



COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION

CRITERIA FOR CERTIFICATION RENEWAL AND CONTINUING EDUCATION

CVE (Certified Vocational Evaluation Specialist)

CWA (Certified Work Adjustment Specialist)

CCAA (Certified Career Assessment Associate)

Developed and Administered by the

Commission on Rehabilitation Counselor Certification (CRCC®)

1699 E. Woodfield Road, Suite 300

Schaumburg, Illinois 60173

(847) 944-1325

www.crc certification.com

Revised July 1, 2019, Updated September 9, 2021

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Introduction

CRCC uses e-mail and first-class mail to maintain contact with all certificants. It is the certificant's responsibility to update his/her contact information using **My Account** on the CRCC website, making any changes necessary.

Should you have any inquiries, they may be directed to:

Commission on Rehabilitation Counselor Certification

Phone: (847) 944-1325

e-mail: info@crccertification.com

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

Recommended Citation:

Commission on Rehabilitation Counselor Certification. (2019). Criteria for Certification Renewal and Continuing Education. Schaumburg, IL: Author.

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 and Continuing Education guidebook 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 Your Certification

The purpose of the certification renewal process is to encourage your 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 you serve. CRCC offers a certification renewal program that allows you to continue your professional status as a CVE/CWA/CCAA for an additional five years from the expiration date of your current certification.

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

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

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

Renewal Procedures

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 your certificate. To complete the renewal process, you must:

1. Log in to My Account on the CRCC website.
2. Please update any change in your contact information by accessing your account via my account on the CRCC website.
3. Document that you have completed 80 clock hours of continuing education. Continuing education must be submitted via My Account on the CRCC website.
4. Submit the renewal application. Once you have documented your 80 clock hours of continuing education, the renewal application will be available. You may access the renewal application by logging in to My Account on the CRCC website; click your credential in the My Certifications and Renewals section. Complete and submit the renewal application. 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 your responsibility to renew your certification by the valid-through date on your certificate.

CRCC asks that you 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 your certification will result in the expiration of your certified status.

Attestation

When you complete your renewal application, you agree that you will adhere to the Code of Professional Ethics for Vocational Assessment Professionals (Code) and acknowledge the information provided is accurate. If CRCC subsequently learns that a certification was granted on the basis of false, misleading, or inaccurate information, it has the right to revoke or suspend that certification. Furthermore, you signify your 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. 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."

Continuing Education

At any time, you may access My CE Report via the My Account Links on the right side of your CRCC account page. You can verify the status of your continuing education submission(s) and the total number of clock hours approved and added toward the total 80 required clock hours.

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

Renewing Through Continuing Education

When you renew your certification using continuing education, you must complete 80 clock hours of continuing education. The dates of completion of your continuing education clock hours submitted for your current renewal cycle MUST fall within your current five-year period. You may only submit the same program one time.

When renewing through continuing education, you must:

1. Ensure the continuing education activities you wish to use for certification renewal fall within the focus areas described later in this guidebook and are acquired within your 5-year renewal period.
2. Gather your certificates of completion or participation.
3. Access your 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 that you would like to report: Pre-Approved CE or Post-Approved CE.
7. **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 your certificate of completion/participation to search for the activity. Click the Next button.
 - i. If you receive an error message, click the Back link at the top of the window.
 - ii. Re-enter the CRCC approval number on your certificate. Click the Next button.
 - iii. If you still are not able to locate your activity in the Search results, please contact CRCC at 847-944-1325 for assistance.
 - c. Enter the activity date (the date you began the activity). Use the calendar feature if this is easier for you.
 - d. Enter the number of clock hours you are claiming. Note the Course Max number to the right of the clock hours text box. You may not claim more than this number.
 - e. If you have more pre-approved continuing education activities to add, click the Save & Add More button.
 - f. If you are finished adding pre-approved continuing education, click the Save button.
 - g. A confirmation screen should indicate your credit have been added to your transcript.

- h. If you review My CE Report, your 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 10 to 12 for other types of continuing education and the documentation required for each type.

There is a review fee for each activity you add to My CE Report. **Note:** post-approved activities will be deleted from the CE Report if the review fee has not been paid within 45 days.

- a. **Save the required documentation to your computer's desktop. You will need to submit a single document to support each post-approved activity. If you have multiple documents, you need to save them 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 your certificate of completion/participation.
- e. Enter the activity date (the date you began the activity). Use the calendar feature if this is easier for you.
- 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 you are claiming in the General or Ethics text box. Note the Course Max number to the right of the clock hours text box. You may not claim more than this number.
 - i. If you are claiming Continuing Education in the Professional Domain, you may claim a maximum of 40 hours here, too.
- j. Upload the required documentation from your computer's desktop.
- k. If you have more post-approved continuing education activities to add, click the Save & Add More button.
- l. If you are finished adding post-approved continuing education, click the Save & Checkout button.
- m. A confirmation screen should indicate your credit have been added to your transcript.
- n. You will automatically advance to the Shopping Cart to pay the post-approval review fee(s).
- o. Your post-approved credit will appear in My CE Report, the status of Verified will be "No" until CRCC staff reviews and approves the credit.

Continuing Education Focus Areas

- 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

Professional Development

You 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 your 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
 - Recordkeeping
 - Information services

(Please 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]).

(Please 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 your 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

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 your 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 your 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 you 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 you 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 you are the developer 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.

Editorial review of rehabilitation counseling publication

- Credit awarded: 15 clock hours
- Documentation: copy of page from the publication listing you 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 you 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.

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.

Extension Fees

The fee is online when completing the extension application.

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

APPEALS PROCESS

CRCC’s 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 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.

FEES

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, or American Express) or in the form of an electronic check or money order. Checks should be made payable to "CRCC." A handling fee of \$35 will be assessed for any check returned for non-sufficient funds.

Renewal through Continuing Education

CVE, CWA, CCAA \$405

CRC and CVE (Dual Certification Holders)

Effective March 2021, if you are a current CVE and CRC, the renewal fee will be \$405 for the first credential and \$205.00 for the second credential, a discounted fee of \$200. This discount only applies when you hold both the CVE and CRC credentials. If you allow one of your credentials to lapse, your renewal fee will revert to the full renewal fee amount of \$405.

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

30-Day Extension \$115

12-Month Extension \$160

Certification Verification (Payable via My Account on the CRCC website)

e-Mail Verification \$30

Written (via US Mail) \$40

Expedited \$55

Replacement Certificate (Except at renewal time) \$30

Questions and Answers About Renewal and Continuing Education

Based on calls to CRCC, some of the more common questions certificants ask about continuing education and certification renewal are as follows:

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, you must renew your certification every five years.

How do I renew my certification?

Renewal requires submission of an online renewal application and appropriate fees.

You also need to document 80 clock hours of approved continuing education. These clock hours must be accrued within your five-year period of certification.

Note: For CRCs: Renewal by re-examination is also an option. A passing score must be achieved. The exam must be taken during the first examination cycle following expiration of your 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 you complete the activity, the sponsor will provide you with a verification of completion form containing a CRC approval number. To receive credit, access your account via My Account on the CRCC website, submit a Pre-Approved Continuing Education Application and upload a copy of your verification of completion form. No fee is required for pre-approved programs.

Can I get continuing education credit for activities that aren't pre-approved by CRCC and what fees would be required?

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

- Access your account via My Account on 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 if the renewal fee has not been paid within 45 days of being submitted.

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 you keep track of how much continuing education you have on file and how many clock hours are still needed to renew your certification. At any time, you may check the status of the continuing education clock hours you 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 you use to obtain continuing education.