

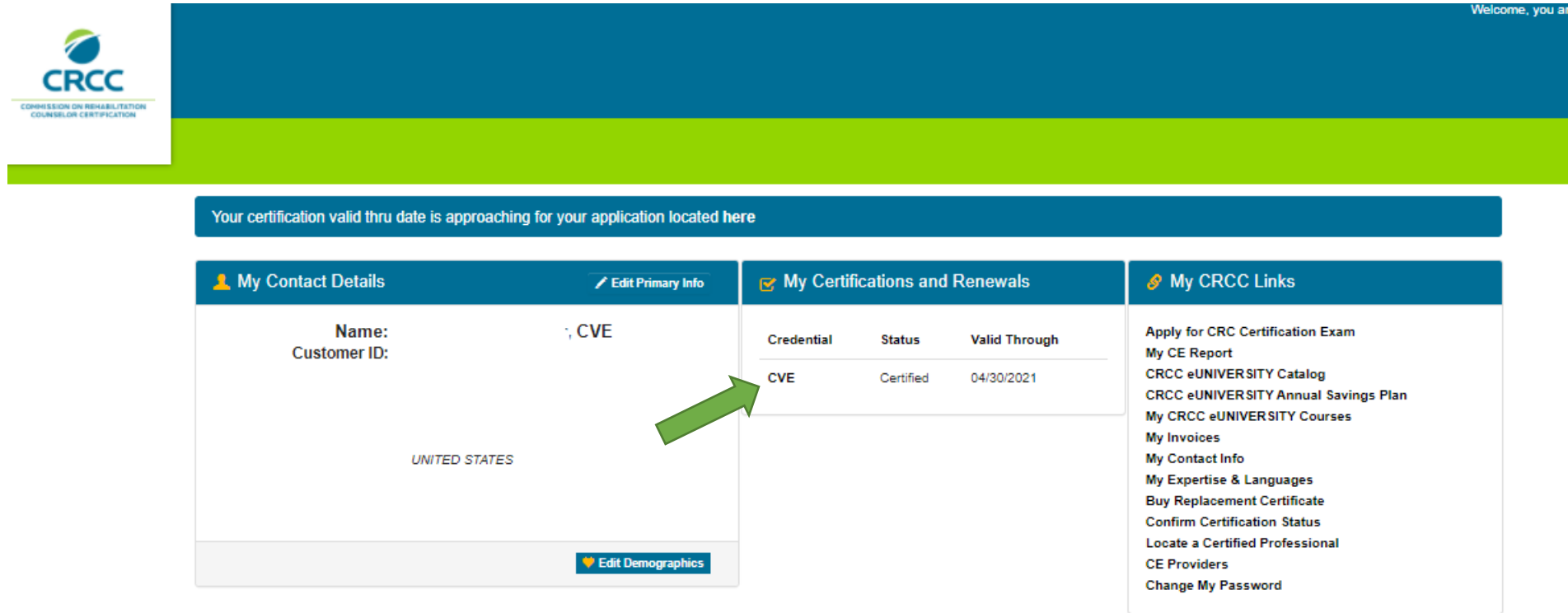


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COMMISSION ON REHABILITATION  
COUNSELOR CERTIFICATION

# Renewing your CVE, CWA, or CCAA Certification

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



Welcome, you are

**CRCC**  
COMMISSION ON REHABILITATION  
COUNSELLOR CERTIFICATION

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

My Contact Details <a href="#">Edit Primary Info</a>	My Certifications and Renewals	My CRCC Links						
<p>Name: ; CVE</p> <p>Customer ID:</p> <p>UNITED STATES</p> <p><a href="#">Edit Demographics</a></p>	<table border="1"><thead><tr><th>Credential</th><th>Status</th><th>Valid Through</th></tr></thead><tbody><tr><td>CVE</td><td>Certified</td><td>04/30/2021</td></tr></tbody></table>	Credential	Status	Valid Through	CVE	Certified	04/30/2021	<ul style="list-style-type: none"><li>Apply for CRC Certification Exam</li><li>My CE Report</li><li>CRCC eUNIVERSITY Catalog</li><li>CRCC eUNIVERSITY Annual Savings Plan</li><li>My CRCC eUNIVERSITY Courses</li><li>My Invoices</li><li>My Contact Info</li><li>My Expertise &amp; Languages</li><li>Buy Replacement Certificate</li><li>Confirm Certification Status</li><li>Locate a Certified Professional</li><li>CE Providers</li><li>Change My Password</li></ul>
Credential	Status	Valid Through						
CVE	Certified	04/30/2021						

Click the **General CE** tab.



