



COMMISSION ON REHABILITATION  
COUNSELOR CERTIFICATION

# CONTINUING EDUCATION PRE-APPROVAL MANUAL 2021

FOR ORGANIZATIONS PROVIDING CONTINUING EDUCATION TO

**CRC**<sup>®</sup> (Certified Rehabilitation Counselor)

**CCRC**<sup>®</sup> (Canadian Certified Rehabilitation Counselor)

**CRC-MAC** (CRC-Master Addictions Counselor)

**CRC-CS**<sup>®</sup> (CRC-Clinical Supervisor)

Developed and Administered by the  
Commission on Rehabilitation Counselor Certification (CRCC<sup>®</sup>)  
1699 E. Woodfield Road, Suite 300  
Schaumburg, IL 60173-4957  
(847) 944-1325  
[www.crccertification.com](http://www.crccertification.com)

*The CRC Certification Program is accredited by the National Commission for Certifying Agencies*

Revised September 12, 2019  
Updated March 2021

## Introduction

The Commission on Rehabilitation Counselor Certification (CRCC) is committed to developing and maintaining exemplary standards of practice for professionals who practice rehabilitation counseling. CRCC strives to elevate the quality of services provided to consumers, encourages each and every professional to take pride in his or her chosen field with the goal of each and every consumer receives services that enhance his or her vocational opportunities.

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. Therefore, CRCC's certification renewal requirements are designed to encourage rehabilitation counselors to continue their professional education through the attainment of continuing education in order to help them more effectively serve clients.

While certified individuals have the option to achieve certification renewal through passing the examination, continuing education is much more frequently used as a method of certification renewal. One hundred (100) clock hours are required within the five-year period of certification, 10 of which must be in ethics.

CRCC has a pre-approval process for continuing education programs/activities; this process is designed to maintain a high quality of continuing education opportunities. Organizations sponsoring continuing education and training are encouraged to seek pre-approval of their programs/activities; pre-approval signifies to all certified individuals that the educational programs/activities are appropriate to use toward meeting the requirements of their certification renewal program.

This Continuing Education Pre-Approval Manual provides the requirements and procedures for organizations seeking pre-approval of their educational programs/activities.

## Approval Categories

An educational program/activity **must** be sponsored by a qualified provider to qualify for pre-approval of the continuing education program/activity.

### What is a Sponsor?

To be considered a *sponsor* of an educational program/activity, the qualified provider seeking pre-approval **must** be substantially involved in the development of or have direct control over the program offering. In addition, the sponsor **must** be noted within the marketing or promotional material as being a *sponsor* of the program/activity. A qualified provider may or may not have intellectual rights to the program/activity.

**Hosting** or providing the online platform for a continuing education program/activity does not necessarily qualify as sponsorship; it is the planning and development of educational content that qualifies sponsorship.

### Qualified Providers

CRCC recognizes two categories of qualified providers: Alternative and Standard.

#### Alternative Approval Category

Organizations under this category type consist of the following:

1. *Employers Providing In-service Training* – Organizations are limited to employers that provide in-service training solely to their employees and at no charge to their employees.
2. *Rehabilitation Counseling Membership Organizations* – The national offices of ADARA, ARCA, CSAVR, IARP, NAMRC, NCRE, and NRCA; the state/regional chapters of national organizations.
3. *Accredited College/University Master's Level Rehabilitation Counselor Education Programs.*
4. *State Agency Divisions for Vocational Rehabilitation/State Agencies for the Blind and Visually Impaired.*
5. *The Federal Department of Veterans Affairs.*
6. *Rehabilitation Research and Training Centers (RRTC).*

## 7. Job-Driven Vocational Technical Assistance Center (JDVRTAC).

**Alternative Approval Category organizations must have a current CRC/CCRC overseeing the educational program to ensure requirements are met.** Educational program/activity information must be submitted to CRCC in order for CRCC to issue an approval number for the program/activity. Organizations cannot request approval on behalf of any other vendor offering continuing education.

A flat fee structure based on the number of programs submitted in the prior calendar year will be charged. See the following chart to identify the applicable fee. All fees are non-refundable.

Annual flat fee based on submissions in the prior calendar year. No provider is exempt. New providers must contact CRCC to discuss fees.

Number of CE Programs in Prior Calendar Year	Flat Annual Fee
1 to 5	\$160
6 to 10	\$270
11 to 20	\$400
21 to 40	\$675
41 to 60	\$925
61 to 100	\$1,225
101 to 140	\$1,525
141 to 180	\$1,675
181 or more	\$1,800

If an outstanding invoice exists, CRCC will not be able to issue pre-approval numbers or renewal numbers. You will be billed if the number of programs you submit exceeds the flat fee.

