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***CANDIDATE INTEREST PACKET FOR***

***CRCC STANDARDS & EXAM COMMITTEE MEMBER POSITION***

The Commission on Rehabilitation Counselor Certification (CRCC) is a national organization that certifies individuals as Certified Rehabilitation Counselors (CRCs) and Certified Vocational Evaluation Specialists (CVEs). The CRCC Board of Directors is comprised of volunteers who are devoted to the promotion of quality rehabilitation counseling services to persons with disabilities.

**Call for Applications**

The CRCC Nominating Committee is pleased to announce it is currently accepting applications for individuals to serve as members of the Standards & Exam Committee of the Commission on Rehabilitation Counselor Certification (CRCC). **We are seeking to recruit two (2) Standards & Exam Committee Members.**

**We are only accepting applications from CRCs and/or CRC-CVEs currently working in the following practice setting: University, Private Practice, Veterans Health Administration, State Rehabilitation.**

The term of office for a committee position is three (3) years, from January 1, 2025, to December 31, 2027.

The application period closes on **June 30, 2024, at 11:59 pm CT**. The Nominating Committee will only consider applications submitted electronically\* by this deadline when developing a slate of candidates to present to the Board of Directors.

*\*Application material submitted electronically must be in Word or PDF format. JPG’s will not be accepted.*

Committee Member positions are unpaid, voluntary service positions. CRCC pays travel and related expenses in accordance with its reimbursement policy.

Candidates elected to a committee position must attend a Committee orientation video conference in January 2025.

CRCC does not accept applicants who are currently serving on other related organization’s board of directors if their board term coincides with CRCC committee terms: January 1, 2025 – December 31, 2027.

Final candidates will be required to participate in a phone interview with a member of the CRCC Nominating Committee, which will take place during August 2024. The Board of Directors will consider a slate of candidates in late November 2024, with notifications sent to all final candidates by December 1, 2024. All applicants will receive notification of their application status.

Pam Shlemon

Nominating Committee Chair

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***Committee Member/Chair Description***

CRCC is committed to maintaining a diverse committee composition regarding age, gender, ethnicity, and geographical location, and a diverse composition to work setting.

**TERM OF OFFICE**

Three (3) Year Term from January 1, 2025, to December 31, 2027.

**DUTIES AS PRESCRIBED IN THE BYLAWS**

Act in accordance with their fiduciary obligation to CRCC; act in good faith and in the best interest of CRCC.

**Composition**

* Committee Chair
* One (1) Board member
* Ten (10) Non-Board members

**Qualifications**

* A Certified Rehabilitation Counselor in good standing.
* Model professional, respectful, and inclusive behavior.
* Ability to manage relationships at all levels with respect, caring, and confidence.
* Understand current trends and best practices within rehabilitation counseling.
* Demonstrated appreciation for informed decision-making based on reasonably available data.

**Primary Charges and Responsibilities**

* Establishes criteria for certification, certification renewal and continuing education.
* Annual renewal process (S&E charge).
* Retention of CRC (S&E charge).
* Oversees Item bank pool review (via Item Writing Subcommittee - IW) and Item bank maintenance – ensure all items are current, valid and reliable, including current references, and archiving as necessary. Review item gap analysis from Pearson Vue’s.
* Review item gap analysis from Pearson Vue’s review.
* Oversees the certification examination, including creation and review of exam items.
* Refines and clarifies standards and criteria, recommending changes to the Board as needed.
* Review of accommodations request if appropriate and from time-to-time review candidates eligibility based on disclosure responses for certification and certification renewal.
* Oversees the development and distribution of the 2021/2022 Job Task Analysis (JTA)
  + 2 S&E Member + 2 IWW member to participate on JTA (every 5 years).
* Attend item writing training session (either in person or by web) if not previously attended. Attend IW Workshops is encouraged.
* Update the reading list and library resources (potentially source to Item Writing Committee).
* Participates/presents SME’s perspective in Webinars as determined.
* Mentor assigned item writers through their writing process by reviewing their drafts, suggesting revisions, and submitting their final items for committee review. Work with item writers to ensure items match exam specifications, grammar, stem appropriateness, key (correct answer) discrepancies, presence and appropriateness of references. (As needed).

