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

Revised May 31, 2019
CRCC uses email and first-class mail to maintain contact with all certificants. It is the certificant’s responsibility to update his/her contact information using the CRCC Online Portal, making any changes necessary.

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

Commission on Rehabilitation Counselor Certification  
Phone: (847) 944-1325  
Email: renewal@crccertification.com

Reproduction of this guidebook, in whole or in part, is expressly prohibited without written consent from CRCC.

**CRCC® is a registered service mark of the Commission on Rehabilitation Counselor Certification. All rights reserved.**

**CRC® is a registered certification mark of the Commission on Rehabilitation Counselor Certification. All rights reserved.**

The CRC certification mark must be used consistent with the scope for which the certification was granted and in accordance with all applicable use policies of CRCC. Unauthorized, fraudulent or misleading use of the CRCC or CRC marks may result in legal or other actions, which may include but are not limited to, revocation of CRC certification.

**Recommended Citation:**

## CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Certification Renewal Program</td>
<td>1</td>
</tr>
<tr>
<td>Guidelines for Certification Renewal</td>
<td>1</td>
</tr>
<tr>
<td>Renewal Procedures</td>
<td>1</td>
</tr>
<tr>
<td>Re-Application Following Discontinuation of Application Processing or Revocation of Certification</td>
<td>2</td>
</tr>
<tr>
<td><strong>Option 1: Continuing Education</strong></td>
<td>3</td>
</tr>
<tr>
<td>Domain Focus Areas</td>
<td>5</td>
</tr>
<tr>
<td>Professional Development Areas</td>
<td>8</td>
</tr>
<tr>
<td>Criteria for Appropriate Continuing Education</td>
<td>9</td>
</tr>
<tr>
<td>Pre-Approved Continuing Education</td>
<td>9</td>
</tr>
<tr>
<td>Required Documentation</td>
<td>9</td>
</tr>
<tr>
<td>Submission Process</td>
<td>10</td>
</tr>
<tr>
<td>Post-Approval of Continuing Education</td>
<td>10</td>
</tr>
<tr>
<td>Required Documentation</td>
<td>10</td>
</tr>
<tr>
<td>Submission Process</td>
<td>12</td>
</tr>
<tr>
<td><strong>Option 2: Re-Examination</strong></td>
<td>13</td>
</tr>
<tr>
<td>Test Accommodations</td>
<td>13</td>
</tr>
<tr>
<td>Certification Exam Schedule</td>
<td>14</td>
</tr>
<tr>
<td>Candidates Who Do Not Achieve a Passing Score</td>
<td>14</td>
</tr>
<tr>
<td>CRC Interactive Practice Test</td>
<td>14</td>
</tr>
<tr>
<td><strong>CRC-MAC Renewal Requirements</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>CRC-CS Renewal Requirements</strong></td>
<td>16</td>
</tr>
<tr>
<td><strong>Appeals Process</strong></td>
<td>17</td>
</tr>
<tr>
<td><strong>Extensions</strong></td>
<td>18</td>
</tr>
<tr>
<td><strong>CRC Retirement Designation</strong></td>
<td>19</td>
</tr>
<tr>
<td><strong>Fees</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Questions and Answers About Continuing Education</strong></td>
<td>21</td>
</tr>
</tbody>
</table>
THE CERTIFICATION RENEWAL PROGRAM

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. Certified rehabilitation counselors are encouraged to build on the demonstrated specified levels of knowledge, skills, and ability addressed by the education/employment requirements and the initial certification examination. They are also required to provide evidence of continuing competence through the completion of courses and other activities that will help them more effectively serve their clients.

CRCC requires certification renewal at five-year intervals. Participation in continuing education throughout the five-year intervals is expected; participation in courses and programs sponsored by recognized continuing education providers affords a credible mechanism to support continuing competence and acceptable standards of quality in practice. The continuing education clock hour credits associated with these activities is mapped to the same specified levels of knowledge, skills, and ability addressed by the certification examination. CRCC conducts a role and function study every five years to ensure the CRC certification process accurately reflects the practice of rehabilitation counseling.

