

Dear **[Supervisor]**,

I am excited to share with you that I've decided to renew my certified rehabilitation counseling (CRC) credential through the Commission on Rehabilitation Counseling Certification (CRCC). I strongly believe the CRC certification brings value to my career, but I am confident it also brings added value and benefits to our **[insert organization name]**, our team, and our clients. Those include but not limited to:

1. **Return on investment:** Employers who embrace CRC certification are better positioned to create an environment that contributes to staff retention.
2. **Improved efficiency and reduced risk:** CRCs are required to adhere to the Code of Ethics, creating an environment of professionalism with better client outcomes.
3. **Higher level of credibility for services:** Vehicle for employers to differentiate themselves from the competition and demonstrate to clients they have attracted the most skilled and experienced RC professionals.
4. **Maintain industry knowledge:** CRCs are up-to-date on current trends and best practices, putting them on the leading edge of your organization.

I would like to inquire as to whether there is a professional development budget that would cover the cost of fees associated with renewing my CRC certification. If so, I would like to formally request that you allot a portion of your professional development budget to cover the renewal fee. ***[remove the fees that do not apply to your renewal certification]***

Renewal through Continuing Education	Renewal Through Re-Examination
CRC and CCRC = \$405	CRCC = \$605
CRC-MAC = \$460	CRC-MAC = \$660
CRC-CS = \$460	CRC-Cs = \$660

Financing certification renewal can be a barrier for many individual rehabilitation counselors. For a small investment, you and our department will reap the rewards for years to come based on the continued efficiency, accuracy, and improved outcomes that certification brings. I am grateful for your time and consideration.

Sincerely,  
**[Rehabilitation Counselor]**