



COMMISSION ON REHABILITATION  
COUNSELOR CERTIFICATION

# CRITERIA FOR CERTIFICATION RENEWAL AND CONTINUING EDUCATION

CRC® (Certified Rehabilitation Counselor)

CCRC® (Canadian Certified Rehabilitation Counselor)

CRC-MAC (CRC-Master Addictions Counselor)

CRC-CS® (CRC-Clinical Supervisor)

Developed and Administered by the

Commission on Rehabilitation Counselor Certification (CRCC®)

1699 E. Woodfield Road, Suite 300

Schaumburg, Illinois 60173

(847) 944-1325

[www.crccertification.com](http://www.crccertification.com)

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

**Revised July 1, 2019**

**Updated December 22, 2020**

## Contents

Introduction .....	4
THE CERTIFICATION RENEWAL PROGRAM .....	5
Guidelines for Certification Renewal .....	5
Renewal Procedures .....	5
Notification of Renewal Deadlines.....	6
Failure to Renew .....	6
Attestation .....	6
Continuing Education.....	7
Renewing Through Continuing Education .....	7
Domain Focus Areas.....	9
Ethical Standards and Practices in Rehabilitation Counseling .....	9
General Rehabilitation Counseling .....	9
Professional Development.....	12
Post-Approval of Continuing Education.....	13
CRC Renewal by Re-examination .....	15
Test Accommodations.....	15
Certificants Who Do Not Achieve a Passing Score.....	16
CRC Interactive Practice Test .....	16
Renewal Requirements for CRCs Who Hold the MAC Adjunct Designation.....	17
Renewal Requirements for CRCs Who Hold the CS Adjunct Designation.....	17
EXTENSIONS .....	18
30-Day Extension .....	18
12-Month Extension.....	18
Extension Fees .....	18
APPEALS PROCESS.....	19
Requesting an Appeal .....	19
CRC Retirement Designation.....	19
FEES.....	20
Renewal through Continuing Education .....	20

Renewal through Re-Examination (Renewal Fee plus Examination Fee) .....	20
Continuing Education Fees.....	20
Extension Fees .....	20
Retirement Designation .....	20
Written Certification Verification (Payable via My Account on the CRCC website) .....	20
Replacement Certificate (Except at renewal time) .....	20
Questions and Answers About Renewal and Continuing Education.....	21
What qualifies as continuing education in the ethics focus area? .....	21
How often must I renew my certification? .....	21
How do I renew my certification?.....	21
How will I know if a workshop, seminar, conference, or in-service training session I attend is considered pre-approved continuing education? .....	21
Can I get continuing education credit for activities that aren't pre-approved by CRCC and what fees would be required?.....	22
If I acquire more than 100 clock hours in a five-year period, may I apply the excess to the next renewal cycle?.....	22
Is there an advantage to submitting my continuing education on an annual basis? .....	22
Can I take all of my clock hours through home study programs? .....	22

## Introduction

CRCC uses e-mail and first-class mail to maintain contact with all certificants. It is the certificant's responsibility to update his/her contact information using **My Account** on the CRCC website, making any changes necessary.

Should you have any inquiries, they may be directed to:

Commission on Rehabilitation Counselor Certification

Phone: (847) 944-1325

e-mail: [info@crccertification.com](mailto:info@crccertification.com)

Reproduction of this guidebook, in whole or in part, is expressly prohibited without written consent from CRCC.

CRCC® is a registered service mark of the Commission on Rehabilitation Counselor Certification. All rights reserved.

CRC® is a registered certification mark of the Commission on Rehabilitation Counselor Certification. All rights reserved.

The CRC certification mark must be used consistent with the scope for which the certification was granted and in accordance with all applicable use policies of CRCC. Unauthorized, fraudulent or misleading use of the CRCC or CRC marks may result in legal or other actions, which may include but are not limited to, revocation of CRC certification.

Recommended Citation:

Commission on Rehabilitation Counselor Certification. (2019). *Criteria for Certification Renewal and Continuing Education*. Schaumburg, IL: Author.

