



COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION

Certified Rehabilitation Leader (CRL) Certification & Renewal Guide



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Introduction

Thank you for your interest in the Certified Rehabilitation Leader certification process.

The acronym CRL is used throughout this guide to refer to the designation Certified Rehabilitation Leader. CRCC® is used to refer to the Commission on Rehabilitation Counselor Certification.

Candidates who wish to pursue certification should refer to this guide as it contains information to help guide individuals through the process.

As information in this guide is updated periodically, please access the guide directly from the CRCC website to view the most recent version. Be sure to read carefully before completing an application.

CRCC uses email and first-class mail to maintain contact with all candidates. It is the candidate's responsibility to update their contact information, making any changes necessary.

Please contact CRCC with any questions:

Phone: 847-944-1325

Email: contactus@crccertification.com

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The CRL certification mark must be used consistent with the scope for which the certification was granted and in accordance with all applicable use policies of CRCC. Unauthorized, fraudulent or misleading use of the CRCC or CRL marks may result in legal or other actions, which may include but are not limited to, revocation of CRL certification.

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The Certification Program

The purpose of certification is to assist in the assurance that professionals engaged in rehabilitation leadership meet acceptable standards of quality in practice. The existence of acceptable standards is in the best interest of consumers of rehabilitation counseling services and the general public. Through participation in both the certification and certification renewal programs, rehabilitation professionals are also able to bring about a higher level of performance and qualification throughout the rehabilitation counseling profession.

The primary goal of the National Certified Rehabilitation Leader Training Program and Certified Rehabilitation Leader (CRL) credential program is to transform the field of vocational rehabilitation into a dynamic, innovative, and consumer-responsive service delivery system.

The National Certified Rehabilitation Leader Training Program will offer participants the skills and tools necessary to lead continuous improvement efforts so their organizations can meet the challenges of the future while meeting the career needs of people with disabilities. The training curriculum will help participants master the six domains of transformational vocational rehabilitation leadership. The curriculum also provides the opportunity to apply concepts and tools to implement transformational change in their vocational rehabilitation agency.

People earning the designation of Certified Rehabilitation Leader (CRL) have demonstrated they possess at least an acceptable minimum of knowledge regarding the practice of their leading staff. The initial certification is valid for five years. It is achieved by satisfying specific educational requirements.

CRCC requires individuals who are applying for or renewing the certification to respond to questions related to any adverse actions taken by a licensing or certifying entity, reprimand or discharge by an employer for dishonesty, and convictions for violating any laws, statutes, or ordinances. This information is used to ascertain whether such prior history provides sufficient reason to preclude the individual from certification. It is not CRCC's intent to imply that any individual is suitable for employment or to impose staffing requirements on any agency. The intent is to establish a nationwide measure of professional standards that may be used by any interested parties regarding rehabilitation leadership.

Rehabilitation leadership is dynamic. Therefore, CRCC has a certification renewal program under which designation holders are required to demonstrate their continuing professional development. Certification renewal, required at five-year intervals, is considered an essential part of an effective credentialing process. The renewal process is intended to help practitioners keep abreast of current trends, new technologies, and to enhance critical skills.

CRCC encourages Certified Rehabilitation Leaders (CRLs) to continuously build on the demonstrated specified levels of knowledge, skills, and ability addressed by the education requirements. CRLs are also required to provide evidence of continuing competence through the completion of courses and other activities that will help them more effectively serve their staff and clients.

Eligibility Criteria

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.

CRCC respects the privacy of its applicants. The CRCC Privacy Policy is available on CRCC's website at www.crccertification.com/privacy-policy.

Once CRCC is notified that a candidate has successfully completed the National Certified Rehabilitation Leader Training Program, CRL eligibility is determined by CRCC after its review of the candidate's application. CRCC requires individuals to respond to various questions relating to character and violations of the law. A prior conviction for violating any law, statute, or ordinance will not automatically preclude an individual from being determined eligible to seek certification. However, CRCC will deem an individual to be ineligible to seek certification if they have not completed parole, probation, or any other terms or conditions imposed by any court in conjunction with a conviction, a suspended imposition of a sentence, or other sentencing alternative. Convictions include guilty pleas and pleas of "no contest."

If an applicant discloses violations of laws, statutes, or ordinances, CRCC requires court documentation or a criminal background check identifying the charges raised and sentencing status/disposition of those charges. Severity of the crime and length of time since the incident are all taken into consideration. The documentation must address whether the individual has met all conditions imposed by the court and paid all fees, if applicable.

Individuals currently on parole or probation or who have not completed other terms of conditions imposed by the court in conjunction with a conviction will be automatically deemed ineligible for certification.

If court documentation is not available, the applicant is required to submit to a criminal background check through CRCC's authorized provider, Justifacts, with all fees paid by the applicant. CRCC staff will contact the candidate if a background check is needed.

