



COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION

2025 Continuing Education Pre-Approval Manual

FOR ORGANIZATIONS PROVIDING CONTINUING EDUCATION TO

CRC® (Certified Rehabilitation Counselor)

CCRC® (Canadian Certified Rehabilitation Counselor)

CRC-MAC (CRC-Master Addictions Counselor)

CRC-CS® (CRC-Clinical Supervisor)

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®)

1501 E. Woodfield Road, Suite 105E
Schaumburg, IL 60173-4957
(847) 944-1325
www.crccertification.com

Revised May 19, 2025

CRC® (Certified
Rehabilitation Counselor)

ACCREDITED
CERTIFICATION PROGRAM



NCCA BY ICE

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Introduction

The Commission on Rehabilitation Counselor Certification (CRCC) is committed to developing and maintaining exemplary standards of practice for professionals who practice rehabilitation counseling. CRCC strives to elevate the quality of services provided to consumers, encourages each and every professional to take pride in his or her chosen field with the goal of each and every consumer receives services that enhance his or her vocational opportunities.

CRCC believes that individuals certified as rehabilitation counselors (CRCs, CCRCs, CRC-MACs, CRC-CSs, and CRC-MAC-CSs) and/or vocational assessment professionals (CVEs, CWAs, and CCAAs) should continue to expand their skills to enhance the quality of the services they provide. Therefore, CRCC's certification renewal requirements are designed to encourage rehabilitation counselors and vocational assessment professionals to continue their professional education through the attainment of continuing education to help them more effectively serve clients.

CRCs wishing to renew their certification are required to submit proof of completing one hundred (100) clock hours within the five-year period of certification, 10 of which must be in ethics.

CVEs wishing to renew their certification are required submit proof of completing 80 clock hours of continuing education within the five-year period of certification. CRCC has a pre-approval process for continuing education programs/activities; this process is designed to maintain a high quality of continuing education opportunities. Organizations sponsoring continuing education and training are encouraged to seek pre-approval of their programs/activities; pre-approval signifies to all certified individuals that the educational programs/activities are appropriate to use toward meeting the requirements of their certification renewal program.

This Continuing Education Pre-Approval Manual provides the requirements and procedures for organizations seeking pre-approval of their educational programs/activities.

Recommended Citation

Commission on Rehabilitation Counselor Certification. (2025). Continuing Education Pre-Approval Manual For Organizations Providing Continuing Education To Certified Rehabilitation Counselors (CRCs), Canadian Certified Rehabilitation Counselors (CCRCs), CRCs Holding A Master Addictions Counselor (MAC), Clinical Supervisor (CS) Adjunct Designation and/or Certified Vocational Evaluation Specialists (CVEs), Certified Work Adjustment Specialists (CWAs), or Certified Career Assessment Associates (CCAAs).

Approval Categories

An educational program/activity must be sponsored by a qualified provider to qualify for pre-approval of the continuing education program.

What is a Sponsor?

To be considered a **sponsor** of an educational program, the qualified provider seeking pre-approval must be substantially involved in the planning and development of or have direct control over the program offering. In addition, the sponsor must be noted within the marketing or promotional material as being a **sponsor** of the program. A qualified provider may or may not have intellectual rights to the program.

Hosting or providing the online platform for a continuing education program/activity does not necessarily qualify as sponsorship; it is the planning and development of educational content that qualifies sponsorship.

Qualified Continuing Education Activities

CRCC recognizes two categories of qualified continuing education activities: In-Service and Standard. Providers may offer both types of activities.

In-Service Continuing Education Activity

Participants are NOT charged a registration fee for this type of activity.

Educational program information must be submitted to CRCC for an approval number for the program. Organizations cannot request approval on behalf of any other vendor offering continuing education.

Fees for the pre-approval review process include:

- Twenty-five dollar (\$25) review fee per activity you submit or renew.
- All fees are non-refundable.

Payment is due when you submit the pre-approval application for continuing activities offered in 2022 and beyond.

All applications must be submitted at least 30 days prior to the beginning date for the activity. A late fee of \$125 will be charged for any application submitted less than 30 days in advance of the beginning date for the activity. CRCC no longer accepts applications requesting retroactive approval (the program has already occurred).

Note: CRCC will no longer pre-bill you for continuing education pre-approval. You will “pay as you go.”

If an outstanding invoice exists, CRCC will not be able to issue pre-approval numbers or renewal numbers.

Standard Continuing Education Activity

Participants are charged a registration fee for this type of activity.

Fees for the pre-approval review process include:

- One hundred ten dollars (\$110) per activity you submit or renew.
- All fees are non-refundable.

Payment is due when you submit the pre-approval application for continuing education activities offered in 2022 and beyond.

All applications must be submitted at least 31 days prior to the program start date. A late fee of \$125 will be charged for any application submitted less than 31 days in advance of the beginning date for the activity. CRCC no longer accepts applications requesting retroactive approval (the program has already occurred). Please note that February has only 28 days, which may affect application submission timelines during that month.

Conference Fees

If you request CRCC pre-approval for a conference, the fees will be based on the number of continuing education credits offered.

- You have the option of submitting a pre-approval request for a live or a virtual conference.
- If you wish to offer **both** a live and virtual version of the same conference, there is an additional fee for the combination. Please see the Conference Fee Structure table.
- All applications must be submitted at least 31 days prior to the program start date. A late fee of \$125 will be charged for any application submitted less than 31 days in advance of the beginning date for the activity.
- All fees are non-refundable.

| Conference Fee Structure | | | |
|--------------------------------------|---------------------------|-------------------------------|----------------------------------|
| Conference Format | 4 to 8 Hours of CE Credit | 8.25 to 24 Hours of CE Credit | 24.25 or more Hours of CE Credit |
| Live Approval Fee | \$500 | \$750 | \$900 |
| Virtual Approval Fee | \$500 | \$750 | \$900 |
| Combined Live & Virtual Approval Fee | \$900 | \$1,150 | \$1,300 |

Type of Instruction

Conference

A meeting offering learners the option of attending concurrent sessions/tracks throughout the day. A keynote and/or formal closing presentation may be included.

If your organization records a live presentation (conference, workshop, seminar, etc.) and uses it as a webcast, the amount of CE credit may differ from what is awarded for the live presentation. Please use the table in the section on Criteria for CE Offered Solely Through Written Means or Webcast Based on a Live Presentation (page 6) to determine the credit you wish to request. Recorded conferences repurposed as on-demand offerings will need to be submitted as a webcast.

Seminar/Workshop

A lecture or presentation delivered to an audience on a particular topic or set of topics. (See Webcast if you plan to repurpose your live seminar or workshop as a recorded continuing education activity).

Self-Study Course

An educational course that is provided in written format (including online) where at the conclusion participants complete an examination based on the course content.

Webinar

A live presentation, lecture, workshop or seminar that is transmitted over the Web and allows interaction between the presenter and the audience. (See Webcast if you plan to repurpose your live presentation as a recorded continuing education activity).

Webcast/Recorded Presentation

A recorded presentation, lecture, workshop, or seminar that is transmitted over the Web and **does not allow** interaction between the presenter and the audience. This requires participants to complete a post-activity test or quiz.

If your organization records a live presentation (conference, workshop, seminar, etc.) and uses it as a webcast, the amount of CE credit may differ from what is awarded for the live presentation. Please use the table in the section on Criteria for CE Offered Solely Through Written Means or Webcast Based on a Live Presentation (page 6) to determine the credit you wish to request. Recorded conferences repurposed as on-demand offerings will need to be submitted as a webcast.

CRCC acknowledges it is the responsibility of the certificant to actively participate in a program for the benefit of furthering their professional education. However, CRCC encourages all providers of continuing education to actively monitor participation in a program or activity prior to awarding credit to certificants.

Approval Requirements

These requirements must be met prior to the granting of approval and issuing of an approval number:

- The educational program must be no less than one clock hour in duration. A clock hour is defined as 60 minutes of instruction time and excludes opening/closing remarks, introductions, networking functions, coffee breaks, social hours, and meals. After one clock hour, time is calculated as follows:

| Minutes | Round to |
|-----------|----------|
| :00 - :07 | .00 |
| :08 - :22 | 0.25 |
| :23 - :37 | 0.50 |
| :38 - :52 | 0.75 |
| :53 - :60 | 1.00 |

- The focus of the educational program must be to increase the participant's knowledge of or skill in the practice of rehabilitation counseling. To be approved, a program must clearly meet one of the CRCC domain focus areas for continuing education.
- The purpose of the educational program must be clearly defined in terms of expected outcomes/learning objectives.
- The educational program must include an evaluation component completed by the participants. This is an evaluation of the program's value – not an assessment of the participant's learning skills.
- It is CRCC's philosophical belief that all programs must be held in accessible, barrier-free locations or provided in an accessible format so that no one with a disability is excluded from participation. CRCC strongly encourages all programs to comply with relevant federal, state/provincial, and local laws related to serving individuals with disabilities.

Approval Process

CRCC reserves the right to monitor the educational programs and activities for which it has granted approval and to withdraw its approval from any program or activity that is offered or presented in a manner that is inconsistent with approval requirements. The approval process is as follows:

- The application consistent with the approval category under which an organization is seeking approval must be completed in full and the requested documentation must be submitted along with the appropriate fee. Applications are submitted online through the CE Provider Dashboard. Please contact CRCC staff to obtain access to the CE Provider Dashboard. **Applications will not be accepted without the required materials and/or without the appropriate fee.**
- Approval must be obtained/granted for each educational program/activity.
 - For example, a training program that is two hours in length and given on one day is considered one program.
 - A conference consisting of a variety of sessions given over a period of three days is also considered one program.
 - **Any sessions meeting the ethics component must be highlighted.**
- Applications must be submitted 31 days prior to the start date of the educational program in order to guarantee CRCC's review and response. Applications received with less than a 31-day lead time will be reviewed on a first-come, first-served basis. A late fee (\$125) will be charged for these applications.
- CRCC no longer accepts applications requesting retroactive approval (the program/activity has already occurred).
- The continuing education program is valid for 12 months from the program/activity **start date**, regardless of calendar year, provided that no substantive changes are made to the content or format of the program/activity. A sponsor must re-apply every future 12-month period whether there are any program content or format changes or not.
 - **Note:** continuing education activities may be renewed 4 times. After the 4th renewal, you must submit a NEW application to obtain pre-approval if you still offer the program. The rationale is that continuing education should reflect current standards of practice, current research, and contemporary issues faced by practitioners.
- Educational programs for which approval is granted will be considered pre-approved for individuals holding a CRC, CVE, CRL, CCRC, CRC-MAC, or CRC-CS certification.

Approval Number

All organizations seeking approval will be provided with an approval number(s) and a sample Verification of Completion (VOC) form.

The approval number issued by CRCC should appear on the Verification of Completion form as provided. Do not alter this number.

The VOC form distributed to each participant must contain the CRCC Pre-Approval Number issued by CRCC.

