



Code Revision Taskforce Position Description

The Board established the structure of committees and task forces to help carry out its work and achieve its goals. A taskforce may not act on behalf of CRCC or bind it to any actions but may make recommendations to the Board or to the Officers of CRCC. The Code Revision Taskforce members are volunteers that report to Ethics Committee.

Term of Service

Approximately One (1) Year (January 2027 through December 2027).

Specific Duties of Code Revision Taskforce members:

- 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.
- Review and update the CRCC Code of Professional Ethics for Rehabilitation Counselors using ethical standards for the profession of counseling from the ACA Code as the core document and supplementing it with other codes and additional standards that are specific to the practice of rehabilitation counseling.
- Drawing upon current and potential ethical dilemmas faced by a Certified Rehabilitation Counselor (CRC) prior experience, revise the Code to be reflective of the practice of rehabilitation counseling.
- The taskforce shall prepare recommended changes to the Code for review by the Ethics Committee. The Ethics Committee will make final recommendations to the Board of Directors for final review and adoption.
- Work independently and in teams to evaluate draft items for creativity, clarity, content alignment, experience-level appropriateness, fairness, and quality.
- Complete all assignments and charges, respond to all communications, and attend all Taskforce meetings with a commitment to successful project delivery and beneficial outcomes.

Composition (all must be CRCs in good standing)

- 10-14 Subject matter experts

Qualifications:

- All Task Force members must be a current Certified Rehabilitation Counselors (CRC) in good standing, with experiential knowledge relevant to the taskforce's purpose.
- Practitioners: Two + years of private or public experience in the Rehabilitation Counseling field.
- Task force members should represent wide scale diversity of the profession including geographic area, practice settings, years of experience etc.,
- No more than 1/4 of the Ethics Code Revision Task Force shall not be members of the other CRCC committees.
- Understand current trends and best practices within rehabilitation counseling.
- Demonstrated appreciation for informed decision-making based on reasonably available data.
- **Must be able to attend all taskforce meetings.**
- Represent diversity of the profession.
- Must be able to understand current trends and best practices within rehabilitation counseling.
- Demonstrated appreciation for informed decision-making based on reasonably available data.

Application Requirements

To be considered for a position on the Code Revision Taskforce, you must:

- Complete *Code Revision Taskforce Self-Nomination Survey* [[link](#)]
- Submit Curriculum Vitae or Resume to cradosta@crccertification.com

Applications will be reviewed and approved by the Ethics Committee.

Time Commitment

- An initial meeting of the Code Revision Taskforce will take place, via video conference, in **January 2027**. At that time, workgroups will be established.
- Workgroups will meet independently to review and make recommendations for changes to the section of the Code they are responsible for.
- **Monthly** video conferences will be scheduled, from **January 2027 – December 2027**, where workgroups will present their recommended changes to the entire Taskforce.
- The Taskforce will gather for a **two-day meeting** in **June 2027** to finalize the initial draft Code before it is disseminated for public comment.
- The Taskforce will gather for a **two-day meeting** in **October 2027** to review and incorporate public comments and prepare final draft Code.

Code Revision Task Force members will be required to review information to properly prepare for workgroup and Taskforce meetings and may be required to research or respond to urgent matters that must be addressed between scheduled meetings.

Code Revision Taskforce Chair Responsibilities

The Code Revision Taskforce Chair has an added responsibility of working closely with the assigned staff liaison to develop meeting agendas/materials and to prepare and present recommendations to the Ethics Committee. This may include the need to participate in Ethics Committee conference calls or meetings with participation typically via web conference.

Staff Relationship/Role

The Office Administrator serves as staff liaison and is the primary point of contact for routine and ongoing Code Revision Taskforce activities. The Code Revision Taskforce Chair is responsible for ensuring members carry out their roles and responsibilities.

Earned Continuing Education Credit

The Code Revision Taskforce members will earn 50 hours of continuing education (CE) credit, of which 10 hours of CE can be applied to Ethics. In January 2028, CEs will be awarded upon completion and full attendance of all meetings. CRCC does not prorate CE hours.