## THE CERTIFICATION RENEWAL PROGRAM

CRCC believes that individuals certified as rehabilitation counselors (CRCs, CCRCs, CRC-MACs, and CRC-CSs) should continue to expand their skills in order to enhance the quality of the services they provide. Certified rehabilitation counselors are encouraged to build on the demonstrated specified levels of knowledge, skills, and ability addressed by the education/employment requirements and the initial certification examination. They are also required to provide evidence of continuing competence through the completion of courses and other activities that will help them more effectively serve their clients.

CRCC requires certification renewal at five-year intervals. Participation in continuing education throughout the five-year intervals is expected; participation in courses and programs sponsored by recognized continuing education providers affords a credible mechanism to support continuing competence and acceptable standards of quality in practice. The continuing education clock hour credits associated with these activities is mapped to the same specified levels of knowledge, skills, and ability addressed by the certification examination. CRCC conducts a role and function study every five years to ensure the CRC certification process accurately reflects the practice of rehabilitation counseling.

### Guidelines for Certification Renewal

CRCC does not condone or engage in discrimination based on age, arrest record (including expunged criminal history), citizenship, color, disability (mental or physical), ethnicity/ancestry, genetic information, language (if unrelated to their duties), marital status, military status (including unfavorable discharge), national origin, pregnancy, race, religion, sex/gender, sexual orientation (including gender identity), or any other additional class protected by applicable law, including applicable County or City ordinances.

CRCC respects the privacy of its certificants. The CRCC Privacy Policy is available on CRCC's website at [www.crc certification.com/privacy-policy](http://www.crc certification.com/privacy-policy).

The CRCC certification renewal program allows you to extend your certification status as a CRC, CCRC, CRC-MAC, or CRC-CS. This renewal of your certification is based on the documentation of 100 clock hours of approved continuing education, of which a minimum of 10 clock hours must be in ethics. CRCs also have the option of renewing by re-examination.

### Renewal Procedures

A certification renewal application will become available via My Account on the CRCC website approximately four months prior to the valid-through date printed on your certificate. To complete the renewal process, you must:

1. Log in to My Account on the CRCC website.
2. Please update any change in your contact information by accessing your account via my account on the CRCC website.
3. Document that you have completed 100 clock hours of continuing education, including a minimum of 10 clock hours in ethics. Continuing education must be submitted via My Account on the CRCC website.

4. Submit the renewal application. Once you have documented your 100 clock hours of continuing education, the renewal application will be available. You may access the renewal application by logging in to My Account on the CRCC website; click your credential in the My Certifications and Renewals section. Complete and submit the renewal application. Submission includes payment of the non-refundable certification renewal fee.

**Note:** CRCs have the option of renewing by re-examination. This option is available when your renewal deadline is approaching. You may access the renewal application by logging in to My Account on the CRCC website; click your credential in the My Certifications and Renewals section. Click the CRC Exam link under the Requirements heading. Complete and submit the renewal application. Submission includes payment of the non-refundable certification renewal fee and a non-refundable exam fee. See page 15 for more details.

### Notification of Renewal Deadlines

CRCC will make every reasonable effort to send notification that a certificant can begin the renewal process. However, it is your responsibility to renew your certification by the valid-through date on your certificate.

CRCC asks that you pay particular attention to the various deadlines that occur during the certification renewal process. If schedules for requested information are not met, additional fees may apply.

### Failure to Renew

Failure to renew your certification will result in the expiration of your certified status. Should you fail to renew your certification and pay all fees, you will be required to re-apply, meet the criteria in effect at the time of reapplication, and achieve a passing score on the certification exam.

### Attestation

When you complete your renewal application, you agree that you will adhere to the CRCC Code of Professional Ethics for Rehabilitation Counselors (Code) and acknowledge the information provided in your renewal application is accurate. If CRCC subsequently learns that a certification was renewed on the basis of false, misleading, or inaccurate information, 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 for initial certification or certification renewal becomes the property of CRCC and will not be released to outside parties unless authorized by the applicant/certificant or unless required by law. Individual exam results are released to the certificant and are not released to any institution or employer. For research and statistical purposes only, data resulting from the initial certification and certification renewal process may be used in an anonymous/unidentifiable manner. CRCC does provide a database listing certificants on its website, which is updated periodically, for the use of the public. CRCC also receives and responds to requests for information about the certification status of those holding its credential."