The VOC form must also contain:

- Program title
- Program valid through date
- **Actual** clock hours attended/completed (can be less than the maximum number of pre-approved hours)
- Signature of person in charge of verifying attendance/completion
- Date of signature
- Sponsor information
 - Sponsoring organization
 - Sponsor code
 - Contact person
 - Street address, city, state and zip/postal code
 - Phone number for contact person
- Space for the participant to enter their name, mailing address, e-mail address, and certificate number

The VOC form is to be distributed only to participants who have completed the educational program. The assigned approval number(s) is not to be printed on any general distribution handouts or mailing information.

VOC Forms Listing Multiple Approving Organizations: If you use a Verification of Completion form that includes multiple approvals, please use this statement for pre-approved CRC/CCRC and CVE activities:

The Commission on Rehabilitation Counselor Certification (CRCC) has pre-approved this continuing education activity for a maximum of (# general) and/or (# ethics) credits. Certificants should claim only the credit commensurate with the extent of their participation in the activity. The pre-approval code is (#)

Through the CE Provider Dashboard, providers have the option to upload credits to participant accounts. Participants would need to provide their CRC or CVE number and name to the provider to utilize this feature.

Note: *Authorized providers are required to maintain participant records for those programs approved by CRCC for a period of five (5) years. Participant records are defined as a list of participant names and continuing education hours awarded for each program. In-Service Providers are also asked to retain the learning objectives and a sample of the evaluation for each pre-approved activity.*

Ethics Content in Training for CRCs

The content must show evidence that the *CRCC Code of Professional Ethics for Rehabilitation Counselors* or, alternatively, the *ACA Code of Ethics and Standards of Practice*, is the focus for an educational program to be pre-approved for ethics CE. The Code must be referenced and properly cited within the presentation. An example of evidence includes a written explanation from the presenter stating the way and extent to which the CRCC or ACA Code will be addressed within the presentation. Must identify the ethical concept and standards to be presented and how it related to course content.

Appropriate subject matter must relate to rehabilitation counseling and must include one of the following:

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

Ethics Content in Training for CVEs

The content must show evidence that the *CRCC Code of Professional Ethics for Certified Vocational Evaluation Specialists, Certified Work Adjustment Specialists, and Certified Career Assessment Associates* is the focus for an educational program/activity to be pre-approved for ethics CE. The Code must be referenced and properly cited within the presentation. An example of evidence includes a written explanation from the presenter stating the way and extent to which the CVE Code will be addressed within the presentation. Must identify the ethical concept and standards to be presented and how it related to course content.

- Professional-Client Relationships
- Confidentiality
- Professional Responsibility and Competence
- Evaluation, Assessment, and Interpretation
- Teaching, Training, and Supervision
- Professional Relationships
- Resolution of Ethical Dilemmas
- Research and Publication
- Business Practices
- Forensic Applications

CRCC Professional Development Domain

Professional Development is a CRCC domain area typically associated with post-approved continuing education. Activities that fall within this domain focus on leadership skills development; the recruitment, management, and development of staff; or client service skills development.

Criteria for CE Offered Solely Through Written Means or Webcast Based on a Live Presentation

When offering continuing education solely through written means (e.g., self-study courses offered via print or online) or a webcast based on a live presentation, please use the following criteria. The activity offered solely through written means must meet **BOTH** the minimum number of words and questions to obtain the stated number of hours. The number of words and number of questions both must meet the hour requested requirement.

The webcast **MUST** include quiz/test questions; the post-activity evaluation questions do not count toward this total. If your training has more or less questions than required for the number of hours requested, you will receive an error message.

| Criteria for CE Offered Solely Through Written Means | | |
|--|-------------------------------------|-------------------|
| Number of Words | Number of Multiple Choice Questions | Hours Approved |
| Minimum of 5,000 | 5 | 1 |
| 5,001 to 10,000 | 10 | 2 |
| 10,001 to 15,000 | 15 | 3 |
| 15,001 to 20,000 | 20 | 4 |
| Every 5,000 Thereafter | 5 Additional Questions | 1 Additional Hour |

| Criteria for CE Offered for a Webcast Recording of a Live Presentation | |
|--|-----------------------|
| Number of Multiple Choice Questions | Hours Approved |
| 5 | 1 |
| 1 | 0.25 Additional Hours |

**Based on word count formula from Toastmasters.*

Articles Appearing in a Peer-Reviewed Journal

Articles appearing in a peer-reviewed journal where the article is read and a minimum of five questions are answered and submitted for credit are awarded a flat 3 clock hours. Please contact CRCC staff if requesting CE for a peer-reviewed journal.

Research Participation

CRCC will consider pre-approval of one (1) continuing education credit in the general domain for completion of surveys associated with research. The participant must have the opportunity to reflect on the topic presented in the survey questionnaire (e.g., have access to an article or reading assignment on the topic) and, upon completion of the survey, must be able to complete a post-activity evaluation before credit can be awarded. Requests for pre-approval of CE for survey participation require a copy of the survey, a statement of purpose of the research, and a copy of the post-activity evaluation. If the research is associated with a college/university research project, a copy of the IRB approval letter must be submitted. Applications for research participation cannot be submitted through the provider dashboard. Please contact CRCC staff for instructions to submit.

CRCC Domain Focus Areas for Continuing Education for CRC/CCRC

These areas constitute the domain focus areas that are appropriate for continuing education for rehabilitation counselors. Headings denote the domain focus areas while those indented below further explain the areas related to the domain focus area.

General Content

The following Domain Focus Areas are classified under this category:

Professional Orientation

- Laws and public policy affecting individuals with disabilities
- Diversity and multicultural counseling issues
- Rehabilitation terminology and concepts
- Professional roles, functions, and relationships with other human service providers
- Credentialing issues related to the rehabilitation counseling profession
- Organizational structure of rehabilitation counseling practice settings (e.g., public, private-for-profit, and not-for-profit service delivery systems)
- Historical and philosophical foundations of rehabilitation counseling

Counseling Theories, Techniques, and Evidence-Based Practice

- Clinical problem-solving and critical-thinking skills
- Rehabilitation techniques for individuals with psychological disabilities
- Individual counseling practices and interventions
- Establishing and maintaining effective working alliances with the clients we serve
- Individual counseling theories
- Behavior and personality theory
- Substance use and treatment
- Counseling/training to help clients develop workplace socialization skills
- Motivational Interviewing
- Treatment planning for clinical problems (e.g., depression, anxiety)
- Human growth and development
- Evidence-based psychosocial and vocational interventions in rehabilitation counseling practice
- Evidence-based psychiatric rehabilitation practices
- Evidence-based counseling/therapy for clients with PTSD
- Evidence-based counseling/therapy for clients with alcohol and other drug use problems
- Theories and techniques of clinical supervision
- Evidence-based practice and research utilization

Group and Family Counseling

- Family counseling practices and interventions
- Family counseling theories
- Group counseling practices and interventions
- Group counseling theories

Crisis and Trauma Counseling and Interventions

- Assessment of client risk and development of a safety plan
- Effective rehabilitation counseling services for individuals with polytrauma injuries
- Impact of crises, disasters, and other trauma-causing events on people with disabilities
- Use of principles of crisis intervention for people with disabilities during crises, disasters, and other trauma-causing events
- The emergency management system within rehabilitation agencies and in the community

Medical and Psychosocial Aspects of Chronic Illness and Disability

- The psychosocial and cultural impact of disability on the individual
- Medical aspects and implications of various disabilities
- Environmental and attitudinal barriers for individuals with disabilities
- Medical terminology
- Implications of medications as they apply to individuals with disabilities
- The psychosocial and cultural impact of disability on the family
- Individual and family adjustment to disability
- Human sexuality and disability issues

Assessment, Occupational Analysis, and Service Implementation

- Vocational implications of functional limitations associated with disabilities
- The functional capacities of individuals with disabilities
- Interpretation of assessment results for rehabilitation planning purposes
- Occupational and labor market information
- The tests and evaluation techniques available for assessing clients' needs
- Ergonomics, job accommodations, and assistive technology
- Transferable skills analysis
- Job modification and restructuring techniques
- Job analysis
- Diagnostic and Statistical Manual of Mental Disorders 5 (DSM-5)
- Computer-based job-matching systems
- Methods and techniques used to conduct labor market surveys

Career Development and Job Placement

- Career development and job placement strategies
- Job readiness including seeking and retention skills development
- School to work transition for students with disabilities
- Employer development for job placement
- Supported employment strategies and services
- Dual diagnosis and the workplace
- Theories of career development and work adjustment
- Work conditioning or work hardening resources and strategies
- Individual Placement and Support (IPS) model – evidence-based supported employment
- Social media as a networking tool

Demand-Side Employer Engagement

- Assisting employers with job accommodation issues for their employees with disabilities (e.g., assistive technology, workspace modifications)
- Consultation process with employers related to management of disability issues in the workplace
- Educating employers on disability-related issues (e.g., ADA, compliance, disability law)
- Human resource practices, diversity in the workplace, and workplace supports for people with disabilities
- Diversity training related to disability issues for employers
- Demand-side employment issues related to hiring, return to work, and retention
- Marketing strategies and techniques for rehabilitation services

Community Resources and Partnerships

- The services available for a variety of rehabilitation populations, including persons with multiple disabilities
- Community resources and services for rehabilitation planning
- Social Security programs, benefits, work incentives, and disincentives
- Financial resources for rehabilitation services
- Programs and services for specialty populations (e.g., school-to-work transition, SCI, TBI, mental health, ID/DD, substance abuse, corrections)
- Independent living services
- Financial literacy and benefits counseling and linkages to asset development resources
- Services available through client advocacy programs (e.g., Client Assistance Programs [CAP], legal aid)
- Services available from one-stop career centers
- Life-care planning and life-care planning services

Case Management

- The case management process, including case finding, planning, service coordination, referral to and utilization of other disciplines, and client advocacy
- Case recording and documentation
- Negotiation, mediation, and conflict resolution strategies
- Principles of caseload management
- Techniques for working effectively in teams and across disciplines
- Advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients
- Techniques for working with individuals with limited English proficiency
- Principles, models, and documentation formats for biopsychosocial case conceptualization and treatment planning

Health Care and Disability Management

- Appropriate medical intervention resources
- Healthcare benefits and delivery systems
- Health promotion and wellness concepts and strategies for people with chronic illness and disability
- Insurance programs (e.g., Medicare, Medicaid, group and individual, short- and long-term disability, personal injury no-fault liability)
- Disability prevention and management strategies
- Workers' compensation laws and practices
- Managed care concepts

Research, Methodology, and Performance Management

- Program evaluation procedures for assessing the effectiveness of rehabilitation services and outcomes
- Rehabilitation research literature related to evidence-based practice
- Effective management of rehabilitation services and programs, including areas such as administration, finance, benefit systems, and accountability
- Psychometric concepts related to measurement (e.g., reliability, validity, standard error of measurement)
- Strategic planning techniques and budget planning
- Research methods and statistics
- Systematic review, meta-analysis
- Research databases (e.g., Cochrane Collaboration, PsycINFO, MEDLINE)
- Concepts and principles of organizational development and stakeholder management

Ethical Standards and Decision-Making Models for Rehabilitation Counselors

Addictions Counseling

- Foundations of addictions counseling
- Addictions diagnosis/assessment
- Clinical addictions counseling
- Addictions counseling and special populations
- Co-existing disabilities where an addiction is one of the disorders
- Group counseling with persons who have addictions disorders
- Family assessment, counseling, and other rehabilitation services
- Vocational rehabilitation services
- Case management
- Addictions prevention, education, and consultation
- Professional responsibility
- Research
- Administration and supervision of drug rehabilitation programs

Clinical Supervision

- Supervision process
- Roles and functions of clinical supervision
- Models of clinical supervision
- Counselor development
- Methods and techniques of clinical supervision
- Supervisory relationship issues
- Diversity issues in clinical supervision
- Group supervision
- Legal and ethics issues in clinical supervision
- Evaluation of supervisory competence and the supervision process

Professional Development

- Leadership skills development
- Staff recruitment, management, and development skills
- Client service skills development

Note: CRCC has established a 50-clock hour maximum for CRCs claiming Professional Development continuing education.

