

CRC®

(Certified Rehabilitation Counselor)

CCRC®

(Canadian Certified Rehabilitation Counsellor)

CRC-MAC

(CRC-Master Addictions Counselor)

CRC-CS

(CRC-Clinical Supervisor)

CRC-MAC-CS

(CRC-Master Addictions Counselor-Clinical Supervisor)

**CRITERIA
For
Certification
Renewal
And
Continuing
Education**

Developed and Administered by:
Commission on Rehabilitation Counselor Certification
(CRCC®)
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Accredited by the National Commission for Certifying Agencies

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THE CERTIFICATION RENEWAL PROGRAM

The Commission on Rehabilitation Counselor Certification (CRCC) believes that individuals certified as rehabilitation counselors (CRCs, CCRCs, CRC-MACs, CRC-CSs, and CRC-MAC-CSs) should continue to expand their skills in order to enhance the quality of the services they provide. CRCC's certification renewal requirements are designed to encourage rehabilitation counselors to continue their professional education through courses and other activities that will help them serve their clients more effectively. CRCC conducts a job analysis every five years to ensure that the CRC certification process accurately reflects the practice of rehabilitation counseling. Therefore, the commission requires all CRCs to renew their certification at five-year intervals.

The CRCC certification renewal program uses continuing education opportunities to help practitioners achieve the following goals:

- Obtain information on current trends
- Explore new technologies
- Develop balanced professional judgment and enhance critical skills
- Acquire knowledge in specific focus areas

Guidelines for Certification Renewal

The CRCC certification renewal program allows you to extend your certification status as a CRC, CCRC, CRC-MAC, CRC-CS, or CRC-MAC-CS at five-year intervals from the valid-through date of your initial certification. It offers two renewal options:

Option 1: Documentation of 100 clock hours of approved continuing education, of which 10 must be in ethics.

Option 2: Re-examination.

Renewal Procedures

A certification renewal application will be mailed to you approximately four months prior to the valid-through date printed on your certificate. To complete the renewal process, you must:

1. Fill out the application and provide documentation to show that you have completed 100 clock hours of continuing education, including 10 hours in ethics, **OR** check the box stating that you wish to sit for the next scheduled examination.
2. Submit the non-refundable certification renewal fee with your application.

PLEASE NOTIFY THE BUSINESS OFFICE OF ANY CHANGE IN ADDRESS. CRCC has requested address correction information from the post office on all of its mail. Therefore, if your address is not current, the mail we send you will be returned to our office even if you have filed a forwarding address with the post office.

CRCC will make every reasonable effort to send the certification renewal information to current designation holders. However, it is your responsibility to renew your certification by the valid-through date on your certificate.

Because of the possibility of postal delays, CRCC urges you to send your application to the business office well in advance of the valid-through date on your current 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, CRCC may assess an administrative fee to cover its processing costs.

When you sign your application, you agree that you will adhere to the CRCC Code of Professional Ethics (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 application, certification and certification renewal processes becomes the property of the commission and will not be released to outside parties unless authorized by the applicant/certificant or unless required by law. Individual score reports are released to the candidate and are not released to any institution or employer. If a candidate is a student taking the CRC as a comprehensive, then the student may execute proper authorizations so that his/her scores will be provided to the university. For research and statistical purposes only, data resulting from the certification process may be used in an anonymous/unidentifiable manner. The commission does provide a database listing certifiants on its website, which is updated periodically, for the use of the public. The commission 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, you would be required to re-apply, meet the criteria in effect at the time of reapplication, and achieve a passing score on the certification exam.

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. Professional development is NOT a requirement but an option. If you choose to fulfill your continuing education requirement in this area 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 must also:

1. Complete the renewal application you will receive four months prior to the valid-through date on your certificate.
2. Provide documentation indicating that you have completed 100 clock hours of approved continuing education, of which 10 must be in ethics.
3. Ensure that the continuing education activities you wish to use for certification renewal fall within the focus areas described later in this guide.
4. Send the completed renewal application, continuing education documentation, and non-refundable processing fee to CRCC.
5. Include your customer number and the certification you hold on ALL correspondence.

