



COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION

Certification Renewal Guide

CRC®

Certified Rehabilitation Counselor

CRC-MAC

CRC-Master Addictions Counselor

CCRC®

Canadian Certified Rehabilitation Counselor

CRC-CS®

CRC-Clinical Supervisor



ACCREDITED
CERTIFICATION PROGRAM



NCCA BY ICE

*The CRC Certification Program
is accredited by NCCA.*

Table of Contents

Section 1: Introduction & Inquiries	3
Section 2: Certification Renewal Program CRC Career Pathways	4
Section 3: Guidelines for Certification Renewal Renewal Procedures Notification of Renewal Deadlines Failure to Renew Attestation Re-Application Following Discontinuation of Application Processing or Revocation of Certification	6
Section 4: Continuing Education Continuing Education	7
Section 5: Domain Focus Areas Ethical Standards and Practices in Rehabilitation Counseling General Rehabilitation Counseling	9
Section 6: Acceptable Continuing Education Post-Approval of Continuing Education Professional Development Renewal Requirements for CRCs who hold the MAC Adjunct Designation Renewal Requirements for CRCs who hold the CS Adjunct Designation	10
Section 7: Renewal Extensions 30-Day Extension 12-Month Extension Fees	13
Section 8: Appeals Process Requesting an Appeal	14
Section 9: CRC Retirement Designation	14
Section 10: Fees Renewal Through Continuing Education Fees Extension Fees Retirement Designation Written Certificate Verification Replacement Certificate	15
Section 11: Frequently Asked Questions	16

Section 1: Introduction & Inquiries

Thank you for your interest in the certification renewal process.

The acronym CRC® is used throughout this guide to refer to the designation Certified Rehabilitation Counselor. CRCC® is used to refer to the Commission on Rehabilitation Counselor Certification.

Individuals who wish to pursue certification renewal should refer to this guide as it contains information to help guide individuals through the renewal processes.

As information in this guide is updated periodically, please access the guide directly from the CRCC website to view the most recent version. Be sure to read carefully before completing an application.

CRCC uses email and first-class mail to maintain contact with all candidates. It is the candidate's responsibility to update their contact information, making any changes necessary.

Please contact CRCC with any questions:

Phone: 847-944-1325

Email: contactus@crccertification.com

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The CRC certification mark must be used consistently 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.

REVISED: January 27, 2025

Section 2: Certification Renewal Program



CRCC believes that individuals certified as rehabilitation counselors (CRCs, CCRCs, CRC-MACs, and CRC-CSs) should continue to expand their skills 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 abilities addressed by the education and 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 are mapped to the same specified levels of knowledge, skills, and abilities 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.

CRC Career Pathways

A CRC is the only professional counselor educated at the graduate level and who has demonstrated a breadth and depth of knowledge and skill necessary to serve individuals with disabilities across a wide range of disabling conditions.

The career opportunities for rehabilitation counselors are far-reaching and may cover a multitude of pathways and work settings.

CRCs work in education, the health sector, community rehabilitation programs, government agencies, and the private sector. Wherever an individual with disabilities might seek services, certified rehabilitation counselors can be found.

These work settings and areas of specialty provide numerous opportunities for each CRC to make a difference in the field they feel fits their professional interests.

CRCC encourages you to start your career pathway today! Pursue the CRC certification and consider the opportunities available to you in the rehabilitation counseling field.

[You can view the complete Certified Rehabilitation Counselor Career Pathways guide here.](#)



Section 3: 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, gender identity, or any other additional class protected by applicable law, including applicable County or City ordinances.

CRCC respects the privacy of its certificants. View the [CRCC Privacy Policy](#) on the CRCC website.

The CRCC certification renewal program allows certificants to extend their certification status as a CRC, CCRC, CRC-MAC, or CRC-CS. This renewal of 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.

Renewal Procedures

A certification renewal application will become available via My Account on the CRCC website approximately four (4) months prior to the valid-through date printed on the certificate.