Guidelines for Certification Renewal

CRCC does not condone or engage in discrimination based on age, arrest record (including expunged criminal history), citizenship, color, disability (mental or physical), ethnicity/ancestry, genetic information, language (if unrelated to their duties), marital status, military status (including unfavorable discharge), national origin, pregnancy, race, religion, sex/gender, sexual orientation (including gender identity), or any other additional class protected by applicable law, including applicable County or City ordinances.

CRCC respects the privacy of its certificants. The CRCC Privacy Policy is available on CRCC’s website at www.crccertification.com/privacy-policy.

The CRCC certification renewal program allows you to extend your certification status as a CRC, CCRC, CRC-MAC, or CRC-CS.

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 become available via the CRCC Online Portal approximately four months prior to the valid-through date printed on your certificate. To complete the renewal process, you must:

1. Document that you have completed 100 clock hours of continuing education, including 10 hours in ethics OR select that you wish to sit during the next scheduled CRC examination. Continuing education must be submitted via the CRCC Online Portal.

2. Access the CRCC Online Portal and complete the renewal application. Submission includes payment of the non-refundable certification renewal fee.
PLEASE UPDATE ANY CHANGE IN YOUR CONTACT INFORMATION BY ACCESSING YOUR ACCOUNT VIA THE CRCC ONLINE PORTAL.

CRCC will make every reasonable effort to send notification that a certificant can begin the renewal process. However, it is your responsibility to renew your certification by the valid-through date on your 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, additional fees may apply.

When you complete your renewal application, you agree that you will adhere to the CRCC Code of Professional Ethics for Rehabilitation Counselors (Code) and acknowledge the information provided is accurate. If CRCC subsequently learns that a certification was granted on the basis of false, misleading, or inaccurate information, 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 for initial certification or certification renewal becomes the property of CRCC and will not be released to outside parties unless authorized by the applicant/certificant or unless required by law. Individual exam results are released to the candidate and are not released to any institution or employer. For research and statistical purposes only, data resulting from the initial certification and certification renewal process may be used in an anonymous/unidentifiable manner. CRCC does provide a database listing certificants on its website, which is updated periodically, for the use of the public. CRCC 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 and pay all fees, you will be required to re-apply, meet the criteria in effect at the time of reapplication, and achieve a passing score on the certification exam.

Re-Application Following Discontinuation of Application Processing or Revocation of Certification

Certificants who engaged in action that caused CRCC to terminate application processing or revoke an individual’s certification may re-apply after 18-months have elapsed. Re-application does not guarantee a determination of eligibility. CRCC welcomes the submission of a personal statement and/or documentation of affirmative educational or corrective measures taken to address the concern(s) that initially led to termination of application processing or revocation of certification.
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. Although professional development is NOT a requirement if you choose to fulfill your continuing education requirement in the area of professional development, 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:

1. Ensure 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.

2. Access your account via the CRCC Online Portal.

3. Complete the applicable online continuing education submission form (pre-approval or post-approval) and submit along with supporting documentation for each submission until you have submitted 100 clock hours of approved continuing education, 10 of which must be in ethics.

4. Complete the online renewal application that becomes available approximately four months prior to the valid-through date on your certification including payment of the non-refundable renewal fee.

NOTE: If you are unable to upload supporting documentation in relation to your continuing education, ALL correspondence mailed to CRCC must include your customer ID number and the certification you hold. When mailing documentation to CRCC, please submit copies. Your documentation will not be returned to you.

CRCC strongly encourages you to submit documentation as you complete each activity. Remember, there is no cost to you when submitting continuing education credits that are pre-approved.

Pre-approved continuing education submitted with appropriate documentation will be automatically approved and the clock hours added to your total for the current five-year renewal period. Pre-approved continuing education that is NOT submitted with appropriate documentation will be categorized as “Submitted” and clock hours will not be added to your total until the appropriate documentation is submitted to CRCC.

Post-approved continuing education documentation, whether uploaded at the time the activity is submitted or mailed, will be categorized as “Submitted” until CRCC is able to review and approve. At the time the submission is approved, the clock hours will be added to your total for the current five-year renewal period.

At any time, you may access your CE Report via the CRCC Online Portal to verify the status of your continuing education submission(s) and the total number of hours approved and added toward the required clock hours.
The Professional Development Process

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.

CRCs and CCRCs need to 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 beginning on page 7 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.

