

Originally Processed With FOIA(s):

FOIA Number:

S

FOIA MARKER

This is not a textual record. This is used as an administrative marker by the George Bush Presidential Library Staff.

Record Group/Collection: Donated Historical Materials
Collection/Office of Origin: Frieden, Lex, Collection
Series: Disability Rights Organizations
Subseries:

OA/ID Number: 52055
Folder ID Number: 52055-011

Folder Title:
CRCC [Commission on Rehabilitation Counselor Certification] '77 [1976-1977] [2]

Stack:	Row:	Section:	Shelf:	Position:
	5	3	1	6

Withdrawal/Redaction Sheet (George Bush Library)

Doc. No. / Type	Subject/Title	Date	Restriction	Classification
01. Minutes	Commission on Rehabilitation Counselor Certification, Executive Committee Meeting [double-sided] (2 pp.)	12/9/76	C	
02. Minutes	Minutes of Meeting [double-sided] (10 pp.)	6/76	C	
03. Minutes	Confidential Minutes of Meeting (15 pp.)	12/76	C	
04. Minutes	Minutes of Meeting, Relationships Committee (10 pp.)	3/76	C	

Page 1 of 1

Collection:

Record Group: Donated Historical Materials

Office:

Series:

Subseries:

WHORM Cat.:

File Location: CRCC [Commission on Rehabilitation Counselor Certification] '77 [1976-1977] [2]

Pinksheet Number: MB10849

OA/ID Number: 52055-011

Date Closed: 9/13/2016

FOIA/Sys Case #: 2016-2624-S

Re-review Case #:

P-2/P-5 Review Case #:

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

520 North Michigan Avenue · Suite 1504

Chicago, Illinois 60611

(312) 644-4329

ADMINISTRATIVE OFFICE REPORT December 9, 1976

September Examination

The examination went smoothly at 15 sites across the country. The sites in Alaska and Hawaii were supervised by monitors approved by the Examinations Committee.

246 candidates were scheduled for this examination, but 22 were unable to attend and participation has been deferred until Spring of 1977. Of the 224 candidates participating in the examination, 19/ achieved a passing score. Two candidates were attempting the examination for the second time and failed to achieve a passing score. These two candidates have been informed that they must submit a new application should they desire to pursue certification.

The results of the examination and individual candidate profiles were scheduled to be mailed on October 18. Due to expiration of the Commission's mailing permit, the post office held the returned examination materials for several weeks. Because of this delay, examination results were released to candidates on November 10. Certificates have been ordered for passing candidates.

Spring 1977 Examination

As of December 7, 111 applications have been received for the Spring 1977 Certification Examination. During the months of July, August, September, October and November, an average of 17 applications per month were received. During the last 7 working days, applications have increased to 20 applications per week. With the deadline for receipt of applications four weeks away, we hope that the volume of applications will increase.

We are holding an additional 78 applications of candidates who have previously been approved for certification and deferred to the Spring Examination. This file of 78 candidates does not include the September failures, since they may not choose to retake the examination in the Spring.

Daniel C. McAlees, Ph.D., Chairman
ARCA and NRCA

Harold Rubin, Vice Chairman
ARCA

Florence R. Curnutt, Secretary-Treasurer
NRCA

Anne D. Crumpton
NRCA

Grace Drain
NANWRW

George Ebra
NRCA

James R. Engelkes, Ph.D.
CRCE

Frederick Fay, Ph.D.
CONSUMER REP.

Larry Feinberg, Ph.D.
CORE

Marie Feingold
ARCA

Carl E. Hansen, Ph.D.
ARCA

Claude Myer
CSAVR

Michael Oliverio
NRCA

Daniel Smith
ARF

Patricia Whalen
ARCA

Credentials/Appeals Committees

At the June meeting of the Credentials Committee, it was determined that 12 applicants did not meet the Standards and Criteria for certification. Ten applicants have appealed this decision and their files will be reviewed by the Appeals Committee at this December meeting.

Of the 111 new applications received, 37 are being presented to the Credentials Committee for a decision regarding their inclusion in the Certification Examination. An additional 8 applications were deferred to this meeting, pending the receipt of additional information. Only two applicants have responded to this request. Of the six who have not responded, two applicants have received two requests for further information.

1977 Examination Dates

The examination dates for 1977 have been chosen so as not to conflict with the APGA and NRA Conventions. Scheduling the examinations in conjunction with the conventions is not drawing the large number of candidates as previously anticipated. Candidates continue to participate in the examination at the site closest to home. Since many Commissioners attend these two conventions, they are then unable to act as supervising monitor for this examination. Please note the dates of the 1977 Certification Examinations on your calendar, since you may be called upon as supervising monitor.

NRA Exhibit September 1976

The exhibit at the NRA convention did not draw a large number of people. Some of the reasons are detailed on the attached letter from NRA. Consideration should be given to exhibiting at the NRA convention in 1977. Possibly space could be obtained at no charge as in 1975.

In light of the Commission's financial status, it is suggested that we do not exhibit at the APGA convention in Dallas. Instead, the Commission could participate in the "Free-Take-One Exhibit" which has been established for the distribution of pamphlets and brochures for those who do not wish to arrange a booth exhibit. Exhibition management will display the materials and replenish the stock. A fee of \$75 would be charged for this and would include a sign with the Commission's name and regular servicing of the materials. A new hand-out will need to be prepared for this exhibit.

Insurance

The Commission is now covered by a professional liability insurance policy. Please see attached for description and coverage.

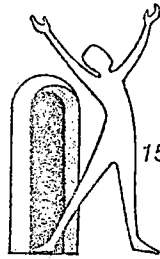
Communication of Information

While member organizations are receiving materials from the Administrative Office, not all have adequate channels of communication with their membership. Grandfathering applications are still being received in the administrative office. Upon questioning one individual as to where this application was received, it was discovered that a university's rehabilitation counseling program was distributing grandfathering information and applications. Inquiries have been received from branch presidents of NRCA and state certification chairmen regarding the necessity of professional membership as a requirement for certification. Questions have been asked as to when the Commission was going to start the "real" certification by pass/fail examination. It appears that many are unaware of the strides in the certification program. The member organizations of the Commission could perhaps distribute the Highlights of the Commission Meeting to the president of each branch, state newsletters, rehabilitation counseling programs and any other interested group. Many have been unaware of the upcoming requirement of one year of supervision by a Certified Rehabilitation Counselor, until they have read it on the back of a current application.

A new member of the Natresources Staff will be attending the Commission Meetings, replacing Bonnie Jacobi who is no longer with Natresources.

Sandra Street is Assistant to the President of Natresources and she is also the Executive Director of the National Rehabilitation Training Institute. Ms. Street comes from a medical administrative background, being previously employed by the University of Michigan Medical School as Assistant to the Dean for Student Affairs and as the Administrative Assistant to the American Board of Otolaryngology. Ms. Street was named Woman of the Year in 1976 by Beta Sigma Phi, a business and professional woman's international sorority.

ASSOCIATION



1522 K Street, N.W. • Washington, D.C. 20005 • (202) 659-2430

RECEIVED NOV 16 1977

President
AUGUST W. GEHRKE
802 Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota
55101

November 10, 1976

President-elect
CORNELIUS L. WILLIAMS
Suite 200
929½ Fourth Avenue
Huntington, W. Virginia
25701

Mr. LeRoy William Nattress, Jr.
Commission on Rehabilitation
Counselor Certification
520 North Michigan Avenue
Suite 1504
Chicago, Illinois 60611

Treasurer
CARL E. HANSEN
EDB 306
University of Texas, Austin
Austin, Texas
78712

Dear Mr. Nattress:

I would like to thank you for exhibiting with us during the National Rehabilitation Association's National Conference held in Hollywood, Florida September 19-22, 1976. Among other assignments, I assumed the responsibilities for the National Conference upon my employ approximately four months prior to the Conference.

Executive Director
DIANE S. ROUPE

I would like to share my perceptions of problems inherent in the Exhibit area of the Conference and enlist your suggestions and advice to improve in this area this next year. The following problem areas need improvement.

