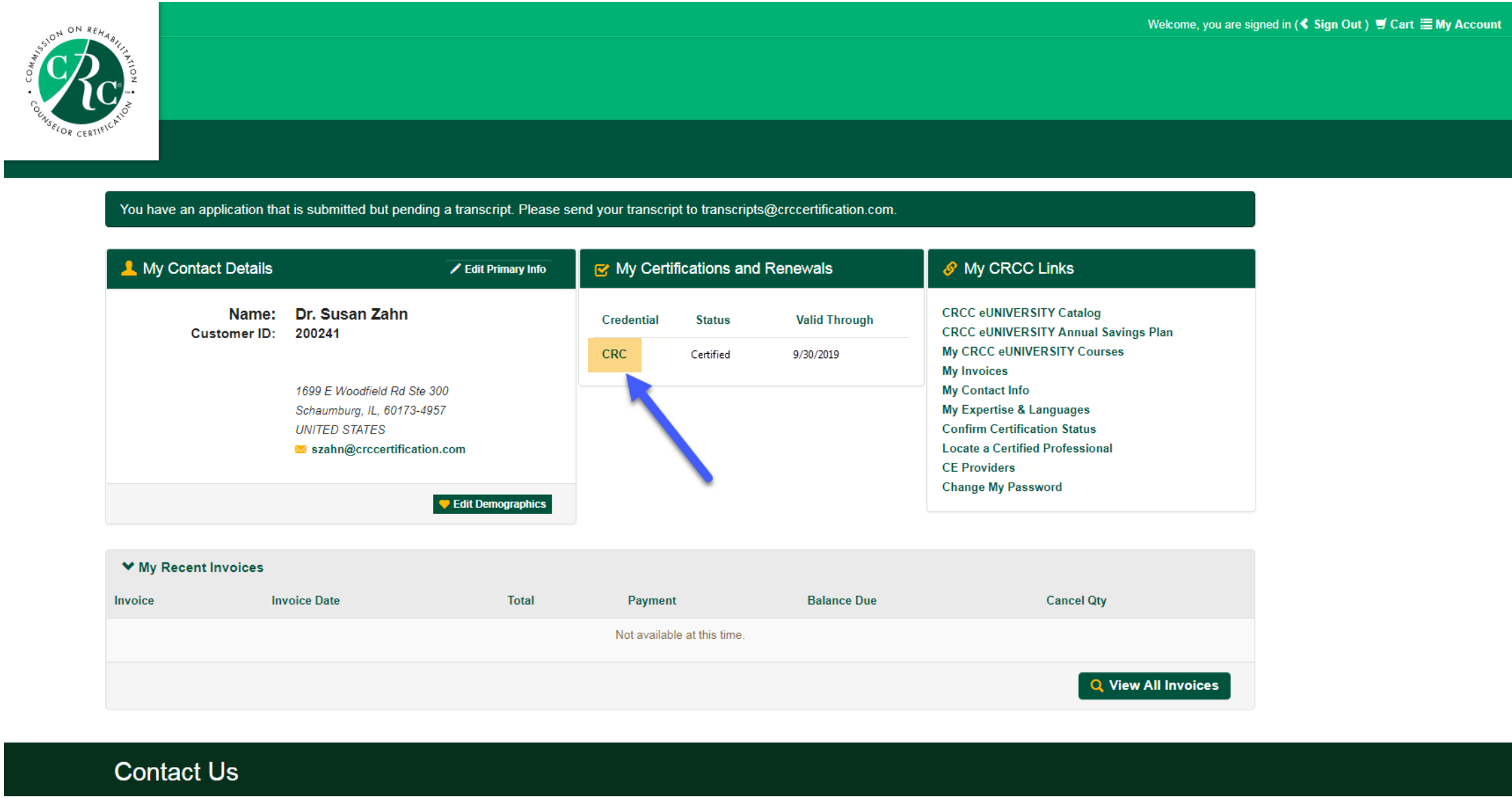
CRCC

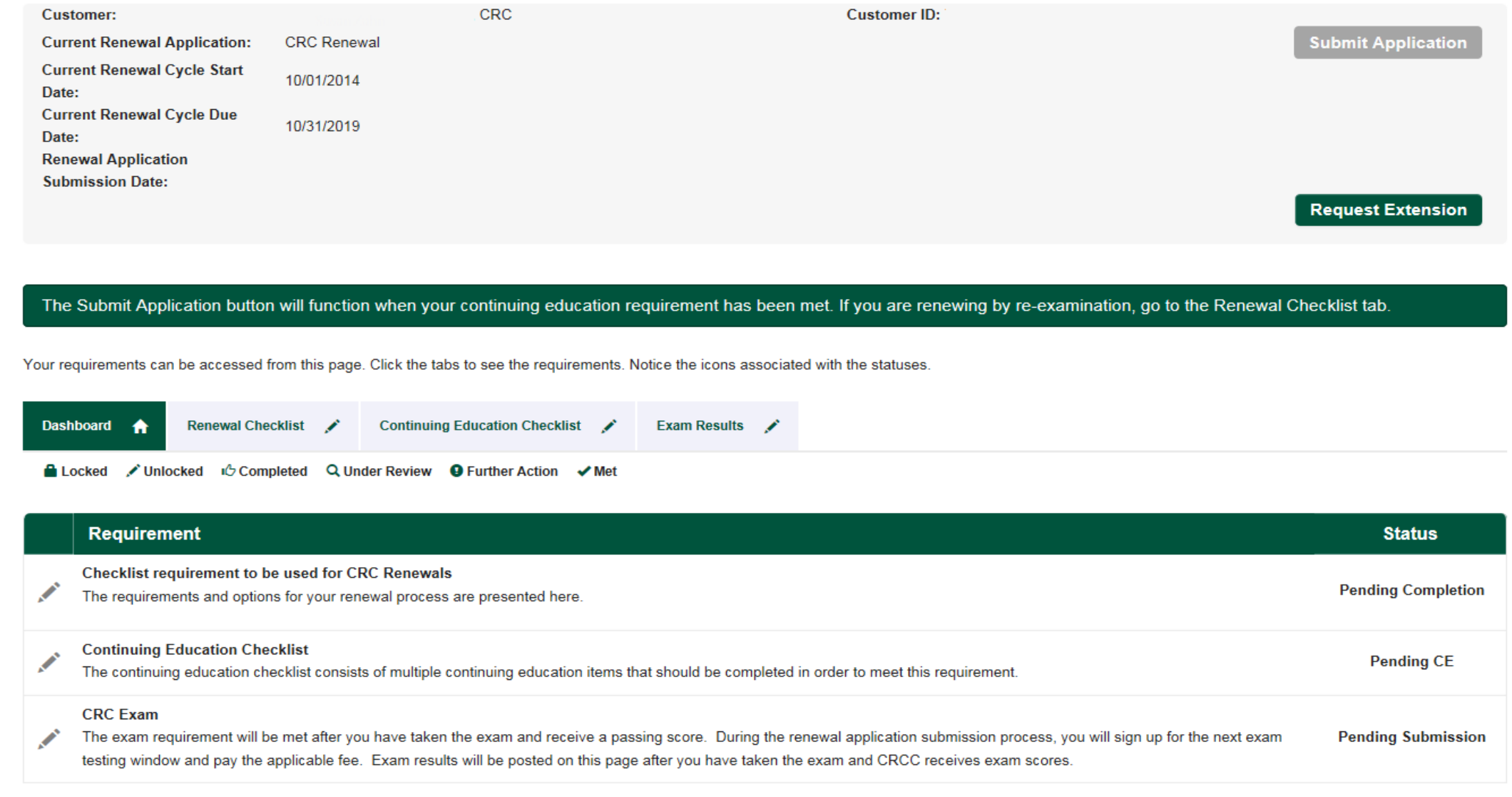
COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION

Renewing Your CRC or CCRC

Click the credential in the My Certifications and Renewals section of the screen.



Your renewal requirements page will open. The Submit Application button is not active until you have met all renewal requirements.



Customer: CRC **Customer ID:**

Current Renewal Application: CRC Renewal

Current Renewal Cycle Start Date: 10/01/2014

Current Renewal Cycle Due Date: 10/31/2019

Renewal Application Submission Date:

Submit Application

Request Extension

The Submit Application button will function when your continuing education requirement has been met. If you are renewing by re-examination, go to the Renewal Checklist tab.

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

Dashboard | Renewal Checklist | Continuing Education Checklist | Exam Results

Locked | Unlocked | Completed | Under Review | Further Action | Met

Requirement	Status
Checklist requirement to be used for CRC Renewals The requirements and options for your renewal process are presented here.	Pending Completion
Continuing Education Checklist The continuing education checklist consists of multiple continuing education items that should be completed in order to meet this requirement.	Pending CE
CRC Exam The exam requirement will be met after you have taken the exam and receive a passing score. During the renewal application submission process, you will sign up for the next exam testing window and pay the applicable fee. Exam results will be posted on this page after you have taken the exam and CRCC receives exam scores.	Pending Submission

Customer: CRC **Customer ID:**

Current Renewal Application: CRC Renewal

Current Renewal Cycle Start Date: 10/01/2014

Current Renewal Cycle Due Date: 10/31/2019

Renewal Application Submission Date:

Submit Application

Request Extension

Information about your renewal

The Submit Application button will function when your continuing education requirement has been met. If you are renewing by re-examination, go to the Renewal Checklist tab.

