



CRITERIA FOR CERTIFICATION RENEWAL AND CONTINUING EDUCATION

CRC®

(Certified Rehabilitation Counselor)

CCRC®

(Canadian Certified Rehabilitation Counselor)

CRC-MAC

(CRC-Master Addictions Counselor)

CRC-CS®

(CRC-Clinical Supervisor)

Developed and Administered by the
Commission on Rehabilitation Counselor Certification (CRCC®)
1699 E. Woodfield Road, Suite 300
Schaumburg, Illinois 60173
(847) 944-1325
www.crccertification.com

The CRC Certification Program is Accredited by the National Commission for Certifying Agencies

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ADDRESSES

Paperwork being mailed with payment via regular mail, overnight carrier, or registered/certified mail must be sent to:

**CRCC
1699 E. Woodfield Road
Suite 300
Schaumburg, IL 60173**

(847) 944-1325

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THE CERTIFICATION RENEWAL PROGRAM

The Commission on Rehabilitation Counselor Certification (CRCC) believes that individuals certified as rehabilitation counselors (CRCs, CCRCs, CRC-MACs, and CRC-CSs) should continue to expand their skills in order to enhance the quality of the services they provide. CRCC's certification renewal requirements are designed to encourage rehabilitation counselors to continue their professional education through courses and other activities that will help them serve their clients more effectively. CRCC conducts a role and function study every five years to ensure that the CRC certification process accurately reflects the practice of rehabilitation counseling. Therefore, the commission requires all CRCs to renew their certification at five-year intervals.

The CRCC certification renewal program uses continuing education opportunities to help practitioners achieve the following goals:

- Obtain information on current trends;
- Explore new technologies;
- Develop balanced professional judgment and enhance critical skills; and
- Acquire knowledge in specific focus areas.

Guidelines for Certification Renewal

The CRCC certification renewal program allows you to extend your certification status as a CRC, CCRC, CRC-MAC, or CRC-CS at five-year intervals from the valid-through date of your initial certification. It offers two renewal options:

Option 1: Documentation of 100 clock hours of approved continuing education, of which 10 must be in ethics.

Option 2: Re-examination available for CRCs only.

Renewal Procedures

A certification renewal application will be mailed to you approximately four months prior to the valid-through date printed on your certificate. To complete the renewal process, you must:

1. Fill out the application and provide documentation to show that you have completed 100 clock hours of continuing education, including 10 hours in ethics, **OR**, where available, check the box stating that you wish to sit during the next scheduled examination cycle.
2. Submit the non-refundable certification renewal fee with your application.

PLEASE NOTIFY THE BUSINESS OFFICE OF ANY CHANGE IN ADDRESS BY UPDATING YOUR PROFILE THROUGH THE CRCC WEBSITE OR IN WRITING VIA U.S. MAIL OR FACSIMILE.

CRCC will make every reasonable effort to send the certification renewal information to current designation holders. However, it is your responsibility to renew your certification by the valid-through date on your certificate.

Because of the possibility of postal delays, CRCC urges you to send your application to the business office well in advance of the valid-through date on your current certificate.

We ask that you pay particular attention to the various deadlines that occur during the certification renewal process. If schedules for requested information are not met, CRCC may assess an administrative fee to cover its processing costs.

When you sign your application, you agree that you will adhere to the CRCC Code of Professional Ethics (Code) and acknowledge that the information provided is accurate. If CRCC subsequently learns that a certification was granted on the basis of false, misleading, or inaccurate information, or if proven that an individual violated the Code, it has the right to revoke or suspend that certification. Furthermore, you signify your acceptance and understanding of the following statement: "Information submitted as part of the application, certification, and certification renewal processes becomes the property of the commission and will not be released to outside parties unless authorized by the applicant/certificant or unless required by law. Individual score reports are released to the candidate and are not released to any institution or employer. For research and statistical purposes only, data resulting from the certification process may be used in an anonymous/unidentifiable manner. The commission does provide a database listing certificants on its website, which is updated periodically, for the use of the public. The commission also receives and responds to requests for information about the certification status of those holding its credential."

Failure to renew your certification will result in the expiration of your certified status. Should you fail to renew your certification, you would be required to re-apply, meet the criteria in effect at the time of reapplication, and achieve a passing score on the certification exam.