### **Standard Approval Category**

Any organization that does not otherwise qualify as an Alternative Approval Process organization is considered to be part of the Standard Approval Category. Organizations are subject to an \$110 fee per program/activity. Individual applications and payment of the fee must be made for each program/activity. All fees are non-refundable.

## **Type of Instruction**

### **Conference**

A series of seminars or workshops spanning the course of one or more consecutive days.

**Note:** Pre- and post-conference activities not included in the conference registration must be submitted as separate activities. CRCC will grant continuing education credit for these sessions.

**If your organization records a live presentation (conference, workshop, seminar, etc.) and uses it as a webcast, the amount of CE credit may differ from what is awarded for the live presentation. Please use the table in the section on Criteria for CE Offered Solely Through Written Means or Webcast Based on a Live Presentation (page 6) to determine the credit you wish to request.**

### **Seminar/Workshop**

A lecture or presentation delivered to an audience on a particular topic or set of topics.

(See Webcast if you plan to repurpose your live seminar or workshop as a recorded continuing education activity).

### **Self-Study Course**

An educational course that is provided in written format (including online) where at the conclusion participants complete an examination based on the course content.

## **Webinar**

A live presentation, lecture, workshop or seminar that is transmitted over the Web and allows interaction between the presenter and the audience. (See Webcast if you plan to repurpose your live presentation as a recorded continuing education activity).

## **Webcast/Recorded Presentation**

A recorded presentation, lecture, workshop or seminar that is transmitted over the Web and does **not** allow interaction between the presenter and the audience. This requires participants to complete a post-activity test or quiz.

**If your organization records a live presentation (conference, workshop, seminar, etc.) and uses it as a webcast, the amount of CE credit may differ from what is awarded for the live presentation. Please use the table in the section on Criteria for CE Offered Solely Through Written Means or Webcast Based on a Live Presentation (page 6) to determine the credit you wish to request.**

**Note:** Pre- and post-conference activities not included in the conference registration must be submitted as separate activities. CRCC will grant continuing education credit for these sessions.

*CRCC acknowledges it is the responsibility of the certificant to actively participate in a program for the benefit of furthering their professional education. However, CRCC encourages all providers of continuing education to actively monitor participation in a program or activity prior to awarding credit to certificants.*

## **Approval Requirements**

These requirements must be met prior to the granting of approval and issuing of an approval number:

- The educational program must be no less than one clock hour in duration. A clock hour is defined as 60 minutes of instruction time and excludes opening/closing remarks, introductions, networking functions, coffee breaks, social hours, and meals.
- The focus of the educational program must be to increase the participant's knowledge of or skill in the practice of rehabilitation counseling. To be approved, a program must clearly meet one of the CRCC domain focus areas for continuing education.
- The purpose of the educational program must be clearly defined in terms of expected outcomes/learning objectives.
- The educational program must include an evaluation component completed by the participants. This is an evaluation of the program's value – not an assessment of the participant's learning skills.
- It is CRCC's philosophical belief that all programs must be held in accessible, barrier-free locations or provided in an accessible format 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 individuals with disabilities.

## **Approval Process**

CRCC reserves the right to monitor the educational programs and activities for which it has granted approval and to withdraw its approval from any program or activity that is offered or presented in a manner that is inconsistent with approval requirements. The approval process is as follows:

- The application consistent with the approval category under which an organization is seeking approval must be completed in full and the requested documentation must be attached along with the appropriate fee. Applications are located in the back of this manual, which is also available at [www.crc certification.com](http://www.crc certification.com). **Any application submitted without the required materials and/or without the appropriate fee will be returned.**

- Approval must be obtained/granted for each educational program/activity.
  - For example, a training program that is two hours in length and given on one day is considered one program/activity.
  - A conference consisting of a variety of sessions given over a period of three days is also considered one program/activity.
  - **Any sessions meeting the ethics and/or professional development component must be highlighted.**
- Applications must be submitted 30 days prior to the initiation date of the educational program/activity in order to guarantee CRCC's review and response. Applications received with less than a 30-day lead time will be reviewed on a first-come, first-served basis. A late fee (\$125) will be charged for these applications.
- CRCC no longer accepts applications requesting retroactive approval (the program/activity has already occurred).
- The continuing education program/activity is valid for 12 months from the program/activity *start date*, regardless of calendar year, provided that no substantive changes are made to the content or format of the program/activity. A sponsor must re-apply every future 12-month period whether or not there are any program/activity content or format changes.
  - **Please note:** continuing education activities may be renewed 4 times. Documentation will be required for the 5<sup>th</sup> renewal. The rationale is that continuing education should reflect current standards of practice, current research, and contemporary issues faced by practitioners.
- Educational programs/activities for which approval is granted will be considered pre-approved for individuals holding a CRC, CCRC, CRC-MAC, or CRC-CS certification.