CRCC Domain Focus Areas for Continuing Education for CVE/CWA/CCAA

General Content

The following Domain Focus Areas are classified under this category:

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

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

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

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

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

- Leadership skills development
- Staff recruitment, management and development skills
- Client service skills development

Note: CRCC has established a 40-clock hour maximum for certificants claiming Professional Development continuing education.

Ethical Standards and Decision-Making Models for Vocational Evaluation Specialists

While a formal code of ethics has not yet been established, this domain will become a required component for CVE renewal in the future. In the interim, it will be recognized as general training for CVEs.

Appeal Process

If the organization requesting approval is dissatisfied with the number of hours awarded, the organization may submit an appeal to CRCC. The request for an appeal must be sent to CRCC in writing within 30 days of notification of program approval. The decision rendered following review of the appeal is final.

CE Provider Dashboard Instructions

Important Notes

All communications regarding CE Provider applications, reminders, and invoices will be sent to the email of the individual that submitted the application. This means, if you are a CRC and/or CVE and have a personal email address on your individual CRCC account, all provider communications will go to your personal email. If you would like to have all communications go to your work or organizational email, you may change your email address by logging into your CRCC account and selecting My Contact Info located on the left navigation menu of the CRCCConnect portal.

Fee Structure

When participants are charged a fee for a program, complete the Program Application Process and pay the \$110 fee per program.

When participants are not charged a fee for a program, complete the Program Application Process and pay the \$25 fee per program.

All CE Providers offering continuing education credit for conference participation must complete the conference application (see conference fee structure).

Late Fees

All providers are subject to the \$125 late fee if an application is submitted less than 31 days to the start of the training. This fee applies to new and renewal applications.

Retroactive Approval

CRCC does not issue retroactive approvals. All CE applications must be submitted in advance of the first day of the training.

Accessing the CE Provider Dashboard

You can access your CE Provider dashboard when you log in to the CRCC website:
www.crccertification.com.

Click the CRCCConnect button at the top of the page.



Call for Applications Confirm Certification Podcast CRC Stories News Contact Us **CRCCCONNECT**

When the login page opens, enter your email and password. Click the Login button.

*****If you do not know your account information or are unsure if you have an account, please contact CRCC.**

Please use your email address to sign in.
New User, please click "Create an Account"
If you are having trouble logging in or creating a new account, please call CRCC at 847-944-1325.

Email:

someone@example.com

Password:

Password

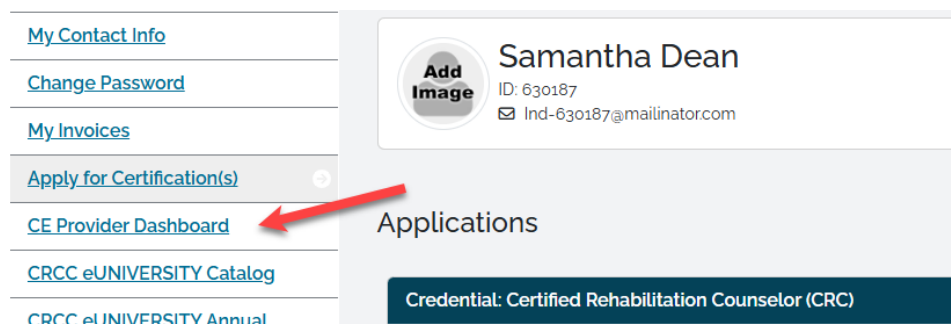
☐ Remember Me

Uncheck if on a public computer

Who has access to your CE Provider account? CRCC staff must connect individual accounts to CE provider records. CRCC must be notified of all individuals in your organization who should have access to the CE Provider Dashboard. If a person leaves your organization, please notify CRCC to remove access to your CE Provider account.

If you represent multiple CE Providers. An individual can only have access to one CE Provider Dashboard with an account. If you represent multiple CE Providers and are to have more than one CE Provider Dashboard, please contact CRCC.

Once you have accessed your account, click the CE Provider Dashboard link on the left navigation menu. When you click this link, your CE Provider Dashboard opens. You'll have access to your applications for pre-approval, active courses, expired courses, invoices, and VOC forms.



Submitting an Application for CRCC Pre-Approval

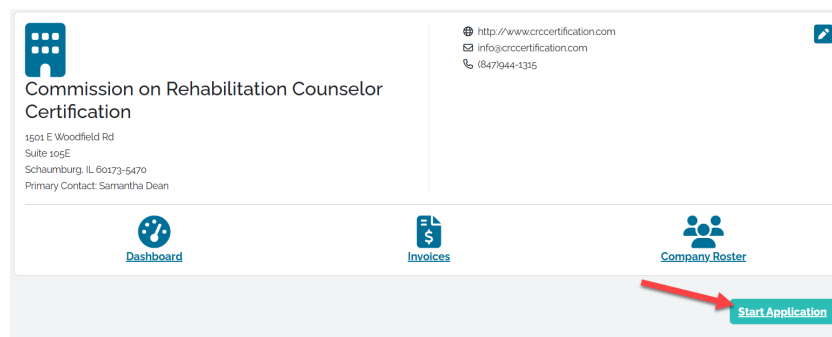
Pre-approved continuing education activities are divided into two application processes: program applications and conference applications. The step-by-step instructions for submitting both types of applications are presented in this document.

Program Application Process: Standard or In-Service Programs

Applying for pre-approval of a new continuing education program/activity when a participant pays a fee is completed using the standard application process. The in-service application process for educational programs where the participant is not charged a fee are presented in a later section.

Start Application

After logging in to the CRCC website and clicking the CE Provider Dashboard link, click the **Start Application** button to submit a new program/activity for pre-approval.



Select Application Type

To request pre-approval for seminar/workshops, self-studies, webinars, or webcasts, select the Program Application button to submit a new program.

Choose an Application

Are you offering participants the option of attending concurrent sessions/tracks throughout the day? Select CONFERENCE.

[Conference Application](#)

If your training is not a conference, select PROGRAM APPLICATION.

[Program Application](#)

Application name. The application name will auto populate to “Organization name_date_application #”.

Add Program to Application

Click the **Add Program** button to enter a new program.

Note: You can add multiple programs to the same application.

Manage Application Programs

[+ Add Program](#)

Application Name: Commission on Rehabilitation Counselor Certification_04/21/2025_1

Application Programs

| Program Name | Type of Instruction | Credit Summary | Program Type | Late Fee | First Instruction On | Status |
|--|---------------------|----------------|--------------|----------|----------------------|--------|
| No program has been added to this application. | | | | | | |

[Back](#)

[Save for Later](#)

[Continue](#)

Required Fields for Program Applications:

The following fields are required for each program added to a program application:

- Program name
- Type of instruction
- Participant fee status
- First day of activity
- Type of credit
 - Type of credential
 - Domain focus area
 - Total hours offered
- Learning objectives
- Program Evaluation Confirmation

Program name. When the Add Program/Session window opens, type the program name.

Type of instruction: Use the dropdown menu to select the type of instruction. Only one type of instruction can be used in the program/activity.

Add Program

Program Name:

Program Name 1

Required

Type Of Instruction:

Please select

Please select

Self-Study

Seminar/Workshop

Webcast: recorded presentation

Webinar: real time presentation

First Day of Activity:

Required

Self-Study

The Word count and Number of questions must be provided for a self-study activity.

Program Name:

Program Name Self-Study

Required

Type Of Instruction:

Self-Study

Required

Will Participants Be Charged For This Program:

Please select

Required

First Day Of Activity:

Required

Credit Types

Add Credit

| Type of credential | Domain focus area | Ethics area | Domain Hours |
|--------------------|-------------------|-------------|--------------|
|--------------------|-------------------|-------------|--------------|

Word Count:

Required

Number Of Questions:

Required

Word count. Enter the number of words. The following table shows the number of CE credits associated with the word and question information you provide. The number of words and number of questions both must meet the hour requested requirement.

| Criteria for CE Offered Solely Through Written Means | | |
|--|------------------------|-------------------|
| Number of Words | Number of Questions | Hours Requested |
| Minimum of 5,000 | 5 | 1 |
| 5,001 to 10,000 | 10 | 2 |
| 10,001 to 15,000 | 15 | 3 |
| 15,001 to 20,000 | 20 | 4 |
| Every additional 5,000 words | 5 additional questions | 1 additional hour |

Number of questions. Enter the number of questions if program. If the number of questions does not match the requirements for number of words for a self-study, you will receive an error message when you try to save the program. See the chart above for self-study question requirements.

Webcast: Recorded Presentation

The number of questions must be provided for a webcast.

Program Name:

Program Name Webcast

Required

Type Of Instruction:

Webcast: recorded presentation

Required

Will Participants Be Charged For This Program:

Please select

Required

First Day Of Activity:

Required

Credit Types

Add Credit

| Type of credential | Domain focus area | Ethics area | Domain Hours |
|--------------------|-------------------|-------------|--------------|
|--------------------|-------------------|-------------|--------------|

Number Of Questions:

Required

The number of questions required for a webcast are determined by the number of pre-approved CE hours requested. If your training has less questions than required for the number of hours requested, you will receive an error message.

| Criteria for CE Offered for a Webcast Recording of a Live Presentation | |
|--|--|
| Hours Requested | Number of Multiple-Choice Questions per Hour |
| 1 | 5 |
| For each additional 0.25 hour, 1 additional question is required | |

Participant Fee Status. Use the dropdown menu to indicate whether participants will be charged to attend the program. If you select “Yes”, the program will be classified as a standard program, and a fee of \$110 per program will apply. If you select “No”, the program will be classified as an in-service program, and a fee of \$25 per program will apply.

Note: Both standard and in-service programs may be included within the same application.

Will Participants Be Charged For This Program:

Please select

Please select

Yes

No

Required

First day of activity. Use the calendar icon to select the first date of your program. This will be the first date of your approval period.

If you submit your application less than 31 days from the program start date you will see the following warning:

“Please note that your first date of instruction is within 30 days. You will have to pay a late fee for this program.”

Type of credit. Click the “add credit” button at add credit to the program.

Credit Types

|  | | | |
|---|-------------------|-------------|--------------|
| Type of credential | Domain focus area | Ethics area | Domain Hours |

Type of credential. Use the dropdown menu to select the type of credential related to the content of your program.

Type Of Credential:

Please select

Please select

CRC

CVE

CRL

CFVA

If you are requesting credit for more than one credential, the number of hours must match.