## *Re-Application Following Discontinuation of Application Processing or Revocation of Certification*

Certificants who engaged in action that caused CRCC to terminate application processing or revoke an individual's certification may re-apply after 18-months have elapsed. Re-application does not guarantee a determination of eligibility. CRCC welcomes the submission of a personal statement and/or documentation of affirmative educational or corrective measures taken to address the concern(s) that initially led to termination of application processing or revocation of certification.

## Continuing Education

At any time, you may access My CE Report via the My Account Links on the right side of your CRCC account page. You can verify the status of your continuing education submission(s) and the total number of clock hours approved and added toward the total 100 required clock hours.

CRCC strongly encourages you to submit documentation as you complete each activity. Remember, there is no cost to you when submitting continuing education credits that are pre-approved.

## Renewing Through Continuing Education

If you renew your certification using continuing education, you must complete 100 clock hours of continuing education, of which a minimum of 10 clock hours must be in ethics. The dates of completion of your continuing education clock hours submitted for your current renewal cycle **MUST** fall within your current five-year period. You may only submit the same program one time. Please note: There is no requirement for clock hours in the Professional Development domain; if you choose to fulfill your continuing education requirement in the Professional Development domain, you can submit a **maximum of 50 clock hours** out of the required 100 clock hours.

When renewing through continuing education, you must:

1. Ensure the continuing education activities you wish to use for certification renewal fall within the focus areas described later in this guidebook and are acquired within your 5-year renewal period.
2. Gather your certificates of completion or participation.
3. Access your account via My Account on the CRCC website.
4. Click the My CE Report under the My Account Links heading.
5. When the My CE Report: Continuing Education Transcript page displays, click the **+Add Credits button** to add Pre- or Post-Approved continuing education.
6. Select the type of credits that you would like to report: Pre-Approved CE or Post-Approved CE.
7. **Adding Pre-Approved CE.** The certificate of completion will have a CRCC approval number.
  - a. Click the Pre-Approved CE button.
  - b. Enter the number that appears on your certificate of completion/participation to search for the activity. Click the Next button.
    - i. If you receive an error message, click the Back link at the top of the window.
    - ii. Re-enter the CRCC approval number on your certificate. Click the Next button.
    - iii. If you still are not able to locate your activity in the Search results, please contact CRCC at 847-944-1325 for assistance.

- c. Enter the activity date (the date you began the activity). Use the calendar feature if this is easier for you.
  - d. Enter the number of clock hours you are claiming. Note the Course Max number to the right of the clock hours text box. You may not claim more than this number.
  - e. If you have more pre-approved continuing education activities to add, click the Save & Add More button.
  - f. If you are finished adding pre-approved continuing education, click the Save button.
  - g. A confirmation screen should indicate your credit have been added to your transcript.
  - h. CRCC no longer requires you to submit your certificate of participation to claim pre-approved continuing education credit.
  - i. If you review My CE Report, your pre-approved continuing education credit will be included in the list of Pre-Approved Credits.
8. **Adding Post-Approved CE.** CRCC will also approve continuing education activities for individuals on a post-attendance basis. These activities may include (but are not limited to) workshops, seminars, self-study courses; the certificate of completion will not have a CRCC approval number. See pages 12 to 15 for other types of continuing education and the documentation required for each type.

CRCC charges a review fee for each activity you add to My CE Report. **Note:** post-approved CE will be deleted from your record if the review fee has not been paid within 45 days of submitted the activity.

- a. **Save the required documentation to your computer's desktop. You will need to upload a single document for each post-approved activity. If you have multiple documents, you must save them as a single document.**
- b. Click the Post-Approved button.
- c. Note: the clock hours must be a minimum of 1 hour.
- d. Enter the program/activity name that appears on your certificate of completion/participation.
- e. Enter the activity date (the date you began the activity). Use the calendar feature if this is easier for you.
- f. Enter a brief description of the activity.
- g. Select the Credential Type.
- h. Select the Method of Instruction.
- i. Enter the number of clock hours you are claiming in the General or Ethics text box. Note the Course Max number to the right of the clock hours text box. You may not claim more than this number.
  - i. If you hold the MAC designation, you may enter the number of Addictions Counseling clock hours here, too.
  - ii. If you hold the CS designation, you may enter the number of Clinical Supervision clock hours here, too.
  - iii. If you are claiming Continuing Education in the Professional Domain, you may claim a maximum of 50 hours here, too.
- j. Upload the required documentation from your computer's desktop.
- k. If you have more post-approved continuing education activities to add, click the Save & Add More button.