To complete the renewal process, certificants must:

1. Log in to [My Account](#) on the CRCC website.
2. Update the contact information section with any changes
3. Document the completion of 100 clock hours of continuing education, including a minimum of 10 clock hours in ethics. *Continuing education must be submitted via My Credentials under your account on the CRCC website. Email/mail submissions are no longer accepted.*
4. Submit the renewal application. Once the required clock hours of continuing education have been documented, the submit renewal application button will become available. Certificants may access the renewal application in the Certification Details section. Click the My Credential in the left sidebar then certification details, and if all requirements are met, click View Summary and complete and submit the renewal application. The submission includes payment of the non-refundable certification renewal fee.

Notification of Renewal Deadlines

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

CRCC asks that certificants 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 a certification will result in the expiration of certified status. Should a certificant fail to renew their certification and pay all fees, they will be required to start a new application, meet the CRC eligibility criteria in effect at the time of the new application, and achieve a passing score on the certification exam.

Attestation

When completing the renewal application, a certificant agrees that they will adhere to the [CRCC Code of Professional Ethics for Rehabilitation Counselors](#) and acknowledge the information provided in their renewal application is accurate. If CRCC subsequently learns that a certification was renewed based on false, misleading, or inaccurate information, it has the right to revoke or suspend that certification.

Furthermore, a certificant signifies their 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 not 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 of 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 an action(s) that caused CRCC to terminate application processing or revoke an individual's certification may start a new application after 18-months have elapsed. The new 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.

Section 4: Continuing Education

At any time, a certificant may access My CE Report via CRCCConnect on the left side of their CRCC account page. Certificants can verify the status of their Continuing Education (CEs) submission(s) and the total number of clock hours approved and added toward the total 100 required clock hours.

CRCC strongly encourages certificants to submit documentation as activities are completed. There is no cost when submitting CEs that are pre-approved. However, there is a cost for post-approved continuing education hours.

When renewing their certification, certificants 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 the continuing education clock hours submitted for a certificant's current renewal cycle MUST fall within their current five-year period. Certificants may only submit the same program one time.

Note: There is no requirement for CE clock hours in the Professional Development category; if a certificant chooses to fulfill their continuing education requirement in the Professional Development category, they can submit a **maximum of 50 clock hours** that will be tabulated in the overall 100 clock hour total.

When renewing, certificants must:

1. Ensure the continuing education activities used for certification renewal fall within the [focus areas](#) and are acquired within their five-year renewal period.
2. Gather certificates of completion or participation.
3. Access their account via **CRCCConnect** on the CRCC website.

4. Click the designation under My Credentials then select Certification Details.
5. Click the Continuing Education option. Select the 'Report CE' button.
6. Select the type of credits to report: **Pre-Approved CE** or **Post-Approved CE**.
7. When adding **Pre-Approved CE**, the certificate of completion will have a CRCC approval number. **If this pre-approval number is missing from the certificate, you must contact the CE provider. The pre-approval number will always begin with 60007 or TRN if approved by CRCC.**
 - a. Click the **Pre-Approved CE** button.
 - b. Enter the number that appears on the certificate of completion/participation to search for the activity. Click the **Next** button.
 - i. If an error message appears, click the **Back** link at the top of the window.
 - ii. Re-enter the CRCC approval number on the certificate. Click the **Next** button.
 - iii. If the activity still does not appear in the **Search** results, please contact CRCC at 847-944-1325 for assistance.
 - c. Enter the activity date (the date the certificant completed the activity). Use the calendar feature if this is easier.
 - d. Confirm and/or correct the number of clock hours to claim. Note: The **Course Max** number to the right of the clock hours text box. Certificants may not claim more than this number.
 - e. If additional pre-approved continuing education activities need to be added, click the **Save & Add More** button.
 - f. If the certificant is finished adding pre-approved continuing education, click the **Save** button.
 - g. CRCC no longer requires certificants to submit their certificate of participation to claim pre-approved continuing education credit.
 - h. **Certificants do not pay CRCC for pre-approved courses.**
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.
 - a. Save the required documentation to a computer's desktop. It is required to upload a single document for each post-approved activity. If there are multiple documents, they must be uploaded (scanned together) 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 the certificate of completion/participation.
 - e. Enter Provider/Sponsor name.
 - f. Enter the activity date (the date the certificant completed the activity). Use the calendar feature if this is easier.
 - g. Enter a brief description of the activity.
 - h. Select the **Credential Type**.
 - i. Select the **Method of Instruction**.
 - j. Enter the number of clock hours to claim in the **General** or **Ethics** text box. Note the **Course Max** number to the right of the clock hours text box. Certificants may not claim more than this number.
 - i. If a certificant holds the MAC designation, they may enter the number of Addictions Counseling clock hours here, too.
 - ii. If a certificant holds the CS designation, they may enter the number of Clinical Supervision clock hours here, too.
 - iii. If a certificant is claiming Continuing Education in the Professional Development Domain, they may claim a maximum of 50 hours here, too.
 - k. Upload the required documentation from the computer's desktop.
 - l. If a certificant has more post-approved continuing education activities to add,