OPTION 1: CONTINUING EDUCATION

To renew your certification through a program of continuing education, you must complete 100 clock hours of continuing education, of which 10 hours must be in ethics. Professional development is NOT a requirement but an option. If you choose to fulfill your continuing education requirement in this area you can submit a maximum of 50 hours out of the required 100 hours. **The dates of completion of your continuing education** hours submitted for your current renewal cycle **MUST fall within your current five-year period.** You may only submit the same program one time. You must also:

1. Complete the renewal application you will receive four months prior to the valid-through date on your certificate.
2. Provide documentation indicating that you have completed 100 clock hours of approved continuing education, of which 10 must be in ethics.
3. Ensure that the continuing education activities you wish to use for certification renewal fall within the focus areas described later in this guidebook and are acquired within your 5-year renewal period.
4. Send the completed renewal application, continuing education documentation, and non-refundable processing fee to CRCC.
5. Include your customer number and the certification you hold on ALL correspondence.

You should submit documentation on your continuing education activities at least once a year over the five-year period of certification. However, CRCC strongly encourages you to submit documentation as you complete each course or workshop. Remember, there is no cost to you when reporting continuing education credits that are pre-approved. **Please submit copies of your continuing education documentation except for transcripts and/or grade reports, as it will not be returned to you.**

Whether you send copies of your continuing education documentation to CRCC annually or as the coursework is completed, CRCC will add the information to your file and send you an updated Report of Continuing Education. These reports should be retained so that you will have appropriate documentation available when it is time to renew your certification. **Please note that any paperwork submitted at the time of renewal will not be returned.**

The Plan

CRCC is committed to facilitating the professional development of its certified individuals and has instituted the following plan that allows you the flexibility to create a more personal experience for self-development.

In order that CRCs and CCRCs maintain their knowledge, skills, and abilities in the field, CRCC requires that a **minimum** of 50 of the 100 hours be taken in the domain focus areas that are found on the certification examination, which are continually validated through ongoing role and function studies. Of those 50 hours, 10 must be in the area of ethics. If you exceed your 10 hours in ethics, the additional hours can be considered within the domain focus areas. All domain focus areas are listed below.

Recognizing that many certified individuals specialize in certain areas of practice, CRCC will allow a **maximum** of 50 of the 100 hours to be taken in areas of professional development. Activities considered to be in the realm of professional development are listed on page 6 of this guidebook.

Whether you choose to obtain your continuing education through activities in the domain areas and the professional development categories or take all of your hours within the domain focus areas, you must document 100 clock hours of appropriate continuing education over the five-year period of certification.

Please refer to the categories that follow when developing your personalized plan for maintaining your knowledge, skills, and abilities through continuing education.

TOTAL OF 100

REQUIRED CLOCK HOURS OF CONTINUING EDUCATION

Alternative 1: 100 clock hours in the domain focus areas – 10 of which **MUST** be in ethics.

Alternative 2: You may combine your domain focus areas and professional development (10 in ethics). A maximum of 50 hours in professional development is allowed. (Hours in professional development are not required.)

Domain Focus Areas

Ethical Standards and Decision Making Models for Rehabilitation Counselors

Career Counseling and Assessment

- Theories of career development and work adjustment
- Tests and evaluation techniques for assessing clients
- Psychometric concepts related to measurement
- Interpretation of assessment results for rehabilitation planning purposes
- Computer- and Internet-based career resources
- Transferable skills analysis
- Assistive technology

Job Development and Placement Services

- Vocational implications of functional limitations
- Job readiness including seeking and retention skills
- Techniques used to conduct labor market surveys
- Occupational and labor market information
- Job matching strategies
- Employer development for job placement
- Employment support services
- Employment settings

Vocational Consultation and Services for Employers

- Employer practices that affect the employment or return to work of individuals with disabilities
- Marketing rehabilitation services and benefits for employers
- Educating employers on disability-related issues
- Disability prevention and management strategies
- Job analysis and/or job description development
- Job modification, accommodation, and restructuring including ergonomic assessment
- Work conditioning or work hardening resources and strategies

Case and Caseload Management

- Case management process, including time management and prioritization, rehabilitation planning, service coordination, and referral to and collaboration with other disciplines
- Principles of caseload management including case recording and documentation
- Professional roles, responsibilities, functions, and relationships with clients and other human service providers
- Negotiation, mediation, and conflict resolution strategies
- Techniques for working effectively in teams and across disciplines

Individual Counseling

- Individual counseling theories
- Individual counseling practices and interventions
- Behavior and personality theory
- Human growth and development
- Multicultural counseling theories and practices related to individual counseling

