

# Applying for the CRC Examination: Category 3



Confirm Certification Share My Why News CRCCONNECT Contact Us

COMMISSION ON REHABILITATION **COUNSELOR CERTIFICATION** 

Certifications V Education V CRCC eUNIVERSITY V Careers & Employers V Public V Research & Advocacy V Resources & FAQ V About Us



HE MAKES A DIFFERENCE IN CLIENT'S LIVES

> HE IS A CERTIFIED REHABILITATION COUNSELOR



**GET CERTIFIED** 

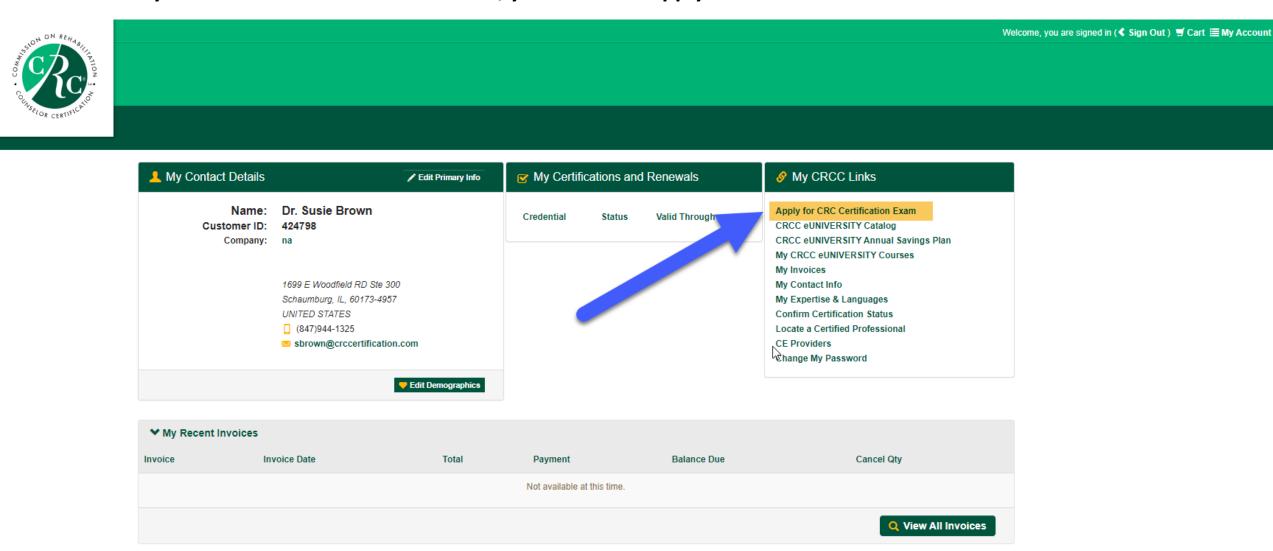


**STAY CERTIFIED** 



**KEEP LEARNING** 

#### Once you've created a customer account, you'll see the Apply for CRC Certification Exam link.



When you click the link, you'll begin the application process. Read and respond to each question. Your answer to this first question should be No.



Based on your answers to the first few questions included in this application process, you will need to satisfy the Category 1, 2, or 3 requirements outlined in the CRC Certification Guide. Read each question before you select an answer.

Do you have or are you currently pursuing a master's degree in rehabilitation counseling (RC) or clinical rehabilitation counseling (CLRC)?

- . If you are a student in a master's rehabilitation counseling or clinical rehabilitation counseling program, click the Yes button.
- If you are a graduate of a master's rehabilitation counseling or clinical rehabilitation counseling program, click the Yes button.
   If you need to change your answer to this question, please contact CRCC at 847-944-1325. Do NOT continue with the application process.





#### You'll need to review the list of related fields of study to respond to this question.



Do you have a master's or doctoral degree in a related field of study? Examples of acceptable degrees include, but are not necessarily limited to:

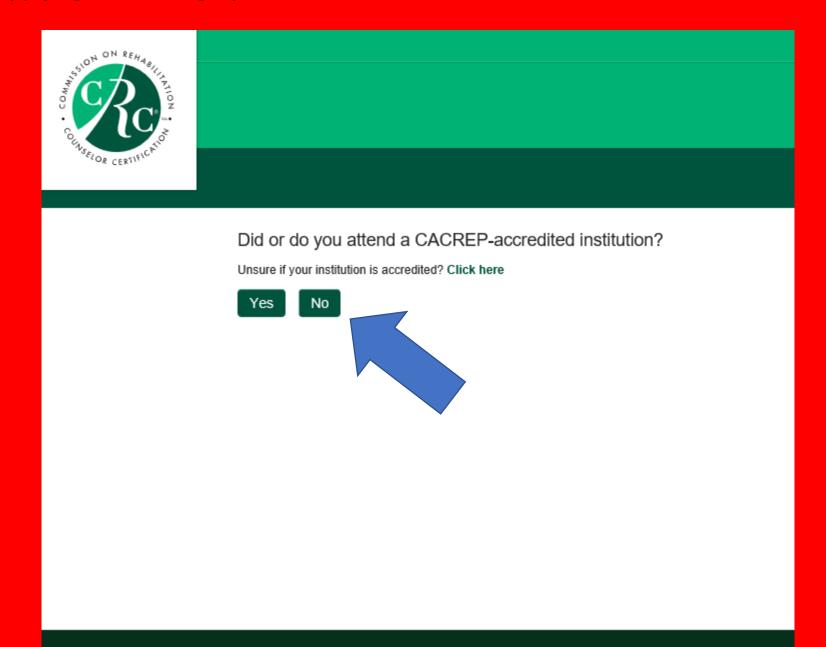
- · Addictions Counseling
- · Behavioral Health
- · Behavioral Science
- · Blindness Rehabilitation
- · Child/Family Studies
- · Communication Disorders
- Counseling
- Counseling Psychology
- · Deaf Education
- · Disability Studies
- · Educational Psychology
- · Guidance and Counseling
- · Health Services
- · Health Studies
- · Human Development
- Human Relations

- · Human Resources
- Human Services
- Marriage and Family Therapy
- · Mental Health Counseling
- · Occupational Therapy
- · Physical Therapy
- Psychology
- · Rehabilitation Services
- · School Counseling
- · School Psychology
- · Social Work
- · Special Education
- · Substance Use Disorders Counseling
- · Vision Rehabilitation Studies
- · Vocational Assessment
- Vocational Evaluation

If your answer will be "No," please contact CRCC at 847-944-1325 or info@crccertification.com.

Do not complete the application process.

#### Since you are applying under Category 3, click the No button.



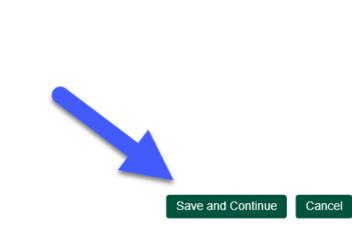
CRCC collects demographic information from all applicants. Please complete this section of the application. Click the Save and Continue button.

CRCC collects this information to better serve our customers.