- click the **Save & Add More** button.
- m. If a certificant is finished adding post-approved continuing education, click the **Save & Checkout** button.
 - n. A confirmation screen should indicate their credit has been added to their transcript.
 - o. If they do not have any more to add, they can click Save and Check Out, otherwise, they can Save and Add Another
 - p. The certificant's post-approved credit will appear in **My CE Report**, the status of **Verified** will be "No" until CRCC staff reviews and approves the credit.

Notes: CRCC charges a review fee for each activity a certificant adds to the account. **Post-approved CE will be deleted from the certificant's record if the review fee has not been paid within 7 days of the activity submitted.**

Section 5: Domain Focus Areas

The continuing education activities used expand and enhance rehabilitation counseling practice are mapped to the same CRC knowledge domain focus areas addressed by the certification examination. The knowledge domain focus areas are continually validated through ongoing Job Task Analysis (previously known as role and function studies).

When a certificant completes continuing education specific to the ethical standards and practices in rehabilitation counseling knowledge domain, they will see this credit in the Ethics CE area of their transcript. Continuing education credit for other knowledge domains will display in the General CE area of the 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 five-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 and Ethical Practice (for guidance, visit the [domain subtopics](#))
- Counseling Theories, Techniques, and Evidence-Based Practice
- Group and Family Counseling
- Crisis and Trauma Counseling and Interventions
- Medical and Psychosocial Aspects of Chronic Illness and Disability
- Assessment/Evaluation, Occupational Analysis, and Service Implementation
- Career Development and Job Placement
- Business Management (Previously known as Demand-Side Employer Engagement)
- Community Resources and Partnerships
- Case Management
- Health Care and Disability Management
- Research, Methodology, and Performance Management

View all sub-content topics on the [CRC Exam Knowledge Domains web page](#).

Section 6: Acceptable Continuing Education

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 a certificant's participation in or completion of a continuing education activity varies depending on the activity. This list below includes examples of continuing education activities, the clock hour(s) awarded, and the documentation required to claim this type of continuing education (CE).

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

CE awarded: 1 clock hour for each hour of training

Documentation: Certificate of completion/participation

College or university course

CE awarded: 15 clock hours for 1 semester credit hour OR 10 clock hours for 1 quarter credit

Documentation: Transcript or grade report documenting completion of course

*Ph. D. dissertation seminars are counted once the dissertation or thesis are complete (refer to Research section)

Auditing a college or university course

CE awarded: 5 clock hours for 1 semester credit hour OR 3.25 clock hours for 1 quarter credit hour

Documentation: Transcript noting audited course

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

CE 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

CE 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 the certificant's name as the author/co-author and date of the publication

Authorship/co-authorship of a published book

CE 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 the certificant's name as the author/co-author and date of the publication

Development of professional presentation*

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

*CE clock hours are awarded on a one-time-only basis for the learning experience, research, and development of the presentation/program educational content. CE clock hours are not awarded for the presentation itself

Development of in-service training program*

- **CE 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 the certificant is the developer and includes the length and date of the program or presentation

*CE clock hours are awarded on a one-time-only basis for the learning experience, research, and development of the presentation/program educational content. CE clock hours are not awarded for the presentation itself.

Internship/fieldwork supervision of rehabilitation counseling student

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

Professional Development

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

A maximum of 50 clock hours of continuing education are allowed within the certificant's 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 | • Report writing |
| • Placement programs | • Record keeping |
| • Assessment programs | • Information services |
| • Communications | |

Note: Computer applications & technology training on Microsoft® or similar products is not acceptable.