An applicant must be deemed fit to pursue CRL certification by CRCC and must meet **every** requirement.

Application Process

CRCC will be notified when participants successfully complete the Capstone Project. Next, participants may apply to obtain the Certified Rehabilitation Leader (CRL) credential.

Once the capstone experience has been successfully completed, follow these steps to apply for the credential.

1. Go to the CRCC website at www.crccertification.com and click the [CRCCCONNECT](#) button.
2. If you are not a registered user, click the [Create an account](#) link (below the [Login](#) button).
 - Enter your email address. Click [Search](#).
 - If your email address is in the system, please follow the prompts to begin your application.
 - If your email address [is not found](#) in the system, you will be prompted to click the [Register Now](#) button.
3. Begin the application process by entering your personal information. CRCC recommends using a personal email address rather than a work email address as the primary address.
4. When entering a phone number, do not include dashes.
5. The next step may prompt you to validate your address. Validate and click the [Save](#) button.
6. You will be directed to your personal information page. Click the [Save](#) button.
7. Your [username](#) is now your primary email address.
8. You will be prompted to create a password. Create and click the [Save](#) button.
 - On the next page, click the [Done](#) button.
9. You will now be on your [account](#) page.
10. In the upper-right hand corner, in the [My CRCC Links](#), click the [Apply for CRL](#) link.
11. You will now be in the application. Read each question and respond accordingly. You cannot go back to previous pages in the application.

Eligibility Determination

An applicant who does not meet the CRCC eligibility requirements will receive a notification explaining the reason and a notice of their right to appeal. CRCC's Executive Director will review the appeal.

Materials submitted by the applicant, including as any new evidence the applicant wishes to submit, will be considered during the appeal process.

Although not an all-inclusive list, the following may constitute grounds for immediate discontinuation of application processing or, if the individual becomes certified, revocation of an individual's certification:

- Falsification of the certification application
- Falsification of the verification forms for renewal
- Falsification of any information requested by CRCC
- Failure to maintain eligibility requirements once certified
- Misrepresentation of CRL status
- Cheating on the training program modules or capstone
- Egregious, unprofessional, dangerous, and/or fraudulent acts or behavior

Appeals Process

CRCC's appeals process is available to any denied applicant who feels the eligibility criteria for certification have been inaccurately, inconsistently, or unfairly applied by CRCC. As previously stated, materials reviewed by CRCC as well as any new evidence the applicant wishes to submit will be considered by the Executive Director.

The appeals process is designed to provide:

- Complete reviews of the facts at issue
- A second, independent evaluation of the material presented to the Standards & Examination Committee
- Due process
- Fair and consistent application of eligibility criteria
- A method to appeal certain aspects of the training program

Certification Program Certificates

A certificate will be sent via US mail to the address in CRCCConnect database. Individuals are entitled to begin using the designation "CRL" after their names as soon as they receive the certificate.

Duplicate or replacement certificates can be requested from CRCC. All certificates remain the property of CRCC.

Use of the CRL Designation

Certified Rehabilitation Leader (CRL)

The CRL designation must be used consistently with the scope for which the certification was granted and in accordance with all applicable use policies of CRCC. Use of the CRL designation is strictly limited to those individuals who:

1. Have met all the criteria of CRCC and have completed the certification process with a passing score.
2. Have been officially notified by CRCC.
3. Have subsequently renewed their certification as required under CRCC's certification renewal plan.

No one may use the CRL designation or otherwise represent themselves as being certified without first having fulfilled these requirements. Individuals who improperly use the CRL designation without having fulfilled the requirements who later seek CRL certification may be denied certification as a result of such improper use. Such individuals may also be subject to legal action. Additionally, individuals who have earned the use of the CRL designation and fail to act in accordance with the CRCC Code of Professional Ethics for Rehabilitation Counselors may be subject to disciplinary actions up to and including revocation of certification.

Certification Renewal

Applicants who pass the courses/Capstone and achieve CRL certification will be provided information about certification renewal criteria. CRCC believes CRLs should continue to expand their skills in order to enhance the quality of the services they provide. CRLs are encouraged to build on the demonstrated specified levels of knowledge, skills, and ability addressed by the education/employment requirements and the initial certification educational process. They are also required to provide evidence of continuing competence through the completion of courses and other activities that will help them more effectively serve their staff and clients.

CRCC requires all CRLs to renew their certification at five-year intervals. Participation in continuing education throughout the five-year intervals is expected; participation in courses and programs sponsored by recognized continuing education providers affords a credible mechanism to support continuing competence and acceptable standards of quality in practice. The continuing education clock hour credits associated with these activities must align with the knowledge, skills, and ability addressed by the six domains of transformational vocational rehabilitation leadership. All CRLs must document 50 clock hours of approved continuing education during the period of their current certification.