- l. If you are finished adding post-approved continuing education, click the Save & Checkout button.
- m. A confirmation screen should indicate your credit have been added to your transcript.
- n. You will automatically advance to the Shopping Cart to pay the post-approval review fee(s).**
- o. Your post-approved credit will appear in My CE Report, the status of Verified will be “No” until CRCC staff reviews and approves the credit.

## Domain Focus Areas

The continuing education activities you rely on to expand and enhance your rehabilitation counseling practice are mapped to the same domain focus areas addressed by the certification examination. The domain focus areas are continually validated through ongoing role and function studies.

When you complete continuing education specific to the ethical standards and practices in rehabilitation counseling domain, you will see this credit in the Ethics CE area of your transcript. Continuing education credit for other domains will display in the General CE area of your transcript.

### Ethical Standards and Practices in Rehabilitation Counseling

CRCs and CCRCs are required to complete a minimum of 10 clock hours in ethics within every 5-year renewal cycle. Clock hours in excess of the 10 hour requirement will be tabulated in the overall 100 clock hour total.

### General Rehabilitation Counseling

Content Includes:

#### *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])
- 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

## Professional Development

You may elect to claim continuing education credit for activities reflecting a more personal experience for self-development.

A maximum of 50 clock 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 their professional skills and the delivery of services to individuals with disabilities.

Activities that may be used as professional development include, but are not necessarily limited to, the following:

- Computer Applications and Technology related to:
  - Transferable Skills Analysis
  - Placement programs
  - Assessment programs
  - Communications
  - Report writing

- Recordkeeping
- Information services

(Please note: Computer Applications and Technology training on Microsoft® or similar products is not acceptable)

- Development of curriculum for rehabilitation counseling coursework
- Development of legislation or regulations
- Editorial review of rehabilitation counseling publications
- Internship/fieldwork supervision of students in a graduate-level rehabilitation counseling program (Must be face-to-face; a maximum of 50 clock hours is allowed over five years)
- Research (qualitative and/or quantitative research, including dissertation research, that is disseminated and/or distributed and is related to rehabilitation counseling or counseling)
- Service to a national- or state-based rehabilitation counseling membership organization (e.g. American Rehabilitation Counseling Association [ARCA], International Association of Rehabilitation Professionals [IARP], National Council on Rehabilitation Education [NCRE], National Rehabilitation Counseling Association [NRCA]).

(Please note: Service to organizations providing services to consumers is not acceptable.)

## Post-Approval of Continuing Education

CRCC will also review continuing education activities on a post-approved basis. CRCC charges a review fee for each post-approved activity. The documentation required to verify your participation in or completion of a continuing education activity varies depending on the activity. This list includes examples of continuing education activities, the clock hour(s) awarded, and the documentation required to claim this type of continuing education.

*Attendance at a conference, workshop, seminar, in-service training program, or distance learning course that is NOT pre-approved by CRCC*

- Credit awarded: 1 clock hour of credit for each hour of training
- Documentation: certificate of completion/participation

*College or university course*

- Credit awarded: 15 clock hours for 1 semester credit OR 10 clock hours for 1 quarter credit
- Documentation: Transcript or grade report documenting completion of course

*Auditing a college or university course*

- Credit awarded: 5 clock hours for 1 semester credit OR 3.25 clock hours for 1 quarter credit
- Documentation: Transcript noting audited course

*Authorship/co-authorship of article published in a professionally recognized, peer-reviewed publication*

- Credit awarded: 15 clock hours
- Documentation: Copy of the article reflecting the date of publication or internet citation for the article with the date

*Authorship/co-authorship of a published book chapter*

- Credit awarded: 30 clock hours
- Documentation: URL for publisher or sales outlet showing the cover, title page, and table of contents from the book where the chapter appears\*

\*Information submitted must reflect your name as the author/co-author and date of the publication.

