



COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION

Certification Renewal Guide

CVE

Certified Vocational
Evaluation Specialist



CWA

Certified Work
Adjustment Specialist



CCAA

Certified Career
Assessment Associate

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Section 1: Introduction & Inquiries

Thank you for your interest in the certification renewal process.

The acronym CVE is used throughout this guide to refer to the designation Certified Vocational Evaluation Specialist. CRCC® is used to refer to the Commission on Rehabilitation Counselor Certification.

Individuals who wish to pursue certification renewal should refer to this guide as it contains information to help guide individuals through the renewal processes.

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@crcccertification.com

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The CVE, CWA, AND CCAA certification marks must be used consistently 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, CVE, CWA, or CCAA marks may result in legal or other actions, which may include but are not limited to, revocation of certification.

REVISED:

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Section 2: The Certification Renewal Program

CRCC is committed to maintaining exemplary standards of practice for professionals who practice in vocational evaluation, work adjustment, and/or career assessment. CRCC strives to elevate the quality of services provided to consumers so each and every professional takes pride in his or her chosen field, and so each and every consumer receives services that enhance his or her vocational opportunities.

As the profession is a dynamic one that is constantly evolving, CRCC has a certification renewal program for Certified Vocational Evaluation Specialists, Certified Work Adjustment Specialists, and Certified Career Assessment Associates. Persons who are certified are required to demonstrate their professional development at five-year intervals. This type of certification maintenance is considered an essential part of an effective credentialing process and maintenance of a profession.

This Certification Renewal Guide is designed to describe the requirements and procedures involved for those who wish to renew their certification, including how to document the attainment of continuing education with CRCC.

Why Renew the Certification?

The purpose of the certification renewal process is to encourage professional growth as a Certified Vocational Evaluation Specialist (CVE), Certified Work Adjustment Specialist (CWA), and/or Certified Career Assessment Associate (CCAA). Renewal of a professional certification also promotes quality services to the individuals served. CRCC offers a certification renewal program that allows individuals to continue their professional status as a CVE/CWA/CCAA for an additional five years from the expiration date of their current certification.

Section 3: Guidelines for Certification Renewal

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, gender identity, or any other additional class protected by applicable law, including applicable County or City ordinances.

CRCC respects the privacy of its certificants. View the [CRCC Privacy Policy](#) on the CRCC website.

The CRCC certification renewal program allows certificants to extend their certification status as a CVE, CWA, or CCAA. This renewal of certification is based on the documentation of 80 clock hours of approved continuing education.

A certification renewal application will become available via My Account on the CRCC website approximately four months prior to the valid-through date printed on an individual's certificate. To complete the renewal process:

1. Log in to [My Account](#) on the CRCC website.
2. Update the contact information section with any changes
3. Document the completion of 80 clock hours of continuing education. *Continuing education must be submitted via My Account on the CRCC website.*
4. Submit the renewal application. Once the required clock hours of continuing education have been documented, the renewal application will become available. Certificants may access the renewal application in the **My Account** section. Click the

credential in the **My Certifications and Renewals** section and complete and submit the renewal application. The submission includes payment of the non-refundable certification renewal fee.

Notification of Renewal Deadlines

CRCC will make every reasonable effort to send notification that a certificant can begin the renewal process. However, it is the individual's responsibility to renew their certification by the valid-through date on their certificate.

CRCC asks that certificants pay particular attention to the various deadlines that occur during the certification renewal process. If schedules for requested information are not met, additional fees may apply.

Failure to Renew

Failure to renew a certification will result in the expiration of certified status.

Attestation

When completing the renewal application, a certificant agrees that they will adhere to the [Code of Professional Ethics for Certified Vocational Evaluation Specialists, Certified Work Adjustment Specialists, and Certified Career Assessment Associates](#) and acknowledge the information provided in their renewal application is accurate. If CRCC subsequently learns that a certification was renewed on the basis of false, misleading, or inaccurate information, it has the right to revoke or suspend that certification.