<table>
<thead>
<tr>
<th>TOTAL OF 100 REQUIRED CLOCK HOURS OF CONTINUING EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alternative 1</strong>: 100 clock hours in the domain focus areas – 10 of which <strong>MUST</strong> be in ethics.</td>
</tr>
<tr>
<td><strong>Alternative 2</strong>: 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.)</td>
</tr>
</tbody>
</table>
Domain Focus Areas

**Ethical Standards and Practices in Rehabilitation Counseling**

**General Rehabilitation Counseling Content Includes:**

**Professional Orientation**
- Laws and public policy affecting individuals with disabilities
- Diversity and multicultural counseling issues
- Rehabilitation terminology and concepts
- Professional roles, functions, and relationships with other human service providers
- Credentialing issues related to the rehabilitation counseling profession
- Organizational structure of rehabilitation counseling practice settings (e.g., public, private-for-profit, and not-for-profit service delivery systems)
- Historical and philosophical foundations of rehabilitation counseling

**Counseling Theories, Techniques, and Evidence-Based Practice**
- Clinical problem-solving and critical-thinking skills
- Rehabilitation techniques for individuals with psychological disabilities
- Individual counseling practices and interventions
- Establishing and maintaining effective working alliances with the clients we serve
- Individual counseling theories
- Behavior and personality theory
- Substance use and treatment
- Counseling/training to help clients develop workplace socialization skills
- Motivational Interviewing
- Treatment planning for clinical problems (e.g., depression, anxiety)
- Human growth and development
- Evidence-based psychosocial and vocational interventions in rehabilitation counseling practice
- Evidence-based psychiatric rehabilitation practices
- Evidence-based counseling/therapy for clients with PTSD
- Evidence-based counseling/therapy for clients with alcohol and other drug use problems
- Theories and techniques of clinical supervision
- Evidence-based practice and research utilization

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

**Crisis and Trauma Counseling and Interventions**
- Assessment of client risk and development of a safety plan
- Effective rehabilitation counseling services for individuals with polytrauma injuries
- Impact of crises, disasters, and other trauma-causing events on people with disabilities
- Use of principles of crisis intervention for people with disabilities during crises, disasters, and other trauma-causing events
- The emergency management system within rehabilitation agencies and in the community
Medical and Psychosocial Aspects of Chronic Illness and Disability
- The psychosocial and cultural impact of disability on the individual
- Medical aspects and implications of various disabilities
- Environmental and attitudinal barriers for individuals with disabilities
- Medical terminology
- Implications of medications as they apply to individuals with disabilities
- The psychosocial and cultural impact of disability on the family
- Individual and family adjustment to disability
- Human sexuality and disability issues

Assessment, Occupational Analysis, and Service Implementation
- Vocational implications of functional limitations associated with disabilities
- The functional capacities of individuals with disabilities
- Interpretation of assessment results for rehabilitation planning purposes
- Occupational and labor market information
- The tests and evaluation techniques available for assessing clients’ needs
- Ergonomics, job accommodations, and assistive technology
- Transferable skills analysis
- Job modification and restructuring techniques
- Job analysis
- Diagnostic and Statistical Manual of Mental Disorders 5 (DSM-5)
- Computer-based job-matching systems
- Methods and techniques used to conduct labor market surveys

Career Development and Job Placement
- Career development and job placement strategies
- Job readiness including seeking and retention skills development
- School to work transition for students with disabilities
- Employer development for job placement
- Supported employment strategies and services
- Dual diagnosis and the workplace
- Theories of career development and work adjustment
- Work conditioning or work hardening resources and strategies
- Individual Placement and Support (IPS) model – evidence-based supported employment
- Social media as a networking tool