Domain Hours:

Required

Domain focus area: Use the dropdown menu to select the domain focus area related to the content of your program.

Type Of Credential:

CRC

Required

Domain Focus Area:

Please select

Please select

General

Ethics

Addictions Counseling

Clinical Supervision

Professional Development

must match.

Ethics Credit: Programs offering ethics credit must show evidence that the CRCC Code of Ethics or the ACA Code of Ethics is the focus of the educational program and is properly cited within the presentation. To indicate the ethics information on the application, select either the ACA Code of Ethics or the specific section(s) of code from the CRCC Code of Ethics from the list. To select multiple sections, hold down the CTRL key on your keyboard while selecting each ethics item from the list.

Type Of Credential:
CRC
Required

Domain Focus Area:
Ethics
Required

If you are requesting credit for more than one credential, the number of hours must match.

Domain Hours:

Required

Specify which code of ethics your program includes. You must also specify which standards for the CRCC Code.

Ethics Area:
ACA Code of Ethics
CRCC A.1. Welfare of Those Served
CRCC A.2. Respecting Diversity
CRCC A.3 Client Rights
CRCC A.4. Prohibited Roles and Relati
CRCC A.5. Multiple Clients
CRCC A.6. Group Work
CRCC A.7. Termination and Referral
CRCC A.8. End-of-life Care for Termin
CRCC B.1. Respecting Client Rights

Total Hours Offered: Enter the total number of hours requested.

Type Of Credential:
CRC
Required

Domain Focus Area:
Ethics
Required

If you are requesting credit for more than one credential, the number of hours must match.

Domain Hours:
3.00
Required

Adding multiple credit types to a program: Repeat this process if you are requesting multiple types of credit for the same program.

Note: The number of hours for each credit type must be equal or you'll receive an error message (i.e. if you're requesting 3 hours of CRC General credit, you must also enter 3 hours for any other credential type).


Program Name:
Program Name Seminar/Workshop
Required


Type Of Instruction:
Seminar/Workshop
Required

Will Participants Be Charged For This Program:
No
Required

First Day Of Activity:
5/31/2025
Required

Credit Types



| Type of credential | Domain focus area | Ethics area | Domain Hours |
|---|-------------------|-------------|--------------|
|  CRC | General | | 3.00 |

Learning objectives: Type your learning objectives for the overall program.

Do not restate the title as the learning objective as that does not detail the overall goals of the training.

Learning Objectives:

Participants will be able to...

Required

Program Evaluation. By checking this box, you are confirming that all participants will receive an evaluation at the end of the program/activity.

Save Program. Click the **Save Program** button to add the program to your application and continue the process.

I Confirm That All Participants Will Receive An Evaluation At The End Of The Course.



Cancel

Save Program

This will take you back to the Manage Application Programs page.

You can add additional programs to your application by clicking the Add Program button.

Resume Application Button

You can come back to the application later by clicking the Save for Later button.

Once you're finished adding all programs to the application, click the Continue button.

Back

Save for Later

Continue

Application Signature Page

The Signature page will display. Read the Statement of Understanding. Your first and last name will auto populate in the textboxes. Then, select the date.

To send a copy of the application submission to an email address other than the one used to sign in, type the additional email addresses in the "Semicolon Separated Emails" field. Separate multiple email addresses with a semicolon.

Click the **Submit and Pay** button.

Application Signature

Statement of Understanding

I hereby certify that I have read, understand, and agree to abide by the requirements as stated within the CRCC Continuing Education Pre-Approval Manual. Furthermore, I certify that I have completed the application. I understand that no program/activity will be reviewed until the application is submitted and the non-refundable fee is paid.

I understand that CRCC reserves the right to monitor programs/activities for which it has granted continuing education approval and to withdraw such approval from any program/activity that is offered or presented in any manner that is inconsistent with the approval requirements. I also understand that any approval granted for this program/activity is valid for 12 months from the start date of the program/activity. If the program/activity is changed in any way during the 12-month period, I agree to seek approval from CRCC.

First Name:

Last Name:

Date:

Required

Semicolon Separated Emails:

Back

Submit and Pay

Payment Process

The next page is the shopping cart for your application. Disregard the Discount Code field; there are no discount codes.

Click the **Checkout** button to proceed to the payment page.

Shopping Cart

Line Items

| Net-total | Discount | Price | Item |
|-----------|----------|---------|---------------------------------|
| \$25.00 | \$0.00 | \$25.00 | CE Provider Program/Session Fee |

Cart Total

Sub-Total:
25.00

Total Discount:
0.00

Total Tax:
0.00

Total:
25.00

Discount Code

Apply

Check-Out

Be sure the name and billing address entered in the payment window match the information on your credit card statement.

Important Information

Your name and billing address must match the information on your credit card statement.

Close

Select the payment method from the dropdown menu. Then, click Enter Payment Details button. Enter the payment information. Click the **Make Payment** button.

Shopping Cart

Billing Information

Sell To:
Commission on Rehabilitation Counselor Certification

Bill To Customer:
Commission on Rehabilitation Counselor Certification

Payment Information

Payment Amount: 25.00

All fees are subject to credit card processing fees (American Express) or in-state sales tax (Illinois).

Payment Method:
Visa

Invoice Total: 25.00

Enter Payment Details

Payment Info

Credit Card Number

CVV2

Expiration Date

Billing Contact Info

Name: Commission on Rehabilitation Counselor Certification

Billing Address: 1501 E Woodfield Rd

City: Schaumburg

Province/State: IL

Postal Code: 60173-5470

Email: Org-86289@mailinator.com

[Make Payment](#) [Reset](#)

[Cancel](#) [Complete Payment](#)

IMPORTANT! Be sure to click the "Complete Payment" button after receiving your authorization message in the payment window.

The page will automatically refresh and display the Payment Confirmation screen. An electronic receipt will be sent to the email address associated with your login. To print or save a copy of the receipt as a PDF, click the **View/Print Receipt** button.

Purchase Details

| Item | Price | Qty | Discount | Tax | Shipping |
|---------------------------------|-------|--------|----------|------|----------|
| CE Provider Program/Session Fee | 25.00 | 1.0000 | 0.00 | 0.00 | 0.00 |

[Return to My Account](#)

Thank you for your order. Your confirmation number is:

487058
202463079574

You may view invoice and print this page for your records.

[View/Print Receipt](#)

Billing/Shipping Information

Customer Name:
Commission on Rehabilitation Counselor Certification

Email:
Org-86289@mailinator.com

Phone:
(847)944-1315

Once you have paid the application fee, your application will show as Submitted in the Provider Applications section of your dashboard. You can check the status of the application under the "status" column.

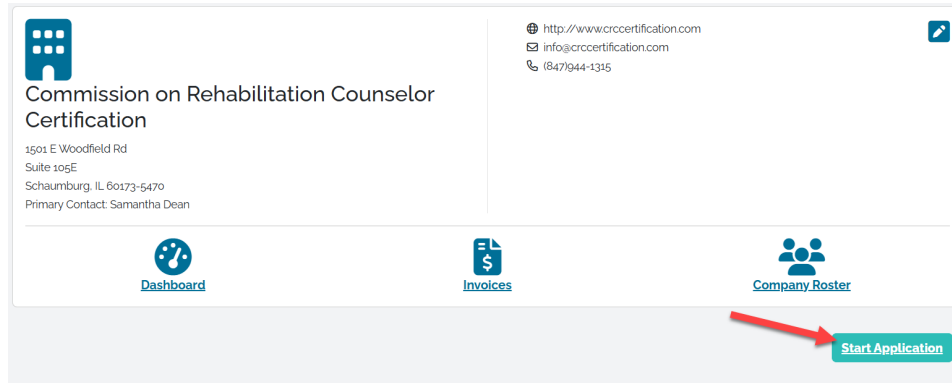
| Provider Applications | | | | | | |
|---|------------------|--------------------|------------|---------------|------------------|-------------------------------|
| Show: 10 | Entries | Search: | | | | |
| Application Name | Application Type | Status | Started On | Started By | Registration Fee | |
| Commission on Rehabilitation Counselor Certification_07/22/2024_2 | New Application | Pending submission | 07/22/2024 | Dean Samantha | | Pay Invoice |
| Commission on Rehabilitation Counselor Certification_04/21/2025_1 | New Application | Submitted | 04/21/2025 | Dean Samantha | | View Programs |
| Commission on Rehabilitation Counselor Certification_07/22/2024_1 | New Application | Submitted | 07/22/2024 | Dean Samantha | | View Programs |
| Commission on Rehabilitation Counselor Certification_02/04/2025_1 | New Application | Submitted | 02/04/2025 | Dean Samantha | | View Programs |
| Commission on Rehabilitation Counselor Certification_01/14/2025_1 | New Application | Submitted | 01/14/2025 | Dean Samantha | | View Programs |
| Commission on Rehabilitation Counselor Certification_09/25/2024_1 | New Application | Approved | 09/25/2024 | Dean Samantha | | View Programs |

Conference Application

All providers are to submit conferences using the conference application.

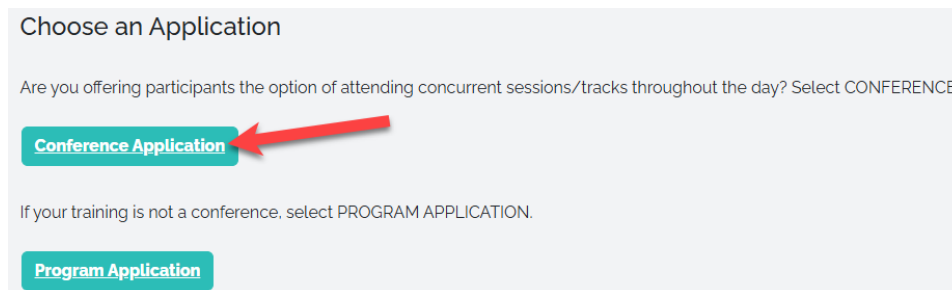
Start Application

After logging in to the CRCC website and clicking the CE Provider Dashboard link, click the **Start Application** button to submit a conference for pre-approval.



Select Application Type

CRCC defines a conference as an event that provides participants the opportunity to attend multiple concurrent sessions/track throughout the day. A keynote address and/or formal closing presentation may also be included in the application. If your event aligns with this definition, select the Conference Application button.