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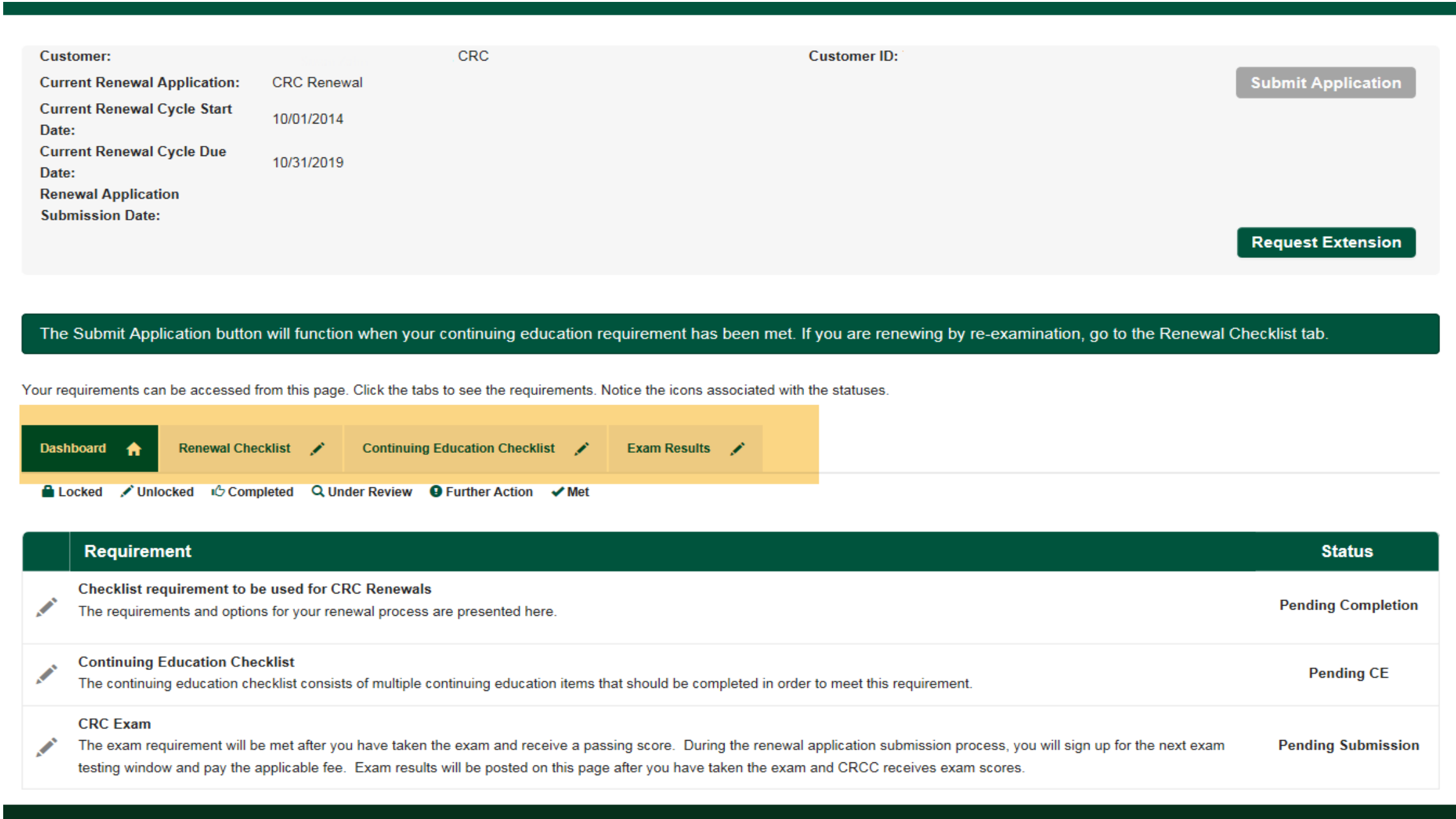
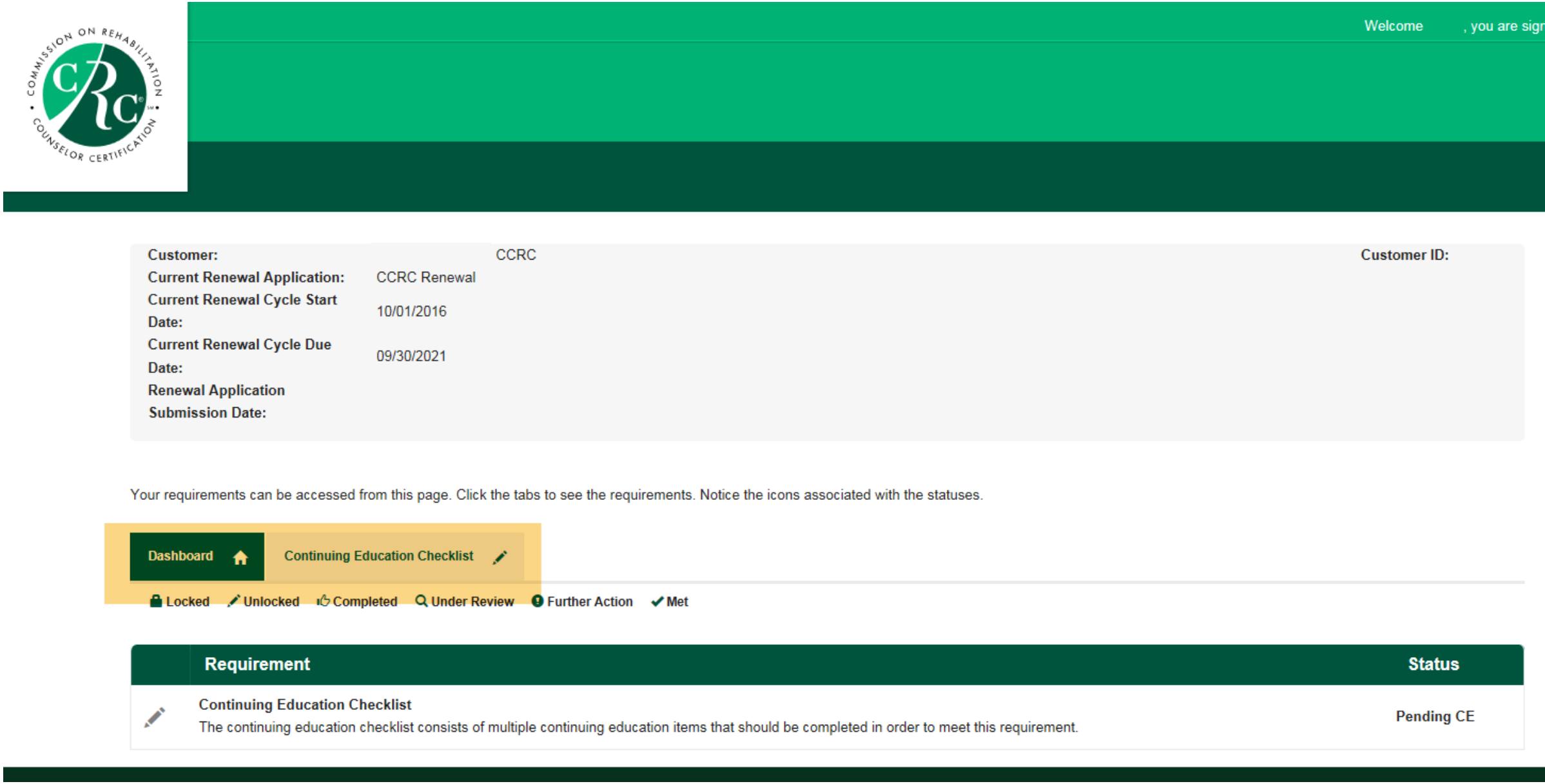
CRCs: Click the Continuing Education Checklist tab if you are renewing using continuing education.

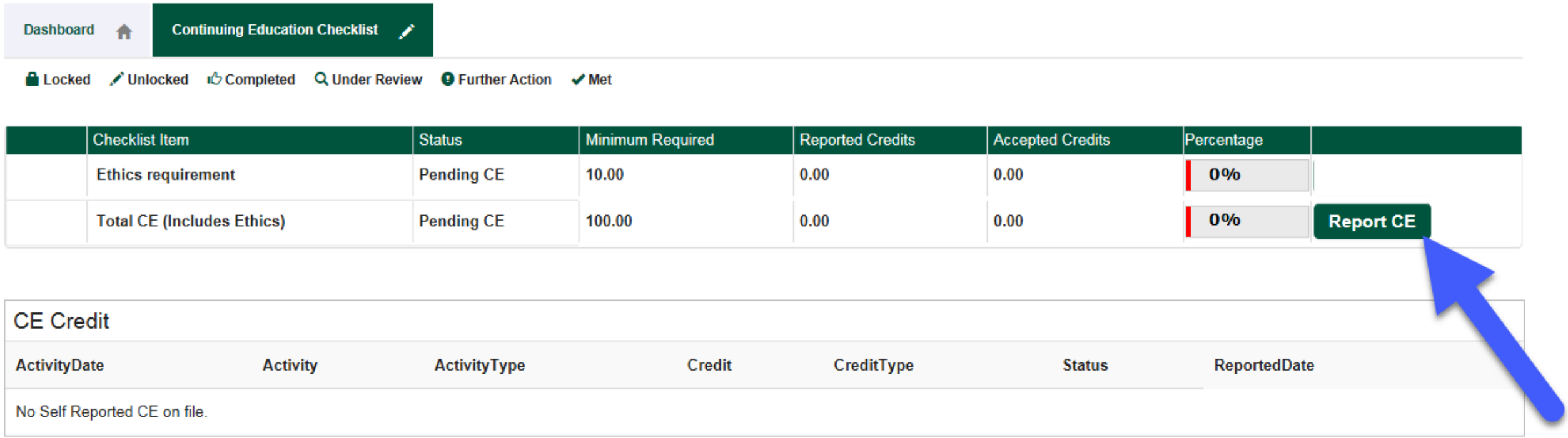


CCRCs: Click the Continuing Education Checklist tab.