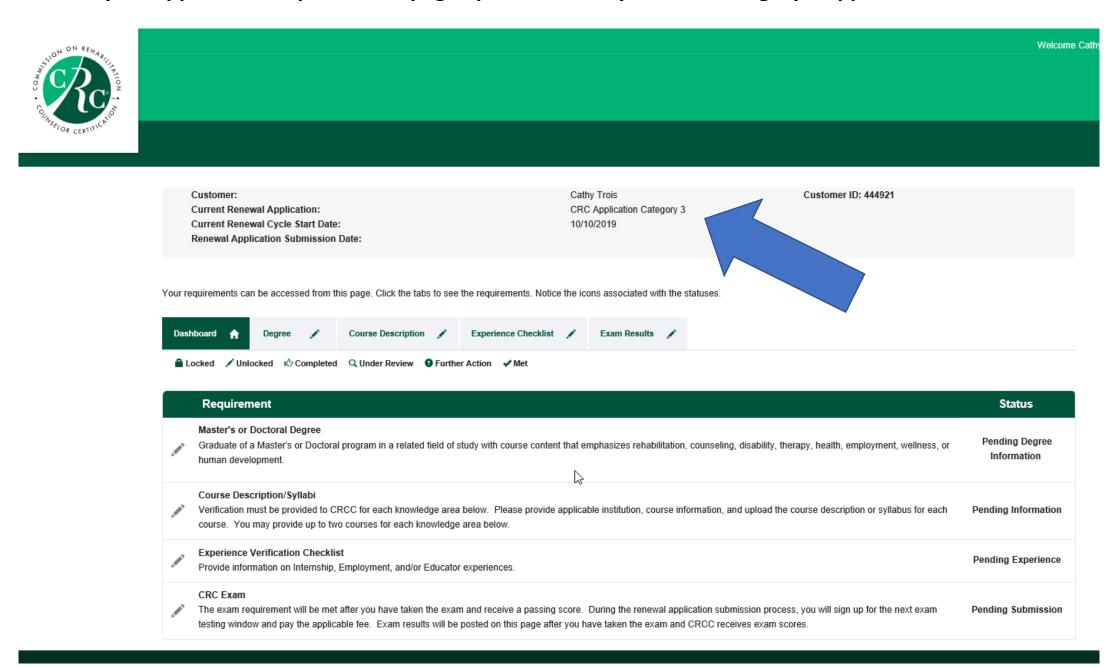


#### **Demographic Information**

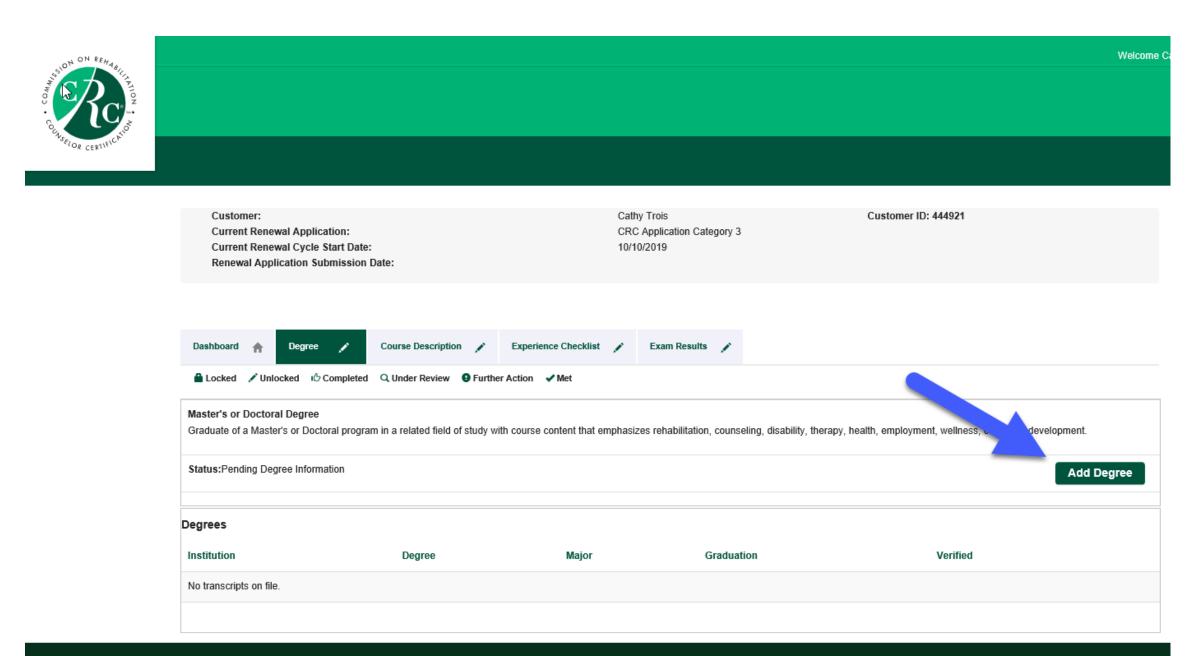
~ Please Select Gender: ~ Ethnicity: Please select Date of Birth: Former Last Name: ~ Job Title: Please select ~ Employment Setting: Please select I am licensed. My undergraduate degree is from a rehabilitation program.



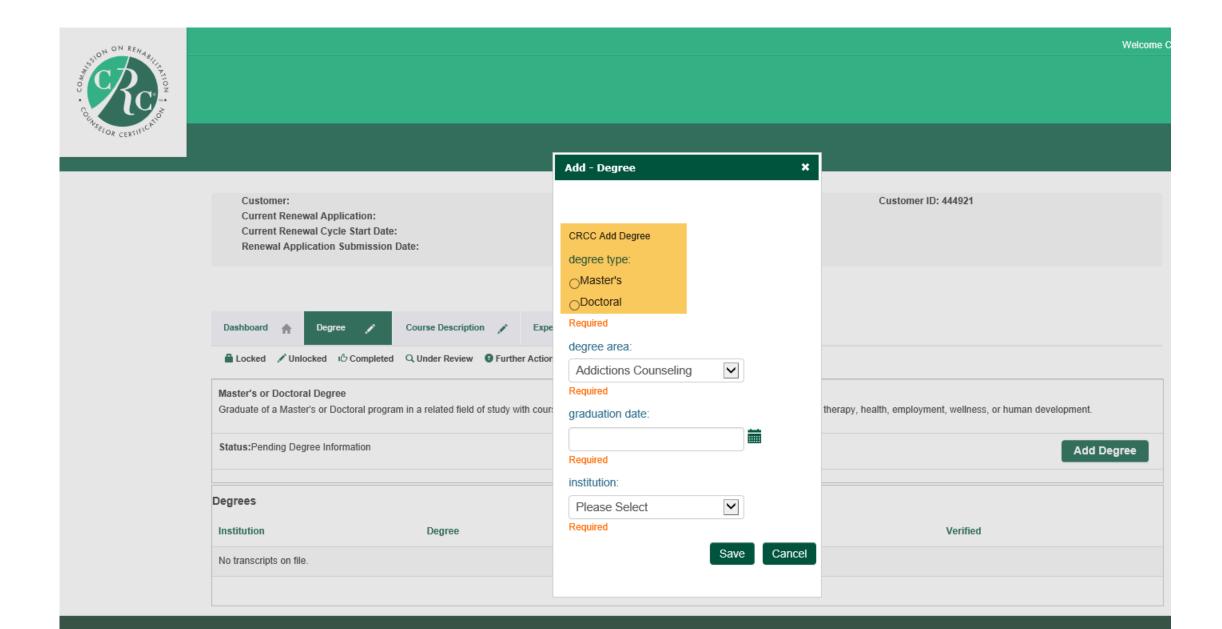
#### When your application requirements page opens, confirm you are a Category 3 applicant.



