



COMMISSION ON REHABILITATION  
COUNSELOR CERTIFICATION

# Certified Vocational Evaluation Specialist (CVE) Certification Guide



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# Section 1: Introduction & Inquiries

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Thank you for your interest in the Certified Vocational Evaluation Specialist certification process.

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

Candidates who wish to pursue certification should refer to this guide as it contains information to help guide individuals through the application and examination 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](mailto:contactus@crccertification.com)

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*The CVE certification 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 CVE marks may result in legal or other actions, which may include but are not limited to, revocation of CVE certification.*

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## Section 2: The Purpose of the CVE Program

The purpose of certification is to assist in the assurance that professionals engaged in vocational evaluation meet acceptable standards of quality in practice. The existence of acceptable standards is in the best interest of consumers of vocational evaluation services and the public. Through participation in both the certification and certification renewal programs, vocational evaluation specialists are also able to bring about a higher level of performance and qualification throughout the profession.

Persons who earn the designation of Certified Vocational Evaluation Specialist (CVE) have demonstrated they possess at least an acceptable minimum of knowledge (as determined by CRCC) regarding the practice of their profession. The initial certification is valid for five years. It is achieved by satisfying specific educational requirements.

Vocational evaluation is a dynamic profession that is constantly evolving. Therefore, CRCC has a certification renewal program under which designation holders are required to demonstrate their continuing professional development. Certification renewal, required at five-year intervals, is considered an essential part of an effective credentialing process, and is intended to help practitioners keep abreast of current trends and new technologies, and to enhance critical skills.

CRCC encourages CVEs to continuously build on the demonstrated specified levels of knowledge, skills, and ability addressed by the education/employment requirements. CVEs 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.

## Section 3: The Certification Calendar

The CVE Educational Credentialing Program is currently administered three times a year. The required courses open February 1, June 1, and November 1. Candidates are expected to complete the coursework and capstone within three (3) months of the opening date of the course. Course content, the capstone, and all resources are online.

Start Date (Opening of Courses for Cohort)	Requirements for Completion Date for Courses & Capstone	Results of Capstone
February 1, 2024	April 30, 2024	After May 31, 2024
June 1, 2024	August 31, 2024	After September 30, 2024
September 1, 2024	November 30, 2024	After January 1, 2025

Candidates must successfully complete both the course requirement and the capstone experience. Candidates will receive a “grade” of “pass or fail” at the completion of the required educational program. The capstone experience will open for candidates who pass the educational program. The capstone opens on the first day of the third (3) month of the certification window. Regardless of when a candidate successfully completes the educational courses, the capstone will not open earlier than the established date. The capstone case study and all required resources are provided by CRCC.

Candidates who successfully complete the CVE Educational Credentialing Program will be awarded ten (10) general continuing educations credits toward the CRC renewal, if applicable.

Under the application for the CVE credential, candidates may retake the required courses once or may retake the capstone once; there is a retake fee assessed.

## **Section 4: CVE Retake Policies**

CRCC's retake policies are meant to protect the integrity of the certification cohort. CRCC updates the certification educational courses and capstone associated with the CVE credentialing process several times per year in accordance with the certification calendar. Based on an application, the candidate has one chance to successfully complete the required certification educational courses and the capstone. If a candidate is not successful in meeting this requirement, a retake fee can be paid. A retake must be completed within the next available cohort. The retake will cover the same content but may include different questions and learning activities.

Results found to be in violation of this retake policy will result in the candidate not being awarded the attempted credential.

### **Retaking the Certification Educational Courses**

If a candidate fails to successfully complete the certification educational courses, a retake fee must be paid within three business days of the notification sent by CRCC via email to the address on file for the candidate. The candidate will need to complete the courses within 90 days of the cohort notification.

The certification courses must be successfully completed on the second attempt. If the courses are successfully completed, the capstone will be opened for the candidate.

If the candidate does not successfully complete the certification educational courses on the second attempt, a new application must be submitted and the application fee must be paid.

### **Retaking the Capstone**

If a candidate does not successfully complete the capstone project, a retake fee must be paid within three business days of the notification sent by CRCC via email to the address on file for the candidate. The candidate will be registered for the next available capstone. The case study will not be the same one used for the initial report. The candidate will need to complete the capstone within thirty (30) days of the notification.