Group and Family Counseling

- Family counseling theories
- Family counseling practices and interventions
- Group counseling theories
- Group counseling practices and interventions
- Multicultural counseling theories and practices related to group and family counseling

Mental Health Counseling

- Diagnostic and Statistical Manual
- Rehabilitation techniques for individuals with psychiatric disabilities
- Multicultural counseling theories and practices related to mental health counseling
- Medications as they apply to individuals with psychiatric disabilities
- Dual diagnosis
- Substance abuse
- Treatment planning
- Wellness and illness prevention concepts and strategies

Psychosocial and Cultural Issues in Counseling

- Individual and family adjustment to disability
- Psychosocial and cultural impact of disability on the individual
- Psychosocial and cultural impact of disability on the family
- Attitudinal barriers for individuals with disabilities
- Societal issues, trends, and developments as they relate to rehabilitation
- Working with individuals from various socioeconomic backgrounds
- Working with individuals with English as a second language
- Gender issues
- Human sexuality and disability issues

Medical, Functional, and Environmental Aspects of Disabilities

- Medical aspects and implications of various disabilities
- Medical terminology
- Medications as they relate to vocational goals and outcomes
- Functional capacities of individuals with physical, psychiatric, and/or cognitive disabilities
- Environmental barriers for individuals with disabilities
- Rehabilitation terminology and concepts

Foundations and Professional Issues

- Philosophical foundations of rehabilitation
- Legislation or laws affecting individuals with disabilities
- Advocacy for individuals with disabilities
- Theories and techniques for providing clinical supervision
- Interpretation and application of research findings
- Evaluation procedures for assessing the effectiveness of rehabilitation services, programs, and outcomes

Rehabilitation Services and Resources

- Financial support/funding resources for rehabilitation services and programs
- Organizations/programs providing rehabilitation services
- Community referral resources and services for rehabilitation planning
- Services available from one-stop career centers
- Services available relating to ergonomics, assistive technology, kinesiology and rehabilitation engineering
- Services available through client advocacy programs
- Programs for specialty populations
- Forensic rehabilitation services

Healthcare and Disability Systems

- Managed care concepts
- Insurance programs
- Health care benefits
- Workers' compensation laws and practices
- Social Security programs, benefits, work incentives, and disincentives

Professional Development Areas

Continuing education in these areas of professional development is NOT a requirement. If you elect to participate in these activities, a maximum of **50** hours are allowed within your five-year period of certification. Professional development encompasses those activities intended to enhance a certified individual's overall abilities with respect to their professional skills and the delivery of services to individuals with disabilities and includes, but is not necessarily limited to, the following:

Computer Applications and Technology

- Transferable Skills Analysis
- Placement Programs
- Assessment Programs
- Communications
- Report Writing
- Recordkeeping
- Information Services

(Please note: Training on Microsoft ® or similar products is not acceptable)

Development of Curriculum for Rehabilitation Counseling Coursework

Development of Legislation or Regulations

Editorial Review of Rehabilitation Counseling Publications

Internship/Fieldwork Supervision of Students in a Graduate-Level Rehabilitation Counseling Program
(Must be face-to-face; maximum of 50 hours allowed over five years)

Provisional Supervision of CRC Applicants *(Must be face-to-face; maximum of 30 hours allowed over five years)*

Research *(Qualitative and/or quantitative research that is disseminated and/or distributed and is related to counseling or rehabilitation counseling)*

Service to a National or State-based Rehabilitation Counseling Membership Organization (i.e. American Rehabilitation Counseling Association [ARCA], International Association of Rehabilitation Professionals [IARP], National Council on Rehabilitation Education [NCRE], National Rehabilitation Counseling Association [NRCA]).

(Please note: Service to organizations providing services to consumers is not acceptable)

Criteria for Appropriate Continuing Education

To qualify for approval as continuing education, a program must meet the following criteria:

- It must be designed to increase the participant's knowledge or skill regarding the practice of rehabilitation counseling.
- It must be at least one hour long.
- The purpose of the program must be clearly defined in terms of its objectives or expected outcomes.
- It is CRCC's philosophical belief that all programs must be held in an accessible, barrier-free location so that no one with a disability is excluded from participation. CRCC strongly encourages all programs to comply with relevant local, state, national, or international laws related to serving people with disabilities.