Development of curriculum of rehabilitation counseling coursework

- **CE awarded:** 15 clock hours for 1 semester credit hour or 10 clock hours for 1 quarter credit hour
- **Documentation:** Copy of the course syllabus AND a letter of verification, on program letterhead, from the chair of the program stating that the certificant

developed the curriculum, including dates of development and the number of credit hours (semester or quarter) awarded for the course

Development of legislation or regulations

- **CE 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

Editorial review of rehabilitation counseling publication

- **CE awarded:** 15 clock hours
- **Documentation:** copy of page from the publication listing the certificant as editor or peer reviewer. Must reflect the date and title of the publication

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 (e.g., American Rehabilitation Counseling Association [ARCA], International Association of Rehabilitation Professionals [IARP], National Rehabilitation Counseling Association [NRCA])

- **Credit awarded:** 1 clock hour for each hour of service provided to the association, with a maximum of 50 clock hours of CE.
- **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.

Renewal Requirements for CRCs Who Hold the MAC Adjunct Designation

CRCs who hold the MAC adjunct designation are required to obtain a total of 100 clock hours of continuing education (CE):

- 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 of CE must be specific to ethics
- The remaining 40 clock hours of CE can be taken in any of the domain focus or professional development categories described on [pages 11-12](#)

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

CRCs who hold the CS adjunct designation are required to obtain a total of 100 clock hours of continuing education.

- At least 10 of the 100 CE clock hours must be specific to ethics.
- While it is not required, CRCC strongly recommends that at least 20 clock hours of CE fall within the Clinical Supervision focus areas that follow. The remaining CE clock hours may be taken in the domain focus or professional development category described on [page 9](#).

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

Section 7: Renewal Extensions

All certification renewal extension requests must be submitted via My Account on the CRCC website prior to the renewal date.

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 CRCCConnect 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 certification renewal material. The request must be submitted via CRCCConnect 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 (2) distinct renewal extension fees. However, the maximum extension is 12 months from the original renewal date. **Individuals with multiple certifications: Each certification has a separate extension fee.**

Section 8: Appeals Process

CRCC's appeals process is available to certificants denied for renewal eligibility based on disclosures of ethical and legal issues or rejected continuing education hours. 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 a renewal appeal must be sent to CRCC via email (with a formal letter attached) at contactus@crccertification.com within 30 days of the decision.

Materials submitted by the candidate, including any new evidence the candidate wishes to submit, will be considered during the appeal process.

The appeal will be reviewed by CRCC's Executive Director and the Executive Committee who will make the final decision regarding the candidate's eligibility. The appeal process can take up to 90 days for the final decision by the Executive Committee.

During this time, if the CRC/CCRC/CRC-MAC/CRC-CS certification renewal date expired, the certificant will not be able to use the CRC/CCRC/CRC-MAC/CRC-CS designation and may be subject to fees and late renewal fees that are part of the renewal application procedure.

Note: There is no appeal process for certificants that lapsed due to non-payment of renewal fee and/or not meeting the continuing education requirements.

The appeals process is designed to provide:

- a complete review 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

Section 9: CRC Retirement Designation

Certificants who are retiring from active practice may choose the retirement designation, which changes the certification to an honorary designation. The 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 retired status.

An individual may not actively practice using their CRC/CRCC designation when they are in the CRC/CCRC Retired status. If an individual's retirement status changes and they wish to regain use of the CRC certification, they 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 they may provide consulting or other services in the future using their CRC/CCRC certification, they should not select the retirement designation, but should continue to maintain the CRC or CCRC certification.

The retirement status may be completed at the time of renewal by calling CRCC at 847-944-1325.

CRC/CCRC's may only go into retirement status at the time of the expiration of their five (5) year renewal cycle.

Individuals interested in pursuing the retirement status, must contact CRCC at (847) 944-1325 or contactus@crccertification.com to inquire about the process.

Section 10: Fees

Renewal Fee

CRC and CCRC	\$405
CRC-MAC	\$460
CRC-CS	\$460
CRL (See CRL Certification Guide)	\$405

Multiple Certifications

If a certificant is a current CVE, CRC, and/or CRL, the renewal fee will be \$405 for the first credential and \$205 for each subsequent credential. This discount only applies when a certificant holds at least two (2) of the above credentials.