1. Lead Time for Invitation to Exhibit - Plans are to have Exhibitor information materials mailed out by December 1, 1976 for our National Conference to be held in Washington, D.C. in September, 1977.
2. Exhibit Booth Rental Fee - The basic fee for exhibit booth rental will be reduced to be more in line with a Conference of our numbers.
3. Location of Exhibit Area - A centrally located Exhibit Hall will be utilized this coming year and, given the great number of private and government organizations located in the Washington, D.C. area, our number of exhibitors should be much greater than in the past.

BOARD OF DIRECTORS

E. Russell Baxter • Milton Cohen • Gwen Countryman • Henry Couvillon • Frances A. Curtiss, M.Ed. • Bill F. Gardner • Lowell E. Green
Vernon E. Hawkins • Betty S. Hedgeman, Ph.D. • Judy Heumann, M.P.H. • George F. Hickman, M.S. • George M. Hudson, M.A. • Norman C. Kelley, M.S.
J. B. McElwee, B.S. • Shelton W. McLelland, M.S. • Michael A. Oliverio • Yoji Ozaki • Bob Roberts • Edward F. Rose • Arnold B. Sax, Ed.D.
• Mary S. Smith • Oswald Sykes • Evelynne R. Villines • Bonnie B. Watson • Henry Williams

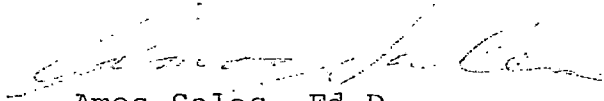
"DEDICATED TO THE REHABILITATION OF PERSONS WITH HANDICAPS"

November 10, 1976

4. Visibility of Exhibits -
 - a. Identifying signs, floor plan, etc., was lacking this year but will be provided this coming year.
 - b. Meetings were scheduled so that none of the specialty groups had free time to visit the Exhibit area. Program planning will eliminate this problem this year.
 - c. All sessions were scheduled with little interim time between them and this will be changed as well this coming year.
5. Exhibit Hours - The early hour for opening of the Exhibit area, even with the incentive of free coffee, did not result in the participant flow we anticipated.
6. Drayage Company - Services provided this year were not of adequate caliber. Problems caused in Hollywood have already been reviewed with the Company which will handle our 1977 Conference to insure quality service in this area.

I sincerely request your input and advise regarding improvement in handling the Exhibits at our National Conference. Thank you again for exhibiting with us this year. I look forward to your input.

Sincerely,



Amos Sales, Ed.D.
Director of Program

AS/bp

Short Rate Cancellation Table

NOTWITHSTANDING anything to the contrary contained herein and in consideration of the premium for which this insurance is written it is agreed that in the event of cancellation thereof by the Assured the earned premium shall be computed as follows:

A. For Insurances written for one year:—

Days Insurance	Per Cent. of One Year	Days Insurance	Per Cent. of One Year
-------------------	--------------------------	-------------------	--------------------------

This certificate is issued in accordance with authorization granted under Contract to the said Resident Agent by certain Underwriters at Lloyd's London, whose names and the proportions underwritten by them can be ascertained by reference to the said Contract which bears the Seal of the Lloyd's Policy Signing Office and is on file in the office of said Resident Agent (such Underwriters being hereinafter called the "Underwriters") and in consideration of the premium specified herein, the Underwriters do hereby bind themselves each for his own part, and not for one another, their heirs, executors and administrators.

CERTIFICATE PROVISIONS

1. If the Assured shall make any claim knowing the same to be false or fraudulent, as regards amount or otherwise, this certificate shall become void, and all claims thereunder shall be forfeited.
2. This certificate of insurance may be cancelled on the customary short rate basis by the Assured at any time by written notice or by the surrender of this certificate to the Resident Agent. This certificate of insurance may also be cancelled, with or without the return or tender of the unearned premium, by the Underwriters or by the Resident Agent in their behalf, by delivering to the Assured, or by sending to the Assured by mail, registered or unregistered, at the Assured's address as shown herein, not less than five days' written notice, stating when the cancellation shall be effective, and in such case the Underwriters shall refund the paid premium less the earned portion thereof on demand, subject always to the retention by Underwriters hereon of any minimum premium stipulated herein (or proportion thereof previously agreed upon) in the event of cancellation either by Underwriters or Assured.
3. In the event of any litigation arising out of insurance assumed hereunder, Herbert C. Brook, 135 South La Salle Street, Chicago, Illinois 60603 and the Director of Insurance of the State of Illinois and his successors in office are hereby appointed agents to accept service of process for the Underwriters.
4. It is expressly understood and agreed by the Assured by accepting this instrument that neither the Resident Agent nor Herbert C. Brook is an Assurer hereunder and that neither is or shall be in any way or to any extent liable for any loss or claim whatever, but that the Assurers hereunder are those individual Underwriters at Lloyd's, London, whose names can be ascertained as hereinbefore set forth.
5. The Assured shall immediately report to the Resident Agent any occurrence likely to result in a claim under this certificate, and shall also file with the Resident Agent, or the Underwriters, a detailed sworn proof of loss within sixty days from the date of loss. Failure by the Assured either to report the said loss or damage or to file such written proofs of loss as above provided, shall invalidate any claim under this certificate.
6. All adjusted claims shall be paid or made good to the Assured within thirty days after presentation and acceptance of satisfactory proofs of interest and loss at the office of the Resident Agent, or the Underwriters.
7. Loss, if any, to be payable in Chicago, Illinois, in United States Currency.
8. This certificate does not cover loss or damage directly or indirectly occasioned by, happening through or in consequence of war, invasion, acts of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation or nationalization or requisition, or destruction or damage to property by or under the order of any government or public or local authority.
9. This insurance is made and accepted subject to all the provisions, conditions and warranties set forth herein or endorsed hereon or appearing on the reverse side hereof, all of which are to be considered as incorporated herein.
10. Any provisions or conditions appearing in any forms attached hereto and made a part hereof, which conflict with or alter the certificate provisions stated above, shall supersede the provisions appearing in this certificate, in so far as the latter are inconsistent with the provisions appearing in such attached forms.
11. This certificate of insurance shall not be assigned either in whole or in part, without the written consent of the Resident Agent, endorsed hereon.
12. This certificate in so far as required by Section 388 of the Illinois Insurance Code shall be deemed to contain the provisions required by that section.
13. This certificate shall not be valid unless signed by the Resident Agent.

September 21, 1976

62154

New

THIS DECLARATION PAGE IS ATTACHED TO AND FORMS PART OF CERTIFICATE PROVISIONS (FORM A 16)

LLOYDS CERTIFICATE #76-B-151

ITEM	NUMBER	Nº 1255		
1	<i>Name of Assured</i> COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION 520 North Michigan Avenue, Suite 1504 Chicago, Illinois 60611			
2	EFFECTIVE <input checked="" type="checkbox"/> 12:01 A.M. BOTH DAYS AT FROM <input type="checkbox"/> 12:00 NOON STANDARD TIME			
	September 6, 1976		TO September 6, 1977	
3	Acting upon your instruction, we have effected the insurance with:	NAME OF INSURERS	AMOUNT OR PERCENT	
		UNDERWRITERS AT LLOYD'S, LONDON	100%	
4	AMOUNT	COVERAGE	RATE	PREMIUM
	\$250,000 annual aggregate excess of \$250,000 annual aggregate \$ 2,500 deductible per claim	ASSOCIATION PROFESSIONAL LIABILITY AIF 367X	Flat	\$299.00 Annual
	AUDIT	TOTAL CHARGED \$299.00		
5	SPECIAL CONDITIONS			
	Endorsement #1 - Excluding Fiduciary Liability			
	Endorsement #2 - Excluding Natresources			
	Any reference herein to "HERBERT C. BROOK" is hereby amended to "JOHN G. SMITH".			
	JOHN G. SMITH COUNTERSIGNED DEC-1 1975 Attorney-in-fact for UNDERWRITERS AT LLOYD'S LONDON (PAID BY CHECK) 11/17/75 175 SOUTH LA SALLE STREET CHICAGO, ILLINOIS 60604			

Issued under Authority of
 H & W Underwriters (Agency), Inc.

