



CRITERIA FOR CERTIFICATION RENEWAL AND CONTINUING EDUCATION

CVE

(Certified Vocational Evaluation Specialist)

CWA

(Certified Work Adjustment Specialist)

CCAA

(Certified Career Assessment Associate)

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

Revised July 2011

ADDRESSES

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

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

(847) 944-1325

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INTRODUCTION

CRCC is committed to maintaining exemplary standards of practice for professionals who practice in vocational evaluation, work adjustment and/or career assessment. The Commission strives to elevate the quality of services provided to consumers so each and every professional takes pride in his or her chosen field, and so each and every consumer receives services that enhance his or her vocational opportunities.

As the profession is a dynamic one that is constantly evolving, the Commission has a certification renewal program for Certified Vocational Evaluation Specialists, Certified Work Adjustment Specialists, and Certified Career Assessment Associates. Persons who are certified are required to demonstrate their professional development at five-year intervals. This type of certification maintenance is considered an essential part of an effective credentialing process and maintenance of a profession.

This Certification Renewal and Continuing Education guidebook is designed to describe the requirements and procedures involved for those who wish to renew their certification, including how to document the attainment of continuing education with CRCC.

CERTIFICATION RENEWAL

WHY RENEW YOUR CERTIFICATION

The purpose of the certification renewal process is to encourage your professional growth as a Certified Vocational Evaluation Specialist (CVE), Certified Work Adjustment Specialist (CWA), and/or Certified Career Assessment Associate (CCAA). Renewal of a professional certification also promotes quality services to the individuals you serve. CRCC offers a certification renewal program that allows you to continue your professional status as a CVE/CWA/CCAA for an additional five years from the expiration date of your current certification.

This program offers a renewal option of the acquisition of 80 clock hours of approved continuing education activities.

The requirements are explained in the material that follows.

WHEN TO RENEW YOUR CERTIFICATION

Approximately four months before your current certification term expires, a renewal application will be mailed to the address on file for you. The completed application must be sent to CRCC by the deadlines stated on the application.

IT IS VITAL THAT YOU NOTIFY THE BUSINESS OFFICE OF ANY CHANGE IN ADDRESS BY UPDATING YOUR CONTACT INFORMATION THROUGH THE CRCC WEBSITE OR IN WRITING VIA U.S. MAIL OR FACSIMILE. However, failure to receive a renewal application is not sufficient grounds for an extension of the deadline date for receipt of the application. Failure to renew your certification will result in the loss of your certified status.

HOW TO RENEW YOUR CERTIFICATION

To renew your certification through a program of continuing education, you must:

1. Complete the renewal application that you will receive approximately four months in advance of your current certification expiration date.
2. Provide documentation that you have completed 80 clock hours of approved training/education within your five-year certification period. The most recent Report of Continuing Education from CRCC should be sent as documentation of approved clock hours submitted to date, along with documentation of any other training/education you have obtained to equal the required 80 clock hours. It is not necessary to submit additional continuing education beyond the required 80 clock hours, as they will not be placed on your file.
3. Send the application, documentation, and the non-refundable certification renewal fee to CRCC by the deadline date on the application.

When you sign your renewal application, you agree that you will adhere to the Code of Professional Ethics for Vocational Assessment Professionals (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 certification renewal processes becomes the property of the commission and will not be released to outside parties unless authorized by the certificant or unless required by law. I consent that, for research and statistical purposes only, data resulting from the certification process may be used in an anonymous/unidentifiable manner. I understand that the commission may provide a database listing certificants on its website for the use of the public. I further understand that the commission also receives and responds to requests for information about the certification status of those holding a credential administered by CRCC."

CONTINUING EDUCATION

GUIDELINES FOR SUBMISSION OF CONTINUING EDUCATION

Although you may submit documentation of your continuing education activities at any time during the five-year period, CRCC encourages you to submit these materials as you complete each activity/event or at least on an annual basis.