Pre-Approved Continuing Education

CRCC has a process whereby sponsors of workshops, seminars, and the like can obtain pre-approval of their training programs. If a sponsor has received pre-approval for a program you wish to attend, you are then entitled to submit appropriate documentation of your attendance to CRCC for addition to your file at no cost to you. To verify that a program you wish to attend has obtained pre-approval from CRCC, you must contact the program sponsor directly.

Required Documentation

The program's sponsor must provide you with an original verification of completion form to be sent to CRCC. Please be sure that the form shows the program title, the dates of the program, the number of approved clock hours, and the sponsor's signature. All information submitted must be in English or include an official translation from the activity provider.

Submission Process

In order to have clock hours for pre-approved programs added to your file, you must submit a written request along with a copy of the verification of completion form from the program sponsor. Before mailing, please check to ensure that the verification of completion form has your correct customer number, current address, and daytime telephone number. **You may only submit the same program one time.**

The new clock hours will be added to your file and an updated report will be sent to you. However, the continuing education documentation will not be returned. One clock hour is equivalent to 60 minutes of instruction or participation. Clock hour credit is not given for social hours, coffee breaks, or meals during which instruction is not provided.

Post-Approval of Continuing Education

CRCC will also approve continuing education activities for individuals on a post-attendance basis. Such activities may include (but are not limited to) workshops, seminars, university courses, and other activities listed under Professional Development Areas (page 6 of this guidebook).

Required Documentation

The documentation required to verify your attendance at or completion of a continuing education activity is as follows:

- a completed application for continuing education approval;
- copy of proof of attendance or completion as indicated on 8-9; and
- the required processing fees shown in this guidebook.

All information submitted must be in English or include an official translation from the activity provider. **You may only submit the same program one time.**

This guidebook contains only one blank application for requesting approval on a post-attendance basis. You may obtain additional copies on CRCC's website at:

<http://www.crccertification.com/filebin/pdf/CRCPostApprovalApp.pdf>

<u>Type of Training</u>	<u>Clock Hours Awarded</u>	<u>Proof of Attendance or Completion*</u>
Attendance of conferences, workshops, seminars, in-service training programs, and distance learning courses	1 hour of credit for each hour of training	Program agenda and certificate of attendance/completion. OR A letter from the sponsor stating you have completed the program, the dates of completion, and the number of clock hours attended.
Attendance of college/university courses	15 hours for 1 semester credit OR 10 hours for 1 quarter credit	Original transcript or original grade report that documents credits earned. <i>Photocopies of transcripts and internet verifications are not acceptable.</i>
Authorship/Co-Authorship of Published Article	15	Copy of the article developed. OR The internet citation for the article. <i>Must appear in a professionally recognized, peer-reviewed publication. Information submitted must reflect date of publication.</i>
Authorship/Co-Authorship of Published Book Chapter	30	Copy of the book chapter developed. OR A copy of the cover, title page, and table of contents from the book where the chapter appears. <i>Information submitted must reflect your name as the author/co-author and date of the publication.</i>
Authorship/Co-Authorship of Published Book	50	Copy of the book developed. OR A copy of the cover, title page, and table of contents from the book. <i>Information submitted must reflect your name as the author/co-author and date of the publication.</i>
Computer Applications & Technology	1 hour for each hour of training	Certificate of attendance or completion. OR A letter from the sponsor stating you have completed the program, the dates of completion, and the number of clock hours attended.
Development of Curriculum of Rehabilitation Counseling Coursework	15 hours for 1 semester credit OR 10 hours for 1 quarter credit	Copy of the course syllabus and a letter of verification from the chair of the program stating that you developed the curriculum including dates of development and number of credit hours awarded for the course.
Development of Legislation or Regulations	1 hour for each hour of service	Documentation of appointment to committee and information developed in relation to legislation or regulation.
Development of Professional Presentations	2 hours of credit for each hour of training	Outline of the training program or presentation AND a program agenda listing you as presenter which states the length and date of the program or

OR Development of In-Service Training Programs		presentation. OR A letter from the supervisor or training director stating you are the developer which includes the length and date of the program or presentation. <i>Credit is given on a one-time-only basis for the learning experience, which is the research and development of the program or presentation, not for the presentation itself.</i>
Editorial Review of Rehabilitation Counseling Publication	15	Copy of page from publication listing you as editor. Must reflect date and title of the publication.
Internship/Fieldwork Supervision of Rehabilitation Counseling Student	10 hours of credit for each semester OR 7 hours for each quarter	Letter on university letterhead signed by the Chair of the Department stating the semester/quarter and year you supervised the rehabilitation counseling student.
Provisional Supervision of a CRC Applicant	30	Copy of the completed Evaluation of Provisional Supervision from the Provisional Plan and Contract
Research	50	Copy of qualitative and/or quantitative research findings related to counseling or rehabilitation counseling that is disseminated and/or distributed. Include a list of source materials.
Service to a National or State-based Rehabilitation Counseling Membership Organization	1 hour for each hour of service provided to the association	Letter from the president/director of the membership organization documenting services performed, the number of hours served, and the dates of service.