**Specific Duties of Committee Members and Chair**

* Act in accordance with the Code of Conduct, maintaining confidentiality at all times, and reporting potential conflicts of interest as necessary.
* Work in a collaborative manner demonstrating professional, respectful, and inclusive behavior.
* Complete all assignments and charges, respond to all communications, and attend all Committee meetings with a commitment to successful project delivery and beneficial outcomes.

**Other Duties of Committee Chair**

* Work with the Executive Director and President to clarify Committee directives and deliverables.
* Work with the staff liaison to develop effective meeting agendas and materials that provide the framework for the Committee to fulfill its charge.
* Preside over meetings of the Committee; promoting inclusion and diversity of thought.
* Communicate with Committee members on a regular basis and nurture the development of new members.
* Present to the Board, through the staff liaison, all proposals for policy change inclusive of conclusions and a summary of relevant data and findings.
* At the request of the President and/or Executive Director, participate in meetings of the Board to discuss Committee proposals and/or activity.

**TIME COMMITMENT**

The Committee typically meets in person two (2) to three (3) times annually via conference call for up to two (2) days each to review CRC Exam forms. In addition, the Committee participates in six to eight (6 -8) certification business meetings via video conference calls to review exam items and certification related agenda items, which last approximately one to two (1-2) hours. In addition, Committee members will be required to review information to properly prepare for meetings and may be required to research or respond to urgent matters that must be addressed between scheduled meetings. Committee Chairs have an added responsibility of working closely with the assigned staff liaison to develop meeting agendas/materials and to prepare and present proposals and recommendations to the Board. This may include the need to participate in Board conference calls or meetings with participation typically via telephone or web conference. The Committee Chair and new Committee members are also required to participate in an orientation video conference held prior to the beginning of their term of service.

**CONFLICT OF INTEREST**

No member of the CRCC Board of Directors or chairperson of any of its committees shall be allowed to be a board member on any other rehabilitation counseling association or related association during the term on the CRCC board or committee.

**Liability**

CRCC carries Directors & Officers insurance which indemnifies Committee members from

being held personally liable for the actions of the organization or any member thereof.

**STAFF RELATIONSHIP/ROLE**

The staff liaison is the primary point of contact for routine and ongoing Committee activities. The Executive Director is also available to support the Committee Chair and members as they carry out their roles and responsibilities.

**Performance Requirements**

Committees and Task Forces may not commit to expenditures and may not express opinions or represent positions in the name of CRCC, unless specifically authorized by the CRCC Board of Directors.

Proposals for activities or programs that may involve expenditures of funds must be submitted, prior to the start of work, to the staff liaison for review and approval by the Board.

Recommendations to the Board must be submitted as formal proposals that present conclusions and summarize relevant data and findings.

Members of the Standards & Examination Committee are prohibited from sitting for the CRC examination or participating in the development of preparatory material, which may include financial gain, for a period of five (5) years from the expiration of their term of service on the Standards and Examination Committee.

Recommendations to the Board must be submitted as formal proposals that present conclusions and summarize relevant data and findings.

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**Commission on Rehabilitation Counselor Certification**

**Background Information**

**CRCC Mission**

Dedicated to the excellence of rehabilitation counseling and services for individuals with disabilities by setting the national standard in certification, providing leadership, education, advocacy, and supporting research.

**CRCC Vision**

CRCC's vision is to serve as a leader in the unification of the rehabilitation counseling profession and for the Certified Rehabilitation Counselor (CRC) to be recognized as the credential of excellence for professionals assisting individuals who have disabilities to live fully integrated lives.

**Certification Programs**

**CRC**

An indication of an advanced level of specialized education and training, adherence to rigid standards of ethical practice, and an ongoing commitment to lifelong learning, rehabilitation counselors who have earned the CRC designation possess a marketable and valued credential that distinguishes them from other counseling professionals.  CRC certification is also a recognizable point of differentiation with employers and clients, promoting consumer confidence and protection in the workplace, increasing professional flexibility and mobility, as well as offering the opportunity for faster career and salary advancement.

An independent, non-for-profit organization, CRCC has, since its inception, certified over 40,000 rehabilitation counselors through its Certified Rehabilitation Counselor Exam (CRCE), the only one of its kind in the United States.  Individuals passing this voluntary certification examination become qualified as Certified Rehabilitation Counselors, or CRCs.  To maintain the CRC designation, individuals are required to renew their certification every five (5) years, either through re-examination or by meeting specific ongoing educational requirements.  The CRC Certification Program is accredited by the National Commission for Certifying Agencies (NCCA).  Today, over 15,000 Certified Rehabilitation Counselors practice in the United States and throughout the world.