Neil R Pauppiat

JOHN E. IRLAND & CO.
 RESIDENT AGENT

John E. Ireland
 BY

THIS IS A CLAIMS MADE POLICY

1. This Insurance, subject to the terms and conditions hereof, indemnifies the Assured against any claim or claims for breach of duty as Association Executive, which are first made against the Assured during the period set forth in the Schedule by reason of any negligent act, error or omission, whenever or wherever committed or alleged to have been committed, on the part of the Assured or any person who has been, is now, or may hereafter during the period set forth in the Schedule be employed by the Assured in their capacity as an Association or as more fully described in the Primary Policy No. 76-A-151 or renewal or replacement thereof issued to the Assured by certain Underwriters at Lloyd's, London (hereinafter called the "Primary Insurers").
2. The Underwriters hereon shall only be liable hereunder after the exhaustion of the Primary Policy issued to the Assured for \$ 250,000, which is in turn in excess of \$ 2,500 deductible each and every claim (which expression shall include costs and expenses incurred in connection therewith by or on behalf of the Assured and which stated amount shall be deducted from each claim and borne by the Assured at their own risk) and then the Underwriters shall only be liable for a further \$ 250,000 in the aggregate for all claims (including costs, and expenses as aforesaid) during the period set forth in the Schedule.

CONDITIONS

1. INCURRING OF COSTS AND EXPENSES - In the event of claim or claims arising which appear likely to exceed the Primary Limits, no costs or expenses shall be incurred by the Assured without the written consent of the Underwriters.
2. APPLICATION OF SALVAGE - All salvages, recoveries, or payments recovered or received subsequent to a loss settlement under this Policy shall be applied as if recovered or received prior to such settlement and all necessary adjustments shall then be made between the Assured and the Underwriters provided always that nothing in this clause shall be construed to mean that losses under this policy are not recoverable until the Assured's ultimate net loss has been finally ascertained.
3. MAINTENANCE OF UNDERLYING INSURANCE - This Policy is subject to the same warranties, terms and conditions (except as regards the premium, the amount and limits of liability and the renewal agreement, if any, and except as otherwise provided herein) as are contained in or as may be added to the Policies of the Primary Insurers prior to the happening of an occurrence for which claim is made hereunder. It is a condition of this Policy that the policy of the Primary Insurers shall be maintained in full effect during the period set forth in the Schedule, except for any reduction of the aggregate limits contained therein, by payment of claims costs or expenses in respect of claims made against the Assured during the period set forth in the Schedule.
4. CANCELLATION - This Policy may be cancelled by the Assured or by the Underwriters or their representatives by sending by registered mail notice to the other party stating when, not less than ten (10) days thereafter, cancellation shall be effective. The mailing of notice as aforesaid by Underwriters or their representatives to the Assured at the address shown in this Policy shall end on the effective date and hour of cancellation stated in the notice. Delivery of such written notice either by the Assured or by the Underwriters or their representatives shall be equivalent to mailing.

If this Policy shall be cancelled by the Assured the Underwriters shall retain the customary short rate proportion of the premium for the period this Policy has been in force. If this Policy shall be cancelled by the Underwriters, the Underwriters shall retain the pro rata proportion of the premium for the period this Policy has been in force. Notice of cancellation by the Underwriters shall be effective even though Underwriters make no payment or tender of return premium with such notice.

ATTACHING TO AND FORMING PART OF POLICY NO. 76-B-151

DATE: September 21, 1976

AIF 367X

H & W UNDERWRITERS (AGENCY), INC.

By: Neil R. Paupert
President

SCHEDULE

The name of the Assured is:

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

The Address of the Head Office of the Assured is:

520 North Michigan Avenue, Suite 1504
Chicago, Illinois 60611

The Premium is: \$299.00 annually for \$250,000 annual aggregate excess
of \$250,000 annual aggregate with a \$2,500 deductible per claim

The period of the Insurance is from September 6, 1976
to September 6, 1977 , both days inclusive.

ATTACHING TO AND FORMING PART OF POLICY)
CERTIFICATE) No. 76-B-151

Endorsement #1

"Item 7, Exclusions, is amended by the addition of the following:

- (k) Based upon the Employee Retirement Income Security Act of 1974, Public Law 93-406, commonly referred to as the Pension Reform Act of 1974, and amendments thereto, or similar provisions of any Federal, State or Local Statutory Law or Common Law."

ATTACHED TO AND FORMING A PART OF POLICY NO. 76-B-151

ATTACHED TO AND FORMING A PART OF POLICY NO. 76-B-151

Effective: September 6, 1976

September 21, 1976

62152

New

THIS DECLARATION PAGE IS ATTACHED TO AND FORMS PART OF CERTIFICATE PROVISIONS (FORM A 16)

LLOYDS CERTIFICATE #76-A-151

ITEM	NUMBER Nº 1254		
1	<p><i>Name of Assured</i></p> <p>COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION 520 North Michigan Avenue, Suite 1504 Chicago, Illinois 60611</p>		
2	<p>EFFECTIVE <input checked="" type="checkbox"/> 12:01 A.M. BOTH DAYS AT FROM <input type="checkbox"/> 12:00 NOON STANDARD TIME</p> <p>September 6, 1976 TO September 6, 1977</p>		
3	<p>Acting upon your instruction, we have effected the insurance with:</p>	<p>NAME OF INSURERS</p>	<p>AMOUNT OR PERCENT</p>
	➔	<p>UNDERWRITERS AT LLOYD'S, LONDON</p>	<p>100%</p>
4	AMOUNT	COVERAGE	RATE
	<p>\$250,000 annual aggregate \$ 2,500 deductible per claim</p>	<p>ASSOCIATION PROFESSIONAL LIABILITY</p> <p>As Per Forms Attached AIF 367</p>	<p>Flat \$1,091.00 Annual</p>
5	<p>AUDIT TOTAL CHARGED \$1,091.00</p>		
	<p>SPECIAL CONDITIONS</p>		
	<p>Endorsement #1 - Excluding Fiduciary Liability</p> <p>Endorsement #2 - Excluding Natresources</p>		
	<p>Any reference herein to "HERBERT C. BROOKH" is hereby amended to "JOHN G. SMITH".</p>		
	<p><i>John G. Smith</i> COUNTERSIGNED DEC-1 1976 Attorney-in-fact for UNDERWRITERS AT LLOYD'S LONDON (NOT INCORPORATED) 117 SOUTH LA SALLE STREET CHICAGO, ILLINOIS 60603</p>		

Issued under Authority of H & W Underwriters (Agency), Inc.

JOHN E. IRLAND & CO. RESIDENT AGENT

Neil R Paupirt

John E. Ireland

ASSOCIATION PROFESSIONAL INDEMNITY INSURANCE
CLAIMS MADE BASIS

Underwriters do hereby agree with the Assured, that in consideration of the premium and the undertaking of the Assured to pay the deductible as described herein, and subject to the limit of liability of this insurance as set forth in the schedule and defined herein, and the exclusions, conditions and other terms of the policy as follows:

1. ASSOCIATION PROFESSIONAL LIABILITY: To indemnify the Assured for all sums which the Assured shall become legally obligated to pay by reason of any negligent act, error, omission, misstatement or misleading statement committed or alleged to have been committed by the Assured while in the performance of services conducted by or on behalf of the named Assured in their professional capacity as an association, PROVIDED ALWAYS THAT:

such negligent act, error, omission, misstatement or misleading statement results in a claim or claims being made against the Assured during the policy period, except that if during the policy period the Assured shall become aware of any circumstances which may subsequently give rise to a claim against the Assured for which insurance would be afforded hereunder and if the Assured shall during the policy period herein give written notice to the Underwriters of such circumstances, any claim which is subsequently made against the Assured arising out of such circumstances shall be deemed for the purpose of this insurance, to have been made during the currency hereof.

If Underwriters cancel this insurance, any claim made against the Assured within one year after the effective date of cancellation by reason of any negligent act, error, omission, misstatement or misleading statement committed before such cancellation hereof, shall be deemed for the purpose of this insurance, to have been made during the currency hereof.

All claims arising out of the same negligent act, error, omission, misstatement, or misleading statement covered hereunder shall be deemed for the purpose of this insurance to have been made when the first of such claims is made.

