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COMMISSION ON REHABILITATION  
COUNSELOR CERTIFICATION

# Renewing Your CRC or CCRC Certification

Click the credential in the **My Certifications and Renewals** section of the screen.



Your certification valid thru date is approaching for your application located here

### My Contact Details [Edit Primary Info](#)

**Name:** Susan Stark  
**Customer ID:** 532246  
**Company:** na

1699 E Woodfield RD Ste 300  
Schaumburg, IL, 60173-4957  
UNITED STATES  
📞 (847)944-1325  
✉️ sstark@crccertification.com

[Edit Demographics](#)

### My Certifications and Renewals


| Credential | Status    | Valid Through |
|------------|-----------|---------------|
| CRC        | Certified | 04/30/2021    |

### My CRCC Links

- Apply for CVE Certification
- My CE Report
- CRCC eUNIVERSITY Catalog
- CRCC eUNIVERSITY Annual Savings Plan
- My CRCC eUNIVERSITY Courses
- My Invoices
- My Contact Info
- My Expertise & Languages
- Buy Replacement Certificate
- Confirm Certification Status
- Locate a Certified Professional CE Providers

Your renewal requirements page will open.  
The **Submit Application** button is not active until you have met all renewal requirements.

|                                      |                      |             |                                    |
|--------------------------------------|----------------------|-------------|------------------------------------|
| Customer:                            | <input type="text"/> | Customer ID | <input type="text"/>               |
| Current Renewal Application:         | CRC Renewal          |             | <a href="#">Submit Application</a> |
| Current Renewal Cycle Start Date:    | 04/01/2016           |             |                                    |
| Current Renewal Cycle Due Date:      | 04/30/2021           |             |                                    |
| Renewal Application Submission Date: |                      |             | <a href="#">Request Extension</a>  |



The Submit Application button will function when your continuing education requirement has been met. If you are renewing by re-examination, go to the Renewal Checklist tab.

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

If you are renewing by re-examination, go to the **Renewal Checklist** tab.

|                                      |                      |             |                      |                                    |
|--------------------------------------|----------------------|-------------|----------------------|------------------------------------|
| Customer:                            | <input type="text"/> | Customer ID | <input type="text"/> | <a href="#">Submit Application</a> |
| Current Renewal Application:         | CRC Renewal          |             |                      |                                    |
| Current Renewal Cycle Start Date:    | 04/01/2016           |             |                      |                                    |
| Current Renewal Cycle Due Date:      | 04/30/2021           |             |                      |                                    |
| Renewal Application Submission Date: |                      |             |                      | <a href="#">Request Extension</a>  |

The Submit Application button will function when your continuing education requirement has been met. If you are renewing by re-examination, go to the Renewal Checklist tab.

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



The Submit Application button will function when your continuing education requirement has been met. If you are renewing by re-examination, go to the Renewal Checklist tab.

- Dashboard
- Renewal Checklist**
- Continuing Education Checklist
- Exam Results

Locked Completed Under Review Further Action Met



**CRCs:** Click the **Continuing Education Checklist** tab if you are renewing using continuing education.

Date: 04/01/2016  
Current Renewal Cycle Due Date: 04/30/2021  
Renewal Application  
Submission Date:

[Request Extension](#)

The Submit Application button will function when your continuing education requirement has been met. If you are renewing by re-examination, go to the Renewal Checklist tab.



Dashboard Renewal Checklist **Continuing Education Checklist** Exam Results


Locked Unlocked Completed Under Review Further Action Met

[Report CE](#)

|  | Checklist Item              | Minimum Required | Reported Credits | Accepted Credits |
|--|-----------------------------|------------------|------------------|------------------|
|  | Ethics CE Requirement       | 10.00            | 22.00            | 22.00            |
|  | Total CE = General + Ethics | 100.00           | 100.00           | 100.00           |

## CCRCs: Click the **Continuing Education Checklist** tab.

|   |              |                                    |
|---|--------------|------------------------------------|
| <b>Current Renewal Application:</b>         | CCRC Renewal | <a href="#">Submit Application</a> |
| <b>Current Renewal Cycle Start Date:</b>    | 04/01/2016   |                                    |
| <b>Current Renewal Cycle Due Date:</b>      | 04/30/2021   |                                    |
| <b>Renewal Application Submission Date:</b> |              | <a href="#">Request Extension</a>  |

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

[Dashboard](#)  [Continuing Education Checklist](#) 

 Locked  Unlocked  Completed  Under Review  Further Action  Met


# Renewing by Continuing Education










Click the **Report CE** button

Current Renewal Cycle Start Date: 04/01/2016  
Current Renewal Cycle Due Date: 04/30/2021  
Renewal Application Submission Date:



[Request Extension](#)

[Dashboard](#) 

[Continuing Education Checklist](#) 

 Locked  Unlock  Completed  Under Review  Further Action  Met

[Report CE](#) 

|  | Checklist Item              | Minimum Required | Reported Credits | Accepted Credits |
|--|-----------------------------|------------------|------------------|------------------|
|  | Ethics CE Requirement       | 10.00            | 0.00             | 0.00             |
|  | Total CE = General + Ethics | 100.00           | 0.00             | 0.00             |

# Claiming Pre-Approved Continuing Education Credit

Click the **Pre-Approved CE** button.