Welcome, R...

Customer: [redacted] Customer ID: [redacted]

Current Renewal Application: CVE Renewal [Submit Application](#)

Current Renewal Cycle Start Date: 04/01/2016

Current Renewal Cycle Due Date: 04/30/2021

Renewal Application Submission Date: [redacted] [Request Extension](#)

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

[Dashboard](#) [General CE](#)

Locked Unlocked Completed Under Review Further Action Met

Requirement		Status
	General CE	Pending CE

You can see the number of CE credits you have for the current renewal cycle.

Customer: [Redacted] Customer ID: [Redacted]

Current Renewal Application: CVE Renewal [Submit Application](#)

Current Renewal Cycle Start Date: 04/01/2016

Current Renewal Cycle Due Date: 04/30/2021

Renewal Application Submission Date: [Redacted] [Request Extension](#)

Dashboard [Home](#) [General CE](#)

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

General CE

Status: Pending CE

CE Period

StartDate	EndDate	Required	Reported	Accepted	Balance	Percentage
04/01/2016	03/31/2021	80.00	0.00	0.00	80.00	0%

CE Credit [Report CE](#)

ActivityDate	Activity	ActivityType	Credit	CreditType	Status	ReportedDate
No Self Reported CE on file.						

If you need to add CE credit to your CE transcript, click the **Report CE** button.

Customer: [Redacted] Customer ID: [Redacted]

Current Renewal Application: CVE Renewal [Submit Application](#)

Current Renewal Cycle Start Date: 04/01/2016

Current Renewal Cycle Due Date: 04/30/2021

Renewal Application Submission Date: [Redacted] [Request Extension](#)

Dashboard [Home](#) [General CE](#)

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

General CE


Status: Pending CE

**CE Period**

StartDate	EndDate	Required	Reported	Accepted	Balance	Percentage
04/01/2016	03/31/2021	80.00	0.00	0.00	80.00	0%

**CE Credit** [Report CE](#)

ActivityDate	Activity	ActivityType	Credit	CreditType	Status	ReportedDate
No Self Reported CE on file.						



# Claiming Pre-Approved Continuing Education Credit

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

The screenshot shows a software interface for CE renewal. At the top left, there is a customer information section with fields for Customer, Current Renewal Application (CVE Renewal), Current Renewal Cycle Start Date (04/01/2016), Current Renewal Cycle Due Date (04/30/2021), Renewal Application, and Submission Date. A 'Submit Application' button is located at the top right. Below this is a navigation bar with 'Dashboard' and 'General CE' (selected). A status bar shows 'Locked', 'Unlocked', 'Completed', 'Under Review', and 'Further Action'. The main content area is divided into two sections: 'General CE' and 'CE Period'. The 'General CE' section shows 'Status: Pending CE'. The 'CE Period' section is a table with columns 'StartDate', 'EndDate', and 'Required'. Below this is a 'CE Credit' section with columns 'ActivityDate', 'Activity', 'ActivityType', 'Credit', 'CreditType', 'Status', and 'ReportedDate'. A 'Report CE' button is at the bottom right. A modal dialog box is open in the center, asking the user to select the type of Credits to report, with options 'Pre-Approved CE' and 'Post Approved CE'. A green arrow points to the 'Pre-Approved CE' button.

