



COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION


Submitting Your Renewal Application

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

The screenshot shows the CRCC user dashboard. At the top left is the CRCC logo (Commission on Rehabilitation Counselor Certification). At the top right, it says "Welcome, Susan A. You are signed in. (Sign Out) Cart". The dashboard is divided into three main sections:

- My Contact Details**: Includes a name "Susan A Stark, CRC", customer ID "106430", address "1699 E Woodfield RD Ste 300, Schaumburg, IL, 60173-4957, UNITED STATES", and email "sstark@crccertification.comm". There are buttons for "Edit Primary Info" and "Edit Demographics".
- My Certifications and Renewals**: A table with columns "Credential", "Status", and "Valid Through". It contains one entry: "CRC", "Certified", "09/30/2024". A green arrow points to the "CRC" credential.
- My CRCC Links**: A list of links including "Apply for CVE Certification", "CRCC eUNIVERSITY Catalog", "CRCC eUNIVERSITY Annual Savings Plan", "My CRCC eUNIVERSITY Courses", "My Invoices", "My Contact Info", "My Expertise & Languages", "Confirm Certification Status", "Locate a Certified Professional", "CE Providers", and "Change My Password".

If you are renewing by continuing education, the Submit Application button will activate when you have 100 CE hours (CRC and CCRC) or 80 CE hours (CVE, CWA, CCAA).
Click the **Submit Application** button to complete and submit your renewal application.




Customer: [Redacted] Customer ID: [Redacted]

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:	

[Submit Application](#)

[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.

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

[Dashboard](#) [Renewal Checklist](#) [Continuing Education Checklist](#) [Exam Results](#)

🔒 Locked ✏️ Unlocked 🏆 Completed 🔍 Under Review ⚙️ Further Action ✅ Met

Read the entire Attestation statement.
Check the box at the bottom of the form and click the **Next** 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.

forth below, will not be released to outside parties unless specifically authorized by the applicant/certificant or unless required by law. I further understand that individual examination results are released to the candidate and are not released to any institution or employer. If a candidate for initial certification is a student taking the CRC as a comprehensive exam, then the student may execute proper authorizations so that his/her examination results will be provided to the university. I consent that, for research and statistical purposes only, data resulting from the initial certification and certification renewal process may be used in an anonymous/unidentifiable manner. I understand CRCC provides a database listing certificant on its website, which is updated periodically, for the use by the public. I further understand CRCC also receives and responds to requests for information about the certification status of those holding its credentials.

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.

Initial below to confirm that you have read and understand the Statement of Understanding.

I agree to the Terms and
Conditions.



Next

Read and respond to the Disclosure Questions.
If you have answer **Yes** to Questions 2-7, you are required to upload supporting documentation.



Disclosure Questions

Please read each question and select your answer. If you answer "YES" to any of the questions 2 through 7, you will need to provide additional information.

1. Have you read and understood all provisions of the Code of Professional Ethics for Rehabilitation Counselors (Code)? (To qualify for recertification, you must be able to answer yes truthfully.)
Access the Code from the CRCC website at www.crc certification.com.

Yes

2. INITIAL APPLICANTS: Have you ever been known by any given or surname other than those shown on your application?
RENEWING CERTIFICANTS: Since your last renewal, have you been known by any given or surname other than what is shown on your application?
(If yes, please type those names in the text box)

Yes No

3. At any time when you were not certified, have you ever held yourself out to be a Certified Rehabilitation Counselor or used the initials CRC in the execution of any documents?
(If yes, submit an explanation that describes to whom, when, and under what circumstances.)

Yes No

4. Have you ever held a professional license or certification that was revoked, suspended, or voluntarily relinquished or been placed on probation by a professional licensure or credentialing body?
(If yes, you must submit all documentation in your possession or control that relates to the matter.)

Yes No

No file chosen

When all questions are answered, click the **Next** button to continue.



Disclosure Questions

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Access the Code from the CRCC website at www.crccertification.com.

Yes

4. Have you ever held a professional license or certification that was revoked, suspended, or voluntarily relinquished or been placed on probation by a professional licensure or credentialing body?
(If yes, you must submit all documentation in your possession or control that relates to the matter.)

Yes No

5. Have you ever been reprimanded or discharged by an employer or supervisor for dishonesty in connection with your employment or occupation or due to complaints of physical or sexual abuse or harassment?
(If yes, you must submit all documentation in your possession or control that relates to the matter.)

Yes No

6. Since your initial certification or last renewal, whichever is the most recent, have you been convicted for violating any law, statute, or ordinance (excluding minor traffic violations and matters that were sealed or expunged)?

(If yes, you must submit all documentation related to the incident[s].)

Yes No

7. Are you identified on any state or national sex offender registry?

(If yes, you must submit all documentation, as outlined above.)

Yes No



Next

Add more upload documents

Follow the prompts to pay your
renewal fee.

Add the Renewal Fee to your cart by clicking the **Checkout** button.



Add to Cart

Product Name: Renewal Fee

Price:



Checkout

You should see the Renewal fee in your shopping cart.
Click the **Check Out** button.

Shopping Cart

[Checkout](#)

CRCC Shopping Cart ✕

Item	Price	Discount	Net total	Paid Amount	Balance Due
Renewal Fee	Required	0.00		0.00	

Cart Total

Subtotal:

Total discount: 0.00

Net Total:

Total Paid: 0.00

Balance Due:

Discounts: Enter Discount Code (if applicable)

Discount:

[apply](#)



[Checkout](#)

Confirm your name and billing information.
Select your payment method.
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.