Applying for the CRC Examination: Category 1 Student
Create your CRCC customer account by clicking the **CRCCCONNECT** link on the homepage.
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 each question and respond.

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 your answer to this question is No, please continue completing the application.

If you need to change your answer to this question, please contact CRCC at 847-944-1325. Do NOT continue with the application process.

Yes  No
If you need to confirm whether your graduate program is CACREP-accredited, click the link.
If you are currently a student in a CACREP-accredited graduate program, click **Yes**.
CRCC collects demographic information from all applicants. Complete this section, then click the **Save and Continue** button.
When your application requirement page opens, confirm that you are completing a **Category 1 Application**.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s RC or CRCC (Accredited)</td>
<td>Pending Submission</td>
</tr>
<tr>
<td>Student Status Verification Form</td>
<td>Pending Document</td>
</tr>
<tr>
<td>CRC Exam</td>
<td>Pending Submission</td>
</tr>
</tbody>
</table>

Your requirements can be accessed from this page. Click the tabs to see the requirements. Notice the icons associated with the statuses.
Click the **Education** tab.
Select **Student**.

Click the **Select** button to continue completing the application.
Once you indicate that you are a Student, you’ll see new tabs. Click the **Degree** tab.
A new window will open. Click the **Add Degree** button.
Select the type of degree you earned: **Master’s or Doctorate**.
Using the dropdown menu to select your degree area.
Use the calendar icon to select your expected graduation date.
Use the dropdown menu to select your institution.
Review your degree information.
Click the Save button.
Your degree information is displayed on the **Degree** tab.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Major</th>
<th>Graduation</th>
<th>Verified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adler University</td>
<td>Master's</td>
<td>Clinical Rehabilitation Counseling</td>
<td>12/01/2022</td>
<td></td>
</tr>
</tbody>
</table>
Click the **Student Verification** tab. You’ll need to download and complete the form. When the form is completed and signed by your faculty advisor, click the **Add Document** button to upload the form. Your uploaded form will appear.
Once you’ve uploaded the completed form, the document will appear within the application.
Click the Individual Data Confirmation tab and verify and update your data.
You are ready to submit your application. Click the **Submit Application** button.
Attestation

The Commission on Rehabilitation Counselor Certification (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.

Initializing this application is an acknowledgment that information provided is accurate. Therefore, if CRCC subsequently learns a certification was granted or renewed on the basis of false, misleading, or inaccurate information, CRCC has the right to suspend or revoke that certification.

I hereby apply for initial certification or certification renewal, as applicable. I understand the certification program is administered by CRCC, a private, non-profit voluntary organization representing rehabilitation counselors and vocational assessment professionals. I further understand the CRCC through its applicable committees is the sole judge of my eligibility for initial certification and certification renewal and that I have no right to question its discretion in granting or denying certification. However, I have appeal rights as set forth in the Certification and Renewal Guides, which are available for viewing on the CRCC website.

I further understand CRCC reserves the right to request and check references in the course of considering applications for initial certification or certification renewal. I hereby represent that I have responded truthfully to questions, including those related to character and violations of the law. I hereby release, discharge, and exonerate CRCC and its committees, members, agents, and representatives, and any person or entity furnishing documents, records, or other
When you get to the bottom of the Attestation page, click the **I agree to the Terms and Conditions** button, then, click the **Next** button.
Read and respond to the Disclosure Questions.
If you answer Yes to disclosure questions 2 to 7, you must provide documentation.
When questions 1-7 are answered (and any required documentation is uploaded),
Click the **Next** button.
Review the exam you will be assigned to.
Click the **Next** button.
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.
If you require accommodations, complete the online form.
Complete the entire form. At the bottom of the page, type your name in the **Signature of Applicant** field. Click the **Next** button.
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.
Next, add the Application fee to your Shopping Cart
By clicking the **Checkout** button to continue.
Confirm that you have the Certification Fee in your Shopping Cart. Click the **Checkout** button.

### Shopping Cart

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Discount</th>
<th>Net total</th>
<th>Paid Amount</th>
<th>Balance Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification Fee</td>
<td>410.00</td>
<td>0.00</td>
<td>410.00</td>
<td>0.00</td>
<td>410.00</td>
</tr>
</tbody>
</table>

### Cart Total

- **Subtotal**: 410.00
- **Total discount**: 0.00
- **Net Total**: 410.00
- **Total Paid**: 0.00
- **Balance Due**: 410.00

**Discounts**: Enter Discount Code (if applicable)
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 info@crccertification.com
CRCC staff is here to support you.