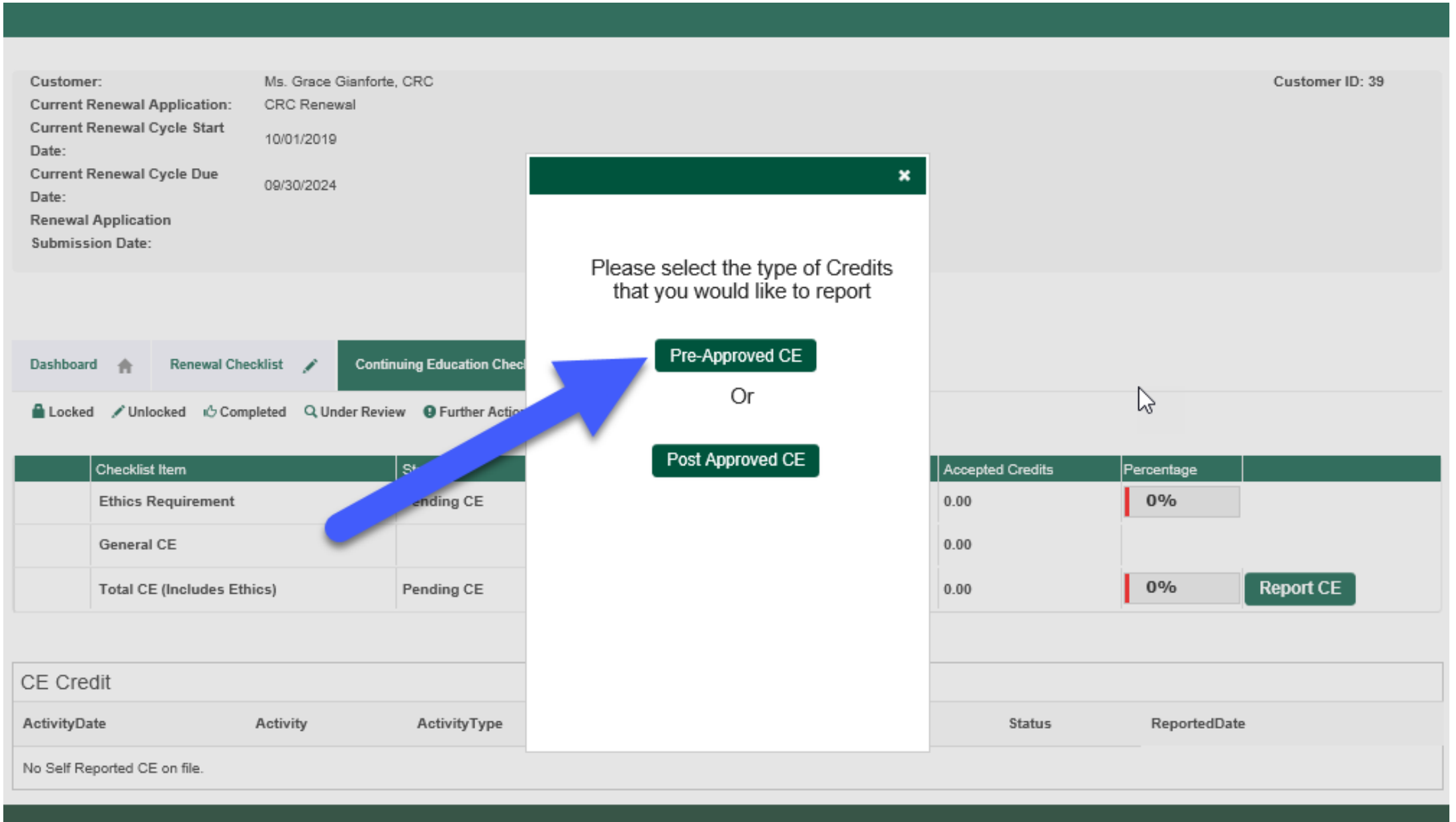
Renewing by Continuing Education

Click the Report CE button

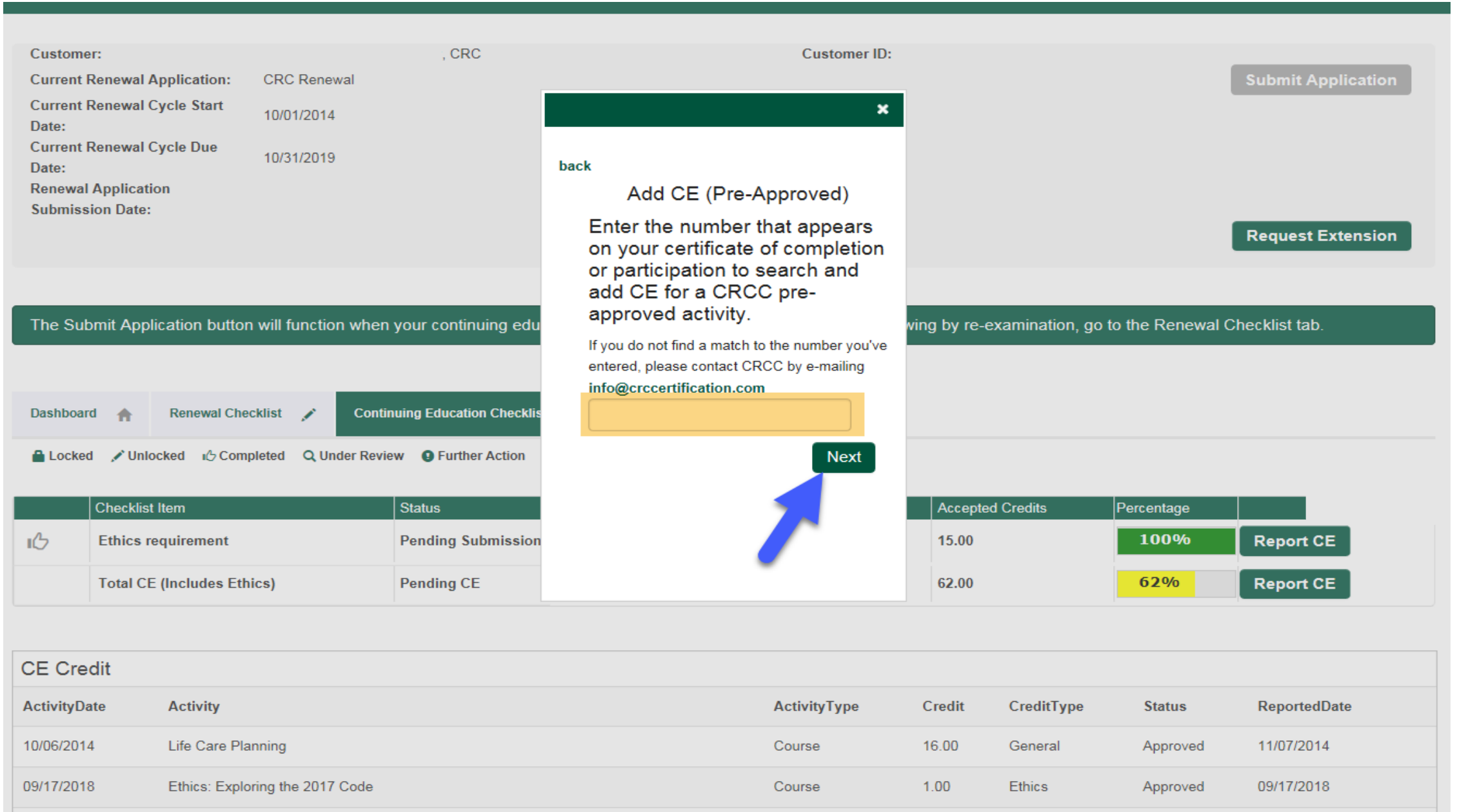


Claiming Pre-Approved Continuing Education Credit

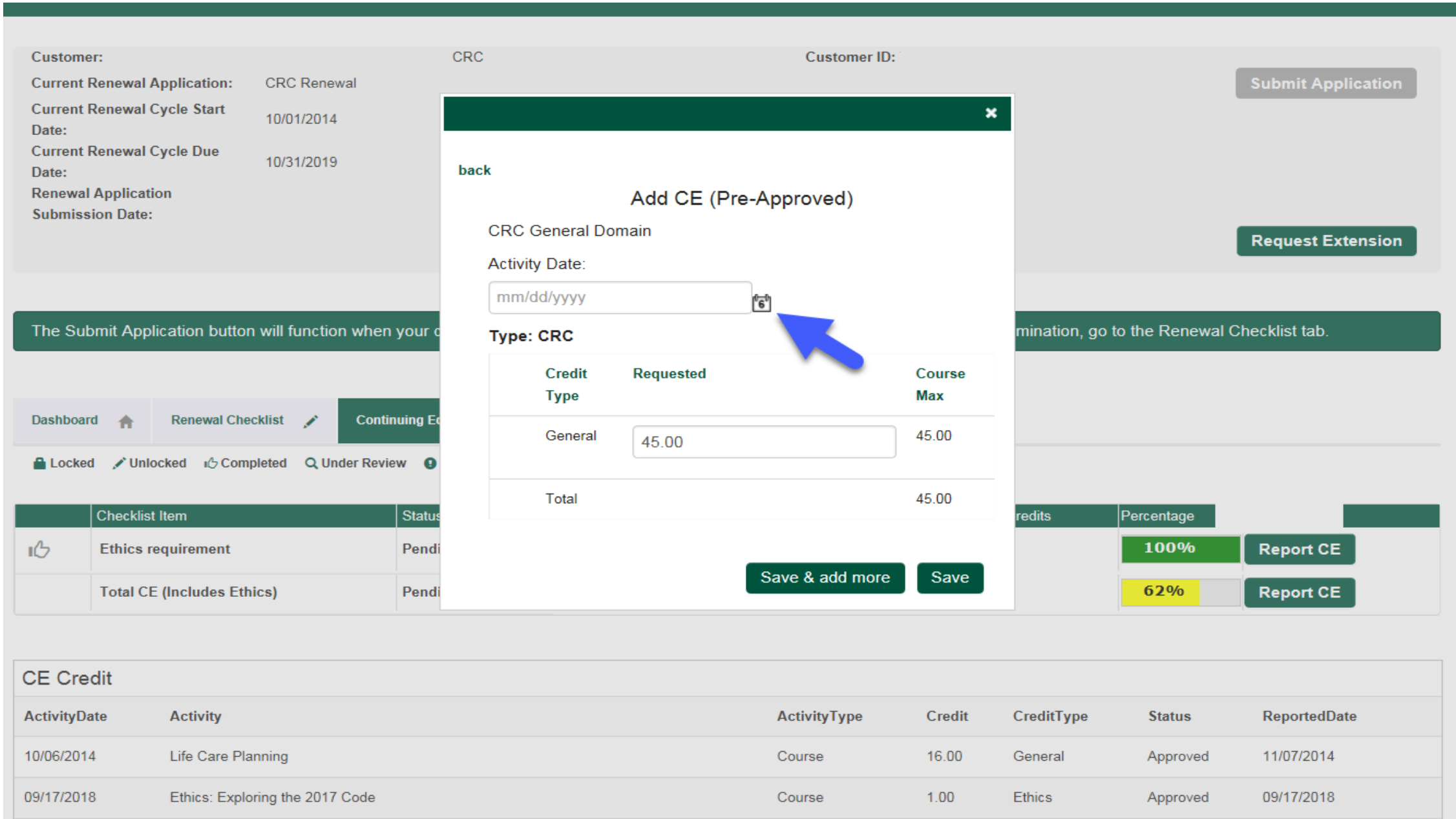
Click the Preapproved CE button.



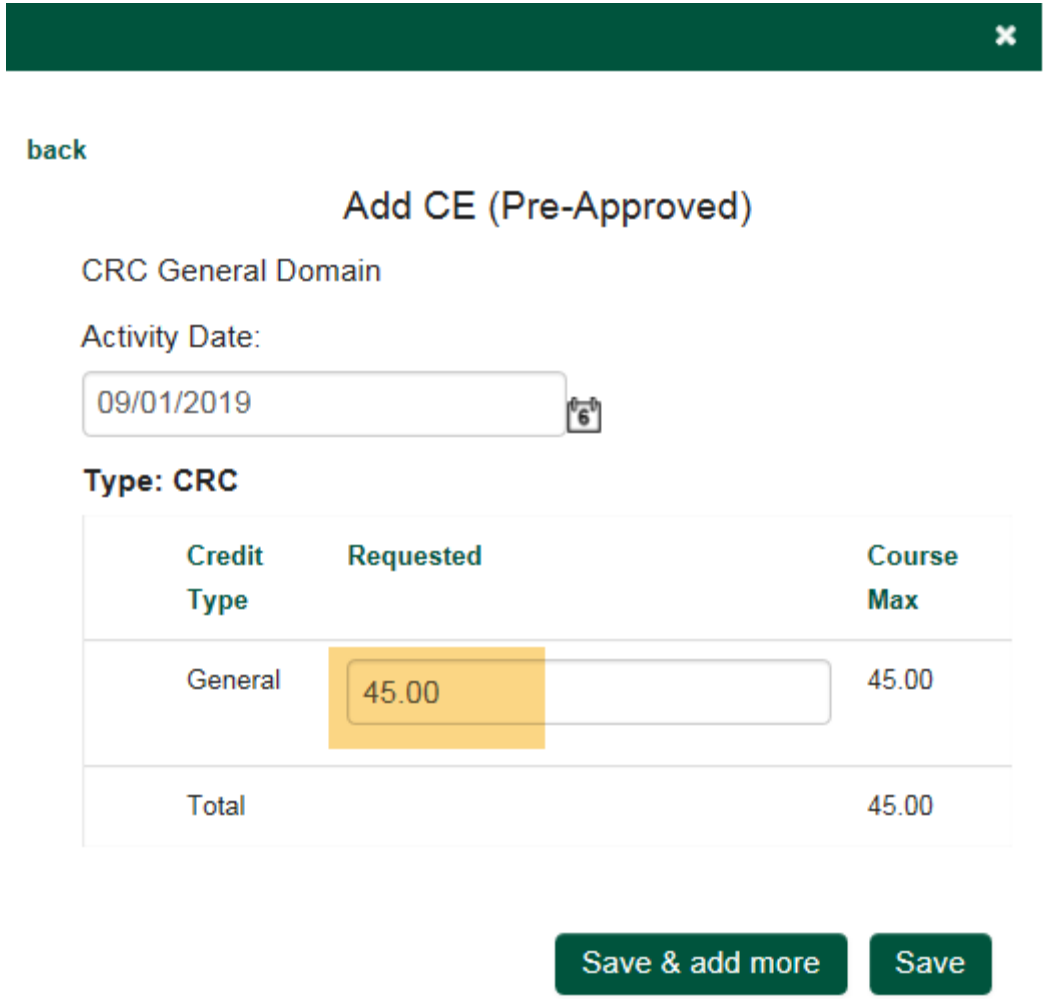
Type the CRCC preapproval number from your certificate in the text box. Click the Next button.
If you receive an error message, please retype the number. If you still receive an error, contact CRCC.