## Approval Number

**All organizations seeking approval will be provided with an approval number(s) and a sample Verification of Completion (VOC) form.**

\*\*\*The approval number issued by CRCC should appear on the Verification of Completion form as provided. Do not alter this number.\*\*\*

The VOC form distributed to each participant must contain the CRCC Pre-Approval Number issued by CRCC.

The VOC form must also contain:

- program/activity title
- program/activity valid through date
- **actual** clock hours attended/completed (may be less than the pre-approved amount of CE)
- signature of person in charge of verifying attendance/completion
- date of signature
- sponsor information
  - sponsoring organization
  - sponsor code
  - contact person
  - street address, city, state and zip/postal code
  - phone number for contact person
- space for the participant to enter his or her name, mailing address, e-mail address, and certificate number

The VOC form is to be distributed only to participants who have completed the educational program/activity. The assigned approval number(s) is not to be printed on any general distribution handouts or mailing

information.

**NOTE:** Authorized providers are required to maintain participant records for those programs approved by CRCC for a period of five (5) years. Participant records are defined as a list of participant names and continuing education hours awarded for each program. **Alternative Providers** are also asked to retain the learning objectives and a sample of the evaluation for each pre-approved activity.

## Ethics Content

The content must show evidence that the CRCC Code of Professional Ethics for Rehabilitation Counselors or, alternatively, the ACA Code of Ethics and Standards of Practice, for an educational program/activity to be pre-approved for ethics CE. The Code must be referenced and properly cited within the presentation. An example evidence includes a written explanation from the presenter stating the way and extent to which the CRCC or ACA Code will be addressed within the presentation.

Appropriate subject matter must relate to rehabilitation counseling and must include one of the following:

- the counseling relationship
- confidentiality, privileged communication, and privacy
- advocacy and accessibility
- professional responsibility
- relationships with other professionals and employers
- forensic services
- assessment and evaluation
- supervision, training, and teaching
- research and publication
- technology, social media, and distance counseling
- business practices
- resolving ethical issues

## CRCC Professional Development Domain

Professional Development is a CRCC domain area typically associated with post-approved continuing education. Activities that fall within this domain focus on leadership skills development; the recruitment, management, and development of staff; or client service skills development.

## Criteria for CE Offered Solely Through Written Means or Webcast Based on a Live Presentation

When offering continuing education solely through written means (e.g., self-study courses offered via print or online) or a webcast based on a live presentation, please use the following criteria. The activity must meet **BOTH** the minimum number of words and questions in order to obtain the stated number of hours. The transcript for a webcast should be used to determine the word count.

<b>Criteria for CE Offered Solely Through Written Means</b>		
<b>Number of Words</b>	<b>Number of Multiple-Choice Questions</b>	<b>Hours Approved</b>
Minimum of 5,000	5	1
5,001 to 10,000	10	2
10,001 to 15,000	15	3
15,001 to 20,000	20	4
Every 5,000 Thereafter	5 Additional Questions	1 Additional Hour
<b>Criteria for CE Offered for a Webcast Recording of a Live Presentation</b>		
<b>Number of Words</b>	<b>Number of Multiple-Choice Questions</b>	<b>Hours Approved</b>
Minimum of 9,000*	5	1
Each additional 2,250	1	0.25 additional hours

\*Based on word count formula from Toastmasters.

**Articles appearing in a peer-reviewed journal.** Articles appearing in a peer-reviewed journal where the article is read and a minimum of five questions are answered and submitted for credit are awarded a flat 3 clock hours.

## Research Participation

CRCC will consider pre-approval of one (1) continuing education credit in the general domain for completion of surveys associated with research. The participant must have the opportunity to reflect on the topic presented in the survey questionnaire (e.g., have access to an article or reading assignment on the topic) and, upon completion of the survey, must be able to complete a post-activity evaluation before credit can be awarded. Requests for pre-approval of CE for survey participation require a copy of the survey, a statement of purpose of the research, and a copy of the post-activity evaluation. If the research is associated with a college/university research project, a copy of the IRB approval letter must be submitted.