Furthermore, a certificant signifies their acceptance and understanding of the following statement: "Information submitted as part of the application for initial certification or certification renewal becomes the property of CRCC and will not be released to outside parties unless authorized by the applicant/certificant or unless required by law. Individual exam results are released to the certificant and are not released to any institution or employer. For research and statistical purposes only, data resulting from the initial certification and certification renewal process may be used in an anonymous/unidentifiable manner. CRCC does provide a database listing certificants on its website, which is updated periodically, for the use of the public. CRCC also receives and responds to requests for information about the certification status of those holding its credential."

Section 4: Continuing Education

At any time, certificants may access My CE Report via the My Account Links in the CRCC account page. Certificants may verify the status of their continuing education submission(s) and the total number of clock hours approved and added toward the total 80 required clock hours.

CRCC strongly encourages certificants to submit documentation as they complete each activity. Remember, there is no cost when submitting continuing education credits that are pre-approved.

Certificants must complete 80 clock hours of continuing education (CE). The dates of completion of the continuing education clock hours submitted for a certificant's current renewal cycle **MUST** fall within their current five-year period. Certificants may only submit the same program one time.

When renewing, certificants must:

1. Ensure the continuing education activities used for certification renewal fall within the focus areas described later in this guide and are acquired within their 5-year renewal period.
2. Gather certificates of completion or participation.
3. Access their account via **My Account** [on the CRCC website](#).
4. Click the **My CE Report** under the **My Account Links** heading.
5. When the **My CE Report: Continuing Education Transcript** page displays, click the +Add Credits button to add Pre- or Post-Approved continuing education.
6. Select the type of credits to report: **Pre-Approved CE** or **Post-Approved CE**.
7. When adding **Pre-Approved CE**, the certificate of completion will have a CRCC approval number. **If this Pre-Approval number is missing from the certificate of completion, you must contact the CE provider.**
 - a. Click the **Pre-Approved CE** button.
 - b. Enter the number that appears on the certificate of completion/participation to search for the activity. Click the **Next** button.
 - i. If an error message appears, click the **Back** link at the top of the window.
 - ii. Re-enter the CRCC approval number on the certificate. Click the **Next** button.
 - iii. If the activity still does not appear in the **Search** results, please contact CRCC at 847-944-1325 for assistance.
 - c. Enter the activity date (the date the certificant completed the activity). Use the calendar feature if this is easier.
 - d. Enter the number of clock hours to claim. Note the **Course Max** number to the right of the clock hours text box. Certificants may not claim more than this number.
 - e. If additional pre-approved continuing education activities need to be added, click the **Save & Add More** button.
 - f. If the certificant is finished adding pre-approved continuing education, click the **Save** button.
 - g. A confirmation screen should indicate the credit have been added to the account.
 - h. If a certificant reviews **My CE Report**, the pre-approved continuing education credit will be included in the list of Pre-Approved Credits.
 - i. **Certificants do not pay CRCC for pre-approved courses.**
8. Adding **Post-Approved CE**. CRCC will also approve continuing education activities for individuals on a post-attendance basis. These activities may include (but are not limited to) workshops, seminars, self-study courses; the certificate of completion will -not have a CRCC approval number. See [pages 7-8](#) for other types of continuing

education and the documentation required for each type.

- a. Save the required documentation to a computer's desktop. It is required to submit a single document to support each post-approved activity. If there are multiple documents, they must be saved as a single document.
- b. Click the **Post-Approved** button.
- c. Note: the clock hours must be a minimum of 1 hour.
- d. Enter the program/activity name that appears on the certificate of completion/participation.
- e. Enter the activity date (the date the certificant completed the activity). Use the calendar feature if this is easier.
- f. Enter a brief description of the activity.
- g. Select the **Credential Type**.
- h. Select the **Method of Instruction**.
- i. Enter the number of clock hours the certificant is claiming in the **General** or **Ethics** text box. Note: the **Course Max** number to the right of the clock hours text box. Certificants may not claim more than this number.
 - viii. If a certificant is claiming Continuing Education in the Professional Development area they may claim a maximum of 40 hours here, too.
- j. Upload the required documentation from the computer's desktop.
- k. If the certificant has more post-approved continuing education activities to add, click the **Save & Add More** button.
- l. If the certificant is finished adding post-approved continuing education, click the **Save & Checkout** button.
- m. A confirmation screen should indicate their credit have been added to their account.
- n. The certificant will automatically advance to the **Shopping Cart** to pay the post-approval review fee(s).
- o. The certificant's post-approved credit will appear in **My CE Report**, the status of Verified will be "No" until CRCC staff reviews and approves the credit.

