Applying for the CRC Examination:
Category 2 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 and respond to each question.

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 847-644-1325. Do NOT continue with the application process.
Since you are applying under Category 2, click the No button.
CRCC collects demographic information from all applicants. Complete this section, then click the **Save and Continue** button.
When your application requirements page opens, confirm you are a **Category 2** applicant.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education - Graduate or Student (Cat2)</td>
<td>Pending Education Information</td>
</tr>
<tr>
<td>Course Description/Syllabi</td>
<td>Pending Information</td>
</tr>
<tr>
<td>Internship Verification Document</td>
<td>Pending Document</td>
</tr>
<tr>
<td>CRC Exam</td>
<td>Pending Submission</td>
</tr>
<tr>
<td>Demographic and Contact Data Confirmation</td>
<td>Pending Completion</td>
</tr>
</tbody>
</table>
Click the **Education** tab.
Select Student and click the Select button.
Click the **Degree** tab.

![Image showing the CRCC dashboard with an arrow pointing to the Degree tab and a list of requirements]

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's RC (Non-CACREP Accredited)</td>
<td>Pending Submission</td>
</tr>
<tr>
<td>Course Description/Syllabi</td>
<td>Pending Information</td>
</tr>
<tr>
<td>Student Status Verification Form</td>
<td>Pending Document</td>
</tr>
<tr>
<td>Internship Verification Document</td>
<td>Pending Document</td>
</tr>
</tbody>
</table>

Your requirements can be found on this page. Click the tabs to see the requirements. Notice the icons associated with the statuses.
When your Degree requirements page opens, click the **Add Degree** button.
On the next page, select the type of degree you will be awarded.
Use the dropdown menu to select the degree area.
Click the calendar icon to select the date you expect to earn your degree.
Use the dropdown menu to select your institution. If your institution is not listed, scroll up to select **Other**.
If your institution is not listed, scroll up to select **Other**. Type in your institution’s name in the text box.
Review your degree information.
Click the **Save** button.
Your degree institution will display 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>Abertis College</td>
<td>Master's</td>
<td>Clinical Rehabilitation Counseling</td>
<td>12/01/2022</td>
<td></td>
</tr>
</tbody>
</table>
Click the **Course Description** tab.
Enter the course information for each of the CRC Knowledge Domain areas. You will need to upload a copy of the course description from the college/university catalog or the course syllabus for each course.
If the domain area was covered in more than one course, click the **Add another course link** to add the documentation.
You’ll receive a confirmation message when you’ve entered course information for all of the knowledge domain areas.

<table>
<thead>
<tr>
<th>Customer:</th>
<th>Customer ID: 532246</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Stark</td>
<td>CRC Application Category 2</td>
</tr>
<tr>
<td>03/29/2021</td>
<td>Renewal Application Submission Date:</td>
</tr>
</tbody>
</table>

You have completed this requirement. Your course description information will be reviewed by CRCC staff.
Click the **Student Verification** tab.

Download the **Student Status Verification form for Category 2**.

Be sure it is completed and signed before you upload it to your application.
Click the **Internship Verification** tab.
Download and complete the Internship Verification form for Category 2.
Your supervisor must sign the form before you upload it.

Your form must be signed by your supervisor.
If you need to return to your application to upload the form, click the CRC credential in the My Certifications and Renewals section of your account page (when you first log in to the CRCC website). Click the **Internship Verification** tab and click the **Add Document** button to upload the completed form.
Upload document.
Click the **Individual Data Confirmation** tab and verify and update your data.
When your application requirements have been met, the **Submit Application** button will be activated. Click the button to complete the application process.
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.

Initially 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.

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 and the name on your valid 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 acknowledge that all applications reviewed by CRCC, for either initial certification or certification renewal, will incur a non-refundable fee. For candidates deemed ineligible to sit for the initial certification examination, a refund of $100 will be issued.

Check the checkbox below to confirm that you have read and understand the Statement of Understanding.
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.
Add the Application fee to your Shopping Cart
By clicking the **Checkout** button.
Confirm that you have the Certification Fee in your Shopping Cart.

Click the **Checkout** button.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Discount</th>
<th>Net total</th>
<th>Paid Amount</th>
<th>Balance Due</th>
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</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>

**Discounts**: Enter Discount Code (if applicable)

Discount: 

[apply]

[Checkout]
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.