## CRCC Domain Focus Areas for Continuing Education

These areas constitute the domain focus areas that are appropriate for continuing education for rehabilitation counselors. Headings in bold denote the domain focus areas while those indented below further explain the areas related to the domain focus area.

### **General Content**

*The following Domain Focus Areas are classified under this category:*

#### 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

## **Ethical Standards and Decision-Making Models for Rehabilitation Counselors**

### **Addictions Counseling**

- Foundations of addictions counseling
- Addictions diagnosis/assessment
- Clinical addictions counseling
- Addictions counseling and special populations
- 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
- Research
- Administration and supervision of drug rehabilitation programs

### **Clinical Supervision**

- 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
- Group supervision
- Legal and ethics issues in clinical supervision
- Evaluation of supervisory competence and the supervision process

### **Professional Development**

- Leadership skills development
- Staff recruitment, management, and development skills
- Client service skills development

**Please note:** CRCC has established a 50-clock hour maximum for certificants claiming Professional Development continuing education.

### **RECOMMENDED CITATION**

Commission on Rehabilitation Counselor Certification. (2021). *Continuing Education Pre-Approval Manual For Organizations Providing Continuing Education To Certified Rehabilitation Counselors (CRCs), Canadian Certified Rehabilitation Counselors (CCRCs), and CRCs Holding A Master Addictions Counselor (MAC) Or Clinical Supervisor (CS) Adjunct Designation.*

## **Appeal Process**

If the organization requesting approval is dissatisfied with the number of hours awarded, the organization may submit an appeal to CRCC. The request for an appeal must be sent to CRCC in writing within 30 days of notification of program approval. The decision rendered following review of the appeal is final.



**Emailed applications are preferred.** Email application and supporting documentation to: [ddial@crccertification.com](mailto:ddial@crccertification.com)  
Mailing address: CRCC, 1699 E. Woodfield RD, Suite 300, Schaumburg, IL 60173-4957 Phone: 847-944-1325

## 2021 STANDARD APPROVAL CATEGORY APPLICATION

Organizations seeking pre-approval of continuing education opportunities must complete this two-page application for each educational program/activity.

To be considered a *sponsor* of an educational program/activity, the qualified provider seeking pre-approval **must** be substantially involved in the development of or have direct control over the program offering. In addition, the sponsor **must** be noted within the marketing or promotional material as being a *sponsor* of the program/activity. The qualified provider may or may not have intellectual rights to the program/activity. **Hosting** or providing the online platform for a continuing education program/activity does not necessarily qualify as sponsorship; it is the planning and development of educational content that qualifies sponsorship.

Applications must be submitted **30 days** preceding the *start date* of the program/activity. A late fee (\$125) will be charged for activities submitted less than 30 days preceding the start date.

---

### Organization Information

Organization Offering Educational Program/Activity	Sponsor Code (if known)
Business Address	Telephone Number
City/State or Province/Zip or Postal Code	Program Contact Person
Program Contact Person's e-mail Address ( <b>Required</b> )	Organization Website

---

### Educational Program/Activity Information

Educational Program/Activity Title	Start Date of Training ( <i>Approval is valid for 12 months from start date</i> )
------------------------------------	---

Total Number of *General Clock Hours* of Training  
(*Excludes pre- or post-conference activities, opening/closing remarks, introductions, networking functions, coffee breaks, social hours, and meals.*)

Total Number of *Ethics Hours* of Training (CRCC Code or ACA Code)

Total Number of *Professional Development Hours* of Training

Type of Instruction:  Conference  Self-Study Course  Seminar/Workshop  
 Webinar (See type of instruction on pages 3 & 4)  Webcast

If Solely in Written Format or recorded from live presentation: Indicate Number of Words  
Indicate Number of Questions

---

**Relation to CRCC Domain Focus Areas** – The educational program/activity must apply to **one** of the following domain focus areas. A full listing of the areas related to each domain focus area can be found on pages 7 to 10. Please check the domain focus area that applies to the program/activity for which you are seeking approval.

*Please note: Training on basic customer service or on Microsoft® or similar products is not acceptable.*

**General Content**





**Emailed applications are preferred.** Email application and supporting documentation to: [ddial@crccertification.com](mailto:ddial@crccertification.com)  
Mailing address: CRCC, 1699 E. Woodfield RD, Suite 300, Schaumburg, IL 60173-4957 Phone: 847-944-1325

## 2021 ALTERNATIVE APPROVAL CATEGORY APPLICATION

Following payment of an annual flat fee to obtain provider status, Alternative Approval Category providers must complete this application and submit it to CRCC in order to obtain pre-approval numbers for CE programs.

