Submitting Your Renewal Application
Click the credential in the My Certifications and Renewals section of the screen.
If you are renewing by continuing education, the Submit Application button will activate when you have 100 CE hours (CRC and CCRC) or 80 CE hours (CVE, CWA, CCAA). Click the button to complete and submit your renewal application.

<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>Status</th>
<th>Minimum Required</th>
<th>Reported Credits</th>
<th>Accepted Credits</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics requirement</td>
<td>Pending Submission</td>
<td>10.00</td>
<td>15.00</td>
<td>15.00</td>
<td>100%</td>
</tr>
<tr>
<td>Total CE (Includes Ethics)</td>
<td>Pending Submission</td>
<td>100.00</td>
<td>107.00</td>
<td>107.00</td>
<td>100%</td>
</tr>
</tbody>
</table>
Read and check the box at the bottom of the Attestation. Click the Next button.

Attestation

The Commission on Rehabilitation Counselor Certification (CRCC) does not condone or engage in discrimination based on age, arrest record (including I understand information submitted as part of this application for the initial certification or certification renewal becomes the property of CRCC, but, except as set forth below, will not be released to outside parties unless specifically authorized by the applicant/certificant or unless required by law. I further understand that individual examination results are released to the candidate and are not released to any institution or employer. If a candidate for initial certification is a student taking the CRC as a comprehensive exam, then the student may execute proper authorizations so that his/her examination results will be provided to the university. I consent that, for research and statistical purposes only, data resulting from the initial certification and certification renewal process may be used in an anonymous/identifiable manner. I understand CRCC provides a database listing certificants on its website, which is updated periodically, for the use by the public. I further understand CRCC also receives and responds to requests for information about the certification status of those holding its credentials. Before initiating this application below, please note your name will be entered by CRCC as First Name, Middle Name or Initial, and Last Name, according to the information you have listed within this application. This is the way in which your name will be listed on your admission ticket should you be deemed eligible for the examination and on your certificate should you achieve a passing score or successfully renew your certification. If you are deemed eligible to sit for the examination and the name on your valid photo identification does not match the name on your admission ticket, you will not be allowed entry into the examination. Please check your photo identification and make any necessary changes before you submit this application. I understand and acknowledge that all applications reviewed by CRCC, for either initial certification or certification renewal, will incur a non-refundable fee. For candidates deemed ineligible to sit for the initial certification examination, a refund of $100 will be issued.

Initial below to confirm that you have read and understand the Statement of Understanding.

I agree to the Terms and Conditions. □ Next
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 3 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

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
Follow the prompts to pay your renewal fee.
Add the Renewal Fee to your cart. Click the Checkout button.
You should see the Renewal 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.