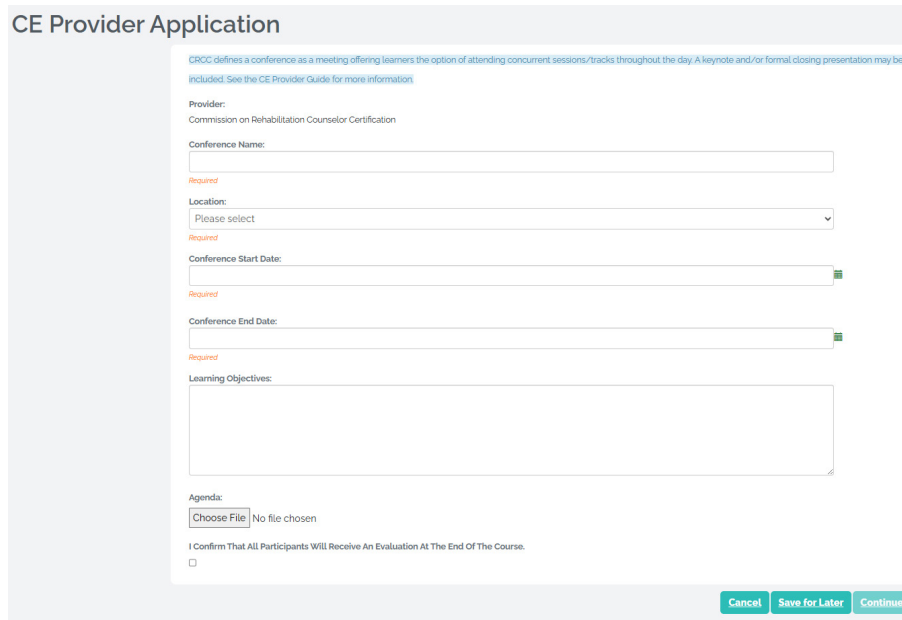


Required Fields for Conference Applications:

Enter the conference information in the following required fields:

- Conference name
- Location (see conference fees table)
 - On-site only
 - Virtual only
 - On-site and virtual
- Conference start date (if pre-conference activities are provided for an additional registration fee, do not include them. Pre-conference activities should be submitted as a program in a PROGRAM application).
- Conference end date (if post-conference activities are provided for an additional registration fee, do not include them. Post-conference activities should be submitted as a program in a PROGRAM application).
- Learning objectives—list the learning objectives for the overall conference. Do not list learning objectives for each session of the conference.
- Conference agenda – attach the conference agenda. Accepted file formats include: .pdf (preferred), .doc/.docx, .xls/.xlsx, .ppt, .jpg.
- Conference evaluation confirmation – Please confirm that registrants will be given an evaluation to complete at the end of the conference to provide feedback.

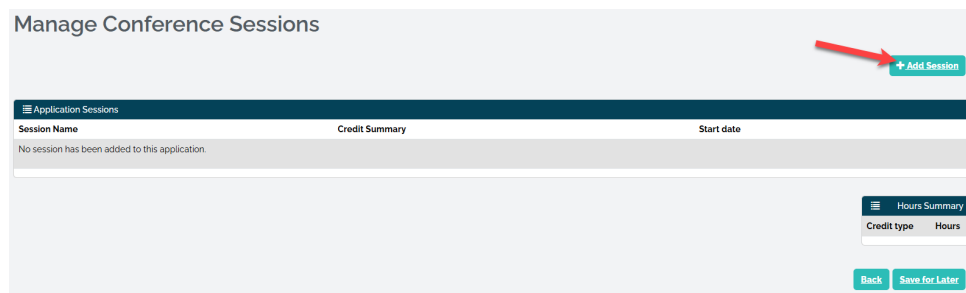
Note: If sessions are being recorded and offered on-demand after the on-site or virtual event ends and are not part of the registration fee, a PROGRAM application for a webcast needs to be submitted to CRCC for approval.



The image shows a 'CE Provider Application' form. At the top, it states: 'CRCC defines a conference as a meeting offering learners the option of attending concurrent sessions/tracks throughout the day. A keynote and/or formal closing presentation may be included. See the CE Provider Guide for more information.' Below this, the 'Provider:' field is pre-filled with 'Commission on Rehabilitation Counselor Certification'. The 'Conference Name:' field is empty and marked as 'Required'. The 'Location:' field is a dropdown menu with 'Please select' and is also marked as 'Required'. The 'Conference Start Date:' and 'Conference End Date:' fields are empty and marked as 'Required'. The 'Learning Objectives:' field is a large text area. At the bottom, there is an 'Agenda:' section with a 'Choose File' button and the text 'No file chosen'. A confirmation checkbox is present with the text 'I Confirm That All Participants Will Receive An Evaluation At The End Of The Course.' At the bottom right, there are three buttons: 'Cancel', 'Save for Later', and 'Continue'.

Adding Conference Sessions

To begin adding entering conference session details, click the Continue button. This action will open the **Manage Conference Sessions** page.



The image shows the 'Manage Conference Sessions' page. At the top right, there is a green '+ Add Session' button with a red arrow pointing to it. Below this is a table with the following structure:

| Application Sessions | | |
|--|----------------|------------|
| Session Name | Credit Summary | Start date |
| No session has been added to this application. | | |

At the bottom right, there is a 'Hours Summary' button, a table with 'Credit type' and 'Hours' columns, and 'Back' and 'Save for Later' buttons.

Click the **Add Session** button to input detailed information about each session.

Entering Conference Sessions

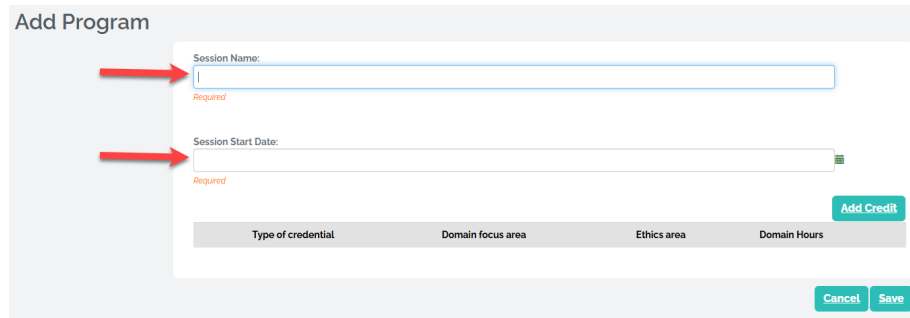
When inputting conference sessions into the application, please follow the guidelines below:

- **Enter concurrent sessions as a single session.**
For example, if your conference offers four tracks during the same one-hour time block, enter one session for one hour on the application – not four separate sessions. Keynote speaker and closing statements can be entered as separate sessions.
- **Do not list every individual session being offered.**
The application should reflect only the total number of hours a participant can realistically earn, not the full agenda.
- **Ensure credit hour totals are accurate.**
By the end of the application, the total number of hours entered for each type of credit (e.g. General, Ethics, etc.) must match the maximum number of credit hours a participant can earn by attending the full conference.

Required Fields for Conference Sessions:

1. Session name (e.g., Session A).
2. Session Start Date: Must fall within the conference start and end dates.
3. Type of credit
 - Type of credential
 - Domain focus area
 - Total hours offered

Session Name. When the Add Session page appears, type the session name.



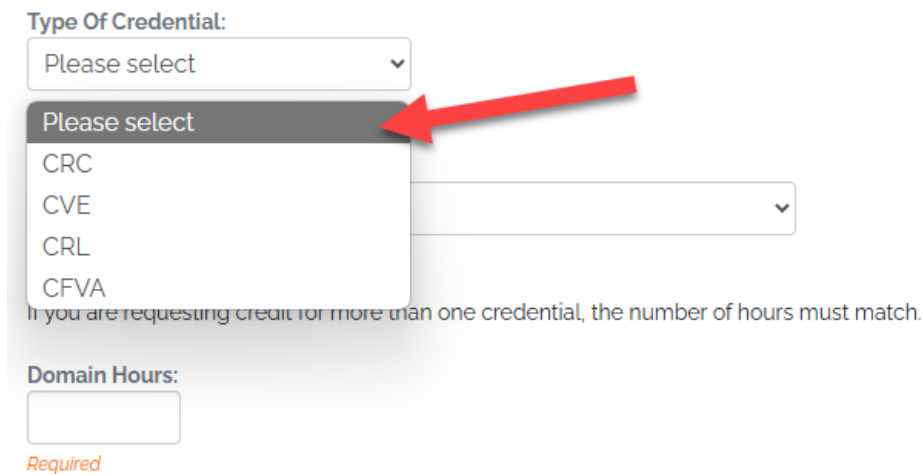
Session Start Date. Enter the session date. If the date falls outside the conference start and end dates, you'll receive the following error message:

“Session start date must be within the conference dates: mm/dd/yyyy to mm/dd/yyyy.”

Type of credit. Click the “add credit” button at add credit to the program.



Type of credential. Use the dropdown menu to select the type of credential related to the content of your program.



Domain focus area: Use the dropdown menu to select the domain focus area related to the content of your program/activity.

Type Of Credential:
CRC

Required

Domain Focus Area:
Please select

- Please select
- General
- Ethics
- Addictions Counseling
- Clinical Supervision
- Professional Development

must match.

Ethics Credit: Programs offering ethics credit must show evidence that the CRCC Code of Ethics or the ACA Code of Ethics is the focus of the educational program and is properly cited within the presentation. To indicate the ethics information on the application, select either the ACA Code of Ethics or the specific section(s) of code from the CRCC Code of Ethics from the list. To select multiple sections, hold down the CTRL key on your keyboard while selecting each ethics item from the list.

Type Of Credential:
CRC

Required

Domain Focus Area:
Ethics

Required

If you are requesting credit for more than one credential, the number of hours must match.

Domain Hours:

Required

Specify which code of ethics your program includes. You must also specify which standards for the CRCC Code.

Ethics Area:

- ACA Code of Ethics
- CRCC A.1. Welfare of Those Served
- CRCC A.2. Respecting Diversity
- CRCC A.3. Client Rights
- CRCC A.4. Prohibited Roles and Relati
- CRCC A.5. Multiple Clients
- CRCC A.6. Group Work
- CRCC A.7. Termination and Referral
- CRCC A.8. End-of-life Care for Termin
- CRCC B.1. Respecting Client Rights

Total Hours Offered: Enter the total number of hours requested.

Type Of Credential:

CRC

Required

Domain Focus Area:

Ethics

Required

If you are requesting credit for more than one credential, the number of hours must match.

Domain Hours:

3.00

Required

Adding multiple credit types to a program: Repeat this process if you are requesting multiple types of credit for the same program.

Note: The number of hours for each credit type must be equal or you'll receive an error message (i.e. if you're requesting 3 hours of CRC General credit, you must also enter 3 hours for any other credential type).


Program Name:
Program Name Seminar/Workshop


Type Of Instruction:
Seminar/Workshop

Will Participants Be Charged For This Program:
No

First Day Of Activity:
5/31/2025

Credit Types




| Type of credential | Domain focus area | Ethics area | Domain Hours |
|---|-------------------|-------------|--------------|
|  CRC | General | | 3.00 |







Once your session information has been entered, Click the Save button to return to the **Manage Conference Session Page**.

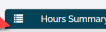
Repeat the session entry process until all sessions are added to the conference application. The **Manage Conference Sessions** page will automatically track the total number of credit hours requested.

Once all sessions are entered, carefully review the **Hours Summary** box to ensure it accurately reflects the **maximum number of credit hours a participant can earn** by attending the full conference.

