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@crccertification.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: November 1, 2021
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 [CRCC Code of Professional Ethics for Rehabilitation Counselors](#) 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. 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.
   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 began 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 transcript.
   h. If a certificant reviews My CE Report, the pre-approved continuing education credit will be included in the list of Pre-Approved Credits.
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 began 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.
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 transcript.
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 45 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: Professional Development

Certificants may elect to claim continuing education credit 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 (Must be face-to-face; a maximum of 40 clock hours is allowed over five years)
• 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.

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
• Credit awarded: 1 clock hour of credit for each hour of training
• Documentation: certificate of completion/participation

College or university course
• Credit 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
College or university course
- **Credit 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

Auditing a college or university course
- **Credit 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
- **Credit 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 chapter
- **Credit awarded:** 30 clock hours
- **Documentation:** URL for publisher or sales outlet showing the cover, title page, and table of contents from the book where the chapter appears*

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

Authorship/co-authorship of a published book
- **Credit awarded:** 40 clock hours
- **Documentation:** URL for publisher or sales outlet or a copy of the cover, title page, and table of contents from the book 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
- **Credit awarded:** 1 clock hour for each hour of training
- **Documentation:** Certificate or attendance or completion

Development of curriculum of rehabilitation counseling coursework
- **Credit 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
- **Credit 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*
- **Credit 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
Credit is awarded on a one-time-only basis for the learning experience, research, and development of the presentation/program educational content. Credit is not awarded for the presentation itself.

Development of in-service training program*
- **Credit 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

Editorial review of rehabilitation counseling publication
- **Credit 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
- **Credit 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

Research (includes dissertation research)
- **Credit awarded:** 40 clock hours
- **Documentation:** Copy of qualitative and/or quantitative research findings related to rehabilitation counseling or counseling that is disseminated and/or distributed. Include a list of source materials.

Service to a national- or state-based rehabilitation counseling membership organization
- **Credit awarded:** 1 clock hour for each hour of service provided to the association, with a maximum of 40
- **Documentation:** Letter from the president/director of the membership organization documenting services performed, the number of hours served, and the dates of service.

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

**Section 7: Extensions**

All extension requests must be submitted via My Account on the CRCC website prior to the renewal date. Please note that CRCC revised the extension policy effective July 1, 2019.

**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.

**Section 8: Appeals Process**

The CRCC appeals process is available to any certificant who feels the eligibility criteria for certification renewal have been inaccurately, inconsistently, or unfairly applied. Materials should be submitted to the CRCC Executive Director. If the Executive Director cannot come to a decision, the materials will be reviewed by the Standards and Examination Committee (including any new evidence the certificant wishes to submit). 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; and
- Fair, consistent application of the eligibility criteria

**Requesting an Appeal**

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 such an appeal must be sent to CRCC in writing within 30 days of the decision.

None of the members of the Standards and Exam Committee will have taken part in the decision-making process of the Executive Director, thus ensuring a second, objective review of each certificant’s file. However, members of the Standards and Examination Committee will have the report of the Executive Director to study before making their decision. The decision of the Standards and Examination Committee is final.
Section 9: Fees

Renewal Fee
CVE, CWA, CCAA

CRC and CVE (Dual Certification Holders)
Effective March 2021, if a certificant is a current CVE and CRC, the renewal fee will be $405 for the first credential and $205 for the second credential, a discounted fee of $200. This discount only applies when a certificant holds both the CVE and CRC 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.

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

30-Day Extension $115
12-Month Extension $160

CRC/Retired Designation Fee $100

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.”
Section 10: 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 CRCC Code of Professional Ethics for Rehabilitation Counselors 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; or
• 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 45 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.