Demand-Side Employer Engagement
- Assisting employers with job accommodation issues for their employees with disabilities (e.g., assistive technology, workspace modifications)
- Consultation process with employers related to management of disability issues in the workplace
- Educating employers on disability-related issues (e.g., ADA, compliance, disability law)
- Human resource practices, diversity in the workplace, and workplace supports for people with disabilities
- Diversity training related to disability issues for employers
- Demand-side employment issues related to hiring, return to work, and retention
- Marketing strategies and techniques for rehabilitation services
Community Resources and Partnerships
- The services available for a variety of rehabilitation populations, including persons with multiple disabilities
- Community resources and services for rehabilitation planning
- Social Security programs, benefits, work incentives, and disincentives
- Financial resources for rehabilitation services
- Programs and services for specialty populations (e.g., school-to-work transition, SCI, TBI, mental health, ID/DD, substance abuse, corrections)
- Independent living services
- Financial literacy and benefits counseling and linkages to asset development resources
- Services available through client advocacy programs (e.g., Client Assistance Programs [CAP], legal aid)
- Services available from one-stop career centers
- Life-care planning and life-care planning services

Case Management
- The case management process, including case finding, planning, service coordination, referral to and utilization of other disciplines, and client advocacy
- Case recording and documentation
- Negotiation, mediation, and conflict resolution strategies
- Principles of caseload management
- Techniques for working effectively in teams and across disciplines
- Advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients
- Techniques for working with individuals with limited English proficiency
- Principles, models, and documentation formats for biopsychosocial case conceptualization and treatment planning

Health Care and Disability Management
- Appropriate medical intervention resources
- Healthcare benefits and delivery systems
- Health promotion and wellness concepts and strategies for people with chronic illness and disability
- Insurance programs (e.g., Medicare, Medicaid, group and individual, short- and long-term disability, personal injury no-fault liability)
- Disability prevention and management strategies
- Workers’ compensation laws and practices
- Managed care concepts

Research, Methodology, and Performance Management
- Program evaluation procedures for assessing the effectiveness of rehabilitation services and outcomes
- Rehabilitation research literature related to evidence-based practice
- Effective management of rehabilitation services and programs, including areas such as administration, finance, benefit systems, and accountability
- Psychometric concepts related to measurement (e.g., reliability, validity, standard error of measurement)
- Strategic planning techniques and budget planning
- Research methods and statistics
- Systematic review, meta-analysis
- Research databases (e.g., Cochrane Collaboration, PsycINFO, MEDLINE)
- Concepts and principles of organizational development and stakeholder management

**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, including dissertation 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 (e.g. 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. One clock hour is equivalent to 60 minutes of instruction or participation. CRCC reserves the right to determine the clock hours to be awarded.
- Clock hour credit is not given for social hours, coffee breaks, or meals during which instruction is not provided.
- All information submitted must be in English or include an official translation from the activity provider.
- 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.
- You may only submit the same program one time.

**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 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 which can be submitted via the CRCC Online Portal. The form shows the program title, approval number, dates of the program, number of approved clock hours, and the sponsor's signature.

**Submission Process**

In order to add pre-approved continuing education to your file, you must access your account via the CRCC Online Portal, complete the Application for Pre-Approval of Continuing Education, and upload the verification of completion form provided to you by the program sponsor. If you are unable to upload the verification of completion form, you may mail a copy to CRCC. Please check to ensure the verification of completion form has your correct customer ID number, current address, and daytime telephone number.
Pre-approved continuing education submitted with appropriate documentation will be automatically approved and the clock hours added to your total for the current five-year renewal period. Pre-approved continuing education that is NOT submitted with appropriate documentation will be categorized as “Submitted” and clock hours will not be added to your total until the appropriate documentation is submitted to CRCC and is verified.

At any time, you may log in to your account and verify the status of continuing education submitted and access your CE Report.

**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 beginning on page 7 of this guidebook.

**Required Documentation**

The documentation required to verify your attendance at or completion of a continuing education activity varies depending on the activity. The following table provides information about acceptable activities and the corresponding documentation required to submit.