Manage Conference Sessions



| Session Name | Credit Summary | Start date | |
|------------------------|--|------------|---|
| Session A 9:30-10:30AM | 1.00 - CRC - General | 06/02/2025 |   |
| Session B 12-2PM | 2.00 - CRC - Ethics | 06/04/2025 |   |
| Session C 3-4:30PM | 1.50 - CRC - General 1.50 - CVE - General | 06/06/2025 |   |

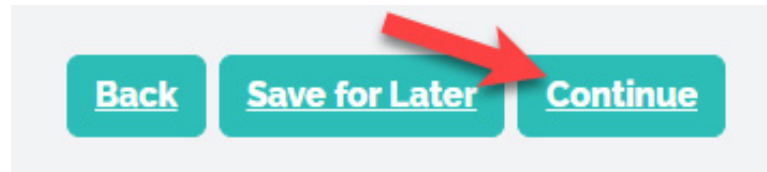


| Credit type | Hours |
|-------------|-------|
| CRC-Ethics | 2.00 |
| CRC-General | 2.50 |
| CVE-General | 1.50 |

Resume Application Button

You can come back to the application later by clicking the Save for Later button.

Once you're finished adding all programs to the application, click the Continue button.



Application Signature Page

The Signature page will display. Read the Statement of Understanding. Your first and last name will auto populate in the textboxes. Then, select the date.

To send a copy of the application submission to an email address other than the one used to sign in, type the additional email addresses in the "Semicolon Separated Emails" field. Separate multiple email addresses with a semicolon.

Click the **Submit and Pay** button.

Application Signature

Statement of Understanding

I hereby certify that I have read, understand, and agree to abide by the requirements as stated within the CRCC Continuing Education Pre-Approval Manual. Furthermore, I certify that I have completed the application. I understand that no program/activity will be reviewed until the application is submitted and the non-refundable fee is paid.

I understand that CRCC reserves the right to monitor programs/activities for which it has granted continuing education approval and to withdraw such approval from any program/activity that is offered or presented in any manner that is inconsistent with the approval requirements. I also understand that any approval granted for this program/activity is valid for 12 months from the start date of the program/activity. If the program/activity is changed in any way during the 12-month period, I agree to seek approval from CRCC.

First Name:

Last Name:

Date:

Required

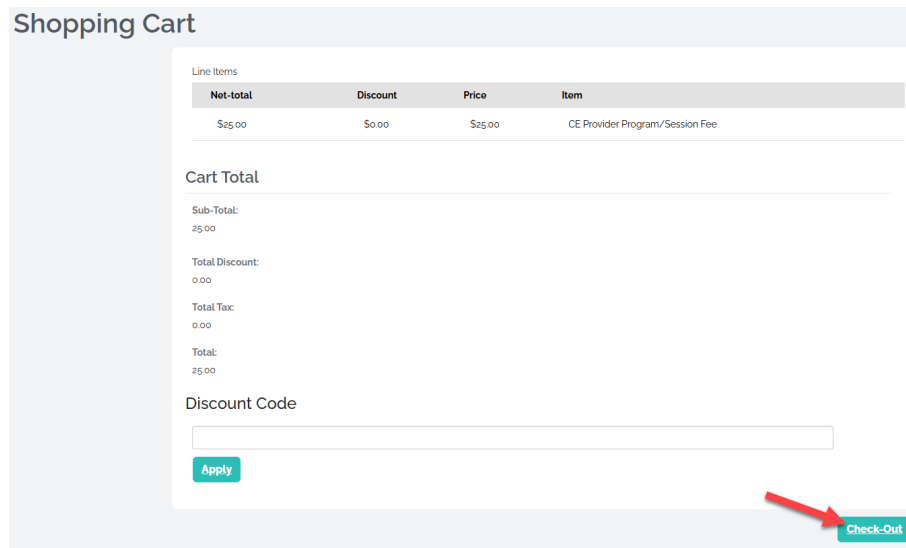
Semicolon Separated Emails:

[Back](#) [Submit and Pay](#)

Payment Process

The next page is the shopping cart for your application. Disregard the Discount Code field; there are no discount codes.

Click the **Checkout** button to proceed to the payment page.



Shopping Cart

| Line Items |
|---------------------------------|
| Net-total |
| \$25.00 |
| Discount |
| \$0.00 |
| Price |
| \$25.00 |
| Item |
| CE Provider Program/Session Fee |

Cart Total

Sub-Total: 25.00

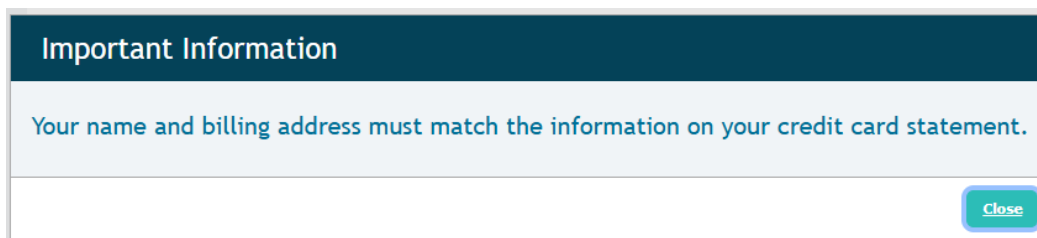
Total Discount: 0.00

Total Tax: 0.00

Total: 25.00

Discount Code

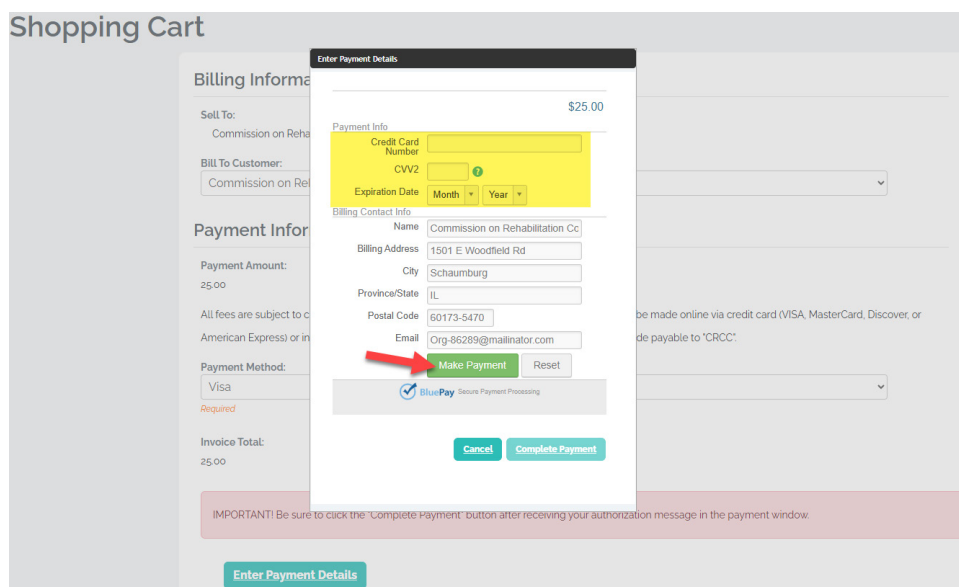
Be sure the name and billing address entered in the payment window match the information on your credit card statement.



Important Information

Your name and billing address must match the information on your credit card statement.

Select the payment method from the dropdown menu. Then, click Enter Payment Details button. Enter the payment information. Click the **Make Payment** button.



Shopping Cart

Billing Information

Sell To: Commission on Rehabilitation

Bill To Customer: Commission on Rehabilitation

Payment Information

Payment Amount: 25.00

All fees are subject to credit card processing fees (American Express) or in-state fees (MasterCard, Discover, or Visa).

Payment Method: Visa

Invoice Total: 25.00

Enter Payment Details

Enter Payment Details

Payment Info

Credit Card Number

CVV2

Expiration Date

Billing Contact Info

Name: Commission on Rehabilitation Co

Billing Address: 1501 E Woodfield Rd

City: Schaumburg

Province/State: IL

Postal Code: 60173-5470

Email: Org-86289@mailinator.com

IMPORTANT! Be sure to click the "Complete Payment" button after receiving your authorization message in the payment window.

The page will automatically refresh and display the Payment Confirmation screen. An electronic receipt will be sent to the email address associated with your login. To print or save a copy of the receipt as a PDF, click the **View/Print Receipt** button.

- Purchase Details

| Item | Price | Qty | Discount | Tax | Shipping |
|---------------------------------|-------|--------|----------|------|----------|
| CE Provider Program/Session Fee | 25.00 | 1.0000 | 0.00 | 0.00 | 0.00 |

Thank you for your order. Your confirmation number is:

487058

202463079574

You may view invoice and print this page for your records.

View/Print Receipt

Billing/Shipping Information

Customer Name:

Commission on Rehabilitation Counselor Certification

Email:

Org-86289@mailinator.com

Phone:

(847)944-1315

Return to My Account

Accessing Saved Applications

If you need to complete a saved application, look at the Provider Applications section on your CE Provider Dashboard. Click the **Resume Application** button. You can make any changes necessary.

| Provider Applications | | | | | | |
|---|------------------|--------------------|------------|---------------|------------------|--|
| Show: 10 Entries Search: | | | | | | |
| Application Name | Application Type | Status | Started On | Started By | Registration Fee | |
| Commission on Rehabilitation Counselor Certification_04/24/2025_1 | New Application | Pending submission | 04/24/2025 | Dean Samantha | | ▶ Resume Application ✕ |
| Commission on Rehabilitation Counselor Certification_04/21/2025_1 | New Application | Submitted | 04/21/2025 | Dean Samantha | | View Programs |
| Commission on Rehabilitation Counselor Certification_07/22/2024_1 | New Application | Submitted | 07/22/2024 | Dean Samantha | | View Programs |
| Commission on Rehabilitation Counselor Certification_02/04/2025_1 | New Application | Submitted | 02/04/2025 | Dean Samantha | | View Programs |

Deleting Applications

You can delete an application you don't plan on submitting by clicking the X at the end of the row of the application. This will delete all programs associated with the application.

| Provider Applications | | | | | | |
|---|------------------|--------------------|------------|---------------|------------------|--|
| Show: 10 Entries Search: | | | | | | |
| Application Name | Application Type | Status | Started On | Started By | Registration Fee | |
| Commission on Rehabilitation Counselor Certification_04/24/2025_1 | New Application | Pending submission | 04/24/2025 | Dean Samantha | | ▶ Resume Application ✕ |
| Commission on Rehabilitation Counselor Certification_04/21/2025_1 | New Application | Submitted | 04/21/2025 | Dean Samantha | | View Programs |
| Commission on Rehabilitation Counselor Certification_07/22/2024_1 | New Application | Submitted | 07/22/2024 | Dean Samantha | | View Programs |
| Commission on Rehabilitation Counselor Certification_02/04/2025_1 | New Application | Submitted | 02/04/2025 | Dean Samantha | | View Programs |

Deleting a Program in an Application

You can delete one or more programs in an application that hasn't been submitted yet. Click the **Resume Application** button on the CE Provider Dashboard. Click the X at the end of the row of the program in the application.

| Manage Application Programs | | | | | | |
|---|---------------------|----------------------|--------------|----------|----------------------|-------------------|
| + Add Program | | | | | | |
| Application Name: Commission on Rehabilitation Counselor Certification_04/24/2025_1 | | | | | | |
| Application Programs | | | | | | |
| Program Name | Type of Instruction | Credit Summary | Program Type | Late Fee | First Instruction On | Status |
| Resume Application Button | Webinar | 3.00 - CRC - General | Standard | | 05/31/2025 | Pending |
| Program #2 | Seminar/Workshop | 2.00 - CRC - Ethics | In-service | | 06/28/2025 | Pending |
| | | | | | | ✕ |
| Back Save for Later Continue | | | | | | |

Renewal Application

Beginning October 2021, existing programs cannot be renewed in the new system. These preapproved programs must be entered as a new program. Going forward, you will be able to renew preapproved programs that were submitted through the dashboard.