If a certificant allows one of their credentials to lapse, their CRC renewal fee will revert to the full renewal fee amount of \$405.

Post-Approved Continuing Education Fees

Single program (activity) post-approval request	\$18
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Fees are assessed for the **post-approval** of continuing education. CRCC does not assess any additional fees for pre-approved continuing education.

***Pre-Approved CE: If certificant incorrectly paid for a pre-approved course, there will be no refunds.**

Renewal Extension Fees

The extension fee may be made online when completing the extension application.

30-Day Extension	\$125
12-Month Extension	\$175

CRC/CCRC Retired Designation Fee	\$100
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Handling Fee for Returned Checks	\$45
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Must be paid for checks returned for non-sufficient funds (NSF) or closed accounts.

Certification Verification Fee

For use in documenting certification status for other organizations/agencies.

Email Verification	\$35
Written (via US Mail)	\$45
Expedited	\$60

Replacement Certificate

(Except at renewal time)	\$40
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Please send a [written request](#) to CRCC along with payment or request through your profile.

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."

Section 11: Frequently Asked Questions

What qualifies as continuing education in the ethics Knowledge Domain 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, individuals must renew their certification every five years. CRCC strongly encourages certificants to submit their CE clock hours as soon as the activity is completed.

How do I renew my certification?

Renewal requires submission of an online renewal application and appropriate fees. Certificants also need to document 100 clock hours of approved continuing education, 10 of which must be in ethics. These clock hours must be accrued within the certificant's five-year period of 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 a certificant completes the activity, the sponsor will provide them with a verification of completion form containing a CRCC approval number. To enter continuing education, certificants access [My Account](#) on the CRCC website, and enter the pre-approval number and date of completion that is found on the course completion form. No fee is required for pre-approved programs. For more detailed information, please refer to [Section 4: Continuing Education](#).

Can I receive continuing education credit for activities that aren't pre-approved by CRCC? If so, what fees are required?

Yes, any continuing education activity that satisfies at least one knowledge domain 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, is as follows:

- Access the [CRCCConnect](#) section of the CRCC website;
- Click on My Credentials;
- Click on Certification Details
- Click on Continuing Education
- Select Report CE button and select post-approved
- Upload the required documentation; and
- Pay the required \$18.00 processing fee per program

Note: Post-approved CE will be deleted from the certificant's record if the review fee has not been paid within 7 days of submitted 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?

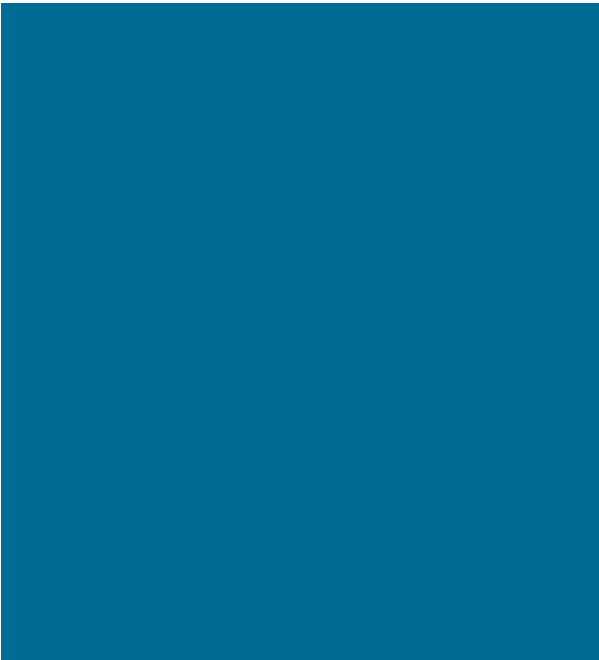
No, since continuing education is intended to keep certificants current with emerging trends and technologies, it may be applied ONLY to the current five-year certification period.

Is there an advantage to submitting my continuing education on an annual basis?

Yes. It helps to keep track of how much continuing education a certificant has on file and how many clock hours are still needed to renew the certification. At any time, certificants may check the status of the continuing education clock hours submitted via [My Account](#) on the CRCC website.



**COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION**



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