*Authorship/co-authorship of a published book*

- Credit awarded: 50 clock hours
- Documentation: URL for publisher or sales outlet or a copy of the cover, title page, and table of contents from the book where the chapter appears\*

\*Information submitted must reflect your name as the author/co-author and date of the publication.

*Computer applications and technology*

- Credit awarded: 1 clock hour for each hour of training
- Documentation: Certificate or attendance or completion

*Development of curriculum of rehabilitation counseling coursework*

- Credit awarded: 15 clock hours for 1 semester credit or 10 clock hours for 1 quarter credit
- Documentation: Copy of the course syllabus AND a letter of verification, on program letterhead, from the chair of the program stating that you developed the curriculum, including dates of development and the number of credit hours awarded for the course.

*Development of legislation or regulations*

- Credit awarded: 1 clock hour for each hour of service
- Documentation: Letter of appointment to the committee and information developed in relation to legislation or regulation.

*Development of professional presentation\**

- Credit awarded: 2 clock hours for each hour of training
- Documentation: Outline of the training program or presentation AND a program agenda listing you as presenter and includes the length and date of the program or presentation

\*Credit is awarded on a one-time-only basis for the learning experience, research, and development of the presentation/program educational content. Credit is not awarded for the presentation itself.

*Development of in-service training program\**

- Credit awarded: 2 clock hours for each hour of training
- Documentation: Outline of the training program or presentation AND a letter from the supervisor or training director stating you are the developer and includes the length and date of the program or presentation

\*Credit is awarded on a one-time-only basis for the learning experience, research, and development of the presentation/program educational content. Credit is not awarded for the presentation itself.

*Editorial review of rehabilitation counseling publication*

- Credit awarded: 15 clock hours

- Documentation: copy of page from the publication listing you as editor or peer reviewer. Must reflect the date and title of the publication

#### *Internship/fieldwork supervision of rehabilitation counseling student*

- Credit awarded: 10 clock hours of credit for each semester OR 7 clock hours for each quarter
- Documentation: Letter on university letterhead signed by the chair of the department stating the semester/quarter and year you supervised the rehabilitation counseling student

#### *Research (includes dissertation research)*

- Credit awarded: 50 clock hours
- Documentation: Copy of qualitative and/or quantitative research findings related to rehabilitation counseling or counseling that is disseminated and/or distributed. Include a list of source materials.

#### *Service to a national- or state-based rehabilitation counseling membership organization*

- Credit awarded: 1 clock hour for each hour of service provided to the association, with a maximum of 50
- Documentation: Letter from the president/director of the membership organization documenting services performed, the number of hours served, and the dates of service.

**NOTE:** CRCC reserves the right to request additional information to determine compliance with the documentation requirements outlined above.

### CRC Renewal by Re-examination

If you are a CRC and prefer to renew your certification through re-examination:

1. Access your account via My Account on the CRCC website;
2. Click your certification credential in the My Certifications and Renewal section.
3. When your renewal page displays, see the CRC Exam option under the Requirements heading.
4. Select the Renew by exam option. This will include the online renewal application. You will need to pay your renewal fee and an examination fee (it will display as a single amount) These fees are non-refundable. NOTE: Option to renew by re-examination has an earlier deadline than your actual renewal deadline. The renew by re-examination deadline will be displayed on the CRCC website.
5. If you choose the re-examination option, you MUST sit during the next scheduled certification exam cycle (March for those with a March 31 renewal deadline or October for those with a September 30 renewal deadline). You cannot defer taking the exam to a future date since your certification will have expired before you can sit for the exam.
6. You must achieve a passing score on the exam.

### Test Accommodations

In accordance with the Americans with Disabilities Act of 1990 (ADA), as amended, and other applicable laws in the United States, CRCC does not discriminate against individuals with disabilities in providing

access to its examination program. CRCC provides appropriate accommodations for its examination for individuals with documented disabilities who demonstrate a need for accommodations. The ADA and accompanying regulations define a person with a disability as someone with a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, or learning. The purpose of documentation is to validate the certificant is covered under the ADA or other applicable laws. Comprehensive information by a qualified professional is necessary to allow CRCC to understand the nature and extent of the certificant's disability and the resulting functional impairment that limits access to its examinations. Documentation also allows CRCC to provide appropriate accommodations for such a disability.