Pre-approved programs that are within 60 days of their expiration date will be displayed at the top of the **Active Courses** section on your CE Provider Dashboard.

Expiration Dates

Each course listed in the **Active Courses** section will display two expiration dates: **Current Expiration Date** and **Final Expiration Date**.

The **Current Expiration Date** indicates the end of the course's current approval year. All pre-approved programs are valid for one year.

The **Final Expiration Date** represents the end of the last possible approval year. Pre-approved programs may be renewed annually, for a maximum of four renewals following the initial approval year.

| Active Courses | | | | | |
|-----------------|---|---------------------|---|---------------------------|-------------------------|
| Show 10 Entries | | Search: | | | |
| Course ID | Course Name | Type of Instruction | Main Credit Type (Hours) | Current Expiration Date ① | Final Expiration Date ② |
| 60007 | Program #1: Rehabilitation Counseling 101 | Self-Study | 4.00 - CRC - General | 04/30/2025 | 04/30/2027 |
| 60007 | Program #2: Rehabilitation Counseling 101 | Self-Study | 15.00 - CRC - General | 05/04/2025 | 05/04/2027 |
| 60007 | Program #3: Rehabilitation Counseling 101 | Self-Study | 4.00 - CRC - General 4.00 - CVE - General | 05/04/2025 | 05/04/2027 |
| 60007 | Program #4: Rehabilitation Counseling 101 | Self-Study | 4.00 - CRC - Addictions Counseling 4.00 - CVE - General | 05/04/2025 | 05/04/2027 |

Starting a Renewal Application

When you're ready to renew a program, click the Renew button.

Important Note: The title, number of CE credits, educational content, and type of instruction for the program must be the same as the original application.

| Active Courses | | | | | |
|-----------------|---|---------------------|---|---------------------------|-------------------------|
| Show 10 Entries | | Search: | | | |
| Course ID | Course Name | Type of Instruction | Main Credit Type (Hours) | Current Expiration Date ① | Final Expiration Date ② |
| 60007 | Program #1: Rehabilitation Counseling 101 | Self-Study | 4.00 - CRC - General | 04/30/2025 | 04/30/2027 |
| 60007 | Program #2: Rehabilitation Counseling 101 | Self-Study | 15.00 - CRC - General | 05/04/2025 | 05/04/2027 |
| 60007 | Program #3: Rehabilitation Counseling 101 | Self-Study | 4.00 - CRC - General 4.00 - CVE - General | 05/04/2025 | 05/04/2027 |
| 60007 | Program #4: Rehabilitation Counseling 101 | Self-Study | 4.00 - CRC - Addictions Counseling 4.00 - CVE - General | 05/04/2025 | 05/04/2027 |

Making Edits to Renewal Applications

Once you select the **Renew** button, you'll be prompted to select either **"Yes, changes are needed"** or **"No changes are needed"** to the renewal program.

CE Provider Application

Are there any changes that need to be made to your program? Making changes to your program will open a brand new application.

Cancel

Yes, changes are needed

No changes are needed

No Changes Are Needed

When **"No changes are needed"** is selected, a list of courses up for renewal will appear on the **Manage Renewal Programs** page. Select the courses you'd like to renew, then advance to the checkout page.

Manage Renewal Programs

Courses listed below qualify to be renewed at this moment. Please use the checkboxes in the list below to include them in the current renewal.

| Courses ready to renew | | | | | |
|---|---------------------|---------------------|-----------------------------|-----------------|----------|
| Course ID | Course Name | Type of Instruction | Domain Focus Area | Expiration Date | Late Fee |
| <input checked="" type="checkbox"/> 60007 | Program #1, Topic 1 | Self-Study | CRC - General | 04/30/2025 | ✓ |
| <input checked="" type="checkbox"/> 60007 | Program #1, Topic 2 | Self-Study | CRC - Addictions Counseling | 06/21/2025 | |
| <input checked="" type="checkbox"/> 60007 | Program #1, Topic 3 | Self-Study | CRC - Addictions Counseling | 07/05/2025 | |
| <input checked="" type="checkbox"/> 60007 | Program #1, Topic 4 | Self-Study | CRC - Addictions Counseling | 07/05/2025 | |
| <input type="checkbox"/> 60007 | Program #2, Topic 1 | Self-Study | CRC - Addictions Counseling | 06/25/2025 | |
| <input type="checkbox"/> 60007 | Program #2, Topic 2 | Self-Study | CRC - General | 06/25/2025 | |
| <input type="checkbox"/> 60007 | Program #2, Topic 3 | Self-Study | CRC - Ethics | 05/18/2025 | ✓ |
| <input type="checkbox"/> 60007 | Program #3, Topic 1 | Self-Study | CRC - General | 05/04/2025 | ✓ |

Yes, Changes Are Needed

When **"Yes, changes are needed"** is selected, the system will automatically generate a new application by duplicating the original. All previously entered information will be pre-populated into the new application for your convenience.

Edit the information as needed and submit the new application. Once approved, a **NEW** pre-approval number will be created for each program that was renewed.

Rejected Applications

When an application is submitted but does not meet the guidelines for continuing education as outlined in the current CE Provider Manual, CE Providers will be notified by email that their application has been rejected.



Program Rejected

Dear Samantha,

The Commission on Rehabilitation Counselor Certification (CRCC) is sending this communication to inform you that your application for **invoice test 4** from **Commission on Rehabilitation Counselor Certification** has been rejected.

Reviewer Feedback: This is the reason(s) why your program does not meet our pre-approval criteria: -reason 1 -reason 2

If needed, please contact CRCC at contactus@crccertification.com

Greetings,

[Resend Confirmation](#)

CRCC
1501 E. Woodfield Road, Suite 105e
Schaumburg, IL 60173
Office: 847-944-1325
Fax: 847-944-1346
Email: contactus@crccertification.com

[Commission on Rehabilitation Counselor Certification
info@crccertification.com](mailto:info@crccertification.com) 1501 E. Woodfield Road, Suite 105E Schaumburg, IL 60173 847-944-1825

If you have information to correct the application, email the required information to CRCC for review. If this updated information results in the application being approved, you will be notified.

Reminder Emails

Reminder emails will be sent to all CE Provider contacts 90, 60, and 45 days prior to a program approval expiring. One email will be sent listing all programs/activities that are set to expire 90, 60, and 45 days from that date. If your course expires prior to being renewed, you will need to submit a new application if you want to continue to offer CEs for that program. Approvals for conferences cannot be renewed.

Uploading a Participant Roster

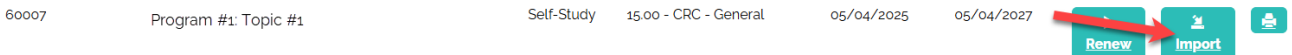
CE Providers have the option to upload a participant roster upon completion of the training. Once uploaded, CE credits will automatically be applied to each CRC/CVE participant's CE transcript. VOC forms are not required unless specifically requested by a participant for use with another licensing or credentialing organization.

Note: Participant rosters can be uploaded to both active and expired courses.

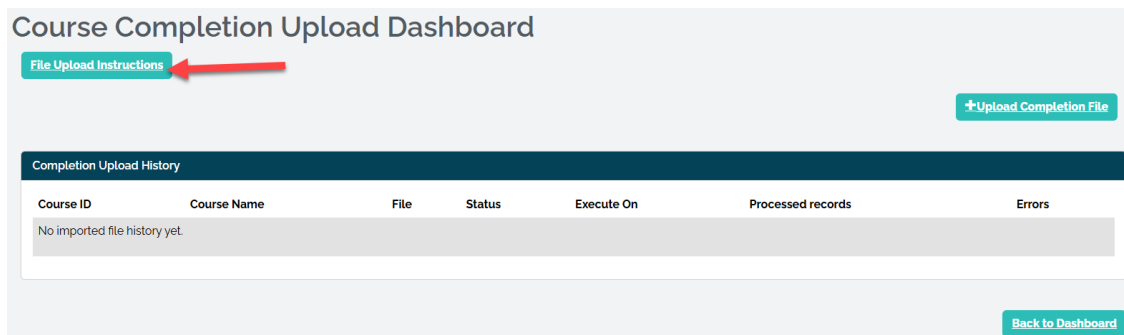
Download Participant Roster Template

Navigate to the CE Provider Dashboard and locate the desired course under either the **Active Courses** or **Expired Courses** section.

Select the **Import** button next to the respective course.



You'll be redirected to the **Course Completion Upload Dashboard**. Click the **File Upload Instructions** button to download the **Participant Roster Template**.



The upload file must contain the following columns:

- **Individual ID:** Individual Record Number in CRCC system. (If they do not know their number, they can access it in their CRCCConnect account).
- **Full Name:** Individual Full Name (First and Last Name).
- **Date:** Activity completion date.
- **Credit type:** This field is configured as a drop-down list in the Example File to minimize errors due to misspellings. The import will fail if unsupported or incorrect values are entered in this field.
- **Hours earned:** The number of credit hours awarded to the individual.

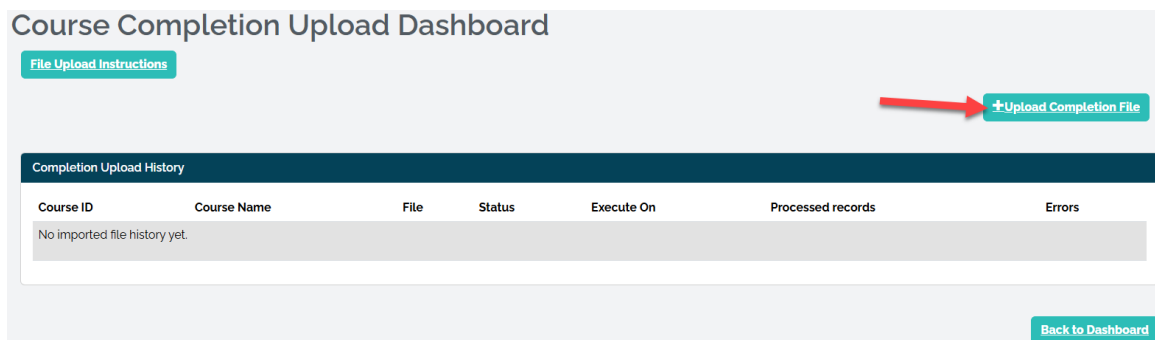
A screenshot of an Excel spreadsheet titled "Participant Roster Template". The spreadsheet has columns labeled A through E. Row 1 contains the headers: "Individual Number", "Full Name", "Date", "Credit Type", and "Hours Earned". Row 2 is the first data row and is highlighted in green. Rows 3, 4, and 5 are also highlighted in green. The spreadsheet is shown within the Microsoft Excel application window, with the "Home" tab selected and the formula bar visible.

Once all required data has been entered, the file must be saved in **CSV (Comma Separated Values)** format. The file extension must be .csv. Assign a meaningful and recognizable file name to ensure it can be easily identified after upload.