You should submit documentation on your continuing education activities at least once a year over the five-year period of certification. However, CRCC strongly encourages you to submit documentation as you complete each course or workshop. Remember, there is no cost to you when reporting continuing education credits that are pre-approved. **Please submit copies of your continuing education documentation except for transcripts and/or grade reports, as it will not be returned to you.**

Whether you send copies of your continuing education documentation to CRCC annually or as the coursework is completed, CRCC will add the information to your file and send you an updated report. These reports should be retained so that you will have appropriate documentation available when it is time to renew your certification.

Please note that any paperwork submitted at the time of renewal will not be returned.

The Plan

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.

In order that CRCs and CCRCs 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 on page 6 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.

TOTAL OF 100

REQUIRED CLOCK HOURS OF CONTINUING EDUCATION

Alternative 1: 100 clock hours in the domain focus areas – 10 of which **MUST** be in ethics.

Alternative 2: 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.)

Domain Focus Areas

Ethical Standards and Decision Making Models for Rehabilitation Counselors

Vocational Consultation and Employer Services

- Employer practices that affect the employment or return to work of individuals with disabilities
- Ergonomics
- Job modification and restructuring techniques
- Job analysis
- Consultation services available from rehabilitation counselors for employers
- Methods and techniques used to conduct labor market surveys
- Work conditioning or work hardening resources and strategies
- Accommodation and rehabilitation engineering services
- Marketing strategies and techniques for rehabilitation services
- The workplace culture and environment

Job Development and Placement Services

- Employer development and job placement
- Client job seeking skills development
- Client job retention skills
- Job placement strategies
- Job and employer development
- Follow-up/post employment services
- Occupational and labor market information
- Vocational implications of functional limitations associated with disabilities

Career Counseling and Assessment Techniques

- Tests and evaluation techniques available for assessing client's needs
- Computer-based counseling tools in rehabilitation counseling
- Computer-based job-matching systems
- Interpretation of assessment results for rehabilitation planning purposes
- Internet resources for rehabilitation counseling
- Assistive technology
- Theories of career development and work adjustment
- Transferable skills analysis

Mental Health Counseling

- Mental health and psychiatric disability concepts
- Rehabilitation techniques for individuals with psychological disabilities
- Treatment planning for clinical problems (e.g., depression and anxiety)
- Substance abuse and treatment
- Human sexuality and disability issues
- Wellness and illness prevention concepts and strategies

Group and Family Counseling

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

Individual Counseling

- Individual counseling theories
- Individual counseling practices and interventions
- Behavior and personality theory
- Human growth and development

Psychosocial and Cultural Issues in Counseling

- The psychosocial and cultural impact of disability on the family
- The psychosocial and cultural impact of disability on the individual
- Multicultural counseling issues
- Gender issues
- Societal issues, trends, and developments as they relate to rehabilitation
- Techniques for working with individuals with limited English proficiency

Foundations and Professional Issues

- The design of research projects, program evaluation and needs assessment approaches
- Basic research methods
- The history of rehabilitation
- The philosophical foundations of rehabilitation
- The evaluation procedures for assessing the effectiveness of rehabilitation services and outcomes
- Theories and techniques of clinical supervision
- Advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients
- The legislation or laws affecting individuals with disabilities

Rehabilitation Services and Resources

- Supported employment strategies and services
- School to work transition for students with disabilities
- The services available for a variety of rehabilitation populations, including persons with multiple disabilities
- Planning the provision of independent living services with clients
- Financial resources for rehabilitation services
- Community resources and services for rehabilitation planning
- Social Security programs, benefits and disincentives
- The organizational structure of the public vocational rehabilitation service delivery system
- Rehabilitation services in diverse settings
- The organizational structure of the not-for-profit service delivery systems

Case and Caseload Management

- Case management process and tools
- Case recording and documentation
- Principles of caseload management
- Professional roles, functions, and relationships with other human service providers
- Clinical problem-solving and critical-thinking skills
- Negotiation and conflict resolution strategies
- The case management process, including case finding, service coordination, referral to and utilization of other disciplines, and client advocacy
- Techniques for working effectively in teams and across disciplines

Healthcare and Disability Systems

- Managed care concepts
- Health care delivery systems
- Employer-based disability prevention and management strategies
- Workers' compensation laws and practices
- Techniques for evaluating earnings capacity and loss
- Expert testimony
- Life care planning
- The organizational structure of the private-for-profit vocational rehabilitation systems
- Healthcare benefits
- Appropriate medical intervention resources

