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COMMISSION ON REHABILITATION  
COUNSELOR CERTIFICATION

Need to Submit  
Pre-Approved CE?

To submit pre-approved CE, log in to your CRCC account.  
Click **CRC (or applicable credential)** in the **My Certifications and Renewals** section.  
This will take you to your renewal requirements page.

The screenshot displays the CRCC user dashboard. At the top left is the CRCC logo (Commission on Rehabilitation Counselor Certification). The top right shows a welcome message for Susan A. with a 'Sign Out' link and a 'Cart' icon. The dashboard is divided into three main sections: 'My Contact Details', 'My Certifications and Renewals', and 'My CRCC Links'. A green arrow points from the contact details to the 'My Certifications and Renewals' section.

**My Contact Details** (Edit Primary Info)

Name: Susan A Stark, CRC  
Customer ID: 106430

1699 E Woodfield RD Ste 300  
Schaumburg, IL, 60173-4957  
UNITED STATES

✉ sstark@crccertification.com

Edit Demographics

**My Certifications and Renewals**

Credential	Status	Valid Through
CRC	Certified	09/30/2024

**My CRCC Links**



- Apply for CVE Certification
- CRCC eUNIVERSITY Catalog
- CRCC eUNIVERSITY Annual Savings Plan
- My CRCC eUNIVERSITY Courses
- My Invoices
- My Contact Info
- My Expertise & Languages
- Confirm Certification Status
- Locate a Certified Professional CE Providers
- Change My Password


Click on the **Continuing Education Checklist** tab.

<b>Current Renewal Application:</b>	CRC Renewal
<b>Current Renewal Cycle Start Date:</b>	10/01/2019
<b>Current Renewal Cycle Due Date:</b>	09/30/2024
<b>Renewal Application Submission Date:</b>	

Your requirements can be accessed from this page. Click on the tabs to see the requirements. Notice the icons associated with the statuses.



Dashboard  Renewal Checklist  **Continuing Education Checklist**  Exam Results 

 Locked  Unlocked  Completed  Under Review  Further Action  Met

Click the **Report CE** button.  
Then click the **Pre-Approved CE** button.

The image shows a software interface with a navigation bar at the top containing 'Dashboard', 'Renewal Checklist', and 'Continuing Education Check'. Below the navigation bar are status filters: 'Locked', 'Unlocked', 'Completed', 'Under Review', and 'Further Action'. A green arrow points to a blue 'Report CE' button. Below the button is a table with the following content:

	Checklist Item
!	Ethics CE Requirement
!	Total CE = General + Ethics

Below the table is a section titled 'CE Credit' with a table with columns 'ActivityDate', 'Activity', and 'Activity Type'. The text 'No Self Reported CE on file.' is displayed below this table.

A modal dialog box is open in the center, titled 'Please select the type of Credits that you would like to report'. It contains two blue buttons: 'Pre-Approved CE' and 'Post Approved CE', with the word 'Or' between them. A green arrow points to the 'Pre-Approved CE' button.

On the right side of the image, a table is partially visible with the following structure:

Reported Credits	Accepted Credits
0	0.00
0	0.00

Below this table is another table with columns 'Status' and 'ReportedDate'.

Insert the pre-approval number from the completion certificate and click **Next**.



✕  
[back](#)  

### Add CE (Pre-Approved)

Enter the number that appears on your certificate of completion or participation to search and add CE for a CRCC pre-approved activity.

If you do not find a match to the number you've entered, please contact CRCC by e-mailing [info@crccertification.com](mailto:info@crccertification.com)

**Please note:** CRCC does not require you to upload your certificate of completion. Please retain the certificate for your records.



Insert the **Activity Date** from the certificate.

The system will automatically populate the number of hours the course has been pre-approved for (**Course Max**).

*If your certificate shows a different number of hours,  
insert the correct number of hours in the **Requested** hours box.*

When complete, click either **Save & add more** (then repeat the process) or **Save**.

The screenshot shows a web form titled "Add CE (Pre-Approved)" with a "back" link in the top left. Below the title is the text "Service to the CRCC Board of Directors". The "Activity Date:" label is followed by a date input field containing "mm/dd/yyyy" and a calendar icon. Below this is the label "Type: CRC". A table with three columns: "Credit Type", "Requested", and "Course Max". The "General" row has input boxes containing "XXX" in both the "Requested" and "Course Max" columns. The "Total" row has an empty input box in the "Requested" column. At the bottom right are two buttons: "Save & add more" and "Save". Green arrows point to the "Activity Date" field, the "Requested" input box in the "General" row, the "Course Max" input box in the "General" row, and the "Save & add more" button.

Credit Type	Requested	Course Max
General	XXX	XXX
Total		

You will get a message if the credit has been accepted.

*If you get an error message, check your certificate and ensure that the information inserted is correct.  
If it is and you still get an error message, contact CRCC at [info@crccertification.com](mailto:info@crccertification.com).*