Note: When saving an Excel file as CSV, you may receive a warning about possible data loss. This is because only the information in the first sheet will be stored, while the rest of the sheets will be disregarded. Therefore, please make sure your information is always in the direct sheets before generating the CSV file.

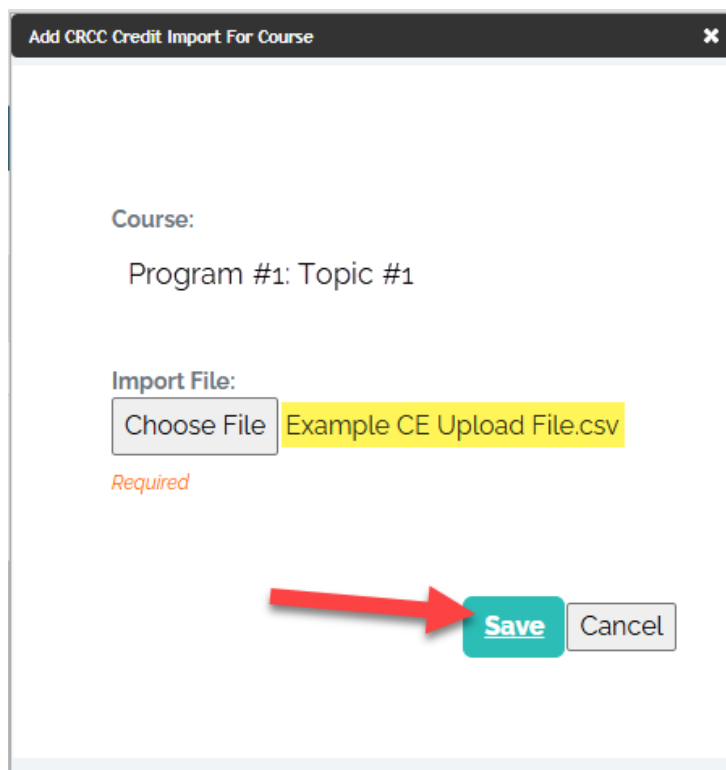
Upload Participant Roster Template

When you are ready to report completion/participation CE for participants, click the Upload Completion File button.



The dashboard is titled "Course Completion Upload Dashboard". It features a teal button labeled "File Upload Instructions" in the top left. In the top right, a red arrow points to a teal button labeled "+Upload Completion File". Below this is a section titled "Completion Upload History" which contains a table with columns: Course ID, Course Name, File, Status, Execute On, Processed records, and Errors. The table currently shows "No imported file history yet." At the bottom right of the dashboard is a teal button labeled "Back to Dashboard".

Select the appropriate CSV file and click **Save**.



This is a modal dialog titled "Add CRCC Credit Import For Course". It has a close button (X) in the top right corner. The dialog contains two main sections: "Course:" with the text "Program #1: Topic #1", and "Import File:" with a "Choose File" button and the filename "Example CE Upload File.csv". Below the filename, the word "Required" is written in red. At the bottom of the dialog, there are two buttons: "Save" (highlighted with a red arrow) and "Cancel".

The file will be processed within 5-10 minutes of upload. You can monitor the status of the upload in the **Completion Upload History** section of the **Course Completion Upload Dashboard**.

Course Completion Upload Dashboard

[File Upload Instructions](#)

[+Upload Completion File](#)

Completion Upload History

| Course ID | Course Name | File | Status | Execute On | Processed records | Errors |
|-----------|----------------------|---|-----------|--------------------|-------------------|--------|
| 60007 | Program #1: Topic #1 | fileviewer.aspx?&objectName=client_crcc_ceu_import_header&file=exampleceuploadfile-40781da1.csv | SCHEDULED | 04-28-2025 10:11AM | 0 | 0 |

[Back to Dashboard](#)

You will also receive an email notification once processing is completion. If the file contains errors, CRCC staff will review and correct them – **you do not need to re-upload the file**.


Recommendation: It is recommended to complete the upload process on a weekly basis. Please inform participants that their CE hours will be automatically reported to CRCC and they do not need to manually add the hours to their CE report.

Printing VOC Forms

VOC (Verification of Completion) forms can be downloaded directly from the **CE Provider Dashboard**. Locate the desired program under either the **Active Courses** or **Expired Courses** section. Click the **printer icon** associated with the program to download the corresponding VOC form.

Active Courses

Show 10 Entries Search

| Course ID | Course Name | Type of Instruction | Main Credit Type (Hours) | Current Expiration Date | Final Expiration Date | |
|-----------|----------------------|---------------------|-------------------------------------|-------------------------|-----------------------|--|
| 60007 | Program #1: Topic #1 | Self-Study | 10.00 - CRC - Addictions Counseling | 06/21/2025 | 06/21/2027 | Renew Import  |

Note: VOC forms are provided only in a PDF format. You'll need a PDF reader or editor (such as Adobe Acrobat or another compatible program) that allows you to enter information into a PDF.

The top two sections of the VOC form must be completed by the CE Provider. The bottom section is intended for the participant's personal records and should be completed by the participant.

Printing an Invoice

To access CE Provider invoices, select the Invoices button at the top of the **CE Provider Dashboard**.



Any outstanding invoices will appear under the **Open Invoices** section. All invoices for your organization will appear under the **All Invoices** section.

Open Invoices

Show10EntriesSearch

| Invoice | Invoice For | Date | Total | Paid | Due | Application | |
|---------|-------------|------------|----------|--------|----------|---|--|
| 442501 | | 07/22/2024 | \$135.00 | \$0.00 | \$135.00 | Commission on Rehabilitation Counselor Certification_07/22/2024_2 | <a>View Details <a>Add to Cart |
| 406463 | | 12/19/2023 | \$25.00 | \$0.00 | \$25.00 | Resume Application LIVE Nov 23 | <a>View Details <a>Add to Cart |
| 406462 | | 12/19/2023 | \$100.00 | \$0.00 | \$100.00 | | <a>View Details <a>Add to Cart |

Showing 1 to 3 of 3 entries

Previous1Next

All Invoices


Show10EntriesSearch

| Invoice | Invoice For | Date | Total | Paid | Balance Due | Cancel Qty | Application | |
|---------|--|------------|----------|----------|-------------|------------|---|---------------------|
| 487058 | Commission on Rehabilitation Counselor Certification | 04/24/2025 | \$25.00 | \$25.00 | \$0.00 | 0 | Commission on Rehabilitation Counselor Certification_04/21/2025_1 | <a>View Details |
| 487052 | Commission on Rehabilitation Counselor Certification | 02/26/2025 | \$501.00 | \$501.00 | \$0.00 | 0 | Rejection Child Form Test | <a>View Details |

To view an invoice, click the **View Details** button next to the respective invoice. To print or save an invoice, click the **Print Invoice** button.

Invoice Details

Customer: Commission on Rehabilitation Counselor Certification
Invoice #: 487058
Invoice Date: 04/24/2025

 **Print Invoice**

Line Items

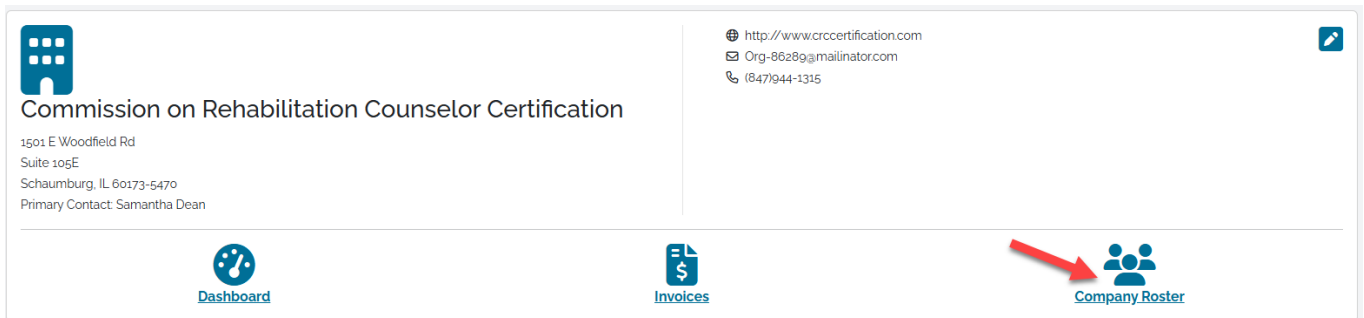
Product

CE Provider Program/Session Fee
Program Name Seminar/Workshop

Once a payment has been successfully processed, you will receive a confirmation email. This email will include a link to download a PDF receipt of the transaction. All program or conference titles associated with the invoice will be listed on the invoice.



Updating Company Roster

To view or update the users who have access to the CE Provider Dashboard for your organization, click the **Company Roster** button at the top of the CE Provider Dashboard.



All individuals who currently have access to the CE Provider Dashboard will be displayed in the **Organization Roster** section. Please contact CRCC to add or remove individuals to the company roster.

Individuals who previously had access to the CE Provider Dashboard but no longer do will appear in the **Former Staff** section.

| Organization Roster | | | |
|---|---|---|------------|
|  | Dean Samantha Primary Contact Ind-630187@mailinator.com (847)944-1306 | Role(s) CE Provider Contact Primary Contact: <input checked="" type="checkbox"/> | |
|  | Marcu Jennifer jmarcu@mailinator.com (847)944-1325 | Role(s) CE Provider Contact | |
| Former Staff | | | |
| Last Name | First Name | Role | End Date |
| Zahn | Susan | CE Provider Contact | 09/25/2024 |

Expired Courses

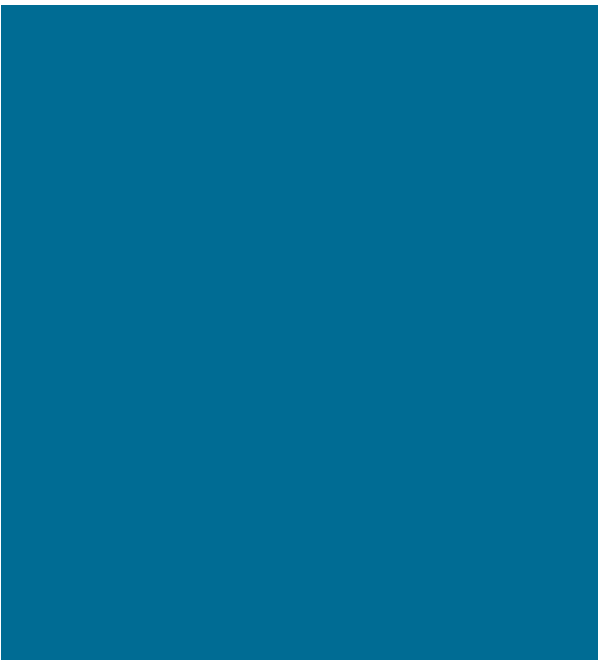
Once a course has reached its expiration date, it will appear in the **Expired Courses** section of your **CE Provider Dashboard**.

You will still be able to download VOC forms and upload participant rosters for expired courses.

Important note: Expired courses **cannot be reinstated or renewed**. If you wish to continue offering continuing education credit for an expired program, you must submit a new application.



COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION



CRCC
847-944-1325
contactus@crccertification.com