Current Renewal Application: CCRC Renewal  
Current Renewal Cycle Start Date: 04/01/2016  
Current Renewal Cycle Due Date: 04/30/2021  
Renewal Application Submission Date:

Dashboard [Home](#) **Continuing Education Checklist** [Edit](#)

[Locked](#) [Unlocked](#) [Completed](#) [Under Review](#) [Further Action](#)

**Report CE**

|   | Checklist Item              | Reported Credits | Accepted |
|---|-----------------------------|------------------|----------|
| ! | Ethics CE Requirement       | 0                | 0.00     |
| ! | Total CE = General + Ethics | 0                | 0.00     |

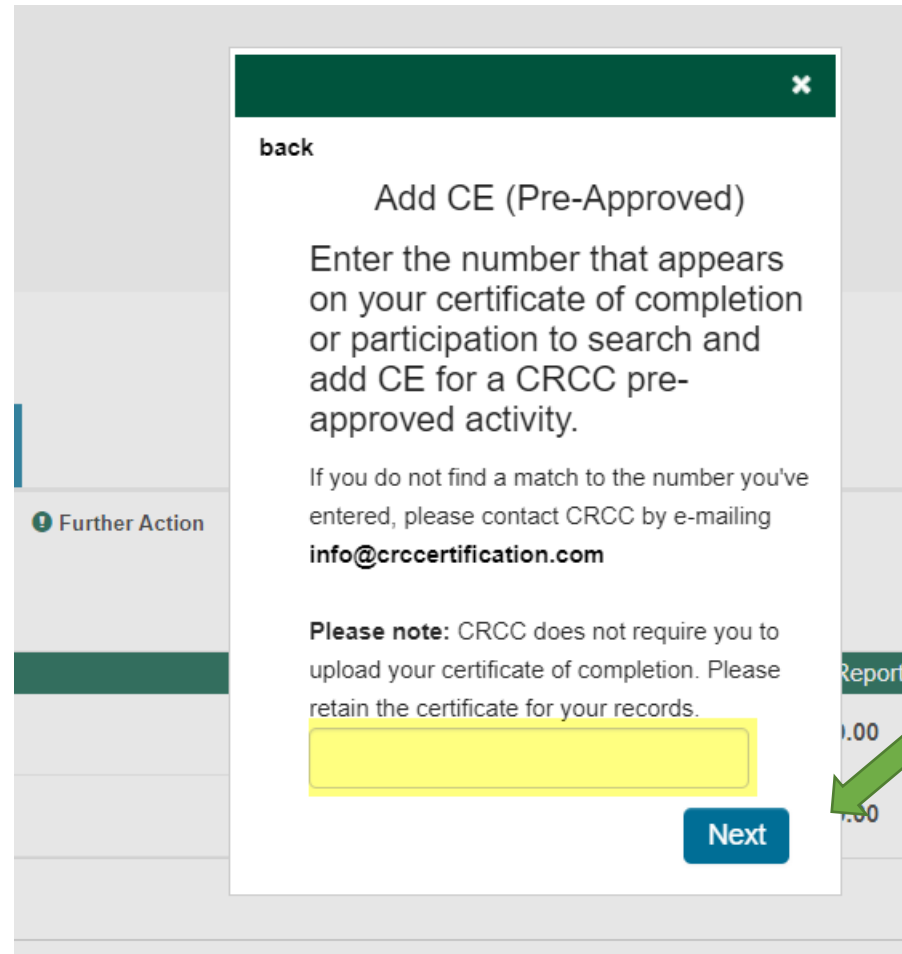
Please select the type of Credits that you would like to report

**Pre-Approved CE**

Or

**Post Approved CE**

Type the CRCC preapproval number from your certificate in the text box. Click the **Next** button. If you receive an error message, please retype the number. If you still receive an error, contact CRCC.



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### Add CE (Pre-Approved)

Enter the number that appears on your certificate of completion or participation to search and add CE for a CRCC pre-approved activity.