* Copies of proof of attendance or completion must be accompanied by a completed application and the processing fee.

NOTE: CRCC reserves the right to request additional information to determine compliance with the documentation requirements outlined above for post-approval of continuing education.

Submission Process

In order to request post-approval of your activities, you must submit a completed application, the required documentation, and the appropriate processing fee.

All requests for approval will be reviewed in detail and notification of approval/disapproval mailed to you within 60 days. If your request is approved, the appropriate number of clock hours will be added to your file. You will also be issued an updated report showing the change.

One clock hour is equivalent to 60 minutes of instruction or participation. All continuing education must be at least one hour in duration. Clock hour credit is not given for social hours, coffee breaks, or meals during which instruction is not provided. CRCC reserves the right to determine the clock hours to be awarded.

OPTION 2: RE-EXAMINATION (AVAILABLE FOR CRCs ONLY)

If you are a CRC and prefer to renew your certification through re-examination, you must:

1. Complete the renewal application you will receive four months prior to the valid-through date on your certificate.
2. Send the completed renewal application together with the exam fee and non-refundable certification renewal fee to CRCC by the required deadline as indicated on the renewal application.
3. Achieve a passing score on the exam.

If you choose the re-examination option, you **MUST** sit during the next scheduled certification exam cycle. Certification renewal candidates cannot defer taking the exam to a future date since their certification will have expired before they can sit for the exam.

Certification Exam Schedule

The certification exam cycles are generally scheduled in the first week of March, the second week of July, and the first week of October. Upon receipt of your application and request to renew your certification through re-examination, you will receive information on scheduling your exam. Also see the CRC Certification Guide for detailed information about the CRC examination process. The Guide is available on CRCC's website at:

<http://www.crccertification.com/filebin/pdf/CRCCertificationGuide.pdf>

CRC Interactive Practice Test

To assist you in preparation for the CRC exam, 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 12 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.crccertification.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>.

RENEWAL REQUIREMENTS FOR CRCs WHO HOLD THE MAC ADJUNCT DESIGNATION

If you are a CRC who holds the MAC adjunct designation, you also have two options for certification renewal.

Option 1: Continuing Education

To renew your CRC-MAC through continuing education, you are required to obtain a total of 100 clock hours of continuing education. At least 50 of those hours must fall within the Addictions Counseling focus areas that follow. Furthermore, at least 10 of the 100 hours must be specific to ethics. The remaining 40 hours can be taken in any of the domain focus or professional development areas beginning on page 3.

Option 2: Re-Examination

If you choose to renew your CRC certification through re-examination, you will be required to achieve a passing score on the CRC examination and to also provide evidence of at least 20 hours of acceptable continuing education within the Addictions Counseling focus areas that follow.

Addictions Counseling Focus Areas

- Foundations of addictions counseling (e.g., introductory course on drug/alcohol abuse)
- Addictions diagnosis/assessment
- Clinical addictions counseling
- Addictions and special populations (e.g., teens, women, the elderly, minorities, athletes)
- Co-existing disabilities where an addiction is one of the disorders
- Group counseling with persons who have addictions disorders
- Family assessment, counseling, and other rehabilitation services
- Vocational rehabilitation services
- Case management
- Addictions prevention, education, and consultation
- Professional responsibility and ethics
- Research
- Administration and supervision of drug rehabilitation programs

RENEWAL REQUIREMENTS FOR CRCs WHO HOLD THE CS ADJUNCT DESIGNATION

If you are a CRC who holds the CS adjunct designation, you also have two options for certification renewal.

Option 1: Continuing Education

To renew your CRC-CS through continuing education, you are required to obtain a total of 100 clock hours of continuing education. At least 10 of the 100 hours must be specific to ethics. While it is not required, CRCC strongly recommends that at least 20 hours fall within the Clinical Supervision focus areas that follow. The remaining hours may be taken in the domain focus or professional development areas beginning on page 3.