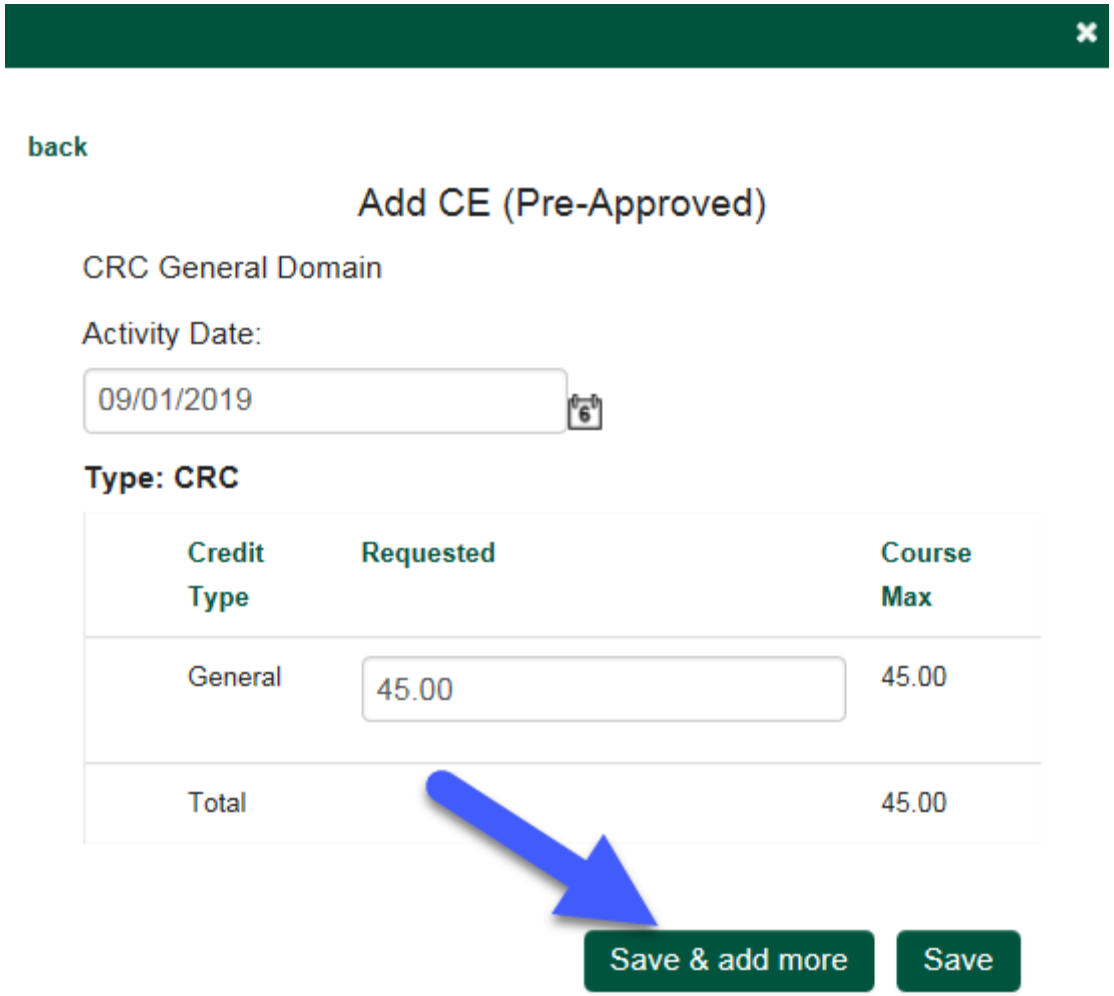
Type the date you complete the activity in the text box. OR click the calendar icon to select the date.



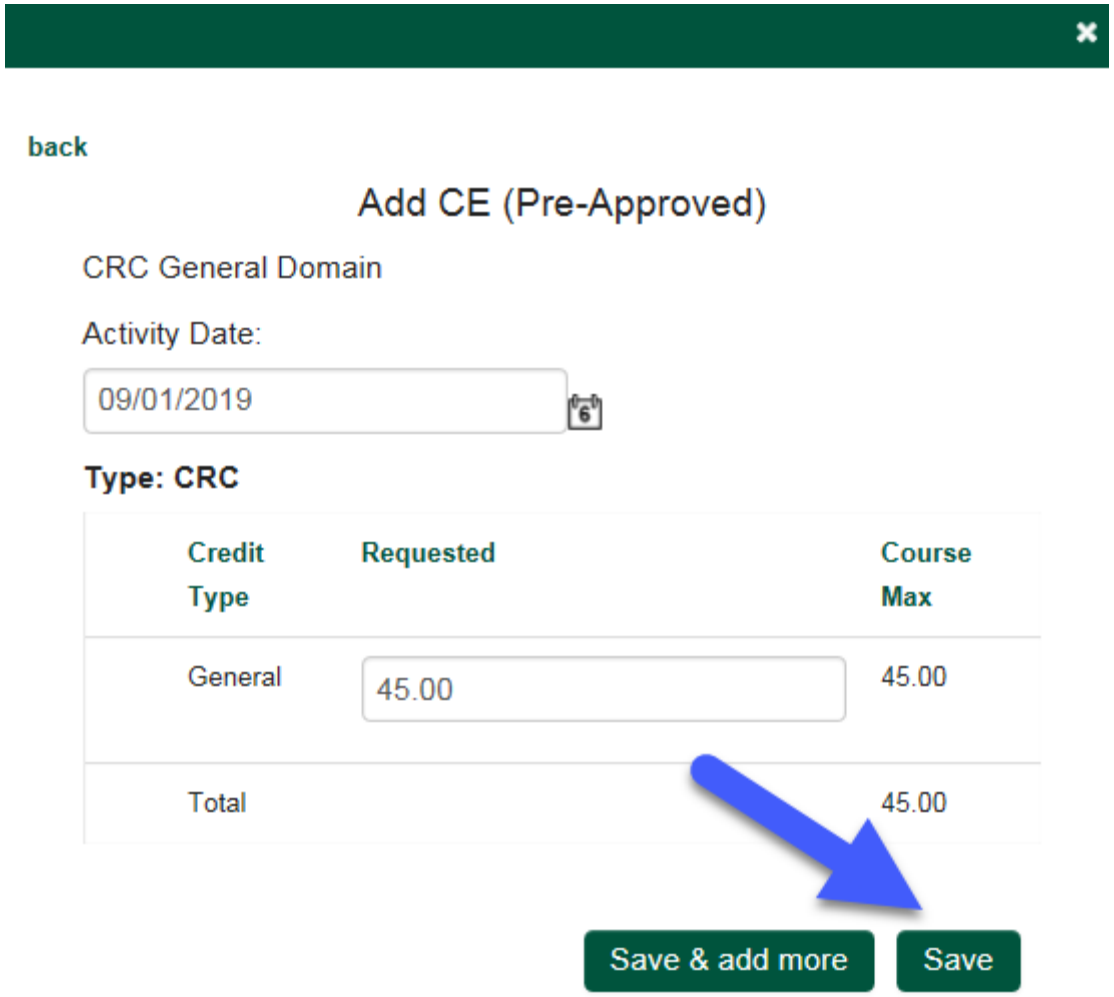
Type the number of CE credits in the corresponding text box. Claim only the amount of credit you participated in or completed.



If you need to add more continuing education, click the Save & add more button.

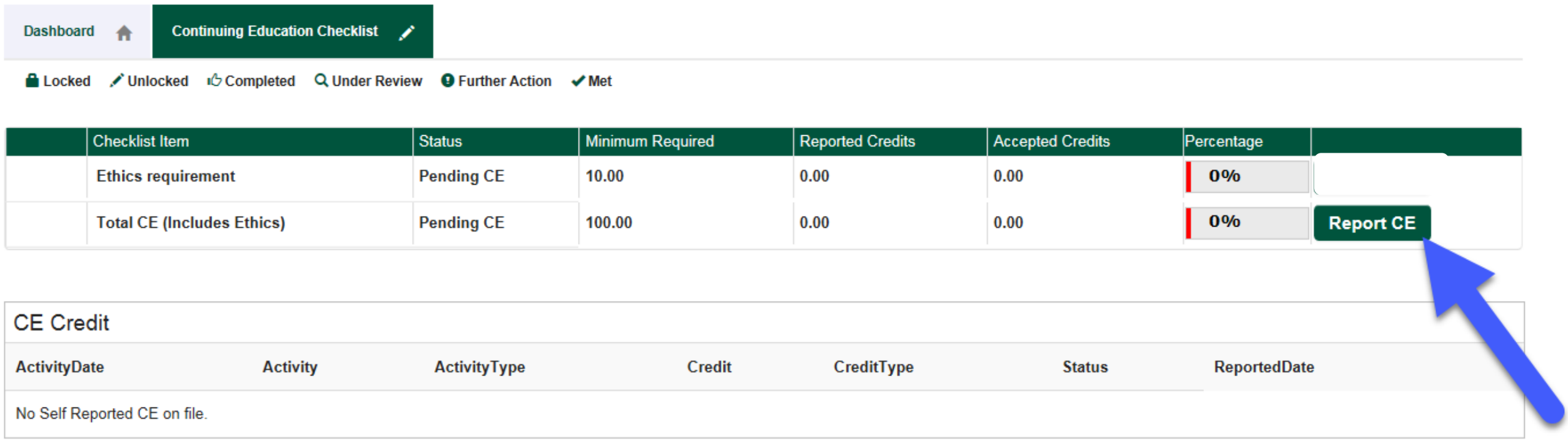


When you have finished claiming preapprove CE credit, click the Save button.

