Dear **[Supervisor**],

I am excited to share with you that I’ve decided to pursue a certified rehabilitation counseling (CRC) credential through the Commission on Rehabilitation Counseling Certification (CRCC). I strongly believe the CRC certification will bring value to my career, but I am confident it will also bring value to our organization, our team, and our clients. Here are some benefits the CRC certification will bring to **[insert organization name]**

1. **Return on investment**: Employers who embrace CRC certification are better positioned to create an environment that contributes to staff retention.
2. **Improved efficiency and reduced risk**: CRCs are required to adhere to the Code of Ethics, creating an environment of professionalism with better client outcomes.
3. **Higher level of credibility for services:** Vehicle for employers to differentiate themselves from the competition and demonstrate to clients they have attracted the most skilled and experienced RC professionals.
4. **Maintain industry knowledge**: CRCs are up-to-date on current trends and best practices, putting them on the leading edge of your organization.

I would like to inquire as to whether there is a professional development budget that would cover the cost of my certification application and exam fees associated with taking the CRC exam. If so, I would like to formally request that you allot a portion of your professional development budget to cover the certification examination fee.

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| --- | --- | --- |
| **Certification Application & Exam Fees** | **Reschedule Fee** | **Retake Fee** |
| **$410** | **$75** | **$225** |

Financing certification can be a barrier for many individual rehabilitation counselors. For a small investment, you and our department will reap the rewards for years to come based on the resulting efficiency, accuracy, and improved outcomes that certification leads to. I am happy to sit down with you and answer any questions you might have about my decision. The CRC exam is built upon 40 years of empirical research on the competencies and job functions that are vital to a rehabilitation counselor’s performance. A passing score on the CRC Exam ensures I have meet nationally-accepted, key competency standards based on current practices in the field that cover:

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| --- | --- | --- | --- |
| Professional Orientation and Ethical Practice | Crisis and Trauma Counseling and Interventions | Career Development and Job Placement | Case Management |
| Counseling Theories, Techniques, and Evidence Based Practice | Medical and Psychosocial Aspects of Chronic Illness and Disability | Demand Side Employer Engagement | Health Care and Disability Management |
| Group and Family Counseling | Assessment, Occupational Analysis, and Service Implementation | Community Resources and Partnerships | Research, Methodology, and Performance Management |

I am grateful for your time and consideration. I am thrilled to embark on this new journey, and I am so thankful for your support and encouragement along the way!

Sincerely,

**[Rehabilitation Counselor]**