**CVE**

The Certified Vocational Evaluation Specialist (CVE) is a competency-based certification process. Competency-based certification is increasingly viewed as most appropriate method for awarding a professional credential. CRCC’s vocational evaluation specialist certification process is guided by the principle that a professional must not only have technical knowledge about assessment but can also conduct evaluations and make recommendations according to an acceptable standard. Vocational assessment, like rehabilitation counseling, is best accomplished by focusing on the strengths of the individual with a disability.

Competency is a measurable set of knowledge, skills, and attitudes needed to effectively perform the tasks of the vocational assessment process. Since a competency is task-based, an individual may need to transfer the competencies to new situations and environments. The vocational evaluator needs a combination of several competencies to perform the overall job well.

A competency-based certification infers a candidate's ability to perform vocational assessment tasks at a given level. This type of certification encompasses both knowledge of vocational assessment and the necessary skills to apply that knowledge. The certification requires the crucial foundation of medical and psychosocial aspects of disability and chronic illness. Further, the certification also encompasses attitudes about rehabilitation and disability.

In addition to CRC certification, **CRCC eUNIVERSITY** is a cutting-edge, online platform offering a self-paced, interactive, on-demand eLearning experience with content developed and taught by experts in the field.

**CRL**

We are committed in supporting leaders to transform the field of vocational rehabilitation into a dynamic, innovative, and consumer-responsive service delivery system that will inform the next 100 years of the profession. This program contains six domains of transformational VR leadership and provides an opportunity to apply concepts and tools to implement transformational change within a VR agency.

**Rehabilitation Counseling as a Profession**

Rehabilitation counselors are the only professional counselors educated and trained specifically to serve individuals with disabilities.

Rehabilitation counselors assist individuals with physical, mental, developmental, cognitive, and emotional disabilities to achieve their personal, career, and independent living goals in the most integrated setting possible. They engage in a counseling process which includes communication, goal setting, and beneficial growth or change through self-advocacy, psychological, vocational, social and behavioral interventions.

Rehabilitation counselors utilize many different techniques and modalities, including assessment, counseling, case management, and advocacy to modify environmental and attitudinal barriers; placement-related services; and/or utilization of rehabilitation technology.

**Rehabilitation counseling embodies:**

* **Specialized Training that Focuses on:** 
  + Understanding the medical and psychosocial aspects of various disabilities and disabling conditions;
  + Knowledge of assistive technology;
  + Skilled service delivery through application of the case management process;
  + Assessing abilities and strengths to facilitate a return to work.
* **Philosophy and Approach to Counseling that:**
  + Values the rights of individuals with disabilities to live independent, integrated lives;
  + Considers advocacy to be an essential part of the job;
  + Strongly commits to the concepts of holistic counseling, full inclusion, and empowerment;
  + Engages in a co-collaboration between counselor and client;
  + Infuses multicultural considerations in all aspects of the rehabilitation counseling process.
* **Specialized Areas that include:**
  + Employee Assistance Programming
  + Expert Testimony
  + Job Development/Job Placement
  + Life Care Planning
  + Marriage & Family Counseling
  + Mental Health Counseling
  + Return-To-Work Coordination
  + School, Education, and Career Counseling
  + Substance Abuse/Addictions Counseling
  + Teaching/Education
  + Vocational Evaluation
  + Vocational Rehabilitation

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**CODE OF CONDUCT**

Fiduciary Duty – Directors and Committee members are required to act in accordance with their fiduciary duty to CRCC. Fiduciary duty is broader than simply being a good steward of CRCC’s finances. More broadly described, fiduciary duty requires Directors and Committee members to act independently without undue influence, honestly, in good faith, and in the best interests of CRCC, where CRCC interests take precedence over personal interests and interests of other parties. It requires these individuals to act competently and prudently, exercising reasonable care in all decision-making without placing CRCC under unnecessary risk. It is a legal and ethical obligation that encompasses the duties of care, loyalty, and obedience described as follows:

*Duty of care* is a standard that requires Directors and Committee members to exercise the same care that an ordinary, prudent person would exercise in a like position or under similar circumstances. It requires active participation and attendance at meetings to be informed about the activities of CRCC in order to be able to make informed and independent decisions when voting.

