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**CRCC Group Payment Program**

**Program Description**

We know you are committed to helping your staff members continue their professional development and keep current with contemporary knowledge and skill to serve your consumers or clients. CRCC’s Group Payment Program provides employers with the ability to pay for fees related to the Certified Rehabilitation Counselor (CRC) certification and continuing education obtained through CRCC e-UNIVERSITY\*.

The program is available to any employer paying for these services for more than one employee.

*\*CRCC e-UNIVERSITY courses are available to everyone; CRC certification is not a prerequisite.*

**Fees Payable Through the Program**

Using the CRCC Group Payment Program, employers may pay fees for the following:

* CRC Exam Prep Flashcards
* CRCC Self-Assessment
* CRC Application and Examination
* CRCC e-UNIVERSITY Courses
* CRCC e-UNIVERSITY Annual Savings Plan
* CRC Renewal
* CRC Renewal Extensions

**How the Program Works**

*Step 1: Employer – Complete our application.*

The application outlines the commitments made by CRCC and by the employer for participation in the CRCC Group Payment Program. Contact and billing information and a list of employees to be covered by the payments is all the information required to complete the application. Your employees will need to have a CRCC customer account. Don’t worry – we’ll work together to figure out that part.

*Step 2: CRCC – Process application and establish a purchase group.*

CRCC processes your application, establishes a purchase group including all employees you’ve listed, and provides a single code with instructions to share with employees about using the code. Codes are unique for each employer/purchase group.

*Step 3: Employer – Share code and use instructions with employees.*

You are fully in control of dissemination of the code. Only employees included in the purchase group will be able to use the code. You can, at any time, ask CRCC to add or remove employees or close the entire purchase group. As an added protection, CRCC will contact you each spring to confirm whether the purchase group is to remain active and to verify currency of the employees in the purchase group. If we don’t hear back from you, the purchase group will be closed on April 30.

*Step 4: Employees – Make a purchase.*

Employees purchase the service or product from their CRCC customer account. They use the code on the payment page. This results in a zero-balance for employees.

*Step 5: CRCC – Bill the employer.*

CRCC bills the employer on a monthly basis for all transactions using their code. The invoice includes a descriptive list of all transactions including the person using the code, what product or service was purchased, and the amount of the product or service.

*Step 6: Employer – Remit payment.*

You remit payment to CRCC.

**How to Get Started**

*It’s simple.* Complete the application and submit it to CRCC. The employee list must include employee names and emails. You are encouraged to also add the employee’s CRCC customer identification number to the list, if known.

*Let us take it from there.* We will verify that each employee has an account with CRCC. If we can’t locate an employee in our system, we’ll be in touch with you so we can get the employee to set up an account.

**Your CRCC Group Payment Program Liaison**

Questions about the program or getting started? Contact Denise Mayes at [dmayes@crccertification.com](mailto:dmayes@crccertification.com) or (847) 944-1307. We look forward to working with you!

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**CRCC Group Payment Program Application**

CRCC’s Group Payment Program provides employers with the ability to pay for fees related to the Certified Rehabilitation Counselor (CRC) certification and continuing education obtained through CRCC e-UNIVERSITY\*. The program is available to any employer paying for these services for more than one employee.

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***Employer Contact Information***

Employer Name

Business Address

City/State/Zip Code Telephone Number for Program Contact

Contact Person Managing the Program Email Address for Program Contact **(Required)**

***Employer Billing Information***

Employer Name

Billing Address

City/State/Zip Code Telephone Number for Billing Contact

Contact Person for Billing Inquiries Email Addressfor Billing Contact **(Required)**

Email My Invoice

Special Billing Instructions:

***Products you Want Your Group Members to Have Access to (choose all that apply):***

CRC Exam Prep Flashcards

CRCC Self-Assessment

CRC Application and Examination

CRCC e-UNIVERSITY Courses

CRCC e-UNIVERSITY Annual Savings Plan

CRC Renewal

CRC Renewal Extensions

***Employees to be Added to Purchase Group***

Please use this fillable chart, or attach a separate listing, for employees you wish to add to the purchase group. You may, at any time, ask CRCC to add or remove employees or close the entire purchase group.

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| --- | --- | --- |
| **Employee Name** | **Employee Email** | **CRCC Customer ID**  ***(if known)*** |
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***Statement of Understanding***

I hereby certify that I have read, understand, and agree to abide by the terms of the CRCC Group Payment Program (Program), including prompt payment of invoices. Furthermore, I understand CRCC reserves the right to close the purchase group for non-payment of invoices or non-compliance with any other terms of the Program.

I understand CRCC will make a reasonable attempt to locate the CRCC customer account of each employee provided and will notify the employer if unable to locate an account. For any employee for whom CRCC is unable to locate an account, I understand I will need to facilitate establishment of an account by the employee before the employee can be added to the purchase group.

I further understand that dissemination and authorization to use the code assigned to my purchase group is my responsibility. I understand I may, at any time, ask CRCC to add or remove employees or close the purchase group. I agree to respond to CRCC’s request each spring to confirm whether the purchase group is to remain active and to verify the currency of employees in the purchase group or CRCC will automatically close the purchase group on April 30.

If my ability to process payment to CRCC is contingent on CRCC’s registration as a vendor with my agency/organization, I understand CRCC will make a reasonable effort to complete the vendor registration process. Furthermore, I understand CRCC may deny an employer’s access to the Program if CRCC does not receive sufficient direction to successfully and expeditiously complete the vendor registration process.

I understand CRCC may deny an employer’s access to the Program if a fully completed application used to establish the employer as a CRCC customer for this Program is not received.

Authorized Signature Date

Printed Name Title