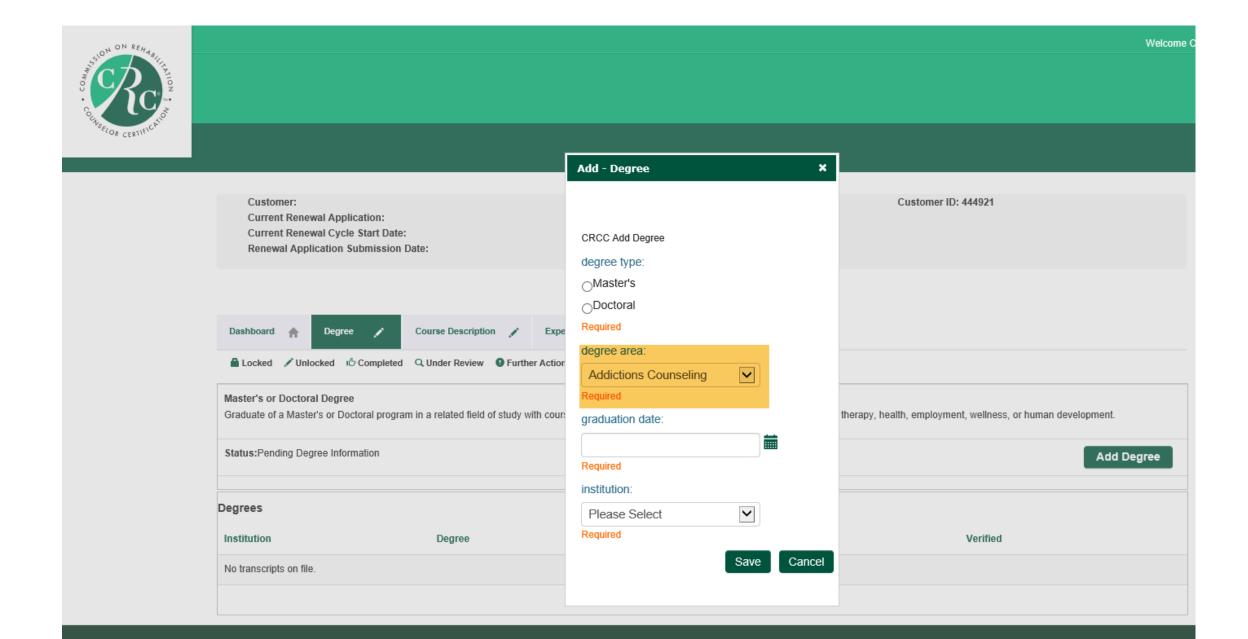
#### Click the Degree tab. When the Degree page opens, click the Add Degree button.



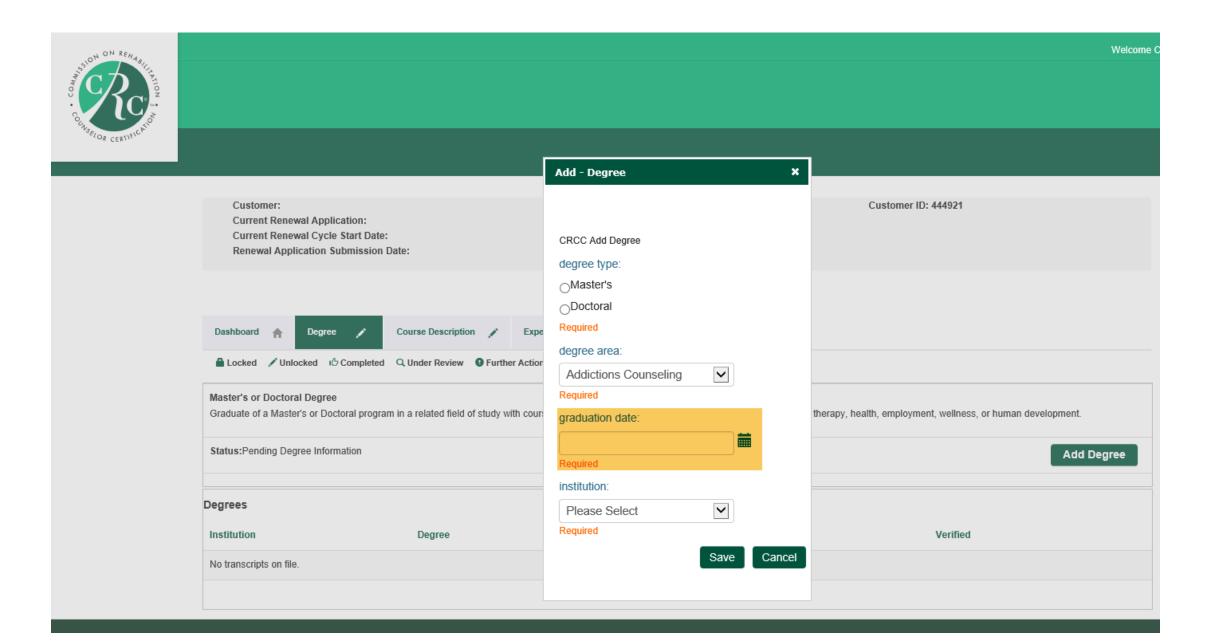
#### Select the highest degree you have earned.



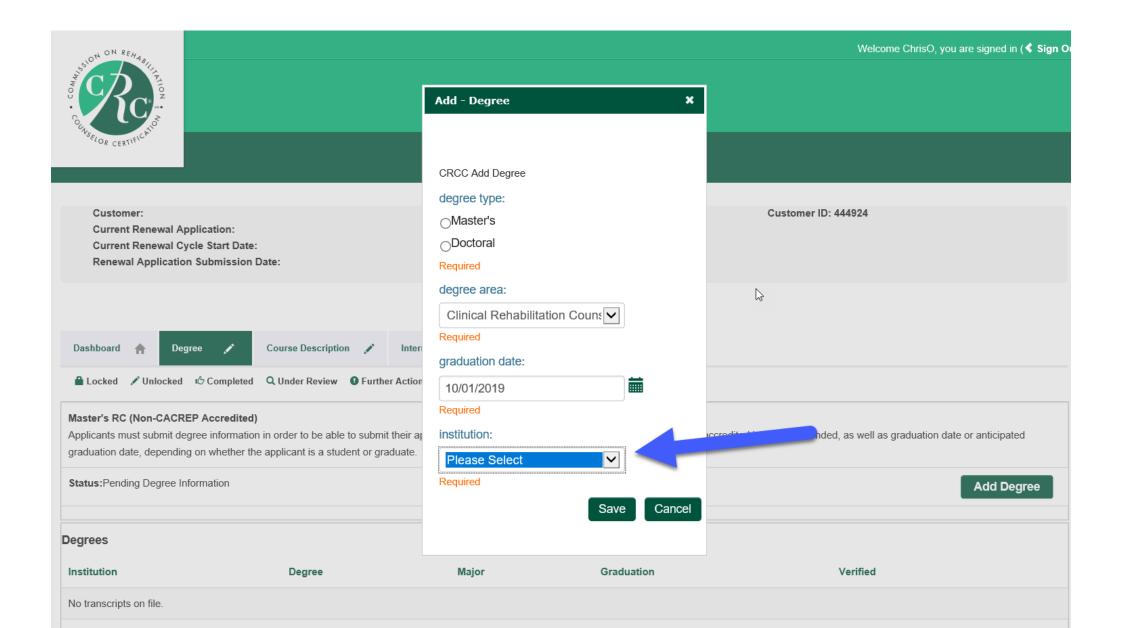
#### Using the dropdown menu, select your degree area.



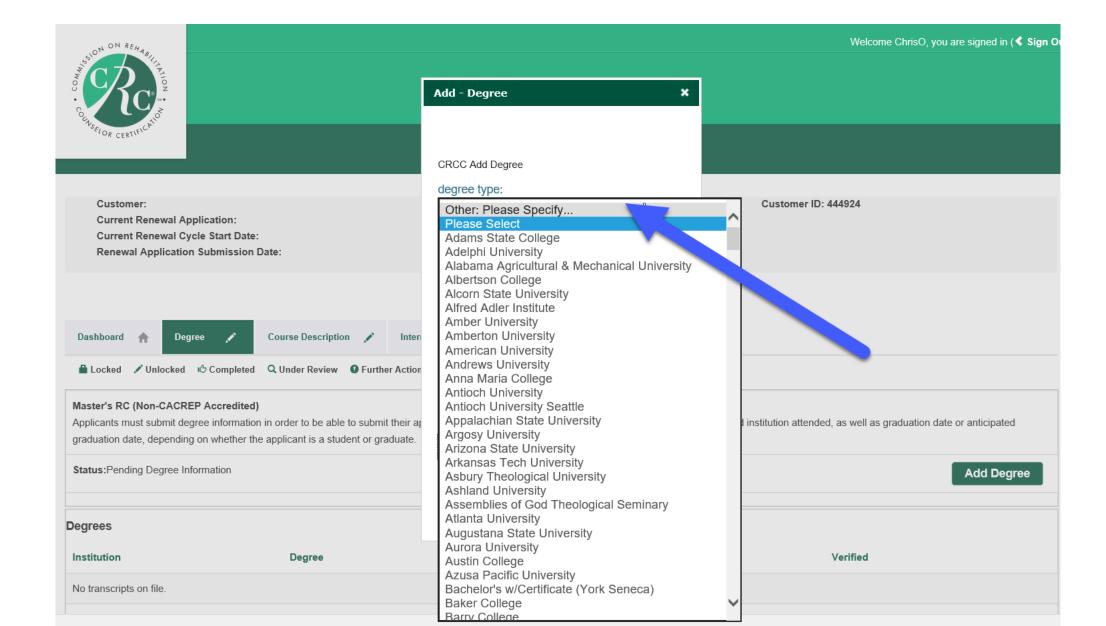
Click the calendar icon to select the date you earned your highest degree.