Notes: CRCC charges a review fee for each activity a certificant adds to My CE Report.

Post-approved CE will be deleted from the certificant's record if the review fee has not been paid within 7 days of submitted the activity.

Section 5: Continuing Education Focus Areas

General - Content Includes:

1. Principles of Vocational Evaluation

- Development and use of situational and community-based assessment
- Concepts of teaching/training/educating/presenting
- Characteristics of work performance and work behavior
- General principles of learning and learning assessment
- Modification and accommodation of evaluation techniques
- Assistive technology devices and services
- Systematic behavioral observation skills and techniques
- Concepts of work adjustment and work hardening
- Service delivery systems common to vocational evaluation
- Community resources and support programs
- Individualized vocational evaluation planning
- Employer and workplace needs and standards
- Program evaluation and research
- General theories of career development and vocational decision-making
- Vocational evaluation philosophy and process

- Adherence to ethical and legal principles/practices of the profession

2. Standardized Assessment

- Scoring and interpreting standardized tests/instruments
- Selection and administration of standardized tests/instruments
- Statistical concepts related to reliability, validity, and norming of standardized tests/instruments
- Analysis, synthesis, and interpretation of evaluation results
- Principles of psychological measurement
- Legal and ethical uses of standardized tests/instruments
- Factors impacting standardized testing
- Triangulation of evaluation techniques
- General concepts of multiple and emotional intelligence(s)
- Use of work samples and commercial vocational evaluation systems

3. Occupational Information

- Transferable skills analysis
- Standardized occupational information and classification systems
- Labor market research and analysis
- Job analysis and task analysis
- Job development and job placement
- Forensic applications of vocational evaluation
- Common benefit systems
- Computer literacy and application skills, including use of web-based resources to obtain occupation, education, or training information

4. Implications of Disability

- Psychological/psychiatric aspects of disability
- Pharmacology; impact of medications, substance abuse/abuse/addiction on vocational functioning
- Ecological variables that impact vocational functioning
- Medical aspects of disability
- Psychosocial aspects of disability
- Cultural implications of disability
- Functional skills assessment

5. Professional Communication

- Verbal communication skills to convey information and evaluation results
- Vocational interviewing skills
- Individualizing and prioritizing recommendations
- Written communication skills and vocational evaluation report development
- Vocational counseling techniques and skills
- Basic negotiation and mediation techniques
- Collaboration skills to develop effective partnerships within and across disciplines
- Principles of case management

Section 6: Acceptable Continuing Education

Post-Approval of Continuing Education

CRCC will also review continuing education activities on a post-approved basis. The documentation required to verify a certificant's participation in or completion of a continuing education activity varies depending on the activity. This list includes examples of continuing education activities, the clock hour(s) awarded, and the documentation required to claim this type of continuing education.

Attendance at a conference, workshop, seminar, in-service training program, or distance learning course that is NOT pre-approved by CRCC

- **CE awarded:** 1 clock hour of CE for each hour of training
- **Documentation:** certificate of completion/participation

College or university course

- **CE awarded:** 15 clock hours for 1 semester credit OR 10 clock hours for 1 quarter credit
- **Documentation:** Transcript or grade report documenting completion of course

*Ph. D. dissertation seminars are counted once the dissertation or thesis are complete (refer to Research section)

Auditing a college or university course

- **CE awarded:** 5 clock hours for 1 semester credit OR 3.25 clock hours for 1 quarter credit
- **Documentation:** Transcript noting audited course

Authorship/co-authorship of article published in a professionally recognized, peer-reviewed publication

- **CE awarded:** 15 clock hours
- **Documentation:** Copy of the article reflecting the date of publication or internet citation for the article with the date

Authorship/co-authorship of a published book or chapter

- **CE awarded:** 30 clock hours for a chapter, OR 40 clock hours for a book
- **Documentation:** URL for publisher or sales outlet showing the cover, title page, and table of contents from the book and where the chapter appears*

*Information submitted must reflect the certificant's name as the author/co-author and date of the publication.