Option 2: Re-examination

If you choose to renew your CRC certification through re-examination, you will be required to achieve a passing score on the CRC examination. While it is not required, CRCC strongly recommends that at least 20 hours of continuing education in the Clinical Supervision focus areas that follow be submitted.

Clinical Supervision Focus Areas

- Supervision process
- Roles and functions of clinical supervision
- Models of clinical supervision
- Counselor development
- Methods and techniques of clinical supervision
- Supervisory relationship issues
- Diversity issues in clinical supervision, including disability-specific content (where possible)
- Group supervision
- Legal and ethical issues in clinical supervision
- Evaluation of supervisory competence and the supervision process

APPEALS

CRCC's appeal process is available to any certificant who feels that the Standards and Credentials Committee inaccurately, inconsistently, or unfairly applied the criteria for certification renewal. However, the Appeals Committee will consider only those facts that were reviewed by the Standards and Credentials Committee. It will not consider any information submitted after the disputed review. The appeals process is designed to provide:

- Complete reviews of the facts at issue;
- A second, independent evaluation of the material presented to document the certificant's eligibility for certification renewal;
- Due process; and
- Fair, consistent application of the eligibility criteria.

Requesting an Appeal

At the time a certificant is informed that the continuing education or certification renewal documentation submitted has been denied by the Standards and Credentials Committee, they will also receive information about their right to appeal as well as the procedures, instructions, and time schedules for making such an appeal.

A certificant who chooses to exercise this right will have their continuing education/certification renewal file presented to the Appeals Committee. The request for such an appeal must be sent to the commission in writing within 30 days of notification of denial. None of the members of the Appeals Committee will have taken part in the initial decision-making process to evaluate the continuing education/certification renewal information in the certificant's file, thus ensuring a second, objective review.

If the certificant is dissatisfied with the decision of the Appeals Committee, the case may be directed to the full Commission. However, requests for such an appeal must be sent to the commission in writing within 30 days of the decision rendered by the Appeals Committee. The decision of the full Commission is final.

EXTENSIONS

30-Day Extension

CRCC will allow a 30-day extension of a certificant's renewal date for submission of renewal material. **However, the Certificant must submit a formal 30-day extension request in writing to CRCC prior to the renewal date.** The renewal fee will be subject to an additional fee of \$75 which is to be submitted when renewal materials are submitted. It will not be necessary to document extenuating circumstances that prevented a timely renewal. Continuing education may be accrued during the 30-day extension period. The individual's certification will remain in an active status during this 30-day extension period.

6-Month and 12-Month Extensions

For extension requests greater than 30 days beyond a certificant's valid through date, CRCC will review extension requests on an individual basis for extenuating circumstances. Certificants must submit a formal request in writing to CRCC noting whether the request is for a 6-month or 12-month extension. The request should be submitted prior to the renewal date and must provide the rationale for the request as well as supporting documentation. The request will be subject to a processing fee based on the length of the extension, which is payable at the time of the request. Individuals granted extensions may accrue continuing education during the extension period in order to renew certification. The individual's certification will remain in an active status during the extension period.

Required Documentation

The documentation required to verify extenuating circumstances is as follows:

<u>Circumstance</u>	<u>Documentation</u>
Extended illness/injury of self or close family member	Letter from treating physician indicating type and length of illness/injury.
Death in the family	Obituary or death certificate.
Military deployment	Deployment papers.
Natural disasters	Copy of news article or an internet citation for a recognized news source that documents the details of the natural disaster including the date on which it occurred.
Emotional or mental health	Letter from treating physician/specialist indicating type and length of illness/injury as well as the patient's ability to provide services as a rehabilitation counselor.

Extension Fees

Fees for extensions are as follows and are to be remitted to CRCC, along with required information as outlined above, at one of the first two addresses on the inside front cover of this guidebook. **Extension requests must be submitted to CRCC in writing prior to the renewal date.**

30-Day Extension (payable with submission of renewal materials)	\$ 75
6-Month Extension (payable at time of submission of request for extension)	\$ 90
12-Month Extension (payable at time of submission of request for extension)	\$110

RETIREMENT DESIGNATION

Certified individuals who are retiring from active practice may choose the retirement designation, which changes the CRC certification to an honorary designation. CRC/Retired status enables the individual to stay on CRCC's mailing list to receive updates and newsletters from the field of rehabilitation counseling.