2. DEFINITION OF POLICY PERIOD: The term "Policy Period" whenever used in this policy shall mean the period from the inception date of this policy to the policy expiration date or its earlier termination date, if any.
3. DEFINITION OF ASSURED: The unqualified word "Assured" whenever used in this policy shall mean the named Assured designated in the schedule and any persons who were, now are, or shall hereafter be officers, directors, or employees of the named Assured, whether salaried or not, or any person while acting in the course of his duties conducted by him as directed by a salaried officer or by the Board of Directors for and on behalf of the named Assured in their professional capacity as an association.
4. LIMIT OF LIABILITY: The total limit of Underwriters' liability for all claims during the policy period, as covered hereunder, shall never exceed under this insurance the amount stated in the schedule and the inclusion herein of more than one Assured or the making of claims by more than one person, firm, corporation or organization shall not operate to increase the said limit of Underwriters' liability. The limit of liability afforded hereunder shall be inclusive of loss payments as well as of claim expenses whether or not a loss payment is involved.

5. DEFINITION OF CLAIM EXPENSES: The words "claim expenses" whenever used in this policy shall mean all costs and expenses (excluding loss of earnings or income incurred by the Assured and also excluding employees' salaries), incurred with Underwriters' written consent in the investigation and defense of any claim insured hereunder, and shall include all fees and expenses of adjustors and attorneys retained by Underwriters whether or not a loss payment is involved or a suit has been commenced.

6. DEDUCTIBLE: The deductible amount stated in the schedule shall be applicable to each claim and shall include loss payments and claims expenses as herein defined. However, claims based on, or arising out of, the same act or interrelated acts of one or more of the Assureds shall be considered a single loss and only one deductible shall be applied. Underwriters may pay any part or all of the Assured's deductible amount to effect settlements of any claim or suit or to satisfy claim expenses incurred, and upon notification of the action taken, the named Assured shall promptly reimburse Underwriters for such part of the deductible as has been paid by the Underwriters.

7. EXCLUSIONS: This insurance shall not indemnify the Assured in respect of any claim brought about by, arising out of, or attributable to, directly or indirectly through:
 - (a) an Assured acting as a director, officer, partner or employee of any enterprise which is not the named Assured;
 - (b) any dishonest, fraudulent (except if not committed with actual intent to deceive or defraud), criminal, malicious or knowingly wrongful act, error or omission committed or alleged to have been committed by or at the direction of any Assured; however, notwithstanding the foregoing, the Assured shall be protected under the terms of this policy as to any claims upon which suit may be brought against them by reason of any alleged dishonesty on the part of the Assured, unless a judgment or other final adjudication thereof adverse to the Assured shall establish that acts of active and deliberate dishonesty committed by the Assured with actual dishonest purpose and intent were material to the cause of action so adjudicated.
 - (c) bodily injury, sickness, disease or death of any person, including but not limited to, any obligation for which the Assured or its insurer may be or is liable under any Workmen's Compensation Law, Unemployment Compensation Law, Employers Liability Law, Disability Benefits Law, or under any other similar law or for any claim for damage to or destruction of any tangible property, including loss of use thereof;
 - (d) punitive or exemplary damages or fines or penalties imposed by law;
 - (e) the failure to purchase or maintain insurance or bonds required by law, or established by any regulatory body as a standard;
 - (f) activities where the Assured acts in any capacity as an insurance agent, insurance broker, or insurance consultant;
 - (g) any Assured gaining in fact any personal profit or advantage to which they were not legally entitled;
 - (h) anti-trust, price fixing, or restraint of trade actions; however, notwithstanding the foregoing, the Assured shall be protected under the terms of this policy as to any claims upon which suit may be brought against them by reason of any alleged anti-trust, price fixing or restraint of trade actions, on behalf of the Assured, unless a judgment or other final adjudication thereof adverse to such Assured shall establish that acts of anti-trust, price fixing or restraint of trade did in fact occur in which event the Assured shall hold Underwriters harmless and reimburse them with respect for any costs, charges and/or expenses incurred in connection therewith.

- (i) loss of, damage to, or loss of use of property directly or indirectly caused by seepage, pollution or contamination, provided always that this Exclusion shall not apply to liability for loss of or physical damage to or destruction of tangible property or loss of use of such property damaged or destroyed, where such seepage, pollution or contamination is caused by a sudden, unintended and unexpected happening during the period of this Insurance;
- (j) the cost of removing, nullifying or cleaning-up seeping, polluting or contaminating substances unless the seepage, pollution or contamination is caused by a sudden, unintended and unexpected happening during the period of this Insurance;

The wrongful act of any Assured shall not be imputed to any other Assured for the purpose of determining the application of the (above) Exclusions.

- 8. NOTICE AND COOPERATION: The Assured shall as a condition precedent to their right to be indemnified under this policy give immediate notice in writing to Underwriters through H & W Underwriters (Agency), Inc.
 - (a) of any claim made against them or
 - (b) of the receipt of notice from any person of an intention to hold the Assured responsible, and shall in either case, cooperate with Underwriters in the investigation and/or defense of such claim or suit without charge to Underwriters and give to Underwriters such information and written statements as the Underwriters may require.
- 9. DEFENSE AND SETTLEMENT: The Assured shall not admit liability for or settle any claim or incur any costs, charges or expenses in connection therewith without the written consent of Underwriters, such consent not to be unreasonably withheld, however, in the event of such consent being given, Underwriters will promptly reimburse the Assured for any such costs, settlements, charges or expenses. The foregoing shall be subject to the conditions and limitations set forth in Clause 4 and Exclusion 7(h) and any and all reimbursement shall be in accordance therewith. Underwriters shall be entitled at any time to take over and conduct in the name of the Assured the defense of any claim. The Underwriters shall not settle any claim without the consent of the Assured. If, however, the Assured shall refuse to consent to any settlement recommended by the Underwriters and shall elect to contest or continue any legal proceedings in connection with such claim, then subject to the limit of liability of this insurance the Underwriters' liability for the claim shall not exceed the amount for which the claim could have been settled plus the claim expenses incurred with their consent up to the date of such refusal.
- 10. CANCELLATION: This policy may be cancelled by the named Assured by surrender thereof to the Underwriters or any of its authorized agents or by mailing to the Underwriters written notice stating when thereafter the cancellation shall be effective. This policy may be cancelled by the Underwriters by mailing to the named Assured at the address shown in the declarations a written notice stating when, not less than 30 (thirty) days thereafter, such cancellation shall become effective. The time of such surrender or the effective date and hour of cancellation stated in the notice shall terminate the policy period. The mailing of such notice as aforesaid, whether by ordinary mail or by certified mail, shall be sufficient proof of such notice. Delivery of such written notice whether by the named Assured or by the Underwriters, shall be equivalent to mailing. If the named Assured cancels, earned premium shall be computed in accordance with the customary short rate table and procedure. If Underwriters cancel, earned premium shall be computed pro rata. Premium adjustment may be made either at the time cancellation is effected or as soon as practicable thereafter, but payment or tender of unearned premium is not a condition of cancellation by Underwriters.

11. SUBROGATION: In the event of any claim under this policy, the Underwriters shall be subrogated to all the Assured's rights of recovery therefore against any person or organization and the Assured shall execute and deliver instruments and papers including the customary loan receipt and do whatever else is necessary to secure such rights including the right to commence suit in the Assured's name. The Assured shall do nothing after loss to prejudice or waive such rights.
12. OTHER INSURANCE: The applicable limit of liability of this insurance shall be excess insurance over other valid and collectible insurance against loss covered under this policy.
13. FALSE OR FRAUDULENT CLAIMS: If the Assured shall proffer any claim knowing same to be false or fraudulent, as regards amount or otherwise, this insurance shall become void and all claims hereunder shall be forfeited.
14. CHANGES: Notice to any agent of Underwriters or knowledge possessed by any agent or by any other person, shall not effect a waiver or a change in any part of this policy or stop the Underwriters from asserting any right under the terms of the policy, nor shall the terms of this policy be waived or changed except by written endorsement signed by Underwriters issued to form a part of this policy.
15. CONFORMITY TO STATUTE: Terms of this policy which are in conflict with the statutes of the state wherein this policy is issued are hereby amended to conform to such statutes.
16. SEVERABILITY CLAUSE: It is agreed that the particulars and statements contained in the written proposal, copy of which is attached hereto, and the Declarations are the basis of this policy and are to be considered as incorporated in and constituting part of the policy. As respects the particulars and statements contained in the written proposal and the Exclusions set forth herein, this policy shall be construed as a separate agreement with each Assured. Nothing in this paragraph shall be construed to increase the Underwriters' maximum liability as set forth in this policy.