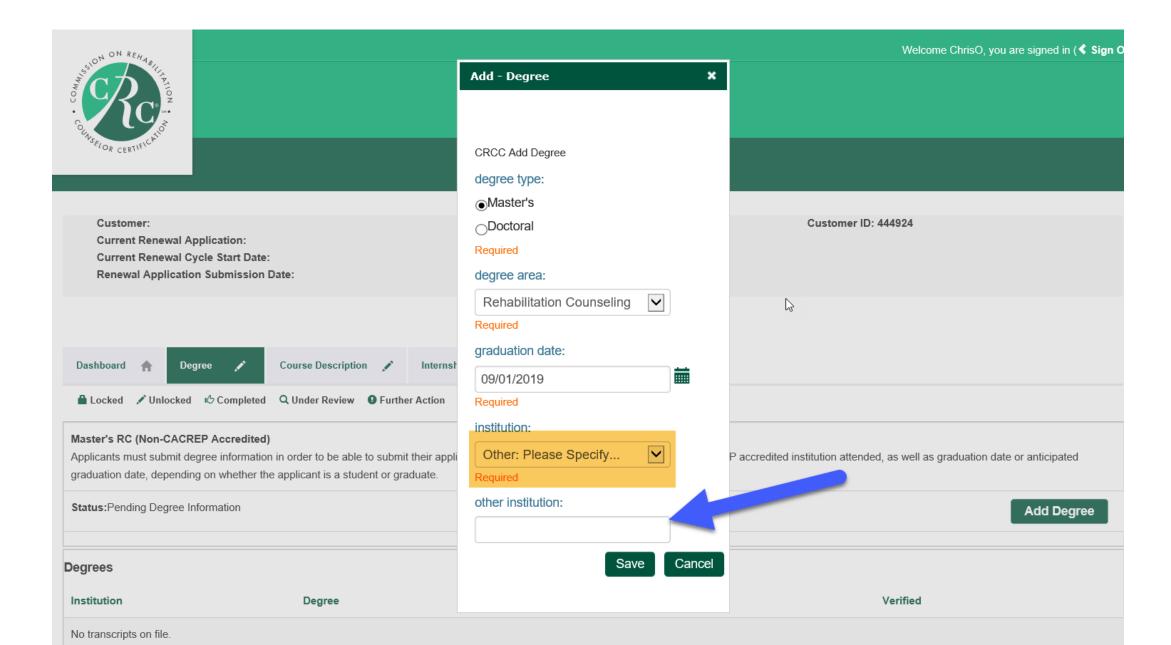
Using the dropdown menu, select the institution that granted your degree.



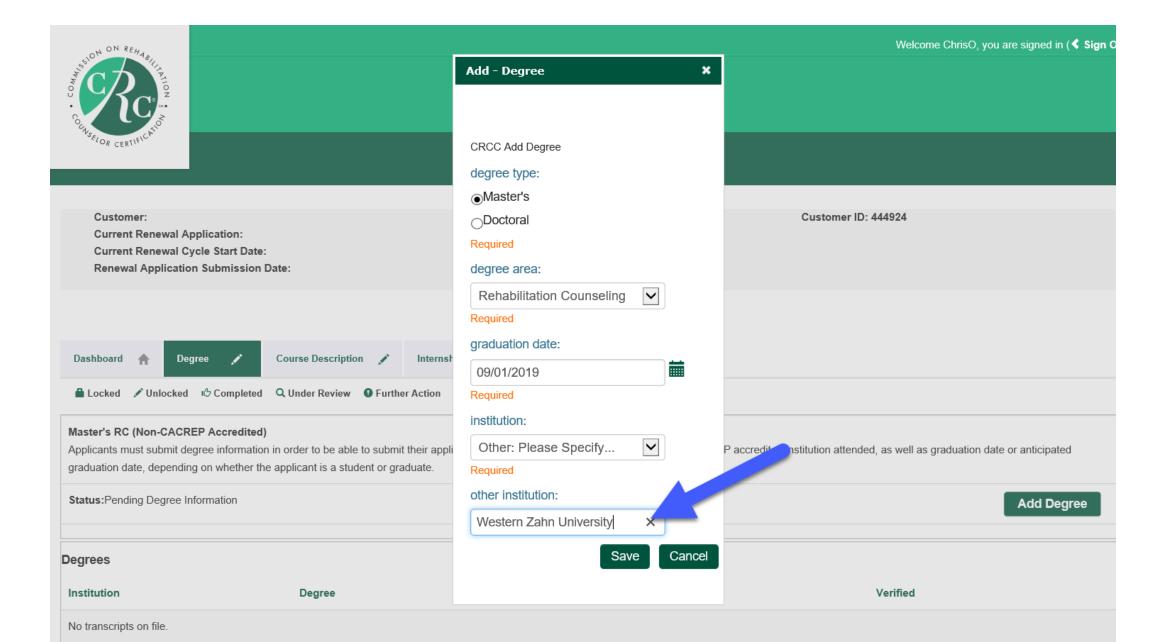
#### If your institution is not listed, scroll UP to select Other.



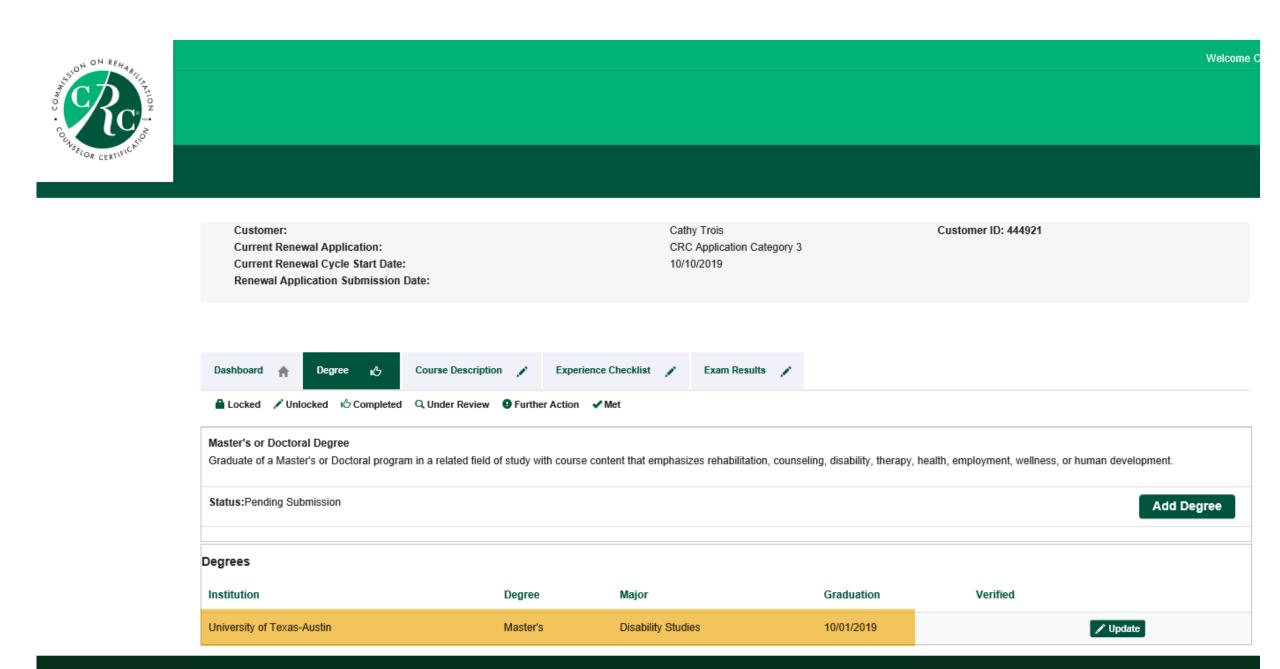
#### Type the name of your institution in the text box.