If an individual's retirement status changes and he or she wishes to regain use of the CRC certification, he or she would need to re-apply, meet the criteria in effect at the time of re-application, and achieve a passing score on the certification examination. Therefore, if an individual believes that he or she may provide consulting or other services in the future using their CRC certification, he or she should not select the retirement designation, but should continue to maintain the CRC certification.

FEES

All fees are subject to change, non-refundable, and must be paid in U.S. dollars. Payment can be made in the form of a check, money order, or VISA/MasterCard charge. Checks should be made payable to "CRCC". A handling fee of \$35 will be assessed for any check returned for non-sufficient funds.

Renewal through Continuing Education

CRCs and CCRCs	\$295
CRC-MACs	\$345
CRC-CSs	\$345

This fee must be submitted in full with your application for certification renewal.

Renewal through Re-Examination

CRCs	\$495
CRC-MACs	\$545
CRC-CSs	\$545

This fee includes both a certification renewal and an examination charge. If you have elected to pay the renewal fee in annual installments, you must pay the balance at the time you apply for re-examination.

Continuing Education Fees

Single program post-approval request	\$ 15
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Fees are assessed for the post-approval of continuing education. No fees will be assessed for pre-approved continuing education.

Extension Fees

30-Day Extension	\$ 75
6-Month Extension	\$ 90
12-Month Extension	\$110

Related Fees

Retirement Designation	\$ 50
Written Certification Verification (Please send check with written request.)	\$ 15
Replacement Certificate (Except at renewal time.)	\$ 25

To avoid delay in processing, paperwork being returned **with payment** must be sent to the following address (regular mail, overnight carrier, registered/certified):

Commission on Rehabilitation Counselor Certification
1699 E. Woodfield Road, Suite 300
Schaumburg, IL 60173

(847) 944-1325

QUESTIONS AND ANSWERS ABOUT RENEWAL AND CONTINUING EDUCATION

Based on calls to the commission's business office, some of the more common questions certificants ask about continuing education and certification renewal are as follows:

What qualifies as continuing education in the ethics focus area?

In order to be classified in the ethics focus area, the content of the program must convey specific behavior that is related back to, preferably, the CRCC Code of Professional Ethics for Rehabilitation Counselors or, alternatively, the ACA Code of Ethics and Standards of Practice. Appropriate subject matter must relate to rehabilitation counseling and must include one of the following:

- a) the counseling relationship;
- b) confidentiality, privileged communication and privacy;
- c) advocacy and accessibility;
- d) professional responsibility;
- e) relationships with other professionals
- f) forensic and indirect services;
- g) evaluation, assessment, and interpretation;
- h) teaching, supervision, and training;
- i) research and publication;
- j) technology and distance counseling;
- k) business practices; or
- l) resolving ethical issues.

How often must I renew my certification?

Once certified, you must renew your certification every five years.

How do I renew my certification?

CRCC offers CRCs two options for renewing a certification, both of which require completion of a renewal application and appropriate fees. CRCCs may renew certification using only option one below.

- Documenting 100 clock hours of approved continuing education, of which 10 must be in ethics. These hours must be accrued within your five-year period of certification.
- Re-taking the certification examination and achieving a passing score. The exam must be taken during the first examination cycle following expiration of your certification.

How will I know if a workshop, seminar, conference, or in-service training session I attend is considered pre-approved continuing education?

Many organizations seek approval of their programs. When you complete the activity, the sponsor will provide you with a verification of completion form containing a CRC approval number. To receive credit, a copy of this form must be submitted to CRCC by the certified individual. No fee or application is required for pre-approved programs.

Can I get continuing education credit for activities that aren't pre-approved by CRCC and what fees would be required?

Yes, any continuing education activity that satisfies a focus area described in this guidebook can be submitted for approval on a post-attendance basis. The procedure, which is described in detail in the Continuing Education section of this guidebook, is as follows:

- Complete a copy of the application included in this guidebook;
- Attach a copy of proof of attendance or completion; and
- Submit the required processing fee.

The processing fee is \$15.00 per program.

If I acquire more than 100 clock hours in a five-year period, may I apply the excess to the next renewal cycle?

No, since continuing education is intended to keep certificants current with emerging trends and technologies, it may be applied ONLY to the current certification cycle.

Is there an advantage to submitting my continuing education on an annual basis?