Computer applications and technology

- **CE awarded:** 1 clock hour for each hour of training
- **Documentation:** Certificate or attendance or completion

Development of curriculum of rehabilitation counseling coursework

- **CE awarded:** 15 clock hours for 1 semester credit or 10 clock hours for 1 quarter credit
- **Documentation:** Copy of the course syllabus AND a letter of verification, on program letterhead, from the chair of the program stating that the certificant developed the curriculum, including dates of development and the number of credit hours awarded for the course.

Development of legislation or regulations

- **CE awarded:** 1 clock hour for each hour of service
- **Documentation:** Letter of appointment to the committee and information developed in relation to legislation or regulation.

Development of professional presentation*

- **CE awarded:** 2 clock hours for each hour of training
- **Documentation:** Outline of the training program or presentation AND a program agenda listing the certificant as presenter and includes the length and date of the program or presentation

*CE clock hours are awarded on a one-time-only basis for the learning experience, research, and development of the presentation/program educational content. CE clock hours are not awarded for the presentation itself.

Development of in-service training program*

- **CE awarded:** 2 clock hours for each hour of training
- **Documentation:** Outline of the training program or presentation AND a letter from the supervisor or training director stating the certificant is the developer and includes the length and date of the program or presentation

*CE clock hours are awarded on a one-time-only basis for the learning experience, research, and development of the presentation/program educational content. CE clock hours are not awarded for the presentation itself.

Editorial review of rehabilitation counseling publication

- **CE awarded:** 15 clock hours
- **Documentation:** copy of page from the publication listing the certificant as editor or peer reviewer. Must reflect the date and title of the publication

Internship/fieldwork supervision of rehabilitation counseling student

- **CE awarded:** 10 clock hours of credit for each semester OR 7 clock hours for each quarter
- **Documentation:** Letter on university letterhead signed by the chair of the department stating the semester/quarter and year the certificant supervised the rehabilitation counseling student

Note: CRCC reserves the right to request additional information to determine compliance with the documentation requirements outlined above.

Professional Development Category

Certificants may elect to claim continuing education credit hours for activities reflecting a more personal experience for self-development.

A maximum of 40 clock hours are allowed within the certificant's five-year period of certification. Professional development encompasses those activities intended to enhance a certified individual's overall abilities with respect to their professional skills and the delivery of services to individuals with disabilities. Activities that may be used as professional development include, but are not necessarily limited to, the following:

- Computer Applications and Technology related to:
 - Transferable Skills Analysis
 - Placement programs
 - Assessment programs

- Communications
- Report writing
- Record keeping
- Information services

Note: Computer Applications and Technology training on Microsoft® or similar products is not acceptable.

- Development of curriculum for rehabilitation counseling coursework
- Development of legislation or regulations
- Editorial review of rehabilitation counseling publications
- Internship/fieldwork supervision of students in a graduate-level rehabilitation counseling program. This supervision must be face-to-face; a maximum of 40 clock hours is allowed over five years of a certificant's current renewal cycle
- Research (qualitative and/or quantitative research, including dissertation research, that is disseminated and/or distributed and is related to rehabilitation counseling or counseling)
- Service to a national- or state-based rehabilitation counseling membership organization (e.g., American Rehabilitation Counseling Association [ARCA], International Association of Rehabilitation Professionals [IARP], National Council on Rehabilitation Education [NCRE], National Rehabilitation Counseling Association [NRCA]).

Note: Service to organizations providing services to consumers is not acceptable.

Section 7: Extensions

All extension requests must be submitted via [My Account](#) on the CRCC website prior to the renewal date.