SCHEDULE

Item 1. Assured: COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

Address: 520 North Michigan Avenue, Suite 1504
Chicago, Illinois 60611

Item 2. Period of Insurance: September 6, 1976 to September 6, 1977

Item 3. Limit of Liability: \$250,000 annual aggregate

Item 4. Deductible: \$2,500 per claim

Item 5. Premium: \$1,091.00 Annually

ATTACHING TO AND FORMING PART OF POLICY NO. 76-A-151

DATED: September 21, 1976

H & W UNDERWRITERS (AGENCY), INC.

By: Neil B Paupert

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

OPERATIONS MANUAL

The administrative management responsibilities for the Commission on Rehabilitation Counselor Certification will be carried out by an Administrative Officer who will function under policies established by the Commission. New policies for guidance of the Administrative Officer will be developed as the need arises.

A. Administrative Functions

Under the direction and supervision of the Commission and its executive committee, and within the framework of the Articles of Incorporation and Bylaws of the Commission, the Administrative Officer may:

1. Manage the certification process and the business affairs of the Commission, preparing appropriate reports, annual budget, necessary resolutions for policy changes, recommendations for improved management and establish and maintain necessary administrative records, fiscal controls and records and financial records, including necessary reports required by the State of Incorporation and the Internal Revenue Service.
2. Provide service functioning necessary for all Commission standing and ad hoc committees.
3. Maintain, direct and supervise the operation of the Commission's Administrative Office and employ the professional and clerical help deemed necessary by the Commission.
4. Carry out policy of the Commission and recommend additional policy and changes as needed to assure effective administration of the Commission's affairs. He will not institute such policies and changes without the expressed approval of the Commission.
5. Establish and maintain appropriate certification records, lists, files and other mechanisms to assure effective control of the certification process under standards established by the Commission.
6. Provide necessary assistance in capturing and maintaining minutes of Commission meetings.
7. Maintain liaison with other structures at state, regional and national levels as needed to maintain and promote the Commission's program.
8. Plan and execute programs to increase understanding of the certification process, standards, records, certificates, and all other content related to the work of the Commission.
9. Publish special or regular releases to the field and the house organs or journals of the concerned professional associations and service agencies as determined by the Commission.
10. With the authorization of the Commission, carry out such research with data accumulated through the certification process, write reports for the Commission and publish manuscripts based upon such research.
11. Perform such other functions as directed by the Commission.
12. With the approval of the Commission, negotiate and obtain grants and other support for the Commission's program.

The Administrative Officer shall be employed on a contract basis and will meet the knowledge and skill characteristics required by the above outline of duties.

In addition the Administrative Officer will:

1. Prepare an annual budget for review by the Commission.
2. Serve as registered agent and his office as the address of the Commission and as registered office.

B. Office Procedures.

1. The Commission will participate in promotional efforts for initiating and carrying out the rehabilitation counselor certification process through:
 - a. Provision of promotional materials, to be developed by the Commission or by Natresources, Inc., as approved by the Commission.
 - b. Provision of mailing lists of Commissioners in such style as required by appropriate administrative needs.
 - c. Newsletters or other publication outlets by announcements, articles or advertising as approved by the Commission.
 - d. Development of appropriate application form, reference voucher forms and other certification documents as approved by the Commission.
 - e. Development of such manuals as relate to the certification process as necessary.
2. The Commission will establish a checking account with a Chicago bank other than that in which Natresources, Inc. funds are kept. Income to the Commission will be deposited to that account. All withdrawals from that account will be made with the approval of the Secretary-Treasurer. The Commission will:
 - a. Approve any shift of categorical item amounts in the budget when justified by the Administrative Officer and within a balanced budget.
 - b. Recommend to the full Commission expansion of budget items to cover unusual adjustments required but within a balanced budget mechanism.
 - c. Establish any reserve accounts as may be indicated.
 - d. Negotiate grants or otherwise adjust necessary funding processes including fees for application and examinations. All such actions will be backed by recorded resolutions adopted by the Commission authorizing its Chairman or other officers to take such action.
 - e. The Administrative Officer may establish any special accounts for specific purposes to expedite effective operation of the Commission's program including reserve fund accounts as approved by the Commission.
3. All contracts entered into by the Commission for purposes of carrying out its programs will explicitly spell out the requirements, the standards and procedures to be adhered to by both parties and be signed by the Chairman, acting for the Commission.
4. The Treasurer of the Commission will make financial reports quarterly to the Commission members to reflect the fiscal operation and based upon bookkeeping records maintained by the Administrative Officer.
5. The Treasurer, the Chairman and the Administrative Officer will have their positions protected by a performance bond to relieve the Commission for any fiscal malfeasance in office up to the limit of \$15,000 each and paid for by the Commission.

6. An annual audit and tax report will be prepared by an accounting firm independent of Natresources, Inc. and such audit report will be made available to all Commission members.
7. The Commission's fiscal year will begin with the first day of the month of its incorporation as a non-profit corporation and end June 30. Each fiscal year thereafter will be from July 1 to June 30.
8. Withdrawals from any accounts will require co-signatures of the Treasurer and the Administrative Officer, with the signatures of the Chairman and the Vice Chairman on file for co-signature with either of the above agents when the other is incapacitated. All withdrawals co-signed by an officer other than the Secretary-Treasurer must be approved in advance by the Secretary-Treasurer; verbal approval is sufficient provided written approval is later recorded in the Commission's files.
9. Appropriate files will be organized and set up to accommodate the operation of the Commission and be maintained separately from other Natresources, Inc. operations. Copies of correspondence relating to specific responsibilities of the officers or chairpersons of any committee will be shared with such persons.
10. The Administrative Officer, together with the Chairman of the Commission, will develop the agenda and any back-up materials dealing with agenda items including the budget, when the Commission meets in annual or any special sessions.
11. The Commissioners shall decide what aspects of its activity or productivity shall be saleable and shall adopt guidelines covering such sales and the prices to be established for guidance to the Administrative Officer.
12. The Commission will adopt fee schedules for carrying out its services including costs of administration of the certification examination, certificates of certification, mailing, publishing, data analysis and any other costs incidental to its total program.

C. Travel Policies

1. Funds will be available to reimburse travel costs for Commissioners at called meetings unless such meetings are held jointly or as an extension of another meeting to which travel costs are borne by some other agency. In such situations, reimbursement would be allowed for the extra time required for attendance at the Commission meeting.
2. A Commissioner will be provided reimbursement for expenses incurred in additional travel when his duties require him to meet between meetings in the Commission's office or on other occasions, subject to the approval of the Executive Committee. When an organization requests that a Commissioner address the organization concerning certification, such request must be submitted to the Commission in writing and approval for expense reimbursement given by the Commission.
3. Meetings of any committees may incur expenses of members which may be reimbursed.
4. All persons authorized to travel at the expense of the Commission will be reimbursed at the actual costs for travel and hotel room. Meals at the level of \$15.00 per day will be reimbursed together with telephone calls incidental to the Commission's affairs. Airfare will be reimbursed at coach class rates.

5. Travel by automobile will be reimbursed at a rate not to exceed the cost of coach airfare when mileage exceeds that rate at 15¢ per mile. First class airfare will be paid when an airline normally provides no other class of accommodation. When two or more persons travel in the same car, reimbursement will be made to the person responsible for the use of the car.
6. Expense claims for travel will be filed upon forms provided by the Commission, containing classifications of expense items. Expense claims will be supported by evidence such as hotel receipts, transportation ticket carbons or receipts, and any other such items normally available. Any other items of unusual amounts should be explained on the claim form.
7. To reduce out-of-pocket expenditures for airfare, the Administrative Officer may purchase tickets through a travel agency to be picked up at the traveler's airport or to be sent by certified mail to the traveler.
8. Whenever other sources of funds for travel are available to or can be shared by Commission members, they should exploit this possibility for such funding to reduce costs to the Commission.