Yes. It helps you keep track of how much continuing education you have on file and how many hours are still needed to renew your certification. A Report of Continuing Education is generated and mailed to individuals after each submission and should be maintained throughout your current five-year period of certification.

Can I take all of my hours through home study programs?

Yes, CRCC does not restrict the method you use to obtain continuing education.

If I submit my original certificates of attendance, will I get them back?

Continuing education documentation will not be returned with your updated report. Therefore, CRCC strongly suggests that you make copies of everything you send for your own records. Copies of certificates of attendance are acceptable as long as they are legible. Copies and internet verifications of transcripts and/or grade reports are NOT acceptable.

What is considered to be proof of attendance or completion?

See pages 8-9 of this guidebook for the required documentation necessary to obtain continuing education on a post-approval basis.

APPLICATION FOR POST-APPROVAL OF CONTINUING EDUCATION

(If the activity you completed did not have prior approval from CRCC, you must complete a **SEPARATE** Application for each continuing education activity for which you seek credit, along with a copy of the proof of attendance or completion, and the applicable fee. See pages 8-9 for the documentation requirements for each activity.)

CHECK ONE: CRC CCRC CRC-MAC CRC-CS

Customer Number _____

Last Name First Name Middle Name

Daytime Telephone Number (with area code)

Street Address City and State/Province Zip Code/Postal Code

Program Dates Clock Hours Requested

Program/Course Title

Program Location (city and state)

Program Instructors

Sponsoring Organization

Check the title that most accurately describes the activity that you completed.

- Conference Seminar/Workshop Self-Study Course Webinar/Webcast
 College or University Courses Development of Presentation/Training Other _____

Complete this section if your activity falls within one or more of the domain focus areas.

1. Indicate the domain focus area that describes the content of your continuing education activity.

- | | |
|--|--|
| <input type="checkbox"/> 01 – Career Counseling and Assessment | <input type="checkbox"/> 09 – Medical, Functional, and Environmental Aspects of Disabilities |
| <input type="checkbox"/> 02 – Job Development and Placement Services | <input type="checkbox"/> 10 – Foundations and Professional Issues |
| <input type="checkbox"/> 03 – Vocational Consultation and Services for Employers | <input type="checkbox"/> 11 – Rehabilitation Services and Resources |
| <input type="checkbox"/> 04 – Case and Caseload Management | <input type="checkbox"/> 12 – Healthcare and Disability Systems |
| <input type="checkbox"/> 05 – Individual Counseling | <input type="checkbox"/> 13 – Ethical Standards |
| <input type="checkbox"/> 06 – Group and Family Counseling | <input type="checkbox"/> 14 – Addictions Counseling |
| <input type="checkbox"/> 07 – Mental Health Counseling | <input type="checkbox"/> 15 – Clinical Supervision |
| <input type="checkbox"/> 08 – Psychosocial and Cultural Issues in Counseling | |

2. Describe how your continuing education activity relates to the domain focus area you checked. Use a separate piece of paper if necessary.

3. Attach all required documentation and the non-refundable processing fee.

Complete this section if your activity falls within one or more of the professional development areas.

1. Describe how your continuing education activity relates to your professional development. Use a separate piece of paper if necessary.

2. Attach all required documentation and the non-refundable processing fee.

A fee of \$15 must accompany the completed Application and required documentation for each activity. Payment can be made by check, money order, or credit card. ALL FEES ARE NON-REFUNDABLE.

- Enclosed is a check/money order for \$15 payable to CRCC for this submission. (Enclose one check for multiple submissions.)
 Charge the \$15 fee for this submission to my: VISA MASTERCARD

Credit Card Number _____

Expiration Date (mm/yy) _____ 3-digit CID number _____

(The CID number is a security code that is the last three digits of the number on the back signature line of your Visa or MasterCard. This code tells our bank that you have the card in your possession.)

Signature _____ Date _____

Regular Mail/Overnight Carrier/Registered Mail/Certified Mail

CRCC • 1699 E. Woodfield Road • Suite 300 • Schaumburg, IL 60173 • (847) 944.1325

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

is composed of appointees from the following groups:

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 Non-White Rehabilitation Workers (NANWRW)

National Council on Rehabilitation Education (NCRE)

National Rehabilitation Counseling Association (NRCA)

At-Large Member Representing the Certified Rehabilitation Counselor

Public Member

RECOMMENDED CITATION

Commission on Rehabilitation Counselor Certification. (2011). *Criteria for Certification Renewal and Continuing Education*. Schaumburg, IL: Author.