The Commission will record this information in your continuing education file and send you an updated report **following each submission**. These reports should be retained so that you will have appropriate documentation available when it is time to renew your certification. Please submit **copies** of your continuing education documents (except for transcripts and/or grade reports), as they will not be returned to you. **You may only submit the same program one time.**

REQUIREMENTS FOR ACCEPTABLE CONTINUING EDUCATION

The requirements for acceptable continuing education credits are as follows:

1. The activity must be designed to increase the participant's knowledge or skill regarding the practice of vocational evaluation.
2. The purpose of the program must be clearly defined in terms of its objectives or expected outcomes.
3. 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 law related to serving people with disabilities.
4. All credits must be earned during your current period of certification. Initially, this will be the period from the date you pass the certification examination through the expiration date shown on your CVE/CWA/CCAA certificate. For example, if you took the exam in April 2007, your expiration date would be March 31, 2012. Likewise, if you took the exam in October 2007, your expiration date would be September 31, 2012. The continuing education you submit must be earned during the five-year period that precedes the expiration date of your certification.
5. All of the 80 clock hours must relate to at least one of the stated Continuing Education Focus Areas for the certification that you hold (e.g., vocational evaluation, work adjustment, and/or career assessment). Examples of acceptable endeavors under the focus area of Professional Development Areas are listed on page 9. Continuing Education Focus Areas for each certification are listed on pages 6-8.
6. Only educational portions of a meeting are eligible for renewal purposes. Business meetings, exhibits, registration, greetings or welcomes, breaks, and meals are **not** considered appropriate continuing education activities.
7. All activities/events submitted for approval must be at least 60 minutes in length.
8. College classes taken for academic credit may be submitted for approval. Original transcripts or original grade report (bearing the seal of the college or university and the signature of the school's registrar) that documents credit earned must be submitted to verify your completion. Photocopies of transcripts and internet verifications are not acceptable.

CONTINUING EDUCATION FOCUS AREAS

For Certified Vocational Evaluation Specialists (CVE)

1. Principles of Vocational Evaluation

- Development and use of situational and community-based assessment
- Concepts of teaching/training/educating/presenting
- Characteristics of work performance and work behavior
- General principles of learning and learning assessment
- Modification and accommodation of evaluation techniques
- Assistive technology devices and services
- Systematic behavioral observation skills and techniques
- Concepts of work adjustment and work hardening
- Service delivery systems common to vocational evaluation
- Community resources and support programs
- Individualized vocational evaluation planning
- Employer and workplace needs and standards
- Program evaluation and research
- General theories of career development and vocational decision-making
- Vocational evaluation philosophy and process
- Adherence to ethical and legal principles/practices of the profession

2. Standardized Assessment

- Scoring and interpreting standardized tests/instruments
- Selection and administration of standardized tests/instruments
- Statistical concepts related to reliability, validity, and norming of standardized tests/instruments
- Analysis, synthesis and interpretation of evaluation results
- Principles of psychological measurement
- Legal and ethical uses of standardized tests/instruments
- Factors impacting standardized testing
- Triangulation of evaluation techniques
- General concepts of multiple and emotional intelligence(s)
- Use of work samples and commercial vocational evaluation systems

3. Occupational Information

- Transferable skills analysis
- Standardized occupational information and classification systems
- Labor market research and analysis
- Job analysis and task analysis
- Job development and job placement
- Forensic applications of vocational evaluation
- Common benefit systems
- Computer literacy and application skills, including use of web-based resources to obtain occupation, education, or training information

4. Implications of Disability

- Psychological/psychiatric aspects of disability
- Pharmacology; impact of medications, substance abuse/abuse/addiction on vocational functioning
- Ecological variables that impact vocational functioning
- Medical aspects of disability
- Psychosocial aspects of disability
- Cultural implications of disability
- Functional skills assessment

5. Professional Communication

- Verbal communication skills to convey information and evaluation results
- Vocational interviewing skills
- Individualizing and prioritizing recommendations
- Written communication skills and vocational evaluation report development
- Vocational counseling techniques and skills
- Basic negotiation and mediation techniques
- Collaboration skills to develop effective partnerships within and across disciplines
- Principles of case management

6. Professional Development (see page 9)

CONTINUING EDUCATION FOCUS AREAS

For Certified Work Adjustment Specialists (CWA)

1. Functional Aspects of Disability
2. Situational Assessment
3. Learning Style
4. Behavior Management
5. Individualized Work Adjustment Planning
6. Work Management
7. Task Analysis
8. Measuring and Documenting Progress
9. Functional Living Skills
10. Job Modification and Restructuring of Work Environment
11. Community-based Vocational Training
12. Social Aspects of Disability
13. Professional Development (see page 9)

