Applying for the CRC Examination:
Category 2 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
Since you are applying under Category 2, click the No button.
CRCC collects demographic information from all applicants. Please complete this section of the application. Click the Save and Continue button.

Demographic Information

CRCC collects this information to better serve our customers.

- Gender:
- Ethnicity:
- Date of Birth:
- Former Last Name:
- Job Title:
- Employment Setting:
- I am licensed:
- My undergraduate degree is from a rehabilitation program.
When your application requirements page opens, confirm you are a Category 2 applicant.
Click the Education tab on your application requirements page.

Your requirements can be accessed from this page. Click the tabs to see the requirements. Notice the icons associated with the statuses:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education - Graduate or Student (Cat2)</td>
<td>Pending Education Information</td>
</tr>
<tr>
<td>Course Description/Syllabi</td>
<td>Pending Information</td>
</tr>
<tr>
<td>Internship Verification Document</td>
<td>Pending Document</td>
</tr>
<tr>
<td>CRC Exam</td>
<td>Pending Submission</td>
</tr>
</tbody>
</table>
Select Student and click the Select button.
Your application requirements page will update. Click the Degree tab.

<table>
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<tr>
<td>Master's RC (Non-CACREP Accredited)</td>
<td>Pending Degree Information</td>
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Applicants must submit degree information in order to be able to submit their application. This degree information includes the non-CACREP accredited institution attended, as well as graduation date or anticipated graduation date, depending on whether the applicant is a student or graduate.

Verification must be provided to CRCC for each knowledge area below. Please provide applicable institution, course information, and upload the course description or syllabus for each course. You may provide up to two courses for each knowledge area below.

You must upload documentation that you have participated in an internship in rehabilitation counseling supervised by a CRCC. If you are applying in Category 2, please download and complete this form. Return here to upload. If you are applying in Category 3, please download and complete this form. Return here to upload.

The exam requirement will be met after you have taken the exam and receive a passing score. During the renewal application submission process, you will sign up for the next exam testing window and pay the applicable fee. Exam results will be posted on this page after you have taken the exam and CRCC receives exam scores.
When your Degree requirements page opens, click the Add Degree button.

Master's RC (Non-CACREP Accredited)
Applicants must submit degree information in order to be able to submit their application. This degree information includes the non-CACREP accredited institution attended, the graduation date or anticipated graduation date, depending on whether the applicant is a student or graduate.

Status: Pending Degree Information

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Major</th>
<th>Graduation</th>
<th>Verified</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</table>

Add Degree
A new window for your degree information will open. Select the type of degree you will be awarded.
Use the dropdown menu to select the degree area.
Click the calendar icon to select the date you expect to earn your degree.
Use the dropdown menu to select your institution. If your college or university is not listed, scroll UP to select Other.
Scrolling up to select Other.
Type the name of the college or university where you earned your degree in the text box.

Add - Degree

degree type:
- Master's
- Doctoral

Required
degree area:
- Rehabilitation Counseling

Required
graduation date:
09/01/2019

Required
institution:
Other: Western Zahn University

Required
other institution:
Western Zahn University

Save  Cancel
Review your degree information and click the Save button.
Your degree institution will display on the Degree tab.

Master's RC (Non-CACREP Accredited)
Applicants must submit degree information in order to be able to submit their application. This degree information includes the non-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

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<tr>
<td>Western Zahn University</td>
<td>Master's</td>
<td>Rehabilitation Counseling</td>
<td>09/01/2019</td>
<td></td>
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</table>
Click the Course Description tab.

Your requirements can be accessed from this page. Click the tabs to see the requirements. Notice the icons associated with the statuses.

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<td>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.</td>
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Enter the course information for each of the CRC Knowledge Domain areas. You will need to upload a copy of the course description from the college/university catalog or the course syllabus for each course.
If the domain area was covered in more than one course, click the Add another course link to add the documentation.
You’ll receive a confirmation message when you’ve entered course information for all of the knowledge domain areas.

| Customer: | Su Brown | Customer ID: 414445 |
| Current Renewal Application: | CRC Application Category 2 |
| Current Renewal Cycle Start Date: | 09/20/2019 |
| Renewal Application Submission Date: | |

You have completed this requirement. Your course description information will be reviewed by CRCC staff.
Click the Student Verification tab.
Download the student status verification form for Category 2.
Be sure it is completed and signed before you upload it to your application.
Click the Internship Verification tab.

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Download and complete the Internship Verification form for Category 2. Your supervisor must sign the form before you upload it.

Your form must be signed by your supervisor.
Your form must be signed by your supervisor.
If you need to return to your application to upload the form, click the CRC credential in the My Certifications and Renewals section of your account page (when you first log in to the CRCC website). Click the Internship Verification tab and click the Add Document button to upload the completed form.
Customer:
Current Renewal Application:
Current Renewal Cycle Start Date:
Renewal Application Submission Date:

Su Brown
CRC Application Category 2
05/29/2019

Customer ID: 414445

Dashboards and Degrees
Course Description

Internship Verification Document
You must upload documentation that you have participated in an internship. Please upload. If you are applying in Category 3, please download and complete this form. Return here to upload.

Status: Pending Document

Select a document to upload:
Browse... Upload Cancel

Add Document
When your application requirements have been met, the Submit Application button will be activated. Click the button to complete the application process.
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
   - 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
   Browse ...

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.

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.

CRCC Exam Accommodations Form

Complete this form only if you answered YES to the accommodation question. In addition to completing and signing this form, you must also submit documentation from a qualified professional verifying your functional impairment. This documentation must also include a diagnosis and the qualified professional’s recommendation for accommodation. See the CRC Certification Guide for more information on documenting a request. The guide is available on CRCC’s website at www.crccertification.com.

If all required documentation 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 examination cycle.

Information regarding test accommodation decisions will not be released via telephone. All official communications regarding your request will be provided in writing.

Exam #2

Examination: __________________________
Exam month: __________________________
Exam year: __________________________
Accommodation(s) received: __________________________
If extra time was given, note how much: __________________________

I hereby affirm that all the information provided above is complete, true, and correct. Further, I hereby consent to the release and disclosure, by the professional who has verified my disability and need for accommodation, of my Personal Health Information to the Commission on Rehabilitation Counselor Certification (CRCC) for the purpose of allowing CRCC to make a determination regarding my request for a testing accommodation. I understand that CRCC will employ reasonable commercial methods to help ensure that my Personal Health Information provided to CRCC is treated as confidential.

Signature of Applicant: [Signature]

[Signature]

Next
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.
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.