30-Day Extension

CRCC provides a 30-day extension beyond the certificant's renewal date for submission of renewal material. The request must be submitted via [My Account](#) on the CRCC website prior to the renewal date, along with payment of the extension fee. Continuing education may be accrued during the 30-day extension period. The individual's certification will remain in an active status during this 30-day extension period. The renewal process may be completed at any time within the 30-day extension period.

12-Month Extension

CRCC also provides a 12-month extension beyond the certificant's renewal date for submission of renewal material. The request must be submitted via [My Account](#) on the CRCC website prior to the renewal date, along with payment of the extension fee. Continuing education may be accrued during the 12-month extension period.

The individual's certification will remain in an active status during this 12-month extension period. The renewal process may be completed at any time within the 12-month extension period.

Note: Renewal extensions have two distinct extension fees. However, the maximum extension is 12 months from the original renewal date. If holding multiple certifications, each certification has a separate extension fee.

Section 8: Appeals Process

CRCC's appeals process is available to certificants denied for renewal based on disclosures of ethical and legal issues or rejected continuing education hours. At the time a certificant is informed the continuing education or certification renewal documentation submitted has been denied by CRCC, they will also receive information about their right to appeal as well as the procedures, instructions, and time schedules for making such an appeal. A request for a renewal appeal must be sent to CRCC via email (with a formal letter attached) at ContactUS@CRCCertification.com within 30 days of the decision.

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

The appeal will be reviewed by CRCC's Executive Director and the Executive Committee who will make the final decision regarding the candidate's eligibility to renew their certification. The appeal process may take up to 90 days to finalize.

During this time, if the CVE/CWA/CCAA certification renewal date expired, the certificant will not be able to use the CVE/CWA/CCAA designation and may be subject to fees and late renewal fees that are part of the renewal application procedure.

Note: There is no appeal process for certificants that lapsed due to non-payment of renewal fee and/or not meeting the continuing education requirements.

The appeals process is designed to provide:

- Complete reviews of the facts at issue;
- A second, independent evaluation of the material presented to document the certificant's eligibility for certification renewal;
- Due process;

Section 9: Retirement Designation

Certificants who are retiring from active practice may choose the retirement designation, which changes the certification to an honorary designation. The retired status enables the individual to stay on CRCC's mailing list to receive updates and news from the field of rehabilitation counseling. There is a one-time fee to select the Retired status.

An individual may not actively practice using their CVE/CWA/CCAA designation when they are in the CVE/CWA/CCAA Retired status. Therefore, if an individual believes that they may provide consulting or other services in the future using their CVE/CWA/CCAA certification, they should not select the retirement designation, but should continue to maintain the CVE, CWA, or CCAA certification.

Individuals interested in pursuing the retirement status, must contact CRCC at (847) 944-1325 or contactus@crccertification.com to inquire about the process.

Section 10: Fees

Renewal Fee

\$405

CVE, CWA, CCAA

Multiple CRCC Certifications

If a certificant is a current CVE, CRC, and/or CRL, the renewal fee will be \$405 for the first credential and \$205 for each subsequent credential. This discount only applies when a certificant holds both the CVE, CRC, and/or CRL credentials.

If a certificant allows one of their credentials to lapse, their renewal fee will revert to the full renewal fee amount of \$405.

Post-Approved Continuing Education Fees

Single program post-approval request

\$18

Fees are assessed for the post-approval of continuing education. CRCC does not assess any additional fees for pre-approved continuing education.

***Pre-Approved CE: If certificant incorrectly paid for a pre-approved course, there will be no refunds.**

Renewal Extension Fees

The extension fee may be made online when completing the extension application.

30-Day Extension

\$125

12-Month Extension

\$175

Note: Each certification has a separate fee

CRC/Retired Designation Fee

\$100

Note: Each certification has a separate fee

Handling Fee for Returned Checks

\$45

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

\$35

Written (via US Mail)

\$45

Expedited

\$60

Replacement Certificate

(Except at renewal time)

\$40

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."