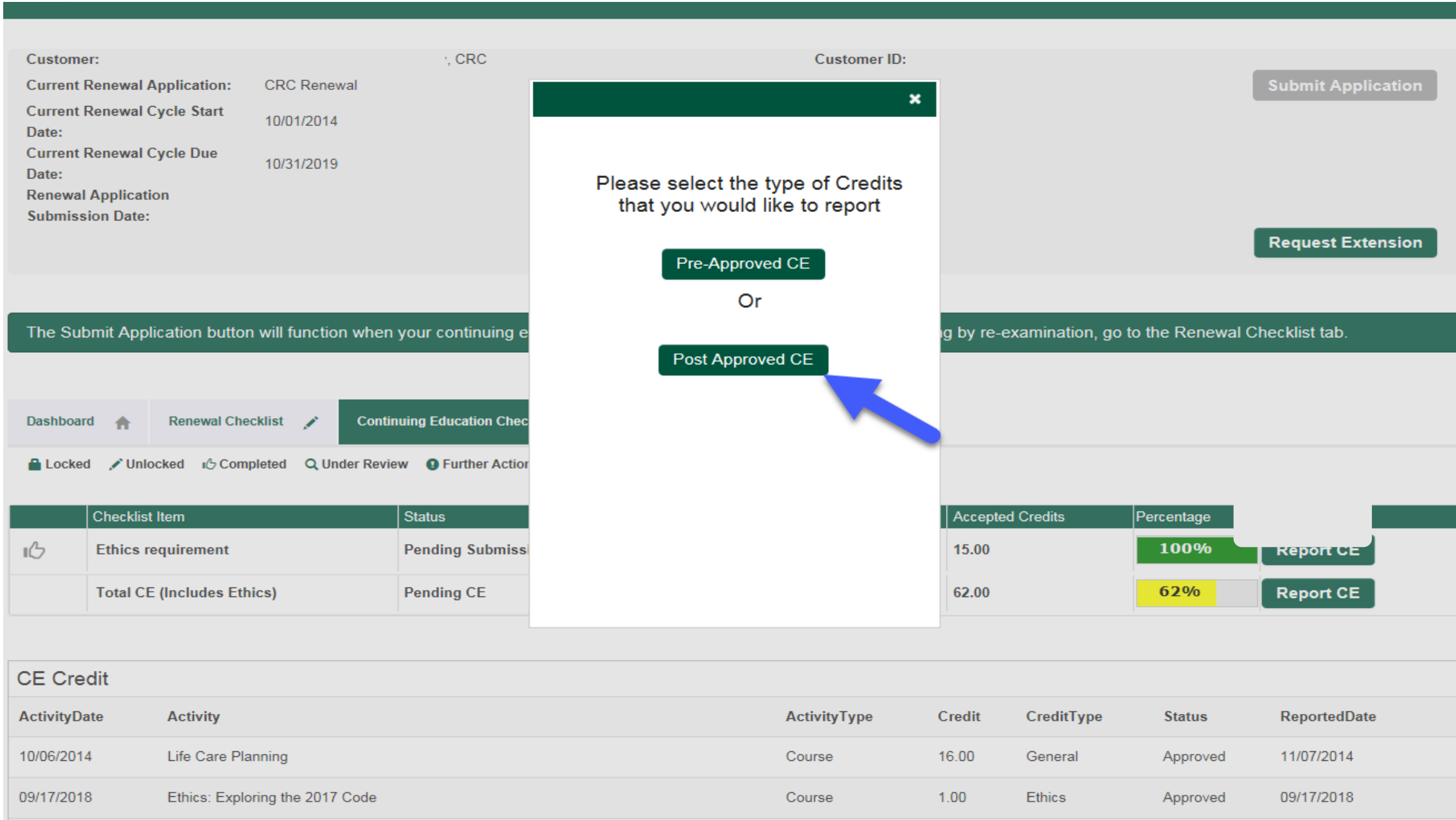


Claiming Post-Approved Continuing Education Credit

If you want to claim post-approved continuing education credit, click the Report CE button.



Click the Post-Approved CE button.



The documentation you upload for a post-approved continuing education activity must be saved on your computer as a single document.

You'll need a separate document for each post-approved activity.

back

Add CE (Post-Approved)

Fill in all fields below and select the method of instruction to submit your self-reported continuing education credit.

NOTE: If your certificate of completion has a **Pre-approval number from** CRCC (e.g., TRN1234567), DO NOT ENTER the activity here.
The clock hours for a post-approved continuing education must be a **minimum of 1 hour.**

Upload a copy of your certificate of completion or participation.

If you wish to add more than one activity, click Save and Add Another.

After adding your continuing education credit, click Save and Checkout to pay the review fee(s).

Program Name:

Activity Date:

mm/dd/yyyy

Brief Description: (500 characters or less)

Credential Type

- ◯CCRC
- ◯CRC

Method of Instruction (choose one)

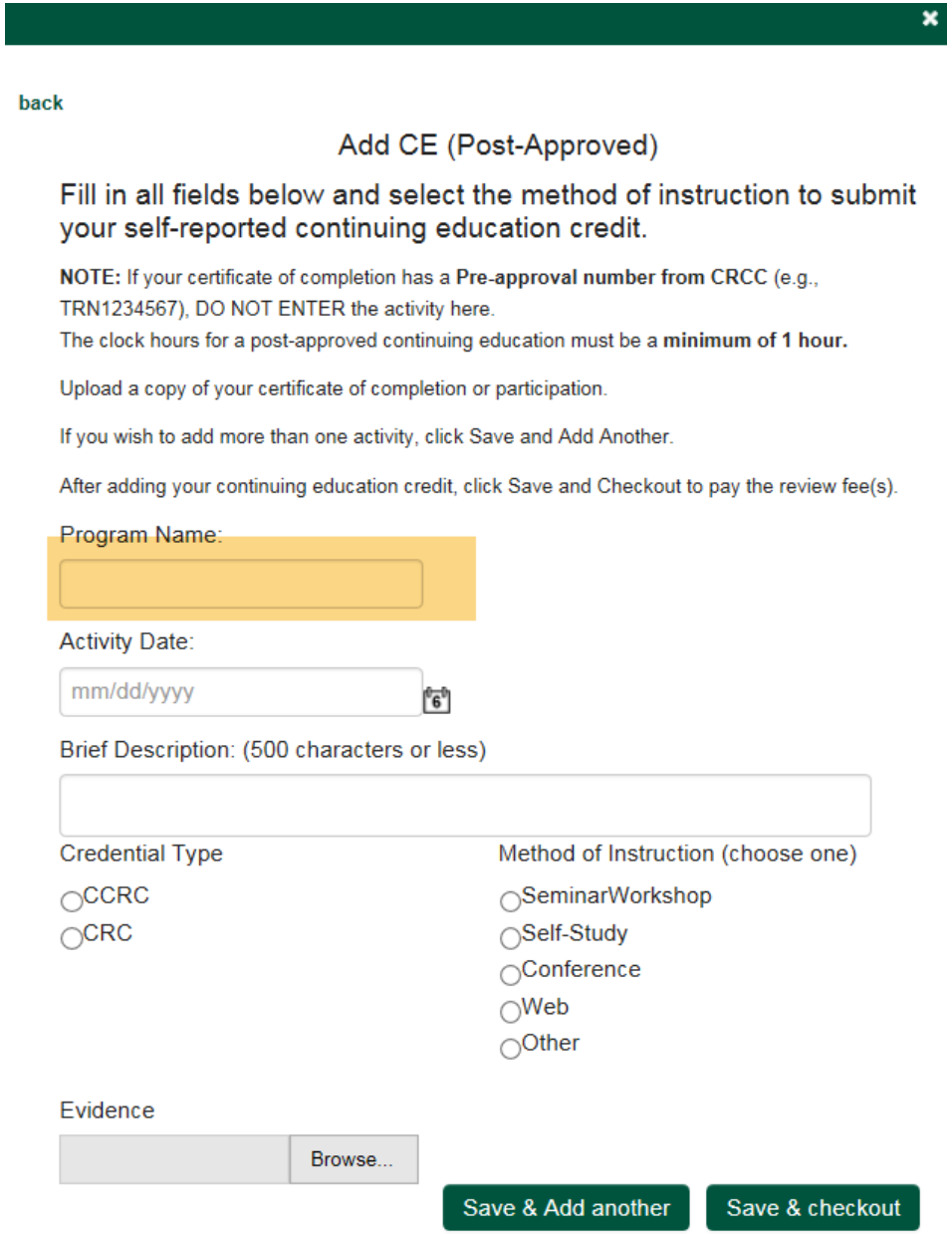
- ◯SeminarWorkshop
- ◯Self-Study
- ◯Conference
- ◯Web
- ◯Other

Evidence

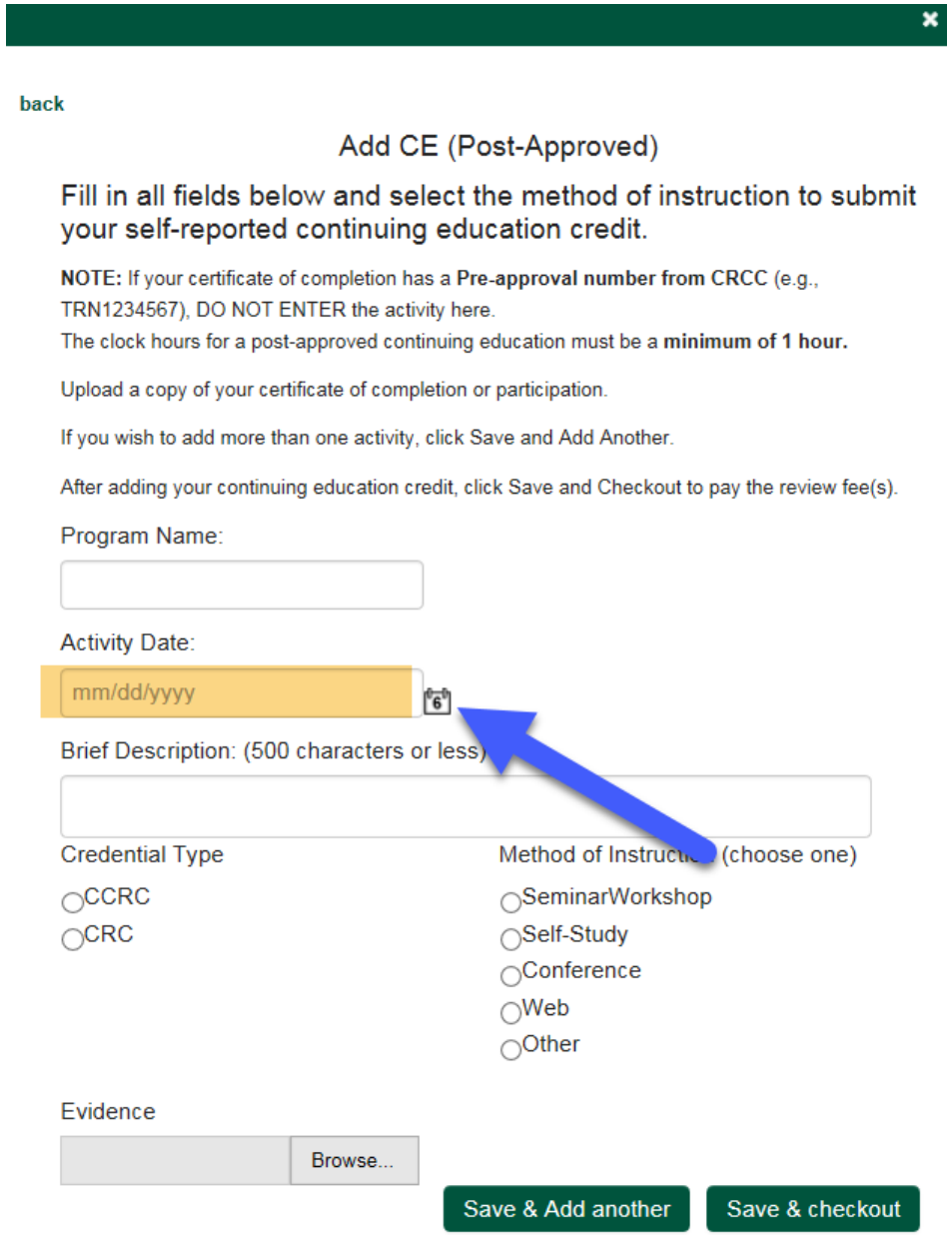
Browse...