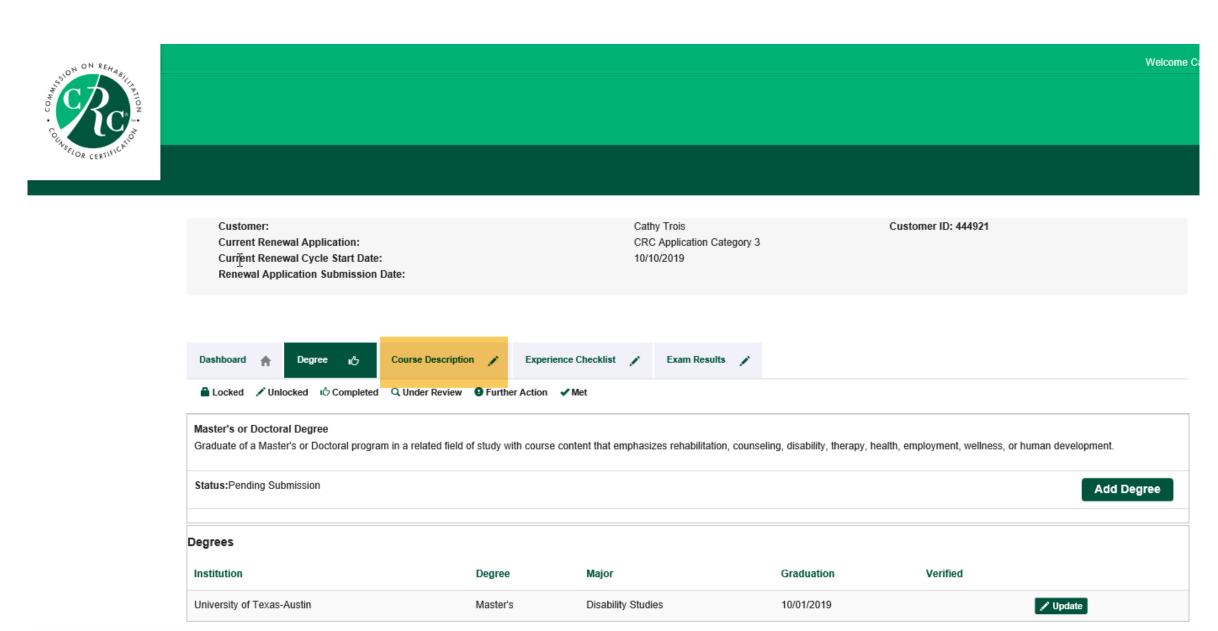
#### Review your degree information. Click the Save button.



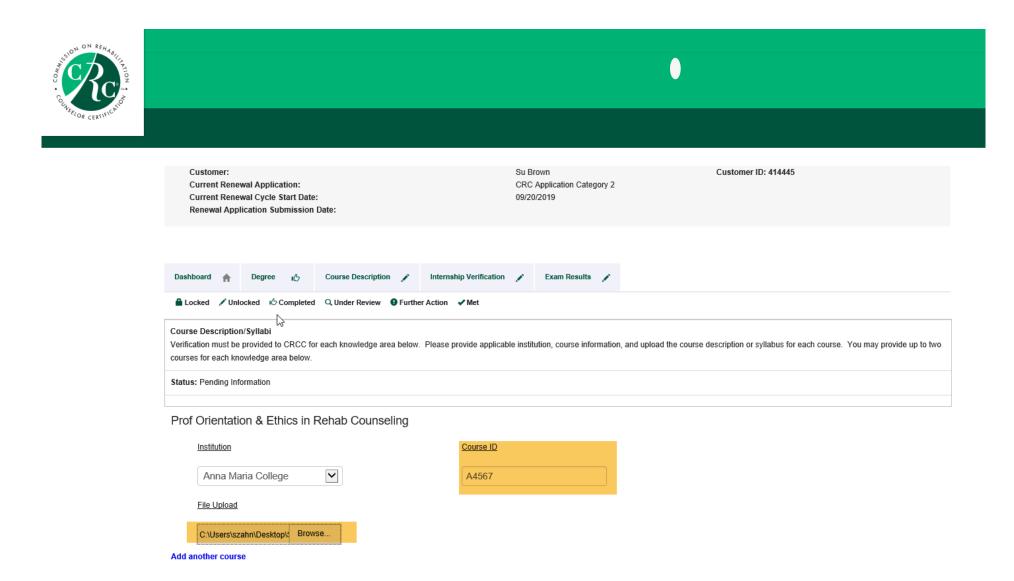
#### Your degree information will display at the bottom of the screen.



#### **Click the Course Description tab.**



You will need to upload a course syllabus or catalog description for each of the CRCC Knowledge Domain areas. You cannot use a practicum course or internship to fulfill the Knowledge Domains. If you completed the CRCC prereview, upload the CRCC letter for the Knowledge Domains that were approved.



#### **Click the Experience Checklist tab.**



Welcome Ca

Customer: **Current Renewal Application:** Current Renewal Cycle Start Date: Renewal Application Submission Date:

Cathy Trois CRC Application Category 3 10/10/2019

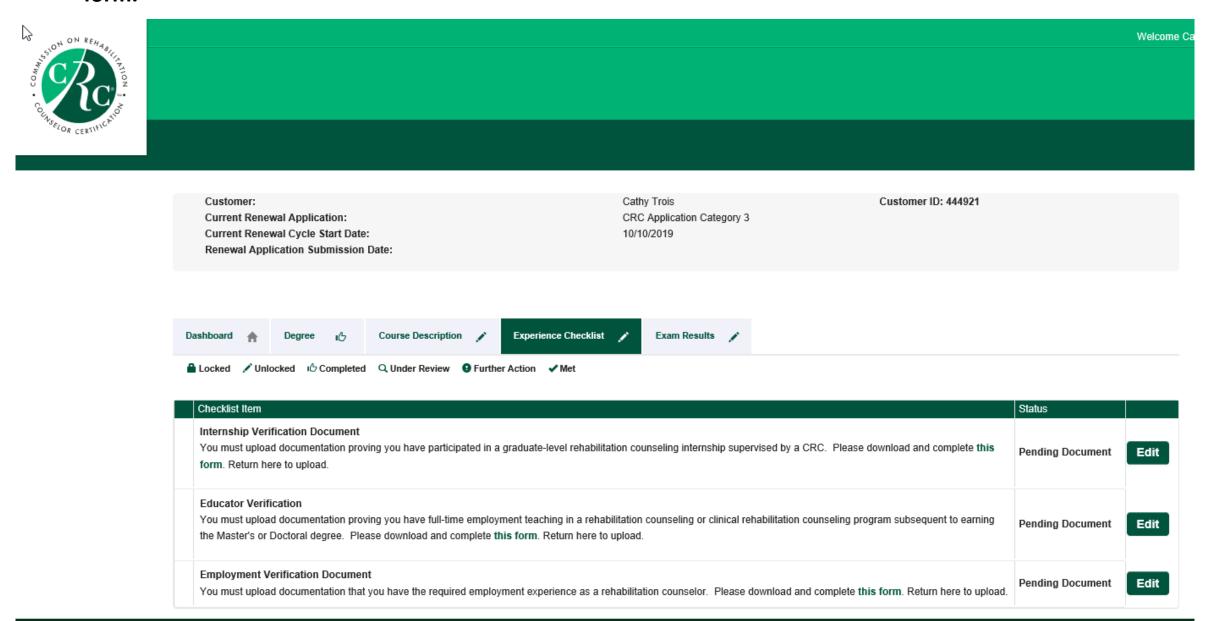
Customer ID: 444921

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



	Requirement	Status
ıĠ	Master's or Doctoral Degree  Graduate of a Master's or Doctoral program in a related field of study with course content that emphasizes rehabilitation, counseling, disability, therapy, health, employment, wellness, or human development.	Pending Submission
AMP	Course Description/Syllabi  Verification must be provided to CRCC for each knowledge area below. Please provide applicable institution, course information, and upload the course description or syllabus for each course. You may provide up to two courses for each knowledge area below.	Pending Information
A STATE OF THE PARTY OF THE PAR	Experience Verification Checklist  Provide information on Internship, Employment, and/or Educator experiences.	Pending Experience
AMERICA	CRC Exam  The exam requirement will be met after you have taken the exam and receive a passing score. During the renewal application submission process, you will sign up for the next exam testing window and pay the applicable fee. Exam results will be posted on this page after you have taken the exam and CRCC receives exam scores.	Pending Submission

