a. behavioral.
  - b. psychoanalytic.
  - c. Adlerian.
  - d. Freudian.
  
7. Some clients with drug abuse problems are reluctant to become involved in the therapeutic process. The psychodynamic view of this reluctance is that it is a sign of:
  - a. minimal brain dysfunction.
  - b. conflicted feelings regarding change.
  - c. long-standing drug use.
  - d. poor client motivation.
  
8. Family caregivers to individuals with traumatic brain injury (TBI) report:
  - a. physical disability as more problematic than the presence of social aggression.
  - b. social aggression as more problematic than the presence of physical disability.
  - c. injury severity more problematic than cognitive disability issues.
  - d. mobility more problematic than social aggression issues.
  
9. Workers' compensation is regulated by:
  - a. the federal government.
  - b. a regional board of directors.
  - c. each state.
  - d. the insurance commission.
  
10. The method by which the impact of rehabilitation services can be assessed is a:
  - a. key assessment.
  - b. vocational evaluation.
  - c. comprehensive needs assessment.
  - d. program evaluation.

Correct responses are:

← 0 2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

## Reading List

Below are resources that may be of help to candidates in preparation for the CRC examination. The list contains texts used by various rehabilitation counselor education programs, many of which contain similar content. It is not meant to be considered required reading. Instead, the list provides resources that candidates may reference after identifying examination content areas, as noted in Section 10, with which they feel less familiar or lack a strong knowledge base. Please be aware that this reading list does not comprise all knowledge areas covered in the examination. It is strongly recommended that candidates also be familiar with government publications, such as the *Dictionary of Occupational Titles*, legislative acts, and other similar information that is in the public domain.

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## SECTION 13: EXAMINATION SCORES, PROFILES, CERTIFICATES, AND INQUIRIES

### Examination Scores

The examination is scored using a conjunctive scoring model whereby the examination is divided into two parts. One part tests knowledge with regard to counseling and the other part tests knowledge with regard to rehabilitation and disability issues. Candidates must achieve a passing score on both parts in order to pass the examination as a whole.

A panel of experts arrived at recommended passing scores for each part of the exam using a method called the modified-Angoff approach. In this method, each expert considered examination questions individually and made a judgment about the probability that a minimally competent candidate would answer the questions correctly. The overall passing scores were then computed as the average of the predicted probabilities for all individual questions. This panel then recommended the passing scores for each part of the exam to CRCC, which set the passing scores. These passing scores represent the minimum level of knowledge that must be demonstrated to pass the examination as a whole.

Because of the need for security, multiple forms of examinations, each containing a different combination of questions, are used. The passing scores cannot be set as specific raw scores, or numbers of questions answered correctly, because some of these forms may be slightly easier or more difficult than others. Therefore, requiring the same raw scores to pass the different forms would not be fair to all examinees. A statistical procedure called equating is used to adjust for any differences in the level of difficulty among examination forms. Once the examination forms have been equated, a procedure called scaling is used to convert the actual number of correct answers, or raw scores, to a uniform scale. These converted scores are called scaled scores. Scaled scores ensure that all examinees demonstrate the same level of ability in order to pass the examination. Those who pass will receive a letter indicating such status. Those who fail will receive a report of their scaled scores along with diagnostic information that can be used for further study.

CRCC states its disapproval of the use of test results for any purpose other than the use for which the examination is developed and conducted. This warning includes using the test results for employment selection. In addition, test results are not to be used to compare educational programs. Certification tests are mastery tests and are not to be used as achievement or selection instruments.

### Examination Profiles

Approximately five weeks following the close of the test administration window, candidates will be mailed their examination results. An applicant who applies under Category G will be required to submit their official transcript reflecting the granting of their master's degree in rehabilitation counseling before CRCC is able to release their examination results. The transcript should be mailed to CRCC, 1699 E. Woodfield Road, Suite 300, Schaumburg, IL 60173. In order to protect the privacy of the candidate, results are confidential and will **ONLY** be released to the candidate **IN WRITING BY FIRST CLASS MAIL**. Examination results cannot be released over the phone or by electronic communication.

### Certificates

A certificate will be sent along with the profile to each individual who receives a passing status. While this certificate is the official proof of certification, individuals are entitled to begin using the designation "CRC" after their names as soon as they receive the examination profile that reports their passing score. Duplicate or replacement certificates can be requested from CRCC. All certificates remain the property of CRCC. Individuals who do not receive their original certificate within eight weeks of their examination should contact CRCC immediately.

**Examination Inquiries**

Candidates who feel an error or omission occurred during the examination process or those who question any aspect of the examination procedure may address an inquiry in writing to the CRCC Examination and Research Committee. If the candidate disagrees with the committee's findings, a further appeal may be made to the Appeals Committee.

## SECTION 14: USE OF THE CRC DESIGNATION

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<b>CRC</b>	<b>Certified Rehabilitation Counselor</b>
<b>CRC/P</b>	<b>Certified Rehabilitation Counselor/Provisional*</b>
<b>CRC/Retired</b>	<b>Certified Rehabilitation Counselor/Retired</b>

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\* See Section 6: Provisional Supervision

Use of the CRC designation is strictly limited to those individuals who:

1. Have met all the criteria of CRCC and have taken part in the certification examination, either during the grandfathering period (1974-1975) or by achieving a passing score.
2. Have been officially notified by CRCC through the receipt of an examination profile indicating a passing status.
3. Have subsequently renewed their certification as required under CRCC's certification renewal plan.