If the candidate does not successfully complete the capstone report on the second attempt, a new application must be submitted and the application fee must be paid. The candidate will be required to successfully complete both the certification educational courses and capstone.

Please note that all fees are non-refundable.

# Section 5: CVE Educational Course & Capstone Outline

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## I. Foundations of Vocational Evaluation

- a. The Philosophy of Vocational Assessment
- b. Process of Vocational Assessment and Goal Development
- c. Service Settings
- d. Theoretical Underpinning of Vocational Assessment
- e. Professionalism and Ethics

## II. Introduction to Concepts and Techniques in Vocational Evaluation

- a. Designing an Assessment from Referral Questions
- b. Case Conceptualization
- c. Interviewing
- d. Choosing Reliable, Valid, and Culturally Appropriate Tests
- e. Assistive Technology and Reasonable Accommodations
- f. Types of Formal and Informal Tests

## III. Application and Advanced Techniques in Vocational Evaluation

- a. Summarizing Person-Side Data
- b. Summarizing Occupational and Labor Market Information
- c. Analyzing and Synthesizing Person- and Work-Side Data
- d. Effective Communication
- e. Discussing Results and Professional Consultation

## IV. Capstone Project (a/vocational evaluation report) to be evaluated by a team of experts

- a. Referral Questions
- b. Conceptualizing the Case
- c. Preparing to Write the Report
- d. Writing the Report

## Section 6: Criteria for Eligibility

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CRCC requires individuals who are applying for or renewing the certification to respond to questions related to any adverse actions taken by a licensing or certifying entity, reprimand, or discharge by an employer for dishonesty, and convictions for violating any laws, statutes, or ordinances. This information is used to ascertain whether such prior history provides sufficient reason to preclude the individual from certification. It is not CRCC's intent to imply that any individual is suitable for employment or to impose staffing requirements on any agency. The intent is to establish a nationwide measure of professional standards that may be used by any interested parties regarding vocational evaluation. Employers and consumers should not rely solely on CVE certification as a basis for employing or selecting a vocational evaluation specialist.

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 applicants. View the [CRCC Privacy Policy](#).

CVE eligibility is determined by CRCC after its review of an application for the CVE credential. CRCC requires individuals to respond to various questions relating to character and violations of the law. A prior conviction for violating any law, statute, or ordinance will not automatically preclude an individual from being determined eligible to seek certification. However, CRCC will deem an individual to be ineligible to seek certification if they have not completed parole, probation, or any other terms or conditions imposed by any court in conjunction with a conviction, a suspended imposition of a sentence, or other sentencing alternative. Convictions include guilty pleas and pleas of "no contest."

If an applicant discloses violations of laws, statutes, or ordinances, CRCC will contact the applicant if they are required to provide court documentation or a criminal background check identifying the charges raised and sentencing status/disposition of those charges. Severity of the crime and length of time since the incident are all taken into consideration. The documentation must address whether the individual has met all conditions imposed by the court and paid all fees, if applicable. Individuals currently on parole or probation or who have not completed other terms of conditions imposed by the court in conjunction with a conviction will be automatically deemed ineligible for certification. If court documentation is not available, the applicant is required to submit to a criminal background check through CRCC's authorized provider, Justifacts, with all fees paid by the applicant.

To be eligible, an applicant must be deemed fit to pursue CVE certification by CRCC and must meet EVERY applicable requirement described in this section.

ALL education requirements must be fully satisfied by the application deadline. Those applications that do not meet the eligibility criteria upon submission of an application will be automatically denied.

At the time the applicant exhausts the appeal option or signifies that they do not wish to appeal, a refund of \$100 will be issued. Individuals who exhaust or do not exercise the appeal option and who choose to continue to seek certification will be required to re-apply, meet the criteria in effect at the time of re-application, and pay the required certification fee.

**There is one (1) application category. Please read the category carefully, keeping in mind the non-refundable application fee.**

## **Application 1: Current CRC**

*Applicant currently holds the CRC credential and is in good standing.*

### **1. Complete the CVE application:**

- Log in to your CRCC account.
- Click the Apply for CVE Certification link in the My CRCC Links section.
- Pay Application and CVE Certification course package fee.