D. Policy for Commission Meetings

1. The Commissioners will meet upon the call of the Chairman. The Chairman shall call a meeting at his own discretion or upon the written request of three Commissioners.
2. Notices of all meetings will be sent to the Commissioners by mail at least 15 days prior to the meeting date, designating to the Commissioners the time and place of the meeting.
3. A tentative agenda listing the principal items of business will accompany the call. Commissioners may request inclusion of other items on the agenda. Any supporting materials for the agenda should accompany the agenda whenever possible. Additional items may be included in the agenda at the meeting by a majority of those present.
4. A majority of the Commissioners will constitute a quorum, provided, however, that if less than a majority of such Commissioners are present at said meeting, a majority of those members who are present may adjourn the meeting from time to time without further notice.
5. Minutes of the meeting shall be kept by the Secretary-Treasurer or by someone designated by the Chairman in the absence of the elected Secretary.
6. Minutes of meetings shall include:
 - a. the place and date of the meeting.
 - b. the names of Commissioners present.
 - c. all motions made.
 - d. results of all balloting on the motion.
 - e. the names and identification of all persons appearing before the Commission and any issues such persons shall present with the consent of the Commission.
 - f. the time of adjournment.
7. A roll call vote may be recorded upon the request of at least five members of the Commission.

8. Minutes of all meetings of the Commissioners shall be mailed to all Commissioners as soon as practical after the conclusion of the meeting. Thirty days will be allowed for additions or corrections of the minutes before they are placed in the permanent minute book of the Commission. If there is disagreement with respect to the minutes, it will be resolved by the majority voting by mail ballot or in a regular or special meeting.
9. The latest edition of Robert's Rules of Order will be the guide for conducting meetings of the Commission.
10. The permanent book of minutes will be kept in the Administrative Office and available to governmental authorities concerned with corporation records; a duplicate book shall be kept in the possession of the Secretary. Included in the registered office file will be financial reports, tax reports and annual audit reports.
11. Vacancies in Commission membership will be filled according to the Bylaws.
12. The Administrative Officer will keep on file the scheme reflecting expiration of Commission terms, alerting the Chairman to expirations. He will furnish all Commission member names, addresses and telephone numbers at the beginning of each fiscal year or after the established date when new Commission terms are effective.

E. Committee Operations

1. Committees, ad hoc or standing, will be appointed by the Chairman in accord with the Bylaws to carry out studies, assignments, missions or other activity to enhance the effectiveness of the Commission's programs. Committee chairpersons will be designated with the approval of the Commission.
2. Committees established will usually be charged with a specific mission and be dissolved when that mission is concluded. Membership on such committees should not exceed three people unless there is justified need for wider involvement of Commission members in a particular task.
3. The Chairman will appoint members to fill vacancies caused by resignation or death in committee membership as they may occur.
4. All committees should have opportunity to meet and report at the annual meeting of the Commission.
5. Funds may be budgeted and assigned to committees in support of the committee's activity such as correspondence, duplicating materials, writing reports, exchange of materials, purchase of materials and for travel as can be justified for face-to-face meetings of the committee members.
6. The Chairman will be responsible for developing committee charges.
7. The Chairman may remove a chairman or committee member when there is evidence that the committee's charge is not being carried out.
8. Any newly elected Chairman shall re-affirm committee appointments or appoint new committee members as approved by the Commission.

F. Certification Application Process

1. Applications for the certification examination will be in such form as prescribed by the Commission.
2. Reference vouchers (including consumer evaluation if so determined by the Commission) will be used and may take two forms:
 - a. To verify application information as to accuracy of content;
 - b. To rate an applicant on behavioral, social, vocational and other characteristics.
3. Applications will be evaluated by the Credentials Committee as to eligibility to take the examination on the basis of standards promulgated by the Commission.
4. When the applicant is declared eligible to take the examination, a letter will be sent to the address on his application advising him of his eligibility to take the examination.
5. When an applicant fails to meet credentials requirements, he will be notified as in No. 4 above with the necessary explanation as to why he is not qualified.
6. A list of eligible applicants will be provided to the individual charged with supervising the administration of the examination at the examination sites. This will provide a check-off list against which the examination will be numbered for computer scoring, analysis and recording purposes.
7. A processing fee of \$15.00 must accompany the application. If the applicant is found to be ineligible, the \$15.00 fee is non-refundable and the applicant will be so advised.
8. The examination fee will be \$30.00 and will be forwarded to the Commission by the accepted candidate when he receives notification that he is eligible to take the examination. This fee must be paid prior to the issuance of the candidate's certificate.
9. Candidates for the examination who fail to appear will forfeit the examination fee unless the Commission is notified at least 24 hours in advance of the examination that the candidate cannot be present. In this case his fee may be applied to a future examination or returned to the candidate. If he fails to report his absence, the fee will be forfeited.
10. Individual ledger cards for each qualified applicant for the examination will be maintained as a part of the fiscal system. Fees paid will be recorded thereon. This card may be so designed to receive essential data about the individual for quick retrieval in terms of his name, address, examination and/or certificate number, and the date and any other information necessary for administration of the examination records and process. A data computerized system may be designed for more expeditious handling of the candidate's complete data.

G. Administration of Examination

1. The candidate qualified by the appropriate processes outlined above should present himself at the examination site which has been set out in his letter of acceptance or otherwise to take the examination. His letter of acceptance or other appropriate documentation will be the evidence presented to receive his copy of the examination.

2. The examination, in whatever alternate forms it may be devised, will be numbered and this number will be the key number in all records of control and data analysis for the candidate identified with it. This number then reasonably assures anonymity for the candidate when his examination record is shared in statistical treatment or reporting or recording for consumption outside of the Commission. ✓
3. The examination will begin at a specific time, previously announced to all candidates. Any candidate reporting after the orientation to the examination has begun will not be allowed to sit for the examination. His fee would be refundable or applied to a future examination as he may desire.
4. Monitors and supervisors for each site of the examination will be in ratio to the number of examinees as may be determined by the Commission. The recommended ratio will be four (4) monitors and one (1) supervisor to one hundred examinees.
5. The necessary number of test booklets and pencils will be provided by the Commission. After the examination has begun, the examinee may be permitted to leave the room by a specific exit and return by the same entrance, leaving his test booklet with the monitor at the door. He may then receive his test booklet again from the monitor upon his return.
6. Every effort will be made to protect the security of the examination prior to, during and after the examination. Any questions will be answered by the supervisors as long as the inquiry does not relate to the content of the examination.
7. When the examinee has completed his test booklet, he will carry it to a monitor or supervisor at a designated site before he leaves the examining room. Once he has turned in his test as completed, he will not be allowed to re-enter the room or handle his test booklet again.

H. Examination Analysis and Reporting

1. The Commission will score, analyze and report the written test examination results for each examinee and for the group taking the examination so that each candidate may have the profile of his own effort for comparison with the group.
2. These profiles will be maintained also as a part of his permanent certification record.
3. Other data analysis may be shared with him by the Commission, reflecting correlations of performance by regions, educational level, experience, age, agency, state, etc.
4. The Commission may share its reports with professional organizations, agency heads, educational institutions and others concerned with counselor education and performance as measured by this examination. Individual profiles, however, enabling identification of the individual examinee, will not be so shared. Any agency or institutional profiles with similarly protect the identity of the agency or institution when shared with others.
5. Data may be shared with agency administrators and educators that provide cues to inservice and continuing education or possible curriculum revision.

I. Certificates of Rehabilitation Counselor Certification

1. Appropriate certificates of appropriate design to identify individuals as certified rehabilitation counselors may be designed and provided to each examinee when it is determined that he is to be so recognized.

2. This certificate will be printed, lettered, signed and dated to reflect accurately the examinee's name as he designated it. This certificate is to be furnished without further cost to the examinee, including its delivery in appropriate mailing carton to protect it from damage in delivery. Replacement or extra certificates will be provided at a cost of \$5.00.
3. The certificate will bear the corporate seal of the Commission and will be of such quality of material that it may be framed and preserved against undue deterioration.
4. Certificates damaged in shipment and returned will be replaced without cost to the examinee.
5. Certificates will be shipped by first class mail to assure receipt or return if they are not deliverable.

June 13, 1975



BYLAWS*

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

Member Organizations

American Coalition of Citizens with Disabilities
American Rehabilitation Counseling Association
Association of Rehabilitation Facilities
Council on Rehabilitation Education
Council of Rehabilitation Counselor Educators
Council of State Administrators for Vocational Rehabilitation
National Association of Non-White Rehabilitation Workers
National Rehabilitation Counseling Association

*Adopted December 7, 1973, Chicago, Illinois
Amended June 13, 1975, Chicago, Illinois
Amended June 4, 1976, Chicago, Illinois

ARTICLE I: PURPOSE

This Commission on Rehabilitation Counselor Certification, hereinafter referred to as the "Commission", is organized exclusively for educational and scientific purposes:

- A. To establish criteria for the certification of rehabilitation counselors.
- B. To conduct programs which will encourage certification and maintain and improve professional standards in rehabilitation counseling.
- C. To determine compliance with the criteria for certification.
- C. To make available to the public information regarding certification.
- E. To assume such other responsibilities, and to conduct such other activities, as are compatible with the operation of a certification program.

