Applying for the CRC Examination:
Category 1 Student

July 2020 and Beyond
Create your CRCC customer account by clicking the CRCCCONNECT link on the homepage.
Once you’ve created a customer account, you’ll see the Apply for CRC Certification Exam link.
When you click the link, you’ll begin the application process. Read and respond to each question.

Based on your answers to the first few questions included in this application process, you will need to satisfy the Category 1, 2, or 3 requirements outlined in the CRC Certification Guide. Read each question before you select an answer.

Do you have or are you currently pursuing a master’s degree in rehabilitation counseling (RC) or clinical rehabilitation counseling (CLRC)?

- If you are a student in a master’s rehabilitation counseling or clinical rehabilitation counseling program, click the Yes button.
- If you are a graduate of a master’s rehabilitation counseling or clinical rehabilitation counseling program, click the Yes button.

If you need to change your answer to this question, please contact CRCC at 847-944-1325. Do NOT continue with the application process.

Yes  No
If you need to confirm whether your graduate program is CACREP-accredited, click the link.
If you are currently a student in a CACREP-accredited graduate program, click Yes.

Did or do you attend a CACREP-accredited institution?

Unsure if your institution is accredited? Click here

Yes  No
CRCC collects demographic information from all applicants. Please complete this section of the application. Click the Save and Continue button.
When your application requirement page opens, confirm that you are completing a Category 1 application.
Click the Education tab.
Select Student. Click the Select button to continue completing the application.
Once you indicate that you are a student, you’ll see new tabs. Click the Degree tab. Next, click the Add Degree button.
A new window will open. Select your degree type.
Using the dropdown menu, select your degree area.
Use the calendar icon to select your expected graduation date.
Use the dropdown menu to select your institution.
Review your degree information and click the Save button.
Your degree information is displayed on the Degree tab.

Customer: Su Brown
Current Renewal Application: CRC Application Category 1
Current Renewal Cycle Start Date: 09/20/2019
Renewal Application Submission Date:

Master’s RC or CLRC (Accredited)
Applicants must provide degree information in order to submit their application. This degree information includes the CACREP accredited institution attended, as well as graduation date or anticipated graduation date, depending on whether the applicant is a student or graduate.

Status: Pending Submission

Degrees

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Major</th>
<th>Graduation</th>
<th>Verified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adler University</td>
<td>Master’s</td>
<td>Rehabilitation Counseling</td>
<td>05/02/2020</td>
<td></td>
</tr>
</tbody>
</table>
Click the Student Verification tab. You’ll need to download and complete the form required for this step in the application process. When the form is completed and signed by your faculty advisor, click the Add Document button to upload the form.

---

**Student Status Verification Form**
You must upload documentation that you are a student enrolled in a master's degree program in rehabilitation counseling (RC) or clinical rehabilitation counseling (CLRC) program. Category 1 students must be enrolled in a program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). Please download and complete this form if you are a student applying in Category 1 and return here to upload. Please download and complete this form if you are a student applying in Category 2 and return here to upload.

**Status:** Pending Document

---

**Documents**

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Save the completed Student Verification form on your computer. Upload the form. You may return later to upload the completed form.
Once you’ve uploaded the completed form, your application can be submitted. Click the Submit Application button.
Read and check the box at the bottom of the Attestation. Click the Next button.
Read and respond to the Disclosure Questions. If you have nothing to disclose, click the Next button.

Disclosure Questions

Please read each question and select your answer. If you answer “YES” to any of the questions 2 through 7, you will need to provide additional information.

1. Have you read and understood all provisions of the Code of Professional Ethics for Rehabilitation Counselors (Code)? (To qualify for recertification, you must be able to answer yes truthfully.)
   - [ ] Yes
   - [x] No

5. Have you ever been reprimanded or discharged by an employer or supervisor for dishonesty in connection with your employment or occupation or due to complaints of physical or sexual abuse or harassment?
   (If yes, you must submit all documentation in your possession or control that relates to the matter.)
   - [ ] Yes
   - [ ] No

6. Since your initial certification or last renewal, whichever is the most recent, have you been convicted for violating any law, statute, or ordinance (excluding minor traffic violations and matters that were sealed or expunged)?
   (If yes, you must submit all documentation related to the incident[s].)
   - [ ] Yes
   - [ ] No

7. Are you identified on any state or national sex offender registry?
   (If yes, you must submit all documentation, as outlined above.)
   - [ ] Yes
   - [ ] No

[Next] [Add more upload documents]
If you answer Yes to disclosure questions 3 to 7, you must provide documentation.

Disclosure Questions

Please read each question and select your answer. If you answer "YES" to any of the questions 2 through 7, you will need to provide additional information.

1. Have you read and understood all provisions of the Code of Professional Ethics for Rehabilitation Counselors (Code)? (To qualify for recertification, you must be able to answer yes truthfully.)
   ○ Yes
   ○ No

2. Have you ever been known by any given or surname other than those shown on this application?
   (If yes, please type those names in the text box.)
   ○ Yes
   ○ No

3. At any time when you were not certified, have you ever held yourself out to be a Certified Rehabilitation Counselor or used the initials CRC in the execution of any documents?
   (If yes, submit an explanation that describes to whom, when, and under what circumstances.)
   ○ Yes
   ○ No

4. Have you ever held a professional license or certification that was revoked, suspended, or voluntarily relinquished or been placed on probation by a professional licensure or credentialing body?
   (If yes, you must submit all documentation in your possession or control that relates to the matter.)
   ○ Yes
   ○ No
Select the exam date. Click the Next button to continue.

CRCC Exam Registration

Please select the exam you would like to attend in order to continue

- March 2020 CRC Exam 03/04/2020 - 03/14/2020
- July 2020 CRC Exam 07/10/2020 - 07/18/2020

Next
CRCC provides test accommodations for candidates who require them during the exam. Review the information about accommodations in the CRC Certification Guide. If you require accommodations, click the Yes button.
If you require accommodations, complete the online form. Type your name at the bottom of the form. Click the Next button.
See the CRC Certification Guide for information about the documentation required. Upload the documentation and add a brief description (e.g., physician’s letter). Click the Save button or Save and add another button if you have multiple documents.

If you do not have this documentation saved to your computer’s desktop, you may return to your application to add this documentation at a later date.
Next, add the Application fee to your shopping cart. Click the Checkout button to continue.
Confirm that you have the Certification Fee in your shopping cart. Click the Check Out button.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Discount</th>
<th>Net total</th>
<th>Paid Amount</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Fee</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Cart Total

**Subtotal:**
- Total discount: 0.00
- Net Total: 0.00
- Total Paid: 0.00
- Balance Due: 0.00

**Discounts:** Enter Discount Code (if applicable)

Discount: 

[magnifying glass] Check-Out
Confirm your name and billing information. Select your payment method. Click the Continue button.
Confirm your order and click the **Submit Order** button to complete your payment.

You should receive an e-mail confirmation of your payment.
Questions?

Please contact CRCC at 847-944-1325 or info@crccertification.com

CRCC staff is here to support you.