Six Domains of Transformational Vocational Rehabilitation Leadership

The required body of knowledge presented in the National Certified Rehabilitation Leader Training Program includes the six domains of transformational vocational rehabilitation leadership:

Domain 1 - Purpose Driven Leadership

Knowledge/Skills/Abilities: An understanding of the concepts of purpose driven leadership. The ability to focus on purpose, mission, vision, and values and how to leverage these concepts to bring clarity to complex organizations to engage staff and align systems and practices to purpose.

Domain 2 - Conscious Leadership

Knowledge/Skills/Abilities: An understanding of the concepts of conscious leadership. An understanding of conscious/unconscious human behaviors and beliefs, an understanding of the need for leaders and organizations to be fearlessly self-reflective and how to continuously increase self-awareness and engagement.

Domain 3 - Cultural Leadership

Knowledge/Skills/Abilities: A thorough understanding of the elements of organizational cultures including conscious and unconscious practices, beliefs, myths, behaviors, and habits that directly impact organizational strategy and change. The ability to work collaboratively with stakeholders to assess cultural alignment with organizational purpose and shift the culture to facilitate change and align with purpose.

Domain 4 - Creative Leadership

Knowledge/Skills/Abilities: An understanding of the concepts of creative leadership and the ability to apply these concepts to practice. An understanding of how to create and foster a learning organization focused on smart experimentation and learning. The ability to balance creativity and innovation with risk management, and the ability to foster entrepreneurial mindsets and a sense of dynamic ownership in staff at all levels.

Domain 5 - Inspirational Leadership

Knowledge/Skills/Abilities: An understanding of the concepts of inspirational leadership and the ability to apply these concepts to leadership practice. The ability to enlist others in a cause that is rewarded both intrinsically and extrinsically, the ability to provide idealized influence, the ability to unleash and empower staff to be passionate about the purpose of their work.

Domain 6 - Collaborative Leadership

Knowledge/Skills/Abilities: An understanding of the concepts of collaborative leadership. The ability to create and foster partnerships and relationships, the ability to bring together diverse groups in an inclusive manner, the ability to elicit participation from all levels of an organization, the ability to foster a cooperative organizational culture that expects that everyone contributes to the success of the organization.

CRL Professional Mentoring

Continuing Education Credit for CRL Professional Mentoring

Graduates of the CRL training program who hold the CRL credential may obtain up to 15 clock hours per year for documented, formalized participation as a professional mentor to CRL training program participants. Participating as a professional mentor requires a commitment to build and maintain a professional mentoring relationship with one or more currently enrolled training participants. This may include, at a minimum:

- Scheduling a monthly mentoring meeting held virtually or over the phone
- Providing advice, guidance, and assistance to participants
- Tracking and assisting with the implementation of Capstone Projects, and
- Serving on the CRL training program alumni advisory board

Renewal Notifications

CRCC will make every reasonable effort to send notification of a certificant's ability to begin the renewal process. However, it is the individual's responsibility to re-certify at the appropriate time. Failure to receive notification of renewal is not considered grounds for an extension. CRCC urges all certificants to update their contact information making any changes necessary to ensure prompt delivery of communications (electronic and/or mail). CRCC's primary method of communication is email.

Fees

Application Fees Included in the registration fee

Certification Renewal Fee \$600

Handling Fee for Returned Checks \$35
Must be paid for checks returned for non-sufficient funds (NSF) or closed accounts.

Certification Verification Fee
For use in documenting certification status for other organizations/agencies.

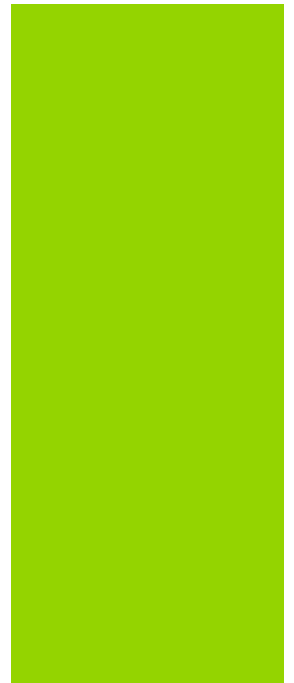
Email Verification	\$30
System-Generated Certification Verification	\$30
Written (via US Mail)	\$40
Expedited	\$55

Replacement Certificate
(Except at renewal time) \$30
Please send a [written request](#) to CRCC along with payment.

All fees are subject to change, non-refundable, and must be paid in U.S. dollars. Payment can be made online via credit card (VISA, MasterCard, Discover, or American Express) or in the form of an electronic check or money order. Checks should be made payable to "CRCC."



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