No part of the income of the Commission shall be distributable to its members, directors or officers except as permitted by the Non-Profit Corporation Act of the State of Illinois; no member, director or officer of the Commission shall have any right, title or interest in or to any property of any kind owned by it in connection with the performance of its functions nor in or to any income of other funds received by the Commission; no part of the net earnings of the Commission shall inure to the benefit of any private member; no substantial part of the activities of the Commission shall be carrying on propaganda, or otherwise attempting to influence legislation; and the Commission shall not participate in, or intervene in any manner in political campaigns on behalf of any candidate for public office.

ARTICLE II: OFFICES

The Commission shall have and continuously maintain in the State of Illinois an office and registered agent whose office is identical with such registered office. The business office may be within or without the State of Illinois as the Commission may determine.

ARTICLE III: CERTIFICATION PROGRAM

Section 1. Criteria.

The Commission shall establish criteria for the conduct of certification for rehabilitation counseling, which may embody all aspects considered by the Commissioners to be germane to the maintenance of acceptable standards and practice.

Section 2. Procedure.

The Commission shall adopt a uniform evaluation process and a uniform procedure for certification administration.

Section 3. Authority.

The Commission shall have final authority to determine the certification requirements of individuals engaged in the practice of rehabilitation counseling in accordance with the procedures adopted by the Commission.

Section 4. Duration of Certification.

Each certification or re-certification shall be effective until a subsequent action is taken on the certification or re-certification.

Section 5. Revocation of Certification.

Certification may be withdrawn from any previously certified counselor practicing in the field of rehabilitation counseling for cause deemed sufficient by the Commissioners.

Section 6. Appeal.

A practicing rehabilitation counselor who fails to receive initial certification or re-certification, or who has had his/her certification revoked, shall be entitled to appeal in the manner specified in the approved statement of certification procedures.

Section 7. Eligibility.

Requests for certification will be accepted only from counselors who meet the eligibility criteria and standards specified in the approved statement of certification procedures. Applications will be accepted from eligible rehabilitation counselors in the United States, territories thereof, Canada, and United States citizens resident in foreign countries provided arrangements can be made satisfactory to the Commission for the secure administration of the evaluation instrument.

Section 8. Fees.

Certification shall not be contingent upon the payment of any fee other than actual program costs, but certified rehabilitation counselors may be requested to contribute to support the certification program upon the request of the Commission.

ARTICLE IV: MEMBER ORGANIZATIONS

Syction 1. Membership.

The Commission shall be composed of representatives from the National Rehabilitation Counseling Association (NRCA), The American Rehabilitation Counseling Association (ARCA), Council on Rehabilitation Education (CORE), Association of Rehabilitation Facilities (ARF), Council of State Administrators for Vocational Rehabilitation (CSAVR), National Association of Non-White Rehabilitation Workers (NANWRW), and Council of Rehabilitation Counselor Educators (CRCE, as of June 1, 1975). American Coalition of Citizens with Disabilities, Inc. (ACCD, as of December 9, 1976).

Section 2. Additional Members.

Representatives from additional organizations may be admitted to participation in the Commission upon unanimous written approval of all current member organizations, in which case the name of any such additional organization shall be added to Article IV, Section 1, with an indication of the effective date of such participation.

Section 3. Transfer.

Membership in the Commission is not transferrable or assignable.

ARTICLE V: COMMISSIONERS

Section 1. General Powers.

The affairs of the Commission shall be managed by its Board of Commissioners.

Section 2. Representation and Selection of Commissioners.

Each member organization shall have the right to nominate one Commissioner, who shall be affiliated with such member organization, with the exception of NRCA and ARCA which shall have the right to appoint five (5) each, the majority of which must be practicing counselors at the time of appointment. The chief salaried officers of NRCA and ARCA shall serve as ex-officio members of the Commission without voting privileges but shall be entitled to attend all meetings of the Commission for the purpose of continuity and facilitating implementation and information regarding certification to the constituent bodies represented by these Associations.

All nominations shall be in writing and executed on behalf of the member organization by its President and his/her designate and delivered to the Commission. The Commission shall retain the right to accept or reject the individuals nominated by the member organizations. Should the Commission reject any such nominee, the appropriate member organization shall be so notified in writing by the Chairman, together with the reasons therefor and a request for other nomination(s).

Section 3. Term of Commissioners.

The term of each Commissioner, other than those Commissioners originally appointed in the Articles of Incorporation, shall be for a period of three (3) years. Upon the expiration of a Commissioner's term, the President of the member organization which he/she represents shall nominate his/her successor to a new three (3) year term.

In the event of death, resignation, inability to act or nonqualification of a Commissioner, the President of the member organization which he/she represents shall nominate his/her successor to serve for the unexpired term.

Commissioners shall be eligible to serve a maximum of two (2) successive terms. At least thirty (30) days prior to the expiration of a Commissioner's term, the member organization shall have delivered to the Commission the name of the new Commissioner nominated by said organization.

When a Commissioner fails to attend two consecutive meetings of the Commission and/or its Committees, a review shall be made by the Executive Committee of the situation and if appropriate a recommendation be made to the Commission that the Commissioner be recalled. Under these circumstances a Commissioner may be recalled by a majority vote of the full Commission. The member organization represented by a recalled Commissioner shall be advised of the recall and a nomination requested for the vacancy so created.

Any member organization which feels its representative is not fulfilling his/her responsibility as a Commissioner has the right to request that the Executive Committee review the Commissioner's performance. If appropriate, a recommendation will be made by the Executive Committee to the full Commission that the Commissioner be recalled. The Executive Committee shall be responsible for reporting to the member organization the recommendation that the Commissioner continue on or be recalled from the Commission. If a vacancy is created by this action, the member organization shall be so advised and a nomination requested to fill the vacancy.

Each Commissioner must be a member in good standing of the member organization by which he/she is nominated during his/her tenure on the Commission.

Section 4. Regular Meetings.

There shall be at least one (1) regular meeting of the Commission each year for the purpose of electing officers and transacting such other business as may come before the meeting.

Section 5. Special Meetings.

Special meetings of the Commission may be called by or at the request of the Chairperson of any three (3) Commissioners upon written request to the Chairperson. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Illinois, as the place for holding any meeting called by them.

Section 6. Notice.

Written notice stating the place, day and hour and the business to be transacted shall be delivered by mail to each Commissioner not less than fifteen (15) days before the date of the meeting. No business shall be transacted at a meeting other than that stated in the notice.

Section 7. Quorum.

A majority of the Commissioners appointed by the member organizations shall constitute a quorum for the transaction of business at any meeting of the Commission, provided, however, that if less than a majority of such Commissioners is present at said meeting, a majority of Commissioners who are present may adjourn the meeting from time to time without further notice.

Section 8. Informal Action.

Any action required to be taken at a meeting of the Commission may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the Commissioners.

Section 9. Executive Committee.

The Executive Committee shall be composed of the officers of the Commission and two additional members to be elected by the Commission, one of which must be a consumer.

The Executive Committee shall have and exercise all of the authority of the Commission in the management of its affairs, except as otherwise required by law. Vacancies in the membership of the Committee shall be filled by the Commission at a regular or special meeting of the Commissioners. The Executive Committee shall keep regular minutes of its proceedings and report the same to the Commission when required.

Section 10. Other Committees.

The Chairperson of the Commission may, from time to time, designate two or more Commissioners to constitute one or more special committees to carry out specific mission(s) as outlined by the Chairman. After a special committee's mission has been accomplished, the special committee shall be dissolved.

ARTICLE VI: OFFICERS

Section 1. Officers.

The officers of the Commission shall be a Chairperson, a Vice-Chairperson and a Secretary-Treasurer, and such other officers as the Commission may authorize, all of whom shall be elected from the Commission.

Section 2. Election.