### You must submit documentation for 1 of the experiential options (not all 3). Download the appropriate form.

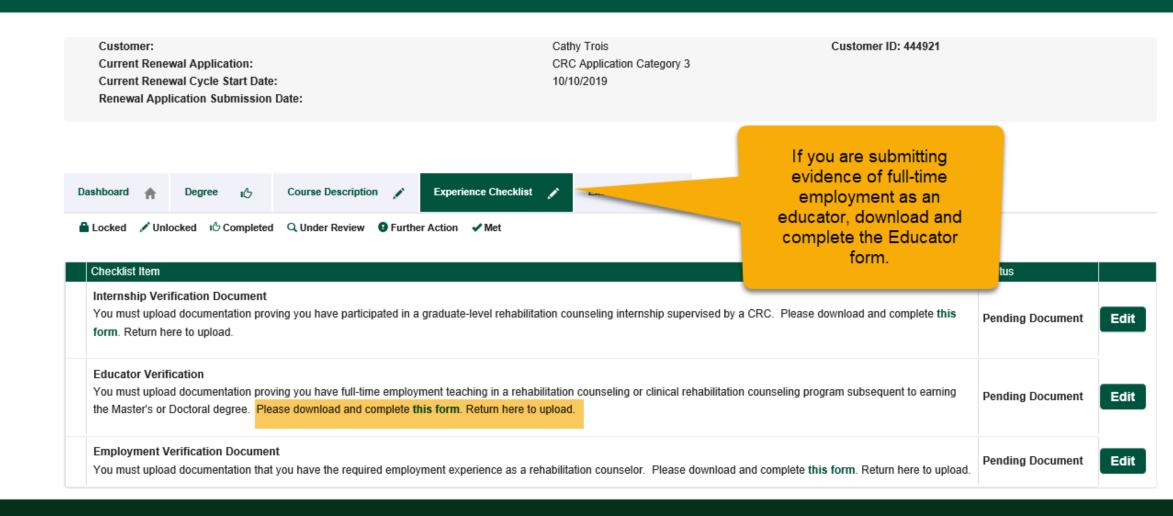




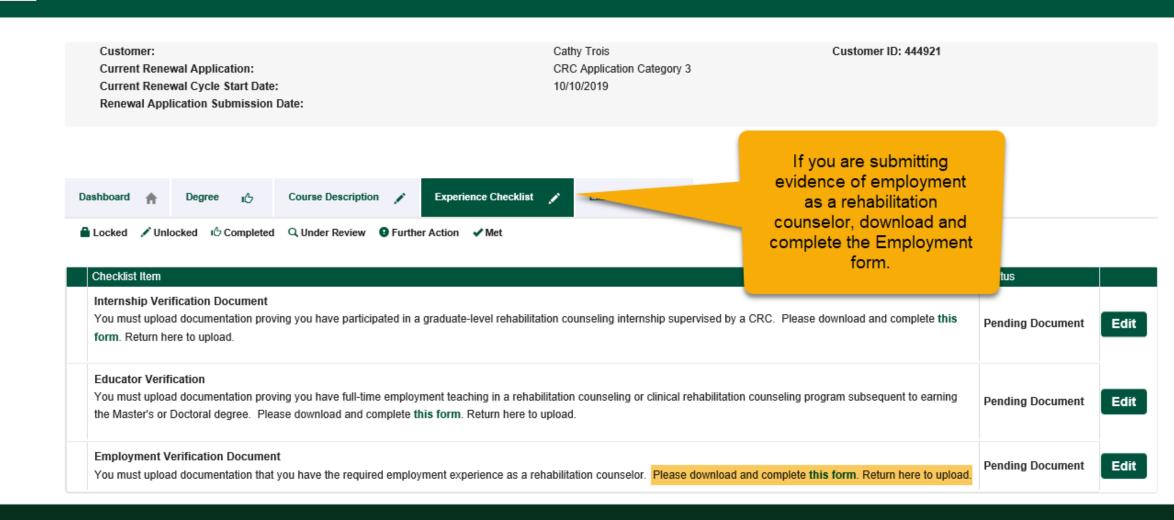
Cathy Trois Customer ID: 444921 Customer: **Current Renewal Application:** CRC Application Category 3 Current Renewal Cycle Start Date: 10/10/2019 Renewal Application Submission Date: If you are submitting evidence of an internship, download and complete Dashboard 1G Course Description Experience Checklist Degree EXam recomm the Internship form. Locked ✓ Unlocked 16 Completed Q Under Review 9 Further Action ✓ Met

Checklist Item	Status	
nternship Verification Document  You must upload documentation proving you have participated in a graduate-level rehabilitation counseling internship supervised by a CRC.  Please download and complete this form. Return here to upload.	Pending Document	Edit
Educator Verification  You must upload documentation proving you have full-time employment teaching in a rehabilitation counseling or clinical rehabilitation counseling program subsequent to earning he Master's or Doctoral degree. Please download and complete this form. Return here to upload.	Pending Document	Edit
Employment Verification Document  You must upload documentation that you have the required employment experience as a rehabilitation counselor. Please download and complete this form. Return here to upload.	Pending Document	Edit