Medical, Functional and Environmental Implications of Disabilities

- Environmental barriers for individuals with disabilities
- The physical/functional capacities of individuals with disabilities
- Medical aspects and implications of various disabilities
- Rehabilitation terminology and concepts
- Medical terminology
- Attitudinal barriers for individuals with disabilities

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 his/her professional skills and the delivery of services to individuals with disabilities and includes, but is not necessarily limited to, the following:

Authorship of Articles (*Must appear in professionally recognized publication*) *

Authorship of Published Books or Chapters in a Published Book *

Computer Applications and Technology

- Transferable Skills Analysis
- Placement Programs
- Assessment Programs
- Communications
- Report Writing
- Recordkeeping
- Information Services

Curriculum Development

Demonstrating Services to a National or State/Provincial Professional Organization Serving the Field of Rehabilitation Counseling

Development of In-House Training Programs

Development of Legislation or Regulations

Development of Professional Presentations *

Editorial Review of Publications Related to Rehabilitation Counseling

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 (*Must be related to counseling or rehabilitation counseling*)

* May also be placed in domain focus areas under applicable heading. Placement must be specified by the certified individual through completion of the appropriate section on the application for post-approval of continuing education.

Criteria for Appropriate Continuing Education

To qualify for approval as continuing education, a program must meet the following criteria:

- It must be above and beyond your job duties.
- It must be at least one hour long.
- 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 federal, state/provincial, and local laws related to serving people with disabilities.
- It must include an evaluation by the participants to assess its effectiveness.
- The purpose of the program must be clearly defined in terms of its objectives or expected outcomes.
- It must be designed to increase the participant's knowledge or skill regarding the practice of rehabilitation counseling.

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. CRCC does not publish lists of pre-approved continuing education.

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.

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.

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 6 of this guide).

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 page 8
- the required processing fees shown in this guide

This guidebook contains only one blank application for requesting approval on a post-attendance basis. You may photocopy the form or obtain additional copies on CRCC's web site at www.crc certification.com.

Type of Training

Participation in workshops, seminars, conferences, in-service training programs, and distance learning courses

Attendance of college/university courses**

Development of curriculum

Editorial review of publications related to rehabilitation counseling

Development of articles, books and chapters in books

Development of presentations and in-service training programs

Research

Supervision of graduate-level rehabilitation counseling students in their internship/fieldwork

Supervision of CRC applicants who require provisional supervision

Development of legislation or regulation

Service to professional organizations

Proof of Attendance or Completion*

▶ Program agenda and certificate of attendance or letter from sponsor stating you have completed the program, dates of completion, and number of clock hours attended

▶ Official transcript or original grade report that documents credits earned and course description

▶ List of reference materials used to develop the information, a 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

▶ Submission of the publication listing you as an editor

▶ List of reference materials used to develop the information and a copy of the information you developed (must be complete publication)

▶ List of reference materials used to develop the presentation, outline of the presentation, and a copy of the printed program that lists you as the presenter and defines the length of the presentation. Credit is given on a one-time-only basis for the learning experience, which is the research and development, not for the presentation itself. The number of clock hours awarded will be twice the number spent making the presentation (i.e. a two-hour presentation would qualify for four clock hours of credit.)

▶ List of source materials and a copy of findings

▶ A letter on university letterhead signed by the Chair of the Department stating the number of individuals supervised, number of hours of supervision, and dates

▶ A copy of the completed Evaluation of Provisional Supervision from the Provisional Plan and Contract

▶ Documentation of appointment to committee and information developed for legislation/regulation

▶ Letter from president/director of organization documenting services performed, number of hours served, and dates of service

* Copies of proof of attendance must be accompanied by a completed application and the processing fee.

** No processing fee is required. Academic credit is converted as follows: one quarter hour of academic credit equals 10 clock hours; one semester hour equals 15 clock hours.

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.

OPTION 2: RE-EXAMINATION

If you prefer to renew your certification through re-examination, you must:

1. Complete the renewal application you will receive four months prior to the valid-through date on your certificate.
2. Send the completed renewal application together with the exam fee and non-refundable certification renewal fee to CRCC by the required deadline as indicated on the renewal application.
3. Achieve a passing score on the exam.

If you choose the re-examination option, you **MUST** sit for the next scheduled certification exam. 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.