### **2. Complete the CVE educational course package.**

- Successfully complete the CVE certification online course package, focusing on the foundations of vocational evaluation, concepts and techniques in vocational evaluation, and applications and advanced techniques in vocational evaluation.
- Successfully complete each course section of the course package, including the learning activities and assessments.

### **3. Complete the final capstone project that will be reviewed and evaluated by the CRCC CVE Advisory Panel.**

- Capstone must be completed by the cohort deadline.
- 10 continuing education credits will be awarded when the program is successfully completed. These apply to CRC renewal requirements.

### **4. Complete the courses and capstone. Completion must be within three (3) months of the opening date of the course.**

## **Transcripts**

For a degree to meet the educational requirements for certification eligibility, the granting college or university must have been accredited at the time the graduate-level degree was conferred by one of the national or regional accrediting associations recognized by the Council on Higher Education Accreditation (CHEA).

Digital or hard copy transcripts are accepted.

- **A hard copy transcript** will be considered official only if it bears the seal of the college

or university and the signature of the school's registrar. If your degree was granted under a name other than the one that appears on your certification application, the institution should be asked to include your present name with the transcript.

- **Digital transcripts** from your graduate institution (or transcript company) can be submitted via email to CRCC at [transcripts@crccertification.com](mailto:transcripts@crccertification.com).
- **If a digital version of the transcript is not available, please mail the transcript to:**  
CRCC  
1501 E Woodfield Rd, Ste 105E  
Schaumburg, IL 60173
- **International Degrees**  
If a degree is from another country, CRCC will allow a candidate to submit their transcripts along with an evaluation report from either of the following sources:

[American Association of Collegiate Registrars and Admission Officers \(AACRAO\)](#)/Office of International Education Services, (202) 296-3359.

[World Education Services \(WES\)](#)/International Academic Credential Evaluation, (212) 966-6311.

CRCC will not accept evaluations completed by other sources. The evaluation report must be sent from the source directly to CRCC postmarked by the application deadline date and must include recognition status of foreign institution, level of education completed by student, U.S. degree comparability, field of study, courses, credits or units, individual grades or overall grade average, and course content. The applicant is responsible for all fees associated with the evaluations and it is the applicant's responsibility to ensure the evaluations reach CRCC by the deadline date. CRCC will evaluate the courses, units, and/or degrees on a course-by-course basis.

## Section 7: Application Process

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If you have a CRCC account, [log in](#) and click the Apply for CVE Certification link in the My CRCC Links on the right side of your account page. If you do not have a CRCC customer account, click the [CRCCCONNECT](#) link on the CRCC homepage and click the Register button to create an account.

Select the appropriate application pathway and follow the online prompts to complete the application process.

Applications that have been opened, but not completed (required documentation or payment not submitted), will remain open for a period of eighteen (18) months from the initial application date. Once the application has been closed, a new application and documentation will need to be submitted.

## Section 8: Eligibility Determination

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A candidate who **does not meet** the CRCC eligibility requirements will receive a notification explaining the reason and a notice of their right to appeal as detailed on [page 11](#).

Although **not** an all-inclusive list, the following may constitute grounds for immediate discontinuation of application processing or ineligibility of obtaining the CVE.

- Falsification of the certification application.
- Falsification of the verification forms.
- Falsification of any information requested by CRCC.
- Failure to maintain eligibility requirements once certified.
- Misrepresentation or fraudulent use of CVE status.
- Egregious, unprofessional, dangerous, and/or fraudulent acts or behavior.

The timeframe to review and determine CVE eligibility is based on the candidate's promptness to submit an explanation and all the required documentation.

If the candidate does not submit all the information by the application deadline, the candidate will be responsible for a deferral fee or a new application fee.

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

Applicants or 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.

## Section 9: Appeals Process

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CRCC's appeals process is available to any denied candidate. At the time the candidate is informed of their denial by the CRCC, they will also receive information on their right to appeal as well as the procedures, instructions, and time schedules for making such an appeal. A request for an appeal must be sent to CRCC in writing within 30 days of the decision by CRCC.