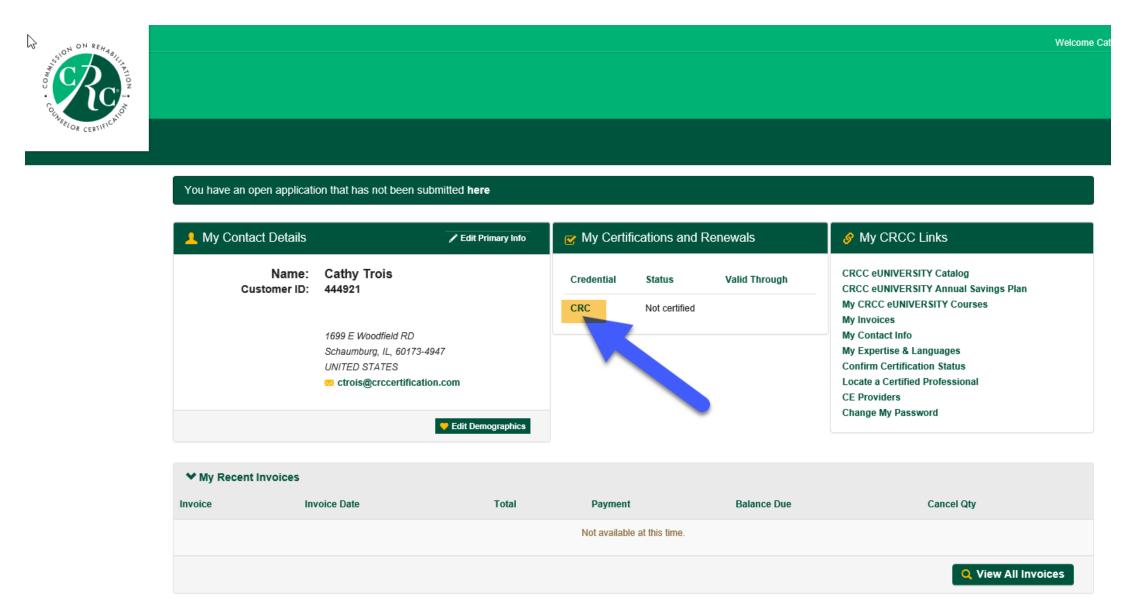




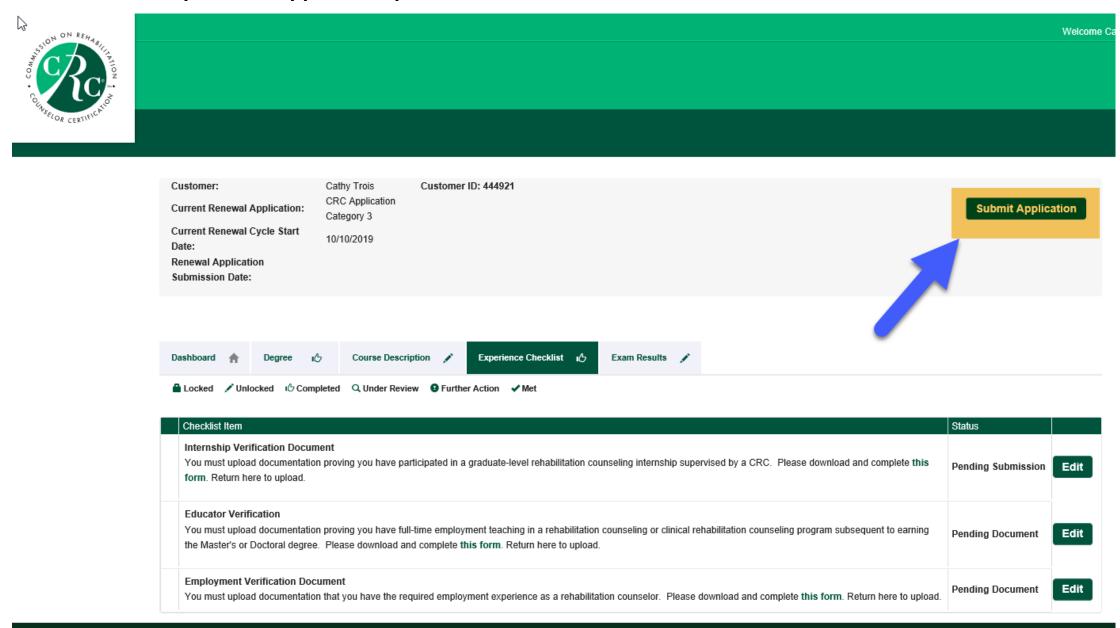




If you need to upload documentation for your application at a later date, just click the credential in the My Certifications and Renewals section of your account page. You will return to your application.

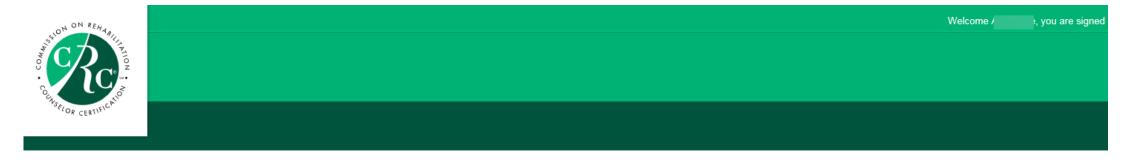


When your application requirements have been met, the Submit Application button will be activated. Click the button to complete the application process.



#### Read and check the box at the bottom of the Attestation. Click the Next button.

Initial below to confirm that you have read and understand the Statement of Understanding.



#### Attestation

The Commission on Rehabilitation Counselor Certification (CRCC) does not condone or engage in discrimination based on age, arrest record (including I understand information submitted as part of this application for the initial certification or certification renewal becomes the property of CRCC, but, except as set forth below, will not be released to outside parties unless specifically authorized by the applicant/certificant or unless required by law. I further understand that individual examination results are released to the candidate and are not released to any institution or employer. If a candidate for initial certification is a student taking the CRC as a comprehensive exam, then the student may execute proper authorizations so that his/her examination results will be provided to the university. I consent that, for research and statistical purposes only, data resulting from the initial certification and certification renewal process may be used in an anonymous/unidentifiable manner. I understand CRCC provides a database listing certificants on its website, which is updated periodically, for the use by the public. I further understand CRCC also receives and responds to requests for information about the certification status of those holding its credentials.

Before initialing this application below, please note your name will be entered by CRCC as First Name, Middle Name or Initial, and Last Name, according to the information you have listed within this application. This is the way in which your name will be listed on your admission ticket should you be deemed eligible for the examination and on your certificate should you achieve a passing score or successfully renew your certification. If you are deemed eligible to sit for the examination. Please check your photo identification does not match the name on your admission ticket, you will not be allowed entry into the examination. Please check your photo identification and make any necessary changes before you submit this application.

I understand and ackno

I agree to the Terms and Conditions.



Read and respond to the Disclosure Questions. If you have nothing to disclose, click the Next button.



#### **Disclosure Questions**

Please read each question and select your answer. If you answer "YES" to any of the questions 2 through 7, you will need to provide additional information.

1. Have you read and understood all provisions of the Code of Professional Ethics for Rehabilitation	Counselors (Code)? (To qualify for recertification, you must be able to answer yes truthfully.)

5. Have you ever been reprimanded or discharged by an employer or supervisor for dishonesty in connection with your employment or occupation or due to complaints of physical or sexual abuse or hara:	ssment?
(If yes, you must submit all documentation in your possession or control that relates to the matter.)	

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Yes No

6. Since your initial certification or last renewal, whichever is the most recent, have you been convicted for violating any law, statute, or ordinance (excluding minor traffic violations and matters that were sealed or expunged)?

(If yes, you must submit all documentation related to the incident[s].)



Yes No

7. Are you identified on any state or national sex offender registry? (If yes, you must submit all documentation, as outlined above.)



Yes No



#### If you answer Yes to disclosure questions 3 to 7, you must provide documentation.



#### **Disclosure Questions**

Browse.

Please read each question and select your answer. If you answer "YES" to any of the questions 2 through 7, you will need to provide additional information.

1. Have you read and understood all provisions of the Code of Professional Ethics for Rehabilitation Counselors (Code)? (To qualify for recertification, you must be able to answer yes truthfull Access the Code from the CRCC website at www.crccertification.com.
<ul><li>Yes</li></ul>
2. Have you ever been known by any given or surname other than those shown on this application? (If yes, please type those names in the text box.)
3. At any time when you were not certified, have you ever held yourself out to be a Certified Rehabilitation Counselor or used the initials CRC in the execution of any documents? (If yes, submit an explanation that describes to whom, when, and under what circumstances.)  O Yes No

4. Have you ever held a professional license or certification that was revoked, suspended, or voluntarily relinquished or been placed on probation by a professional licensure or credentialing body? (If yes, you must submit all documentation in your possession or control that relates to the matter.)



#### Select the exam date. Click the Next button to continue.



**CRCC Exam Registration** 

Please select the exam you would like to attend in order to continue

March 2020 CRC Exam 03/04/2020 - 03/14/2020

July 2020 CRC Exam 07/10/2020 - 07/18/2020



CRCC provides test accommodations for candidates who require them during the exam. Review the information about accommodations in the CRC Certification Guide. If you require accommodations, click the Yes button.



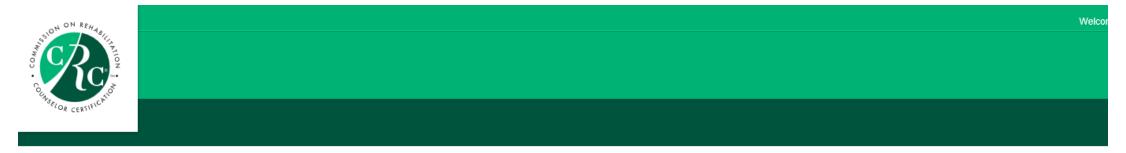
Exam Accommodations Question

Do you need test accommodations?