No one may use the CRC designation or otherwise represent themselves as being certified without first having fulfilled these requirements. Individuals who improperly use the CRC designation without having fulfilled the requirements who later seek CRC certification may be denied certification as a result of such improper use. Such individuals may also be subject to legal action.

## SECTION 15: CERTIFICATION RENEWAL

CRCC believes that all CRCs should continue to expand their skills in order to enhance the quality of the services they provide. CRCC conducts a job analysis every five years to ensure that the CRC certification process accurately reflects the practice of rehabilitation counseling. Therefore, CRCC requires all CRCs to renew their certification at five-year intervals.

Candidates who pass the certification examination will be provided information on accessing the certification renewal criteria. All CRCs must document 100 clock hours of approved continuing education, 10 of which must be in the area of ethics, during the period of their current certification or re-take the certification exam and achieve a passing score.

CRCC will make every reasonable effort to send the certification renewal application to the designation holders. However, it is the individual's responsibility to re-certify at the appropriate time. Failure to receive an application is not considered grounds for an extension. **CRCC urges all certification holders to keep CRCC advised of any changes in their name or address to ensure prompt receipt of mailings.**

## SECTION 16: FEES

**Please make all checks payable to CRCC.  
Note that all fees are subject to change.**

To avoid delay in processing mail an application or paperwork that includes payment, send to (regular mail, overnight carrier, or register/certified mail:

Commission on Rehabilitation Counselor Certification  
1699 E. Woodfield Road  
Suite 300  
Schaumburg, IL 60173  
  
(847) 944-1325

<b><u>CERTIFICATION FEE</u></b>	<b>\$385</b>
Must be submitted with the application. Includes the cost of the examination. A refund of \$185 will be issued to applicants deemed ineligible.	

### **RELATED FEES\***

<b>Handling Fee for Returned Checks</b>	<b>\$ 35</b>
Must be paid for checks returned for non-sufficient funds (NSF) or closed accounts.	

<b>Re-Examination Fee</b>	<b>\$200</b>
Must be paid by applicants whose fail the examination on their first attempt and schedule to take the exam a second time during one of the two subsequent testing dates. Must also be paid by applicants who are not seated for a scheduled appointment due to invalid identification, late arrival, or who do not appear for their appointment.	

<b>Certification Renewal Fee</b>	<b>\$295</b>
See certification renewal guide for more information.	

<b>CRC/Retired Designation Fee</b>	<b>\$ 50</b>
See certification renewal guide for more information.	

<b>Written Certification Verification Fee</b>	<b>\$ 15</b>
For use in documenting certification status for other organizations/agencies. Please send check with written request.	

**Receipts for payment will be given if requested in writing.**

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**\* Fees are non-refundable.**

## APPLICATION SUBMITTAL CHECKLIST

Use the following checklist to verify that you have included all necessary documents in your application packet prior to mailing it to CRCC. Your application will not be processed unless it is complete. Incomplete applications may cause you to miss your targeted test cycle.

<b>Application Forms and Supporting Documentation</b>	<b>Who needs to include this in the application packet?</b>	<b>Is this form or document ready to submit?</b>
Application Form	All Applicants	<input type="checkbox"/>
Payment	All Applicants	<input type="checkbox"/>
Official Transcript	All Applicants <i>Except</i> Category G Applicants Who Will Submit Their Transcript When They Complete Their Degree	<input type="checkbox"/>
Course Descriptions / Syllabi	Category D, E, J, K, and R Applicants	<input type="checkbox"/>
Student Status Verification Form	Category G Applicants	<input type="checkbox"/>
Employment Verification Form(s)	Category B, D, E, K, and R Applicants <i>Except</i> Those Who Are Self-Employed	<input type="checkbox"/>
Self-Employment Verification Form(s)	Category B, D, E, K, and R Applicants Who Are Self-Employed	<input type="checkbox"/>
Employment Verification for Educators	Category J Applicants	<input type="checkbox"/>
Supervision Verification Form	Category B, D, E, and R Applicants	<input type="checkbox"/>
Provisional Supervision Form	Category B, D, and E Applicants Who Do Not Meet The CRC Supervision Requirements For The Supervision Verification Form	<input type="checkbox"/>
Category R - Provisional Supervision Form	Category R Applicants Who Do Not Meet The CRC Supervision Requirements For The Supervision Verification Form	<input type="checkbox"/>
Internship Verification Form	Category B and E Applicants Who Are Seeking To Meet Category Requirements Using A Combination Of Internship And Employment Experience	<input type="checkbox"/>
Test Accommodation Request Form	All Applicants Who Requested Accommodation(s) In The Application	<input type="checkbox"/>
Accommodation Documentation	All Applicants Who Requested Accommodation(s) In The Application	<input type="checkbox"/>