Certification Exam Schedule

The certification exam is generally scheduled on the last Saturday of April for the spring cycle and the last Saturday of October for the fall cycle. You will be notified of the exact date following receipt of your application and request to renew your certification through re-examination.

RENEWAL REQUIREMENTS FOR CRCs WHO HOLD THE MAC ADJUNCT DESIGNATION

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 3.

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 to 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 3.

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. While it is not required, CRCC strongly recommends that at least 20 hours of continuing education in 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

RENEWAL REQUIREMENTS FOR CRCs WHO HOLD THE MAC AND CS ADJUNCT DESIGNATIONS

If you are a CRC who holds the MAC and CS adjunct designations, you also have two options for certification renewal.

Option 1: Continuing Education

To renew your CRC-MAC-CS 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 listed on page 10. Furthermore, at least 10 of the 100 hours must be specific to ethics. The remaining hours can be taken in any of the domain focus or professional development areas beginning on page 3. While it is not required, CRCC strongly recommends that at least 20 hours of continuing education in the Clinical Supervision focus areas be submitted.

Option 2: Re-examination

If you choose to renew your CRC certification through re-examination, you will be required to: 1) achieve a passing score on the CRC examination, and 2) provide evidence of at least 20 hours of continuing education in the Addictions Counseling focus areas in order to maintain your MAC adjunct designation. While it is not required, CRCC strongly recommends that at least 20 hours of continuing education in the Clinical Supervision focus areas be submitted. The applicable Addictions Counseling and Clinical Supervision focus areas are listed on pages 10 and 11.

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
- 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, this individual will also receive information about his/her right to appeal as well as the procedures, instructions, and time schedules for making such appeals.

A certificant who chooses to exercise this right will have his/her continuing education/certification renewal file presented to the Appeals Committee. 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 membership of the commission. However, requests for such appeals must be sent to the commission in writing within 21 days of the decision rendered by the Appeals Committee.

EXTENSIONS

CRCC will review extension requests on an individual basis. All requests for extensions must be made in writing before your certification expires and must include a \$60.00 administrative fee. Please contact the renewal department at (847) 944-1325, for instructions on the documentation required to request an extension. Extensions will be granted only under extenuating circumstances.

RETIREMENT DESIGNATION

Certified individuals 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 newsletters from the field of rehabilitation counseling.

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.

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.

Renewal through Continuing Education

CRCs and CCRCs	\$175
CRC-MACs	\$225
CRC-CSs	\$225
CRC-MAC-CSs	\$275

This fee must be submitted in full with your application for certification renewal. You may elect to pay the certification renewal fee in annual installments over the five-year period of your current certification. You will receive a report once a year (January for certificants who achieved initial certification in the spring and July for certificants who achieved initial certification in the fall) that indicates the amount paid toward your next renewal.

Renewal through Re-Examination

CRCs and CCRCs	\$355
CRC-MACs	\$405
CRC-CSs	\$405
CRC-MAC-CSs	\$455

This fee includes both a certification renewal and an examination charge. If you have elected to pay the renewal fee in annual installments, you must pay the balance at the time you apply for re-examination.

Continuing Education Fees

Fees are assessed for the post-approval of continuing education. No fees will be assessed for pre-approved continuing education.

Single program post-approval request	\$ 10
Four or more requests, submitted simultaneously, for post-approval of programs completed in the same calendar year	\$ 35

Related Fees

Renewal Extension Fee (Please call office for pre-approval.)	\$ 60
Renewal Guide Replacement	\$ 5
Code of Professional Ethics Replacement	\$ 5
Written Certification Verification Fee (Please send check with written request.)	\$ 15
Replacement Certificate (Except at renewal time.)	\$ 25

QUESTIONS AND ANSWERS ABOUT RENEWAL AND CONTINUING EDUCATION

Based on calls to the commission's business office, 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;
- c) professional responsibility;
- d) relationships with other professionals;
- e) evaluation, assessment, and interpretation;
- f) teaching, training, and supervision;
- g) research and publication;
- h) electronic communication and emerging applications;
- i) business practices; or
- j) 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 two options for renewing a certification, both of which require completion of a renewal application and appropriate fees.

- Documenting 100 clock hours of approved continuing education, of which 10 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 on the first exam date following expiration of your certification.