Welcome

If you require accommodations, complete the online form. Type your name at the bottom of the form. Click the Next button.



#### CRCC Exam Accommodations Form

Complete this form only if you answered YES to the accommodation question. In addition to completing and signing this form, you must also submit documentation from a qualified professional verifying your functional impairment. This documentation must also include a diagnosis and the qualified professional's recommendation for accommodation. See the CRC Certification Guide for more information on documenting a request. The quide is available on CRCC's website at www.crccertification.com.

If all required documentation is not submitted with your application, your file will be incomplete. Therefore, you will not be eligible to sit for the examination for which you applied. You will be given an opportunity to complete your file in order to be considered during the next examination cycle.

Information regarding test accommodation decisions will not be released via telephone. All official communications regarding your request will be provided in writing

	Exam #2
Examination:	
Exam month:	
Exam year:	
Accommodation(s) received	
If extra time was given, note how much	

I hereby affirm that all the information provided above is complete, true, and correct. Further, I hereby consent to the release and disclosure, by the professional who has verified my disability and need for accommodation, of my Personal Health Information to the Commission on Rehabilitation Counselor Certification (CRCC) for the purpose of allowing CRCC to make a determination regarding my request for a testing accommodation. I understand that CRCC will employ reasonable commercial methods to help ensure that my Personal Health Information provided to CRCC is treated as confidential.

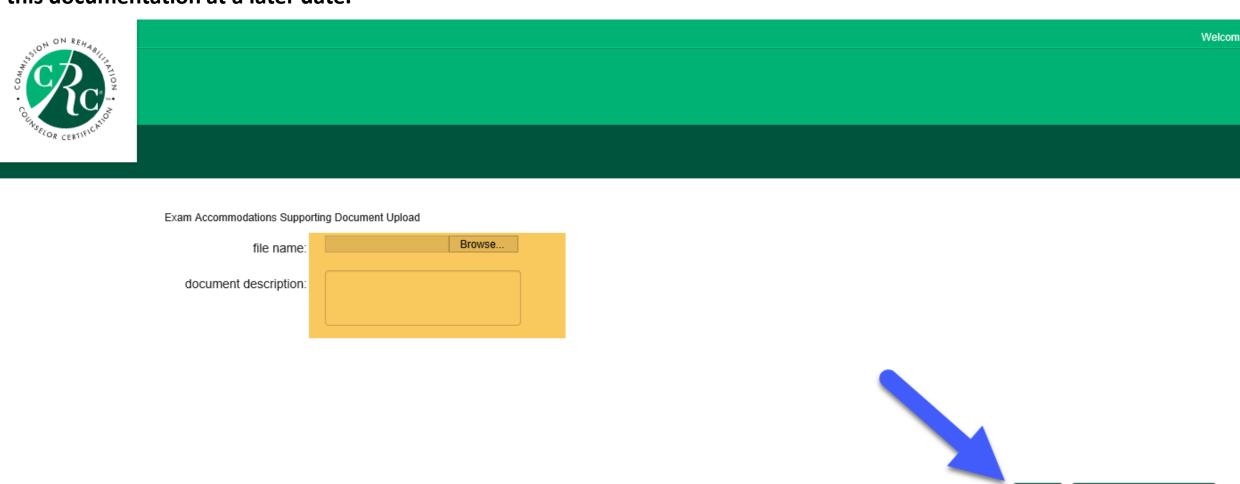
Signature of Applicant





See the CRC Certification Guide for information about the documentation required. Upload the documentation and add a brief description (e.g., physician's letter). Click the Save button or Save and add another button if you have multiple documents.

If you do not have this documentation saved to your computer's desktop, you may return to your application to add this documentation at a later date.



Save and add another

Next, add the Application fee to your shopping cart. Click the Checkout button to continue.



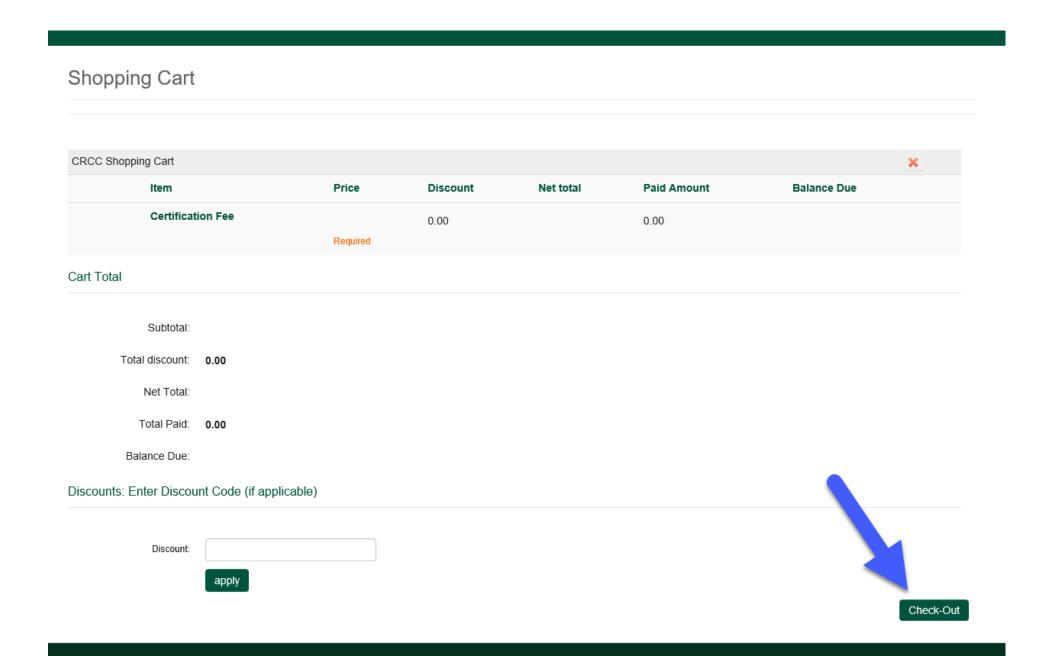


Product Name: Certification Fee

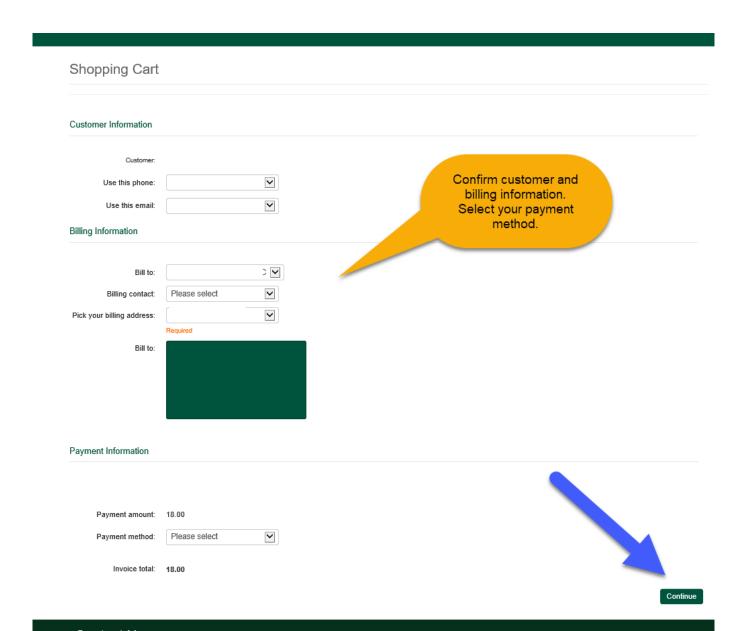
Price: 410.00



Confirm that you have the Certification Fee in your shopping cart. Click the Check Out button.



#### Confirm your name and billing information. Select your payment method. Click the Continue button.



# Confirm your order and click the **Submit Order** button to complete your payment.

You should receive an e-mail confirmation of your payment.

## Questions?

Please contact CRCC at 847-944-1325 or <a href="mailto:info@crccertification.com">info@crccertification.com</a> CRCC staff is here to support you.