Save & Add another | Save & checkout

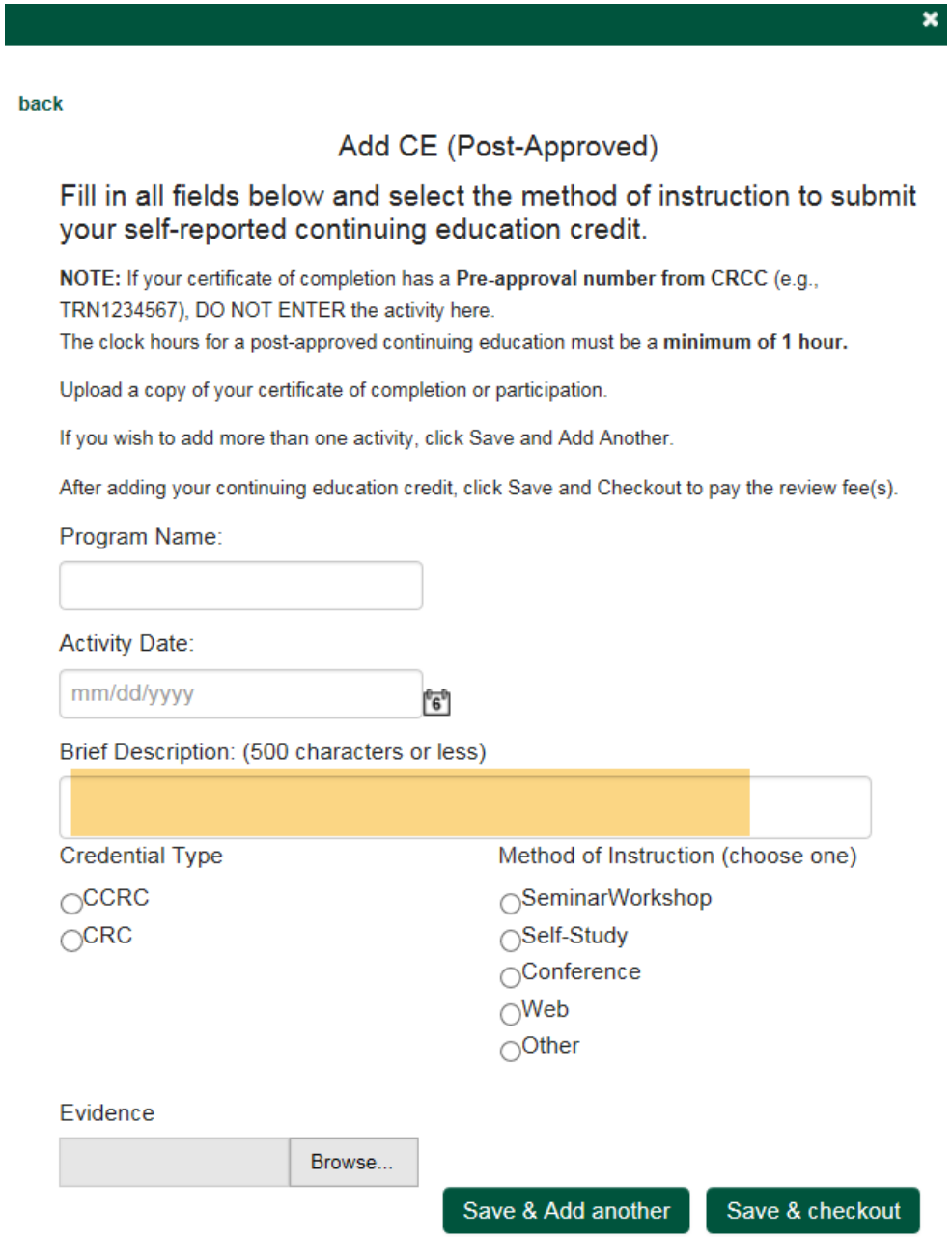
Type the program name or activity title in the text box.



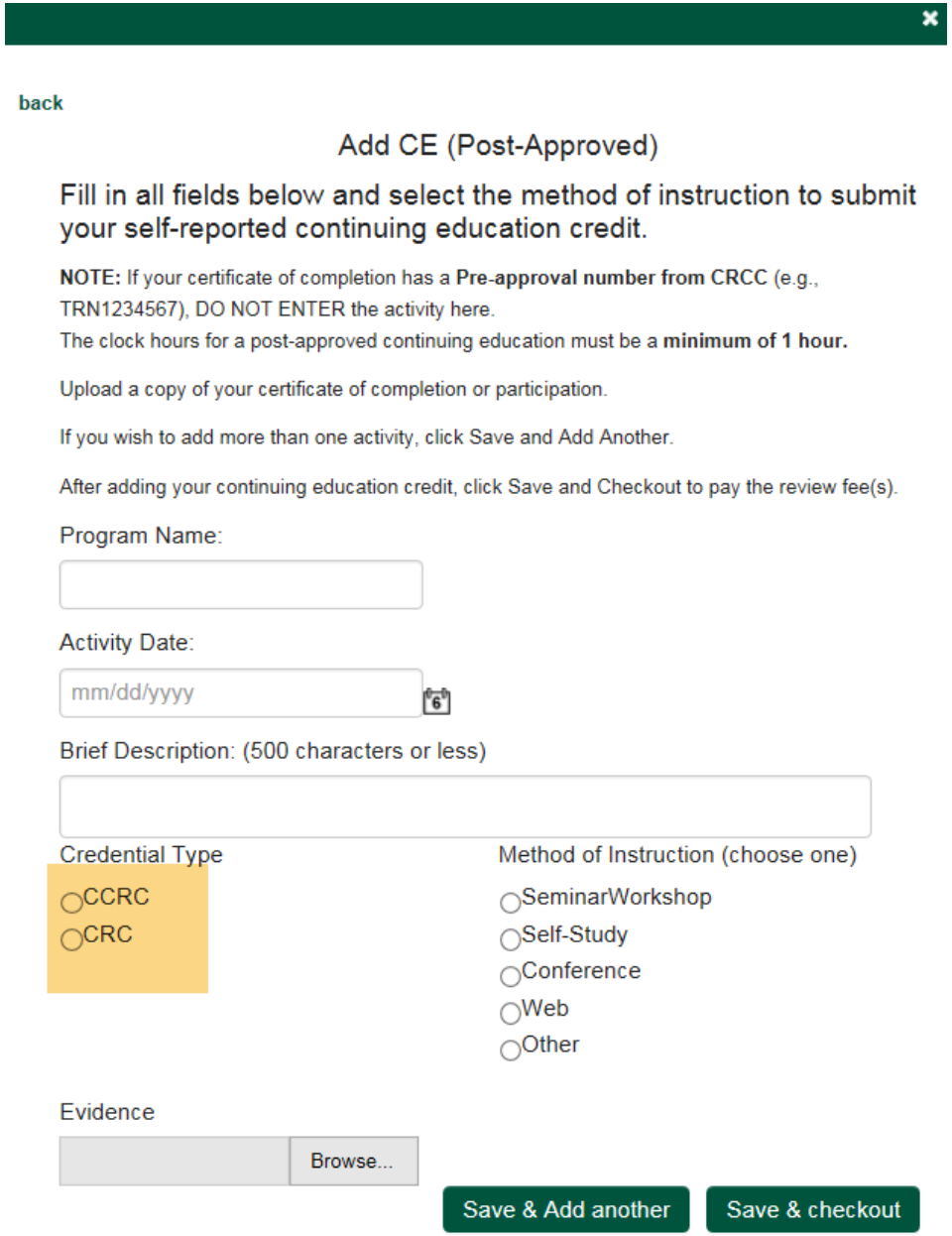
Type an activity date in the text box. The date needs to fall within the dates of your current renewal.