No certificant shall be offered an accommodation that would compromise the certified rehabilitation counselor examination's ability to test accurately the skills and knowledge it purports to measure. Similarly, no auxiliary aid or service will be provided that will fundamentally alter the examination.

CRCC offers a wide variety of accommodations to those individuals with a documented disability. Requests for accommodations are reviewed by CRCC on a case-by-case basis, without penalty. To view the list of possible accommodations and download the Test Accommodation Request Form, please visit the website at <https://www.crccertification.com/test-accommodations>. Additional instructions on how to request test accommodations and guidelines for documenting a request for test accommodations can be found within the CRC Certification Guide.

### *Certification Exam Schedule*

The certification exam cycles are generally scheduled in early March and early October. You will receive information about scheduling your exam when you submit your application to renew your certification through re-examination. Please note: the *CRC Certification Guide* has detailed information about the CRC examination process. The guide is available on CRCC's website at: <https://www.crccertification.com/crc-exam-schedule>.

### *Certificants Who Do Not Achieve a Passing Score*

Certificants who choose to renew by re-examination must achieve a passing score on the certification exam in order to renew their CRC certification or will lose their CRC certification effective as of their certification end date. Certificants who do not achieve a passing score are not eligible to re-take the examination. In order to obtain CRC certification in the future, they must re-apply, meet the criteria in effect at the time of re-application, and pay the required fees.

### *CRC Interactive Practice Test*

CRCC has developed the CRC Interactive Practice Test available through CRCC's e-UNIVERSITY. The practice test consists of one set of 50 items retired from previous live CRC exams - specifically selected to be reasonably representative of the content and statistical properties of a live CRC exam. The practice test items span all domains or content areas covered in the live CRC exam.

For more information on the CRC Interactive Practice Test, go to the CRCC website at [www.crccertification.com/pages/crc\\_exam\\_preparation/72.php](http://www.crccertification.com/pages/crc_exam_preparation/72.php).



NOTE: Use of the CRC Interactive Practice Test is not required to pursue or obtain CRC Certification and does not guarantee success on the CRC Exam. Furthermore, CRCC does not endorse or recommend other study guides or CRC Exam preparation materials that may be available on the market, as we have not been involved in their development and therefore cannot attest to the accuracy or comprehensive nature of the content contained in those materials.

## Renewal Requirements for CRCs Who Hold the MAC Adjunct Designation

If you are a CRC who holds the MAC adjunct designation, you have the option to renew your certification and designation through continuing education or through renewal by re-examination. If you elect 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 clock hours must fall within the Addictions Counseling focus areas that follow.
- At least 10 of the 100 clock hours must be specific to ethics.
- The remaining 40 clock hours can be taken in any of the domain focus or professional development areas described on pages 7 to 15.

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** also provide evidence of at least 20 clock 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 have the option to renew your certification and designation through continuing education or through renewal by re-examination.

If you elect to renew your CRC-CS through continuing education, you are required to obtain a total of, you are required to obtain a total of 100 clock hours of continuing education.

- At least 10 of the 100 clock hours must be specific to ethics.
- While it is not required, CRCC strongly recommends that at least 20 clock hours fall within the Clinical Supervision focus areas that follow. The remaining clock hours may be taken in the domain focus or professional development areas described on pages 7 to 15.

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** also provide evidence of at least 20 clock hours of acceptable continuing education within 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

## EXTENSIONS

All extension requests must be submitted via My Account on the CRCC website prior to the renewal date. Please note that CRCC revised the extension policy effective July 1, 2019.

### 30-Day Extension

CRCC provides a 30-day extension beyond the certificant's renewal date for submission of renewal material. The request must be submitted via My Account on the CRCC website prior to the renewal date, along with payment of the extension fee. Continuing education may be accrued during the 30-day extension period. The individual's certification will remain in an active status during this 30-day extension period. The renewal process may be completed at any time within the 30-day extension period.

### 12-Month Extension

CRCC also provides a 12-month extension beyond the certificant's renewal date for submission of renewal material. The request must be submitted via My Account on the CRCC website prior to the renewal date, along with payment of the extension fee. Continuing education may be accrued during the 12-month extension period. The individual's certification will remain in an active status during this 12-month extension period. The renewal process may be completed at any time within the 12-month extension period.