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

If the results of the capstone are appealed, the appeal will be reviewed by an independent graders. The results will be shared with CRCC's Executive Director who will make the final decision regarding the candidate's eligibility. The appeal process can take up to 90 days for the final decision.

### **The appeals process is designed to provide:**

- Complete reviews of the facts at issue.
- A second, independent evaluation of the material presented.
- Due process.
- Fair and consistent application of eligibility criteria.
- A method to appeal certain aspects of the credentialing process.

### **The appeals process does NOT provide:**

- Additional time to submit the documentation required for certification.

## Section 10: Certificates

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A certificate will be sent via US mail to the address in the CRCCconnect database. Individuals are entitled to begin using the designation “CVE” after their names as soon as they receive the certificate. Duplicate or replacement certificates can be requested from CRCC. All certificates remain the property of CRCC.

## Section 11: Use of the CVE Designation

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**CVE:** Certified Vocational Evaluation Specialist

**CVE/Retired:** Certified Vocational Evaluation Specialist/Retired

The CVE designation must be used consistent with the scope for which the certification was granted and in accordance with all applicable use policies of CRCC. Use of the CVE designation is strictly limited to those individuals who:

1. Have met all the criteria of CRCC
2. Have been officially notified by CRCC through the receipt of a certificate
3. Have subsequently renewed their certification as required under the CRCC certification renewal plan

No one may use the CVE designation or otherwise represent themselves as being certified without first having fulfilled these requirements. Individuals who improperly use the CVE designation without having fulfilled the requirements who later seek CVE certification may be denied certification because of improper use. These individuals may also be subject to legal action. Additionally, individuals who have earned the use of the CVE designation and fail to act in accordance with the [CVE Code of Professional Ethics](#) may be subject to disciplinary actions up to and including revocation of certification.

## Section 12: Certification Renewal

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CRCC believes CVEs should continue to expand their skills to enhance the quality of the services they provide. CVEs are encouraged to build on the demonstrated specified levels of knowledge, skills, and ability addressed by the education requirements. 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 all CVEs to renew their certification 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 must align with the knowledge, skills, and ability addressed by the certification examination.

Effective March 2022, all CVEs must document 80 clock hours of approved continuing education during the period of their current certification.

CRCC will make every reasonable effort to send notification of a certificant's ability to begin the renewal process. However, it is the individual's responsibility to re-certify at the appropriate time. Failure to receive notification of renewal is not considered grounds for an extension. **CRCC urges all certificants to update their contact information making any changes necessary to ensure prompt delivery of communications (electronic and/or mail).** CRCC's primary method of communication is email.

## Renewal Application, Fees, and Requirements

- Every five (5) years, CVEs must meet the current eighty (80) hour continuing education renewal requirement to maintain their certification.
- Complete the renewal application and pay the CVE renewal fee.
- *Effective March 2021, if you are a current CRC and CVE, the renewal fee will be discounted by \$200. This discount only applies when you hold both the CRC and CVE credentials. If you allow one of your credentials to lapse, your renewal fee will revert to the full renewal fee amount\**

View the [Certified Vocational Evaluation Specialist \(CVE\) Certification Renewal Guide](#) for additional details.

## Section 13: Fees

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### Certification Fee

\$600

The certification application fee, which includes the cost of the educational package, is submitted at the time of application. A refund of \$100 will be issued to applicants deemed ineligible.

### Certification Course or Capstone Retake Fee

\$300

### Transfer to Different Cohort Fee

\$75

### Certification Renewal Fee

\$405

*\*Effective March 2021, if you are a current CRC and CVE, and renew both credentials, CRCC will offer a \$200 discount off the second certification renewal fee. If you allow one of your credentials to lapse, your renewal fee will revert to the \$405 renewal fee.*

### CVE/Retired Designation Fee

\$100

### Handling Fee for Returned Checks

\$35

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

System-Generated Certification Verification

\$35

Written (via US Mail)

\$45

Expedited

\$60

### Replacement Certificate

(Except at renewal time)

\$40

Please send a [written request](#) to CRCC along with payment.

*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."*



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