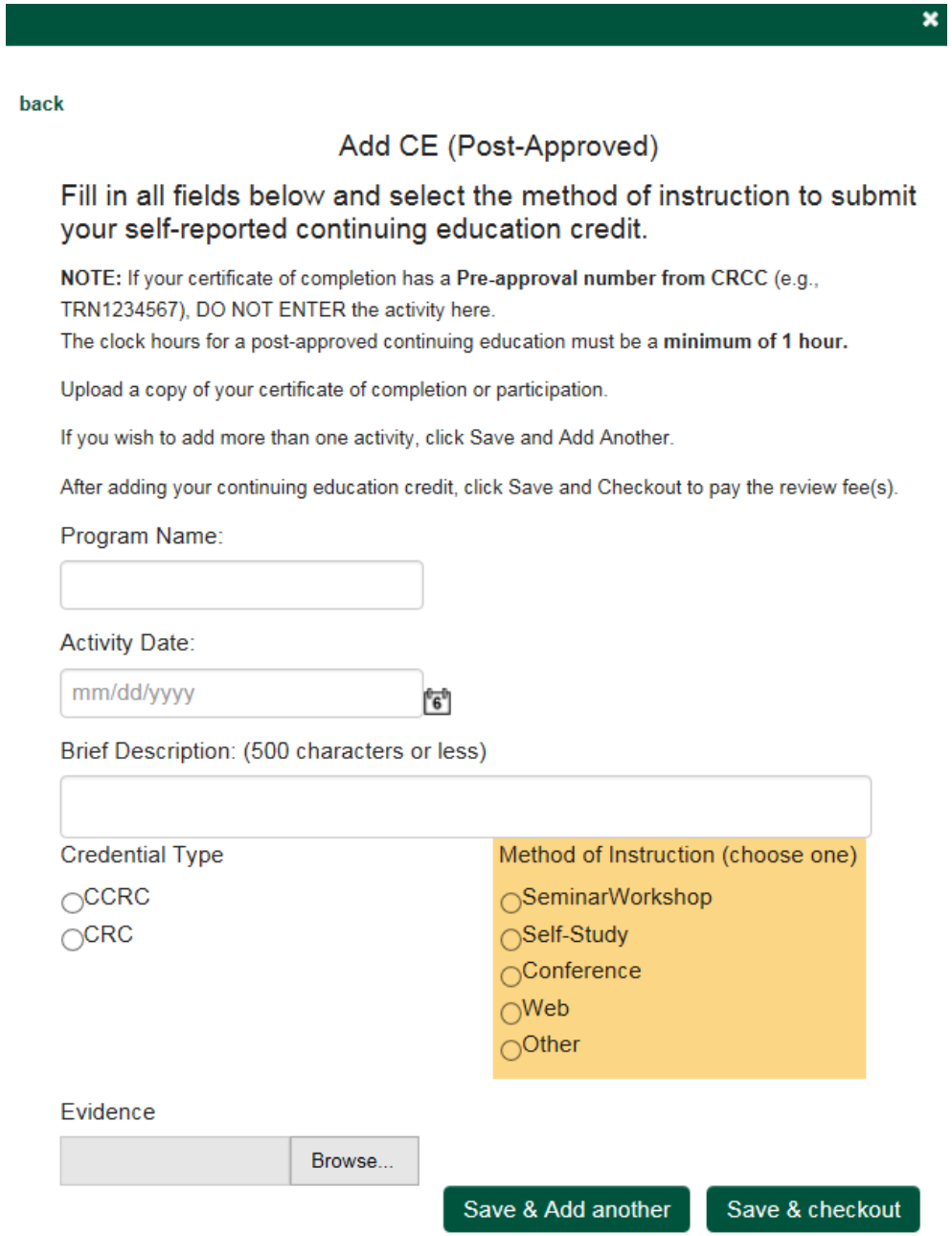
Type a brief, one to two sentence description of the activity in the text box.



Select the Credential Type.



Select the type of instruction or Other.



Type the amount of CE credit you wish to claim in the corresponding text box for the kind of CE you completed.

Brief Description: (500 characters or less)

post-approved CE

Credential Type

- (•) CRC

Method of Instruction (choose one)

- ( ) SeminarWorkshop
- (•) Self-Study
- ( ) Conference
- ( ) Web
- ( ) Other

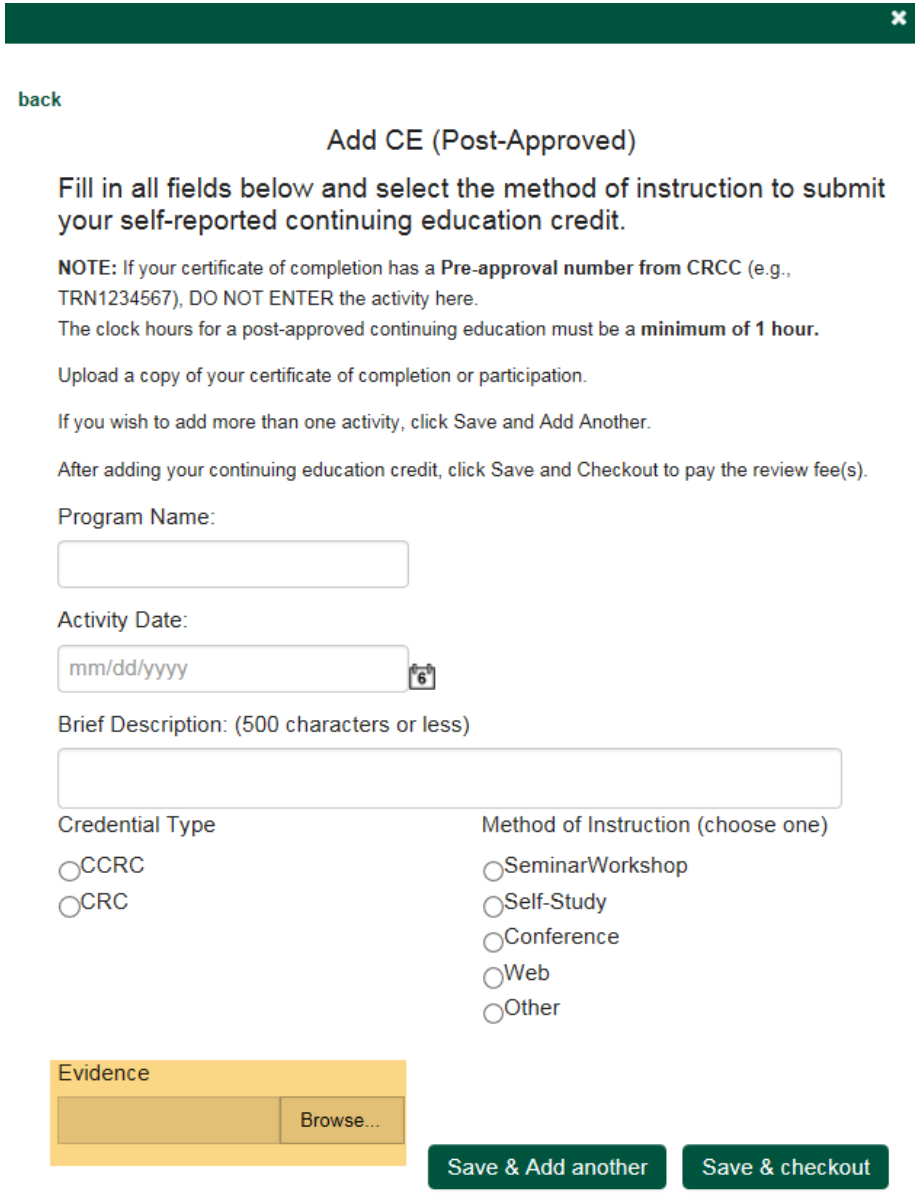
Credit Type	Clock Hours
General	15
Ethics	0
Addictions Counseling	0
Clinical Supervision	0
Professional Development	0

Evidence

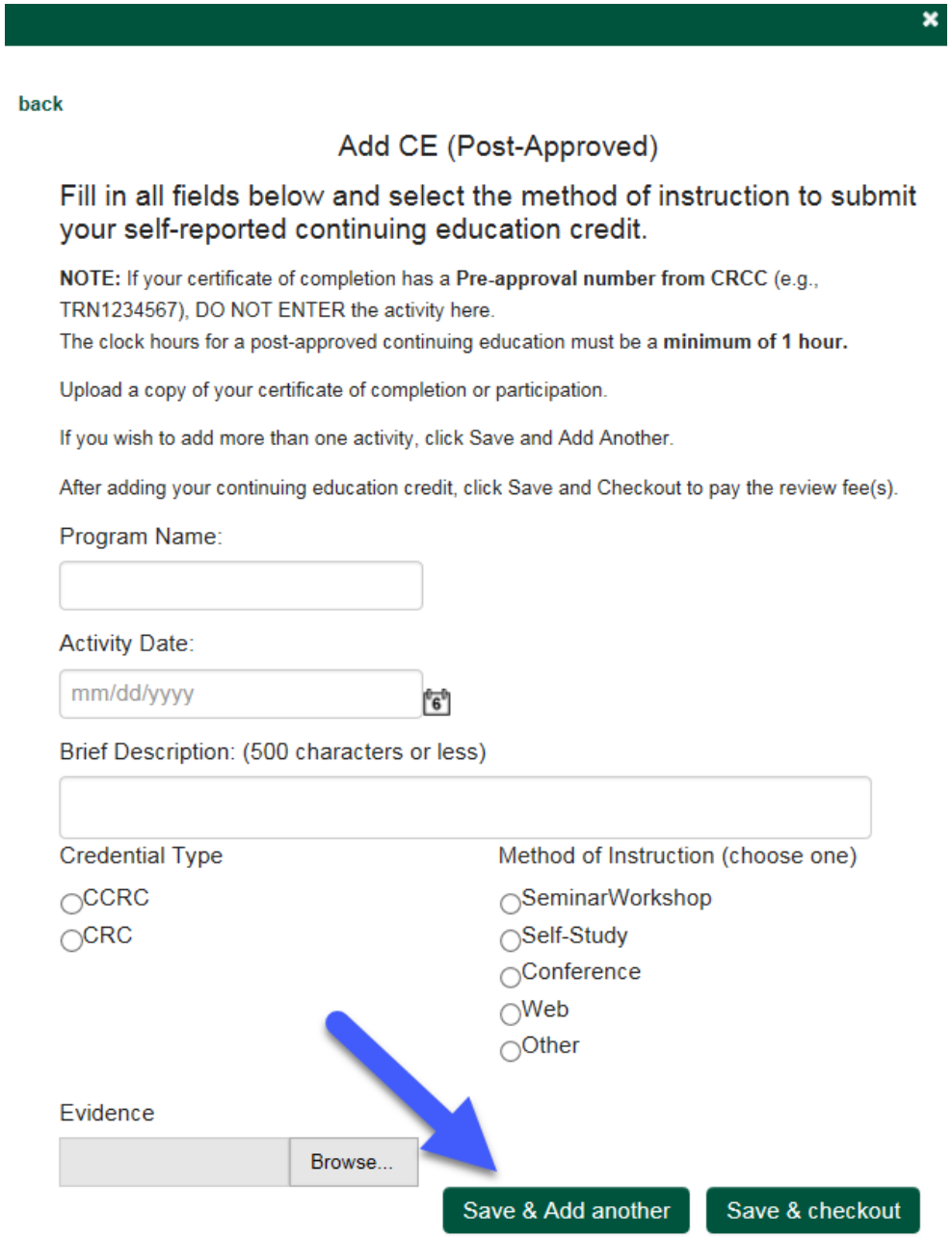
Browse...