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 form containing a CRC approval number. To receive credit, a copy of this form must be submitted to CRCC by the certified individual. No fee or application 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 a focus area described in this book can be submitted for approval on a post-attendance basis. The procedure, which is described in detail in the Continuing Education section of this guide, is as follows:

- Complete a copy of the application included in this book
- Attach a copy of proof of attendance or completion
- Submit the required processing fee

The processing fee is \$10.00 per program OR if you have completed four or more programs in a single calendar year (January 1 through December 31), you may submit the documentation for all of them at the same time and pay a flat fee of \$35.00 per calendar year.

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 certification cycle.

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. Reports are generated and mailed to individuals after each submission and should be maintained throughout your current five-year period of certification.

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

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

If I submit my original certificates of attendance, will I get them back?

As of January 1, 2003 continuing education documentation will not be returned with your updated report. Therefore, CRCC strongly suggests that you make copies of everything you send for your own records. Copies of certificates of attendance are acceptable as long as they are legible. Copies and Internet verifications of transcripts and/or grade reports are NOT acceptable.

What is considered to be proof of attendance?

Proof of attendance consists of either a certificate of completion or a letter from the sponsor (on letterhead) verifying your attendance, which must consist of dates of program completion, program title and the number of hours you attended.

APPLICATION FOR POST-APPROVAL OF CONTINUING EDUCATION

(If the activity you completed did not have prior approval from CRCC, you must complete a **SEPARATE** form for each continuing education activity for which you seek credit, a copy of proof of attendance, and appropriate fee. To submit future requests, make copies of this form **BEFORE** completing it.)

Check one: CRC CCRC CRC-MAC CRC-CS CRC-MAC-CS Customer Number

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Daytime Telephone Number (with area code)</u>
<u>Street Address</u>	<u>City and State/Province</u>	<u>Zip Code/Postal Code</u>	<u>Facsimile Number (with area code)</u>
<u>Program Title</u>			<u>Program Location (city and state)</u>
<u>Sponsoring Organization</u>			<u>Program Dates</u>
<u>Program Instructors</u>			<u>Clock Hours Requested</u>

Check the title that most accurately describes the activity that you completed.

- 1-Multi-day Conference 3-Home Study 5-Internet
 2-Seminar/Workshop 4-College or University Courses

Complete this section if your activity falls within one or more of the domain focus areas.

- Indicate the domain focus area that describes the content of your continuing education activity.

<input type="checkbox"/> 01 – Vocational Consultation and Employer Services	<input type="checkbox"/> 08 – Foundations and Professional Issues
<input type="checkbox"/> 02 – Job Development and Placement Services	<input type="checkbox"/> 09 – Rehabilitation Services and Resources
<input type="checkbox"/> 03 – Career Counseling and Assessment Techniques	<input type="checkbox"/> 10 – Case and Caseload Management
<input type="checkbox"/> 04 – Mental Health Counseling	<input type="checkbox"/> 11 – Healthcare and Disability Systems
<input type="checkbox"/> 05 – Group and Family Counseling	<input type="checkbox"/> 12 – Medical, Functional and Environmental Implications of Disabilities
<input type="checkbox"/> 06 – Individual Counseling	<input type="checkbox"/> 13 – Ethical Standards
<input type="checkbox"/> 07 – Psychosocial and Cultural Issues in Counseling	<input type="checkbox"/> 14 – Addictions Counseling
	<input type="checkbox"/> 15 – Clinical Supervision
	<input type="checkbox"/> 16 – Professional Development
- Describe how your continuing education activity relates to the domain focus area you checked. Use a separate piece of paper if necessary.

- 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.

- Describe how your continuing education activity relates to your professional development. Use a separate piece of paper if necessary.

- Attach all required documentation and the non-refundable processing fee.

The fee for one request is \$10. A fee of \$35 is charged if you are submitting requests for approval of four or more programs completed in the same calendar year (January 1 through December 31). Payment may be made to CRCC by check or money order.

All fees are non-refundable.

- Enclosed is the \$10 fee. Enclosed is the \$35 fee. \$ _____ is enclosed.

Signature _____

Date _____

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

is composed of appointees from the following groups:

ADARA

American Rehabilitation Counseling Association (ARCA)

Canadian Association of Rehabilitation Professionals (CARP)

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)

At-Large Member Representing the Certified Rehabilitation Counselor

Public Member

CRCC

300 N. Martingale Road, Suite 460

Schaumburg, IL 60173

FIRST CLASS MAIL