Customer: [Redacted] Customer ID: [Redacted]

Current Renewal Application: CVE Renewal

Current Renewal Cycle Start Date: 04/01/2016

Current Renewal Cycle Due Date: 04/30/2021

Renewal Application

Submission Date:

Submit Application

Request Extension

Dashboard | General CE

Locked | Unlocked | Completed | Under Review | Further Action

General CE

Status: Pending CE

StartDate	EndDate	Required	Balance	Percentage
04/01/2016	03/31/2021	80.00	80.00	0%

CE Credit

ActivityDate	Activity	ActivityType	Credit	CreditType	Status	ReportedDate
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Report CE

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

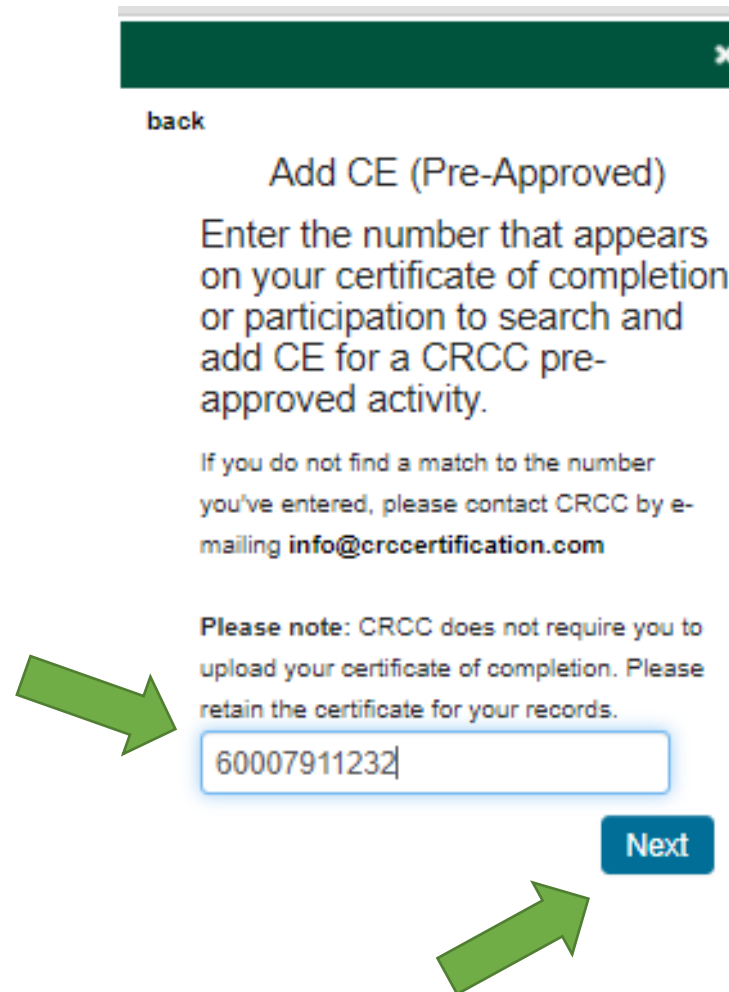
Pre-Approved CE

Or

Post Approved CE



Type the CRCC pre-approval number located on your certificate in the text box and click **Next**.  
If you receive an error message, please re-enter the number.  
If you receive another error message, please contact CRCC.



back

### 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

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

Customer: M  
Current Renewal Application: C  
Current Renewal Cycle Start Date: 04  
Current Renewal Cycle Due Date: 04  
Renewal Application Submission Date:

Dashboard **General CE**

Locked Unlocked Complete

General CE  
Status: Pending CE

CE Period

back

### Add CE (Pre-Approved)

Workplace Solutions Using a Multi-line Business Telephone

Activity Date:

Type: VAP

Credit Type	Requested	Course Max
Principles of Vocational Evaluation	<input type="text" value="2.00"/>	2.00
Total		2.00

**Save & add more** **Save**

**Submit Application**

**Request Extension**

Type the number of CE credits you wish to claim.  
If you are adding another activity, click the **Save & add more** button.  
If you are finished, click the **Save** button.

back

### Add CE (Pre-Approved)

Workplace Solutions Using a Multi-line Business Telephone

Activity Date:

Type: VAP

Credit Type	Requested	Course Max
Principles of Vocational Evaluation	<input type="text" value="2.00"/>	2.00
Total		2.00

[Save & add more](#) [Save](#)

Submit Application

Request Extension

General CE

Status: Pending CE

CE Period

# Claiming Post-Approved Continuing Education Credit

If you are submitted post-approved activities, you must pay a review fee for each activity. Activities submitted without a review fee will be deleted after two weeks.