*Duty of loyalty*is a standard that requires Directors and Committee members to act in good faith, be faithful to CRCC, and pursue CRCC’s best interests. It requires these individuals to be dedicated to CRCC’s vision, mission, and goals and to put the interests of CRCC above self-interest. It also requires them to disclose any issues that may be a real or potential conflict of interest and to recuse themselves from discussing and voting on the matter.

*Duty of obedience* requires Directors and Committee members to act in accordance with CRCC’s rules and policies, and in furtherance of its goals as stated in the mission statement, articles of incorporation, and bylaws.

Communications Concerning CRCC Matters – Directors and Committee members should not unduly disrupt Board/Committee meetings by using disparaging remarks nor should they discredit individuals engaging in honest discussion and debate. Directors/Committee members should not discuss issues that CRCC has not finalized unless directed by CRCC to seek information from their colleagues or from members of the general public. Once a decision has been reached by CRCC, Directors/Committee members should not disparage the decision to the general public. Some examples of inappropriate communications include: speaking in public against a decision made by CRCC while acting as a Director/Committee member, and speaking disparagingly against CRCC colleagues.

Competency and Capacity to Serve – Leadership should be mindful of the consistency of the Committee when determining Committee assignments and Directors/Committee members should be willing to commit to developing their competence in areas where they may not be well-trained. If for any reason Directors/Committee members should become diminished in their capacity to serve and are unable to discharge their duties, they shall inform the President of CRCC of their situation and accept CRCC’s recommendations on the matter. Likewise, if another Director/Committee member obtains information that leads him/her to believe a Director/Committee member is unable to discharge his/her obligations, he/she shall report this to the CRCC President for action. Examples of breaches of competency/capacity include: consistently failing to respond to requests by CRCC for information or action; and inability to respond appropriately to Board/Committee assignments due to diminished capacity.

Conflict of Interest – All Directors/Committee members shall behave in a manner that avoids a conflict of interest. Directors/Committee members shall not use information or experience gained through service to CRCC for their personal gain and/or in such a manner as to compromise the integrity of CRCC. Some examples of conflicts of interest include: using actual examination items in classroom teaching; ruling on an appeal of a friend or competitor; writing a letter of recommendation for an individual applying for a Board position if you serve as a member of the Nominating Committee; and taking the CRC examination or participating in the development of preparatory material during their term of service and for a period of five (5) years from the expiration of their term of service on the Standards & Examination Committee.

Dual Relationships – Directors/Committee members should be mindful of dual relationships within CRCC. Dual relationships shall be declared at the time Committee assignments are made or if a dual relationship develops within the term of appointment. The President shall consider all declared dual relationships when assignments are determined. Should a Director/Committee member desire, he/she may speak in confidence to either the President of CRCC, the Chair of the Ethics Committee, or the Executive Director. Examples might include a Director/Committee member failing to disclose the existence of a business or sexually intimate relationship with another Director/Committee member or with another individual being recommended for CRCC employment.

Public Behavior – Directors/Committee members shall conduct themselves in a manner befitting CRCC and the profession of rehabilitation counseling. While any individual’s standards regarding behavior are generally a personal matter, Directors/Committee members must take care not to compromise the integrity of CRCC nor the profession through their conduct. An example of inappropriate public behavior includes obvious inebriation at an official function at which one represents CRCC or the profession or inappropriate language or behavior on a CRCC social media platform.

Record and Document Dissemination and Disposal – Information gained through Board and Committee meetings is, at times, confidential (i.e., files on ethical cases, decisions on particular applicant files, etc.). Confidentiality must be maintained and may include proper housing and disposal of certain information. During their term of service and at the expiration thereof, Directors/Committee members shall return all official and/or confidential documents to CRCC office immediately upon resolution of the matter at hand to be disposed of properly or personally dispose of the material in a proper manner. Examples of potential problems in record and document dissemination and disposal might include: “off the record” discussions with others concerning confidential information; and handling confidential documents in such a manner they become known to others who should not have access to the information.

*Certain acts are enforceable under CRCC’s bylaws and/or policies and others may be enforceable by law. However, the aforementioned topics are intended to be guidelines and will be available to all Directors/Committee members at the commencement of their terms.*