For Certified Career Assessment Associates (CCAA)

1. Occupational Information
2. Functional Aspects of Disability
3. Vocational Interviewing
4. Modifications and Accommodations
5. Standardized Testing
6. Job Analysis and Training Analysis
7. Behavioral Observation
8. Assessment of Learning
9. Functional Skill Assessment
10. Professional Development (see page 9)

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 **40** 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 the individuals you serve 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 Vocational Evaluation Coursework

Development of Legislation or Regulations

Editorial Review of Vocational Evaluation Publications

Internship/Fieldwork Supervision of Students in a Graduate-Level Vocational Evaluation Program *(Must be face-to-face; maximum of 40 hours allowed over five years)*

Research *(Qualitative and/or quantitative research that is disseminated and/or distributed and must be related to vocational evaluation)*

Service to a National or State-based Vocational Evaluation Membership Organization (i.e. Vocational Evaluation and Career Assessment Professionals [VECAP], Vocational Evaluation and Work Adjustment Association [VEWAA])

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

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 9 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 pages 12-13; 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.crc certification.com/filebin/pdf/VAP/CVE_CWA_CCAAPostApprovalCEApp201004.pdf

<u>Type of Training</u>	<u>Clock Hours Awarded</u>	<u>Proof of Attendance or Completion*</u>
Attendance of conferences, workshops, seminars, conferences, 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 date of completion, and 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	40	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 date of completion, and the number of clock hours attended.
Development of Curriculum of Vocational Evaluation 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 OR Development of In-Service Training Programs	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 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 Vocational Evaluation Publication	15	Copy of page from publication listing you as editor. Must reflect date and title of the publication.
Internship/Fieldwork Supervision of a Vocational Evaluation Student	10 hours of credit for each semester OR 7 hours for each quarter credit	Letter on university letterhead signed by the Chair of the Department stating the semester/quarter and year you supervised the vocational evaluation student.
Research	40	Copy of qualitative and/or quantitative research findings related to vocational evaluation that is disseminated and/or distributed. Include a list of source materials.
Service to National or State-based Vocational Evaluation 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.

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 materials. **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 vocational assessment professional.

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

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.

CVE/CWA/CCAA RENEWAL **\$295**

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

CONTINUING EDUCATION FEES

Single program post-approval request **\$ 15**

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

Written Certification Verification Fee (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 mail):

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

(847) 944-1325

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 12-13 for the documentation requirements for each activity.)

CHECK ONE: CVE CWA CCAA

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 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 Continuing Education Focus Area under your certification that describes the content area of your activity by checking the appropriate box on page 2 of this form.
2. Describe how your continuing education activity relates to the Continuing Education 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

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COMPLETE PAGE 2 OF THIS FORM

CONTINUING EDUCATION FOCUS AREAS

Indicate the Continuing Education Focus Area under your certification that describes the content area of your activity by checking the appropriate box. Number codes are for office use.

VOCATIONAL EVALUATION (CVE)

- Principles of Vocational Evaluation (1)
- Standardized Assessment (2)
- Occupational Information (3)
- Implications of Disability (4)
- Professional Communication (5)
- Professional Development (6)

WORK ADJUSTMENT (CWA)

- Functional Aspects of Disability (1)
- Situational Assessment (2)
- Learning Style (3)
- Behavior Management (4)
- Individualized Work Adjustment Planning (5)
- Work Management (6)
- Task Analysis (7)
- Measuring and Documenting Progress (8)
- Functional Living Skills (9)
- Job Modification and Restructuring of Work Environment (10)
- Community-based Vocational Training (11)
- Social Aspects of Disability (12)
- Professional Development (13)

CAREER ASSESSMENT (CCAA)

- Occupational Information (1)
- Functional Aspects of Disability (2)
- Vocational Interviewing (3)
- Modifications and Accommodations (4)
- Standardized Testing (5)
- Job Analysis and Training Analysis (6)
- Behavioral Observation (7)
- Assessment of Learning (8)
- Functional Skill Assessment (9)
- Professional Development (10)

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)

Vocational Rehabilitation Association of Canada (VRAC)

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.