If you are claiming post-approved continuing education credit, click the **Post-Approved CE** button.

The image shows a screenshot of a software interface with a modal dialog box. The dialog box has a dark green header with a close button (X) in the top right corner. The main text inside the dialog reads: "Please select the type of Credits that you would like to report". Below this text are two blue buttons: "Pre-Approved CE" and "Post Approved CE". The word "Or" is centered between the two buttons. A green arrow points from the left towards the "Post Approved CE" button. In the background, a table is partially visible with columns for "Required", "Balance", "ActivityType", "Status", and "Report".

Required	Balance	ActivityType	Status	Report
80.00	80.00			

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

Enter the **Program Name**, **Activity Date**, a **Brief Description**. Then select our **Credential Type** and **Method of Instruction**. Note that the activity date needs to fall within the dates of your current renewal cycle.

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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  
 CVE

Method of Instruction (choose one)  
 SeminarWorkshop  
 Self-Study  
 Conference  
 Web  
 Other

Evidence  
 No file chosen

Enter the number of credit hours wish to claim in the corresponding **Credit Type** text box.

Credential Type  
 CVE

Method of Instruction (choose one)  
 SeminarWorkshop  
 Self-Study  
 Conference  
 Web  
 Other

Credit Type	Clock Hours
Principles of Vocational Evaluation	<input type="text" value="0"/>
Standardized Assessment	<input type="text" value="0"/>
Occupational Information	<input type="text" value="0"/>
Implications of Disability	<input type="text" value="0"/>
Professional Communication	<input type="text" value="0"/>
Professional Development	<input type="text" value="0"/>

Evidence  
 No file chosen



Upload the documentation for the activity you are submitted for post-approval review.

<b>Credential Type</b>	<b>Method of Instruction (choose one)</b>
<input checked="" type="radio"/> CVE	<input checked="" type="radio"/> SeminarWorkshop
	<input type="radio"/> Self-Study
	<input type="radio"/> Conference
	<input type="radio"/> Web
	<input type="radio"/> Other

Credit Type	Clock Hours
Principles of Vocational Evaluation	<input type="text" value="0"/>
Standardized Assessment	<input type="text" value="0"/>
Occupational Information	<input type="text" value="0"/>
Implications of Disability	<input type="text" value="0"/>
Professional Communication	<input type="text" value="0"/>
Professional Development	<input type="text" value="0"/>

**Evidence**

No file chosen


If you need to add another activity for post-approval review, click the **Save & Add another** button.  
If you are finished, click the **Save & checkout** button.

Credential Type	Method of Instruction (choose one)
<input checked="" type="radio"/> CVE	<input checked="" type="radio"/> SeminarWorkshop
	<input type="radio"/> Self-Study
	<input type="radio"/> Conference
	<input type="radio"/> Web
	<input type="radio"/> Other

Credit Type	Clock Hours
Principles of Vocational Evaluation	<input type="text" value="0"/>
Standardized Assessment	<input type="text" value="0"/>
Occupational Information	<input type="text" value="0"/>
Implications of Disability	<input type="text" value="0"/>
Professional Communication	<input type="text" value="0"/>
Professional Development	<input type="text" value="0"/>

Evidence

No file chosen



Follow the prompts to checkout  
and pay the review fee for your  
post-approved CE.

You should see the activity in your shopping cart. Click the **Checkout** button to continue.

## Shopping Cart

[Checkout](#)

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CRCC Shopping Cart ✕

Item	Price	Discount	Net total	Paid Amount	Balance Due
<b>Post Approval Fee</b>	18.00 <small>Required</small>	0.00	18.00	0.00	18.00

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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 your name and billing information. Select your method of payment. Click the **Continue** button.

Continue

Customer Information

---

Customer:

Use this phone:

Use this email:

Billing Information

---

Bill to:

Billing contact:

Pick your billing address:

Required

Bill to:

Payment Information

---

Payment amount:

Payment method:

Invoice total:

Continue

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

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