If you do not find a match to the number you've entered, please contact CRCC by e-mailing [info@crccertification.com](mailto:info@crccertification.com)

**Please note:** CRCC does not require you to upload your certificate of completion. Please retain the certificate for your records.

Next

Further Action

Reporte

0.00

0.00

Type the date you complete the activity in the text box OR click the calendar icon to select the date.

Enter the number of credit hours you are requesting.

Click the **Save** button.

If you are entering multiple CE activities, click the **Save & add more** button.


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Add CE (Pre-Approved)


2019 DMEC Annual Conference


Activity Date:



Type: **CRC**

| Credit Type | Requested   | Course Max |
|-------------|---|------------|
| General     | <input style="width: 100%;" type="text" value="17.00"/> | 17.00      |
| Total       |   | 17.00      |

  
[Save & add more](#)

  
[Save](#)



# Claiming Post-Approved Continuing Education Credit

If you want to claim post-approved continuing education credit, click the **Report CE** button.  
Click the **Post Approved CE** button.

Submission Date:

Dashboard **Continuing Education Checklist**

Locked Unlocked Completed Under Review Further Action

**Report CE**

| Checklist Item |                             |
|----------------|-----------------------------|
|                | Ethics CE Requirement       |
|                | Total CE = General + Ethics |

CE Credit

| ActivityDate                 | Activity | Activity Type | Status | Repo |
|------------------------------|----------|---------------|--------|------|
| No Self Reported CE on file. |          |               |        |      |

Please select the type of Credits that you would like to report

**Pre-Approved CE**

Or

**Post Approved CE**

**The documentation you upload for a post-approved continuing education activity must be saved on your computer as a single document.**

**You'll need a separate document for each post-approved activity.**



## Enter the **Program Name**, **Activity Date**, a **Brief Description**. Choose the **Credential Type** and **Method of Instruction**.

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### Add CE (Post-Approved)

Fill in all fields below and select the method of instruction to submit your self-reported continuing education credit.

**NOTE:** If your certificate of completion has a Pre-approval number from CRCC (e.g., TRN1234567), DO NOT ENTER the activity here.

The clock hours for a post-approved continuing education must be a **minimum of 1 hour**.

Upload a copy of your certificate of completion or participation.

If you wish to add more than one activity, click Save and Add Another.

After adding your continuing education credit, click Save and Checkout to pay the review fee(s).

Program Name:

Activity Date:

Brief Description: (500 characters or less)

Credential Type

CCRC

Method of Instruction (choose one)

SeminarWorkshop

Self-Study

Conference

Web

Other

Evidence

No file chosen

Enter the number of CE credit hours you wish to claim in the corresponding text box.

**Upload your CE documentation** and click the **Save & check out** button.

If you are entering multiple programs, you must save them as a single document before uploading the documentation.

Click the **Save & Add another** and repeat the process.

Credential type

CCRC

Method of instruction (choose one)



Seminar/Workshop

Self-Study

Conference

Web

Other

| Credit Type   | Clock Hours   |
|---|---|
| General   | <input type="text" value="0"/>  |
| Ethics  | <input type="text" value="0"/>  |
| Addictions Counseling   | <input type="text" value="0"/>  |
| Clinical Supervision  | <input type="text" value="0"/>  |
| Professional Development  | <input type="text" value="0"/>  |
|  |  |

Evidence

No file chosen

Follow the prompts to pay for  
your post-approved CE.

If you do not pay the review fee within 2 weeks of adding the information to your  
CE Report, CRCC will delete the information.

You should see the post-approval review fee in your shopping cart.  
Click **the Checkout** button.

## Shopping Cart

[Checkout](#)

| CRCC Shopping Cart <span style="float: right;">✕</span> |                                  |          |           |             |             |
|---|----------------------------------|----------|-----------|-------------|-------------|
| Item  | Price                            | Discount | Net total | Paid Amount | Balance Due |
| Post Approval Fee                                       | 18.00<br><small>Required</small> | 0.00     | 18.00     | 0.00        | 18.00       |

## Cart Total

Subtotal: 18.00

Total discount: 0.00

Net Total: 18.00

Total Paid: 0.00

Balance Due: 18.00

Discounts: Enter Discount Code (if applicable)

Discount:

[apply](#)



[Checkout](#)

Confirm the customer and billing information.  
Select your payment method.  
Click the **Continue** button.

## Shopping Cart

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Continue

### Customer Information

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Customer: Susan Stark

Use this phone:

Use this email:

### Billing Information

---

Bill to:

Billing contact: Please select

Pick your billing address:

Required

Bill to:

Confirm customer and billing information.  
Select your payment method.

### Payment Information

---

Payment amount: 410.00

Payment method: Please select

Invoice total: 410.00



Continue

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

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