<table>
<thead>
<tr>
<th><strong>Type of Training</strong></th>
<th><strong>Clock Hours Awarded</strong></th>
<th><strong>Proof of Attendance or Completion</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance of conferences, workshops, seminars, in-service training programs, and distance learning courses</td>
<td>1 hour of credit for each hour of training</td>
<td>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.</td>
</tr>
<tr>
<td>Attendance of college/university courses</td>
<td>15 hours for 1 semester credit OR 10 hours for 1 quarter credit</td>
<td>Transcript or grade report that documents credits earned.</td>
</tr>
<tr>
<td>Audit a college/university courses</td>
<td>5 hours for 1 semester credit OR 3.25 hours for 1 quarter credit</td>
<td>Transcript noting individual audited courses. OR A letter on university letterhead from the instructor or Chair of Department documenting rehabilitation counseling audited courses to include the course title and date of completion.</td>
</tr>
<tr>
<td>Authorship/Co-Authorship of Published Article</td>
<td>15</td>
<td>Copy of the article developed. OR The internet citation for the article. Must appear in a professionally recognized, peer-reviewed publication. Information submitted must reflect date of publication.</td>
</tr>
<tr>
<td>Authorship/Co-Authorship of Published Book Chapter</td>
<td>30</td>
<td>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.</td>
</tr>
<tr>
<td>Activity</td>
<td>Hours/Credits Required</td>
<td>Documentation/Supporting Materials</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 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.  
  **Information submitted must reflect your name as the author/co-author and date of the publication.** |
| 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 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.  
  **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.** |
| 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 (Includes Dissertation 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. |
NOTE: CRCC reserves the right to request additional information to determine compliance with the documentation requirements outlined above.

Submission Process

In order to add post-approved continuing education to your file, you must access your account via the CRCC Online Portal, complete the Application for Post-Approval of Continuing Education, and upload the required proof of attendance or completion as well as the online payment of the required processing fees. Please check to ensure the verification of completion form has your correct customer ID number, current address, and daytime telephone number. If you are unable to upload the supporting documentation, you may mail a copy to CRCC.

Post-approved continuing education will be categorized as “Submitted” and clock hours will not be added to your total until CRCC reviews and approves the activity. If your request is approved, the appropriate number of clock hours will automatically be added to your file. At any time, you may log in to your account and verify the status of continuing education submitted and access your CE Report.
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. Access your account via the CRCC Online Portal;
2. Complete the online renewal application that becomes available approximately four months prior to the valid-through date on your certificate and pay the required fees. **NOTE: Option to renew by re-examination has an earlier deadline.**
   
   The deadline to renew by examination is June 30, 2019.
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.

**Test Accommodations**

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

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

CRCC offers a wide variety of accommodations to those individuals with a documented disability. Requests for accommodations are reviewed by CRCC on a case-by-case basis, without penalty. To view the list of possible accommodations and download the Test Accommodation Request Form, please visit the website at https://www.crccertification.com/test-accommodations. Additional instructions on how to request test accommodations and guidelines for documenting a request for test accommodations can be found within the CRC Certification Guide.
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 submission of your application 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: https://www.crccertification.com/crc-exam-schedule.

Candidates Who Do Not Achieve a Passing Score

Certificants who choose to renew by re-examination must achieve a passing score on the certification exam in order to renew their CRC certification or will lose their CRC certification effective as of their certification end date. Certificants who do not achieve a passing score are not eligible to re-take the examination. In order to obtain CRC certification in the future, they must re-apply, meet the criteria in effect at the time of re-application, and pay the required fees.

CRC Interactive Practice Test

To assist you in preparation for the CRC exam, CRCC has developed the CRC Interactive Practice Test available through CRCC’s e-UNIVERSITY. The practice test consists of one set 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.

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. Begin by taking in Test Mode to determine overall performance. Next, take in Study Mode to identify the domain content areas to focus studies. Retake in Test Mode to ensure improvement in identifies domain content areas.

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 maximize your study preparation, purchase the CRC Interactive Practice Test today.

NOTE: Use of the CRC Interactive Practice Test is not required to pursue or obtain CRC Certification and does not guarantee success on the CRC Exam. Furthermore, CRCC does not endorse or recommend other study guides or CRC Exam preparation materials that may be available on the market, as we have not been involved in their development and therefore cannot attest to the accuracy or comprehensive nature of the content contained in those materials.
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 5.