**Note:** Renewal extensions have two distinct extension fees. However, the maximum extension is 12 months from the original renewal date.

### Extension Fees

The fee is online when completing the extension application.

30-Day Extension Fee	\$115
12-Month Extension Fee	\$160

## APPEALS PROCESS

CRCC's appeals process is available to any certificant who feels the eligibility criteria for certification renewal have been inaccurately, inconsistently, or unfairly applied. Materials should be submitted to the Executive Director. If the Executive Director cannot come to a decision, the materials will be reviewed by the Standards and Examination Committee (including any new evidence the certificant wishes to submit). 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; and
- Fair, consistent application of the eligibility criteria.

### Requesting an Appeal

At the time a certificant is informed the continuing education or certification renewal documentation submitted has been denied by CRCC, they will also receive information about their right to appeal as well as the procedures, instructions, and time schedules for making such an appeal. A request for such an appeal must be sent to CRCC in writing within 30 days of the decision. None of the members of the Standards and Exam Committee will have taken part in the decision-making process of the Executive Director, thus ensuring a second, objective review of each certificant's file. However, members of the Standards and Examination Committee will have the report of the Executive Director to study before making their decision. The decision of the Standards and Examination Committee is final.

### CRC Retirement Designation

Certified Rehabilitation Counselors (CRCs) 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 news from the field of rehabilitation counseling. There is a one-time fee to select the CRC/Retired status.

An individual may not actively practice using their CRC designation when they are in the CRC/Retired status.

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.

The retirement status may be selected at the time of renewal by selecting the retirement option within the renewal application accessible via My Account on the CRCC website.

## FEES

All fees are subject to change, non-refundable, and must be paid in U.S. dollars. Payment can be made online via credit card (VISA, MasterCard, Discover, or American Express) or in the form of an electronic check or money order. 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

CRC and CCRC	\$405
CRC-MAC	\$460
CRC-CS	\$460

This fee is submitted via My Account on the CRCC website after completion of the certification renewal application.

### Renewal through Re-Examination (Renewal Fee plus Examination Fee)

CRC	\$605
CRC-MAC	\$660
CRC-CSs	\$660

This fee includes both a certification renewal and an examination charge.

### Post-Approved Continuing Education Fees

Single program post-approval request	\$18
--------------------------------------	------

Fees are assessed for the post-approval of continuing education. CRCC does not assess any additional fees for pre-approved continuing education.

### Extension Fees

30-Day Extension	\$115
12-Month Extension	\$160

### Retirement Designation \$100

Please contact CRCC if you wish to hold the CRC retirement designation.

### Certification Verification (Payable via My Account on the CRCC website)

e-Mail Verification	\$30
Written (via US Mail)	\$40
Expedited	\$55

Replacement Certificate (Except at renewal time) \$30

## Questions and Answers About Renewal and Continuing Education

Based on calls to CRCC, 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?

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:

- 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; or
- 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?

Renewal requires submission of an online renewal application and appropriate fees.

You also need to document 100 clock hours of approved continuing education, 10 which must be in ethics. These clock hours must be accrued within your five-year period of certification.

*Note:* For CRCs: Renewal by re-examination is also an option. A passing score must be achieved. The exam must be taken during the first examination cycle 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 CRCC's pre-approval of their programs. When you complete the activity, the sponsor will provide you with a verification of completion form containing a CRCC approval number. To

receive credit, access your account via My Account on the CRCC website, submit a Pre-Approved Continuing Education Application and upload a copy of your verification of completion form. No fee 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 at least one focus area described in this guidebook can be submitted for approval on a post-attendance basis. The procedure, which is described in detail in the Continuing Education section of this guidebook, is as follows:

- Access your account via My Account on the CRCC website;
- Click the My CE Report link in My Account Links
- Upload the required documentation; and
- Pay the required \$18.00 processing fee per program.

**Note:** Post-approved activities will be deleted from your CE Report if the review fee has not been paid within 45 days of submitting the activity.

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 five-year certification period.

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 clock hours are still needed to renew your certification. At any time, you may check the status of the continuing education clock hours you have submitted via My Account on the CRCC website.

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

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