Section 11: Frequently Asked Questions

What qualifies as continuing education in the ethics focus area?

The content of the program must convey specific behavior that is related back to, preferably, the [Code of Professional Ethics for Certified Vocational Evaluation Specialists, Certified Work Adjustment Specialists, and Certified Career Assessment Associates](#) or, alternatively, the ACA Code of Ethics and Standards of Practice. Appropriate subject matter must relate to rehabilitation counseling and must include **one** of the following:

- The counseling relationship
- Confidentiality, privileged communication, and privacy
- Advocacy and accessibility
- Professional responsibility
- Relationships with other professionals and employers
- Forensic services
- Assessment and evaluation
- Supervision, training, and teaching
- Research and publication
- Technology, social media, and distance counseling
- Business practices
- Resolving ethical issues

How often must I renew my certification?

Once certified, individuals must renew their certification every five years.

How do I renew my certification?

Renewal requires submission of an online renewal application and appropriate fees. Certificants also need to document 80 clock hours of approved continuing education. These clock hours must be accrued within the certificant's five-year period of certification.

How will I know if a workshop, seminar, conference, or in-service training session I attend is considered pre-approved continuing education?

Many organizations seek CRCC's pre-approval of their programs. When a certificant completes the activity, the sponsor will provide them with a verification of completion form containing a CRCC approval number. To receive credit, access [My Account](#) on the CRCC website, submit a Pre-Approved Continuing Education Application, and upload a copy of the verification of completion form. No fee is required for pre-approved programs.

Can I receive continuing education credit for activities that aren't pre-approved by CRCC? If so, what fees are required?

Yes, any continuing education activity that satisfies at least **one** focus area described in this guide can be submitted for approval on a post-attendance basis. The procedure, which is described in detail in the [Continuing Education](#) section, is as follows:

- Access the [My Account](#) section of the CRCC website;
- Click the My CE Report link in My Account Links;
- Upload the required documentation; and
- Pay the required \$18.00 processing fee per program

Note: Post-approved activities will be deleted from the **CE Report** section if the review fee has not been paid within 7 days of submitting the activity.

If I acquire more than 80 clock hours in a five-year period, may I apply the excess to the next renewal cycle?

No, since continuing education is intended to keep certificants current with emerging trends and technologies, it may be applied only to the current five-year certification period.

Is there an advantage to submitting my continuing education on an annual basis?

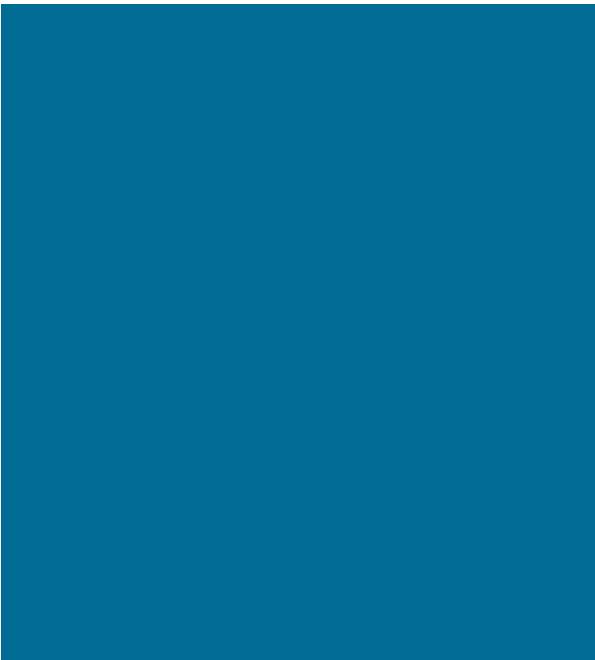
Yes. It helps to keep track of how much continuing education a certificant has on file and how many clock hours are still needed to renew their certification. At any time, certificants may check the status of the continuing education clock hours they have submitted via [My Account](#) on the CRCC website.

Can I take all of my clock hours through home study programs?

Yes, CRCC does not restrict the method used to obtain continuing education.



**COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION**



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