Save & Add another Save & checkout

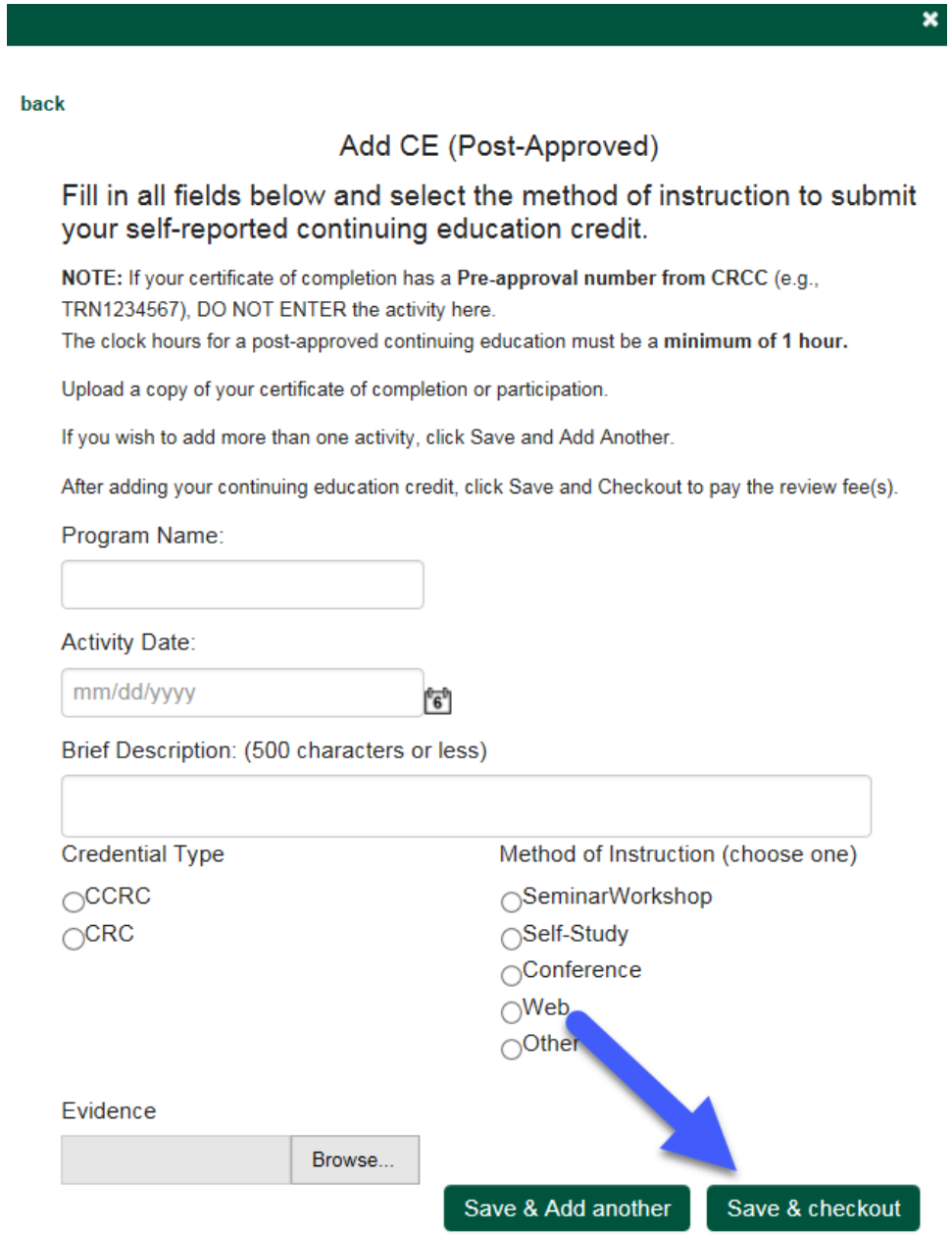
Upload the documentation for the post-approved activity. If you have multiple documents for a single activity, you must save them as a single document before uploading the documentation.



If you have more than one post-approved activity to enter, click the Save & Add another button.



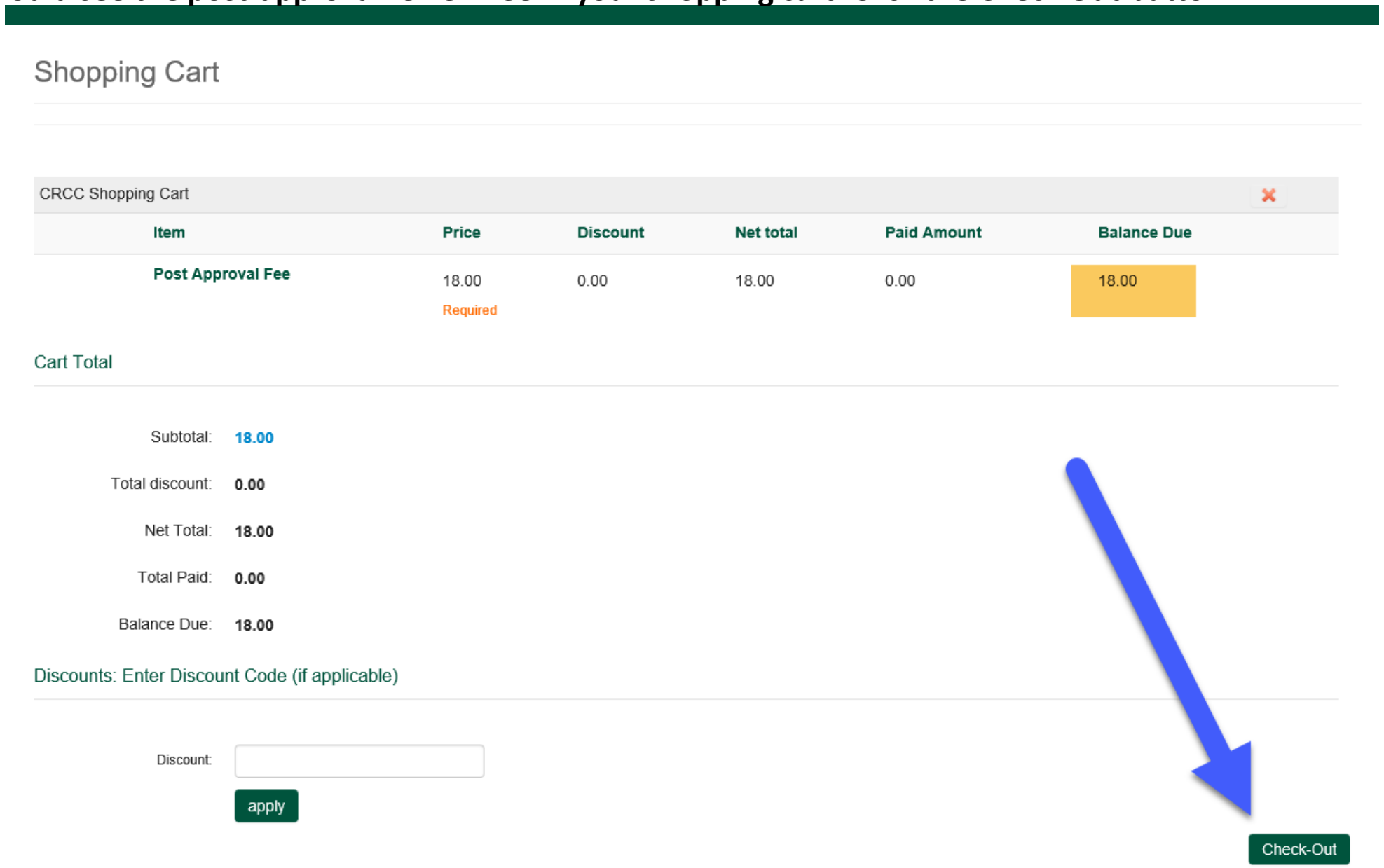
When you have completed adding the activity and documentation, click the Save & checkout button.



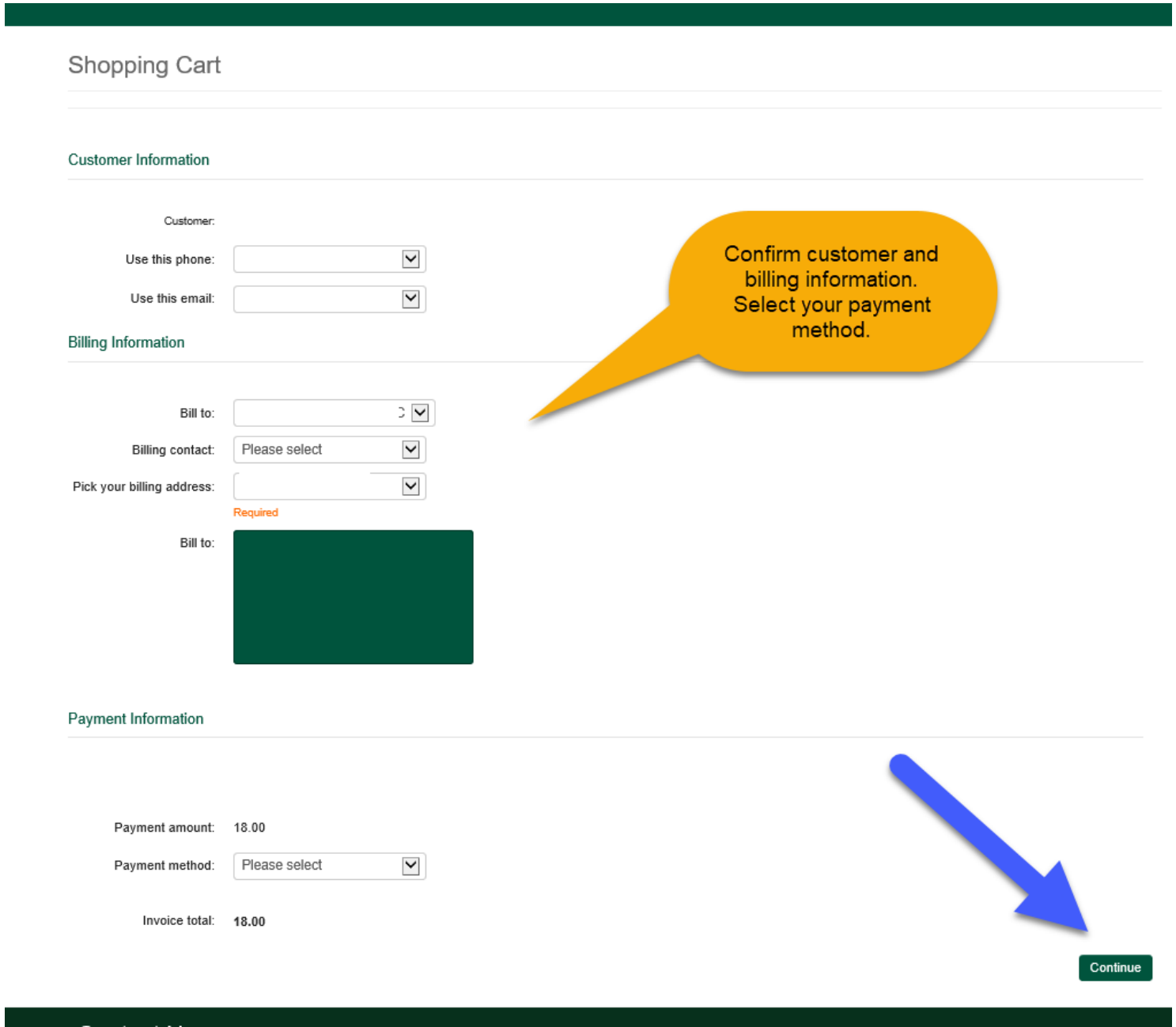
Follow the prompts to pay for your post-approved CE.

If you do not pay the review fee within 2 weeks of adding the information to your CE Report, CRCC will delete the information.

You should see the post-approval review fee in your shopping cart. Click the Check Out button.



Confirm the customer 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.