**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 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 5.

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 also provide evidence of at least 20 hours of acceptable continuing education within 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
CRCC’s appeals process is available to any certificant who feels the eligibility criteria for certification renewal have been inaccurately, inconsistently, or unfairly applied by the Standards and Examination Committee. Materials reviewed by the Standards and Examination Committee, as well as any new evidence the candidate wishes to submit will be considered by the Executive Committee. 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 the continuing education or certification renewal documentation submitted has been denied by the Standards and Examination 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 request for such an appeal must be sent to CRCC in writing within 30 days of the decision by the Standards and Examination Committee. None of the members of the Executive Committee will have taken part in the decision-making process of the Standards and Examination Committee, thus ensuring a second, objective review of each certificant’s file. However, members of the Executive Committee will have the report of the Standards and Examination Committee to study before making their decision. The decision of the Executive Committee is final.
EXTENSIONS

All extension requests must be submitted via the CRCC Online Portal prior to the renewal date. Please note that CRCC will be revising the extension policy on July 1, 2019.

30 Day Extensions

CRCC will allow a 30-day extension of a certificant’s renewal date for submission of renewal material. The request must be submitted via the CRCC Online Portal prior to the renewal date, along with payment of the extension fee. 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 complete the applicable extension application via the CRCC Online Portal and pay the applicable fee based on the length of the extension. The request must be submitted prior to the renewal date and include submission of rationale for the extension request as well as supporting documentation. 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, unless otherwise noted.

Required Documentation

Documentation is required to verify extenuating circumstances. The following provides examples of common circumstances and appropriate documentation:

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended illness/injury of self or close family member</td>
<td>Letter from treating physician indicating type and length of illness/injury.</td>
</tr>
<tr>
<td>Death in the family</td>
<td>Obituary or death certificate.</td>
</tr>
<tr>
<td>Military deployment</td>
<td>Deployment papers.</td>
</tr>
<tr>
<td>Natural disasters</td>
<td>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.</td>
</tr>
<tr>
<td>Emotional or mental health</td>
<td>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.</td>
</tr>
</tbody>
</table>

Extension Fees

Fees for extensions are as follows and are paid online when completing the extension application.

- 30-Day Extension: $105
- 6-Month Extension: $125
- 12-Month Extension: $140
Certified Rehabilitation Counselors (CRCs) 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 news from the field of rehabilitation counseling. There is a one-time $165.00 fee to select the **CRC/Retired** status.

An individual may not actively practice using their CRC designation when they are in the **CRC/Retired** status.

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.

The retirement status may be selected at the time of renewal by selecting the retirement option within the renewal application accessible via the CRCC Online Portal.
FEES

All fees are subject to change, non-refundable, and must be paid in U.S. dollars. Payment can be made online via credit card (VISA, MasterCard, or American Express) or in the form of an electronic check or money order. 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 $405
CRC-MACs $460
CRC-CSs $460

This fee is submitted via the CRCC Online Portal after completion of the certification renewal application.

Renewal through Re-Examination (Renewal Fee plus Examination Fee)

CRCs $605
CRC-MACs $660
CRC-CSs $660

This fee includes both a certification renewal and an examination charge.

Continuing Education Fees

Single program post-approval request $ 18

Fees are assessed for the post-approval of continuing education. CRCC does not assess any additional fees for pre-approved continuing education.

Extension Fees

30-Day Extension $105
6-Month Extension $125
12-Month Extension $140

Related Fees

Retirement Designation $165
Written Certification Verification (Payable via the CRCC Online Portal.) $ 30
Replacement Certificate (Except at renewal time.) $ 30
QUESTIONS AND ANSWERS ABOUT RENEWAL AND CONTINUING EDUCATION

Based on calls to CRCC, 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 and employers;
- f) Forensic services;
- g) Assessment and evaluation;
- h) Supervision, training, and teaching;
- i) Research and publication;
- j) Technology, social media, 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 submission of an online renewal application and appropriate fees. CCRCs may renew certification using only the first option below.

- Documenting 100 clock hours of approved continuing education, 10 which 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. (Only offered for CRCs.)

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, access your account via the CRCC Online Portal, submit a Pre-Approved Continuing Education
Application and upload a copy of your verification of completion form. No fee 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 at least one 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:

- Access your account via the CRCC Online Portal;
- Complete the Post-Approved Continuing Education Application;
- Upload a copy of proof of attendance or completion; and
- Pay the required $18.00 processing fee 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 five-year certification period.

**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. At any time, you may check the status of the continuing education hours you have submitted via the CRCC Online Portal.

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

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

**What is considered to be proof of attendance or completion?**

See pages 10-11 of this guidebook for the required documentation necessary to obtain continuing education on a post-approval basis.