To be considered a *sponsor* of a program/activity, the qualified provider seeking pre-approval **must** be substantially involved in the development of or have direct control over the program offering. In addition, the sponsor **must** be noted within the marketing or promotional material as being a *sponsor* of the program/activity. The qualified provider may or may not have intellectual rights to the program/activity. **Hosting** or providing the online platform for a continuing education program/activity does not necessarily qualify as sponsorship; it is the planning and development of educational content that qualifies sponsorship.

Please choose one of the alternative provider categories:

- Employers that provide in-service training solely to their employees and at no charge to their employees.
- The national offices of ADARA, ARCA, CACREP, CSAVR, IARP, NAMRC, NCRE, and NRCA; state/regional chapters of national organizations
- Accredited College/University Master’s Level Rehabilitation Counselor Education Programs.
- State Agency Divisions for Vocational Rehabilitation or State Agencies for the Blind and Visually Impaired.
- The Federal Department of Veterans Affairs.
- Rehabilitation Research and Training Centers (RRTC).
- Job-Driven Vocational Technical Assistance Center (JDVRTAC).

Applications must be submitted **30 days** preceding the *start date* of the program/activity in order for CRCC to guarantee return of approval numbers prior to the start date of the program/activity. A late fee (\$125) will be charged for activities submitted less than 30 days preceding the start date.

---

### Organization Information

Organization Offering Program/Activity	Sponsor Code (if known)
Business Address	Telephone Number
City/State or Province/Zip or Postal Code	Program Contact Person
Program Contact Person’s e-mail Address <b>(Required)</b> <b>(Must be a CRC or CCRC)</b>	Organization Website

---

### Program Submission

Organizations must provide certain data regarding each program before CRCC can issue a pre-approval number. The organization’s on-staff CRC/CCRC should thoroughly review the documentation for the educational program/activity to ensure all requirements have been met as noted within the Statement of Understanding section of this application. Type of instruction information can be found on pages 3 & 4. Please note the changes to these categories.

Please use the fillable chart that follows to submit the required data for each educational program/activity.



---

## Statement of Understanding

I hereby certify that I have read, understand, and agree to abide by the requirements as stated within the *CRCC Continuing Education Pre-Approval Manual*. Furthermore, I certify that I have completed the application. I understand that no educational program/activity will be issued an approval number unless the application has been completed in full.

I understand that CRCC reserves the right to monitor programs/activities for which continuing education approval has been granted and to withdraw such approval for any program/activity that is offered or presented in any manner that is inconsistent with the approval requirements. Furthermore, I understand that CRCC reserves the right to withdraw approval rights from any organization that does not review/approve educational program/activities consistent with the approval requirements. Actions subject to withdrawal of approval rights includes, but is not limited to, requesting approval numbers for educational programs/activities offered by other organizations.

I agree to require and review the following documentation for each program/activity in order to ensure that the program/activity is consistent with approval requirements:

- ◆ Outline or agenda to include a breakdown of clock hours.
- ◆ Summary of content area or learning objectives, if not contained within the promotional material.
- ◆ Evaluation form to be given to participants.
- ◆ Exam administered for self-study courses and webinar/webcast activities (if applicable).
- ◆ Program(s) requesting *Ethics* hours **must** show evidence the *CRCC Code of Professional Ethics for Rehabilitation Counselors* or, alternatively, the *ACA Code of Ethics and Standards of Practice* is referenced within the presentation.

**I also agree to ensure that the educational program/activity meets at least one of the following domain focus areas:**

*Please note: Training on basic customer service or on Microsoft® or similar products is not acceptable.*

- General Content**
- Ethical Standards or Decision-Making Models for Rehabilitation Counselors (CRCC or ACA Code)**
- Addictions Counseling**
- Clinical Supervision**
- Professional Development**
  - Leadership skills development*
  - Staff recruitment, management, and development skills*
  - Client service skills development*

I understand that any approvals granted by CRCC are valid for 12 months from the *start date* of the educational program/activity. If the program/activity is changed in any way during that 12-month period, I agree to submit for another approval number, provided the program/activity meets the requirements.

Authorized Signature of CRC or CCRC

Date

Printed Name

Title

***All communication will be to the e-mail address that is provided on this form.  
Please, be sure it is correct.***