At the regular meeting closest in time to the beginning of each fiscal year on July 1, the Commissioners shall elect officers in the following order: Chairperson, Vice-Chairperson, Secretary-Treasurer, such officers to assume their responsibilities on July 1 of the same year. Elections shall be by secret ballot of all Commissioners present.

Section 3. Term of Office.

Each officer shall hold office for one (1) year and until his/her successor is elected and qualified. The Chairperson may serve a maximum of three (3) consecutive years. Other officers shall be eligible for re-election without limit.

Section 4. Removal.

Any officer may be removed from office by a vote of the majority of the Commissioners in attendance at any regular or special meeting of the Commission.

Section 5. Vacancies.

A vacancy in any office because of death, resignation, removal or incapacity shall be filled in the manner prescribed for the regular election of officers at the meeting of the Commission next following.

Section 6. Chairperson.

The Chairperson shall preside at all meetings of the Commission and may sign on behalf of the Commission all contracts, documents and instruments authorized by the Commission.

Section 7. Vice-Chairperson.

The Vice-Chairperson shall act as Chairperson in the absence or incapacity of the Chairperson, and when so acting shall have all the responsibility, power and authority of the Chairperson.

Section 8. Secretary-Treasurer.

The Secretary-Treasurer shall have charge and custody of and be responsible for all funds and securities of the Commission, see that an adequate accounting system is maintained to give a true and accurate accounting of the financial transactions of the corporation and that reports of such transactions are presented to the Board; and in general perform all duties incident to the office of Secretary-Treasurer. The Secretary-Treasurer shall be the custodian of the Commission records and of the seal of the Commission.

ARTICLE VII: ADMINISTRATION

Section 1. Administrative Management.

The Commission may contract with a qualified corporation to provide administrative and technical services to the Commission. The contracting corporation shall be given authority and shall be held responsible for the coordination and administration of the certification program subject to such policies as may be adopted and such orders as may be issued by the Commission or by limitations stated in these Bylaws.

Section 2. Gifts.

The Commission may accept any grant, contribution, gift, bequest or devise for its general purposes.

Section 3. Indemnity.

Each Commissioner, officer, committee member and other agent of the Commission shall be held harmless and indemnified by the Commission against all claims and liabilities and all costs and expenses, including attorney's fees, reasonably incurred or imposed upon him/her in connection with or resulting from any action, suit or proceeding, or the settlement or compromise thereof, to which he/she may be made a party by reason of any action taken or omitted to be taken by him/her as a Commissioner, officer, committee member or agent of the Commission, in good faith.

This right of indemnification shall inure to such person whether or not he/she is a Commissioner, officer, committee member or agent at the time such liabilities, costs or expenses are imposed or incurred and, in the event of his/her death, shall extend to his/her legal representatives. To the extent available, the Commission shall insure against any potential liability hereunder.

Section 4. Fiscal Year.

The fiscal year of the Commission shall begin on July 1 and end on June 30 of each year.

Section 5. Public Information.

The Bylaws, Statement of Certification Procedures, Criteria for the Counselor Certification Program in Rehabilitation Counseling, list of Certified Rehabilitation Counselors and actions of the Commission regarding certification shall be made available to all. The minutes of the Commission, reports, instruments and other documents shall be held in confidence unless released upon the direction of the Commission.

ARTICLE VIII: LIQUIDATION AND DISSOLUTION

In the event of the liquidation or dissolution of the Commission, whether voluntary or involuntary, the assets of the Commission remaining after payment of its obligations shall have been made or provided for, and which shall not be held upon condition requiring return, transfer, or conveyance, which condition occurs by reason of such dissolution or liquidation, shall be used or distributed exclusively for purposes within those set forth in the Commission's Articles of Incorporation and within the intentment of Section 501(c) (3) of the Internal Revenue Code of 1954 and its Regulations as the same now exist or as they may hereafter be amended from time to time.

ARTICLE IX: AMENDMENT

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted at any meeting of the Commission by a majority vote of the Commissioners present at the meeting.

June 4, 1976

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

DEMOGRAPHIC INFORMATION

SIGNATURE _____

APPLICATION ID # _____

Responses you are being requested to give are expected to provide a foundation from which a meaningful competency examination can be developed. This implies that there is a long road ahead in the development of an examination which will truly measure competency, and one which will be fair to the many different types of counselors who elect to participate in certification.

Certification has as its primary impetus the provision of assurance that professionals engaged in rehabilitation counseling will meet acceptable standards of quality in practice. For this reason the inquiry about your academic training is rather extensive. This is requested for two reasons, (1) to develop in-service programs that will hopefully rectify deficiencies felt by the rehabilitation counselor, and (2) to influence future curriculum offerings in rehabilitation counselor education programs so that deficiencies can be reduced. Thus the information you provide both in response to the questions in the Field Review and this questionnaire is CRITICAL FOR ACHIEVING THE FINAL GOAL.

It is important that we have all of the information requested below. Although we are requesting identification of you as an individual we are not concerned with your performance as an individual. The personal identification serves only to link the characteristics of sets of people to sets of responses on the examination. The demographic data on rehabilitation counselors, supervisors and counselor educators, as well as on your work milieu and certain perceptions held, will also have relevance for future research in rehabilitation counseling, counselor education programs and in-service training. We will put this information to use in answering questions such as the following:

1. What proportion of the persons taking this examination are in each rehabilitation subspecialty?
2. Do the field review questions sample adequately from the content and experience base of rehabilitation counselors?
3. What is the background, experience and education that rehabilitation counselors have?
4. Do rehabilitation counselors in different settings respond the same way to questions?

You can see from this that there is additional information we might seek. We hope that you will help provide a data base. The information will also be valuable after the grandfathering period is over, for the reasons mentioned above, so that we may then construct the best examination possible. We appreciate your cooperation in providing the necessary information for what we all consider a worthy cause.

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

520 North Michigan Avenue - Suite 1504

Chicago, Illinois 60611

(312) 644-4329

INSTRUCTIONS FOR COMPLETING THE DEMOGRAPHIC QUESTIONNAIRE

For the October Field Review, the Demographic Questionnaire has been considerably lengthened. Please read these instructions carefully and follow them precisely. All participants should complete the Questionnaire before beginning the Field Review.

ALL PARTICIPANTS ANSWER QUESTIONS 1 through 55

SUPERVISORS ANSWER QUESTIONS 1 through 64

COUNSELOR EDUCATORS ANSWER QUESTIONS 1 through 55
AND PAGE 9

The following pattern for recording answers to questions should be followed:

Questions 1 through 50 on the purple answer sheet;
Questions 56 through 64 on the purple answer sheet;
Questions 51 through 55 and Page 9 on the Questionnaire form.

1. Each participant should use one purple answer sheet and the #2 pencil provided for the Field Review.
2. The questions may have varying numbers of responses. You should indicate the appropriate box no matter how many responses are available.
3. Please print your LAST NAME in the space marked "Your Last Name", and below it blacken the corresponding letters. Your first name and middle initial should also be completed.
4. Fill in your application identification number using the last four boxes under the section entitled "Student Number" and below it blacken the corresponding numbers.

EXAMPLES:

STUDENT NO.			
		4	56
(0)	(0)	(0)	(0)
(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)
(4)	(4)	(4)	(4)
(5)	(5)	(5)	(5)
(6)	(6)	(6)	(6)
(7)	(7)	(7)	(7)
(8)	(8)	(8)	(8)
(9)	(9)	(9)	(9)

STUDENT NO.			
		9	642
(0)	(0)	(0)	(0)
(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)
(4)	(4)	(4)	(4)
(5)	(5)	(5)	(5)
(6)	(6)	(6)	(6)
(7)	(7)	(7)	(7)
(8)	(8)	(8)	(8)
(9)	(9)	(9)	(9)

Daniel C. McAlees, Ph.D., Chairman
ARCA and NRCA

Harold Rubin, Vice Chairman
ARCA

Florence R. Curnutt, Secretary-Treasurer
NRCA

Anne D. Crumpton
NRCA

Grace Drain
NANWRW

George Ebra
NRCA

James R. Engelkes, Ph.D.
CRCE

Frederick Fay, Ph.D.
CONSUMER REP.

Larry Feinberg, Ph.D.
CORE

Marie Feingold
ARCA

Carl E. Hansen, Ph.D.
ARCA

Claude Myer
CSAVR

Michael Oliverio
NRCA

Daniel Smith
ARF

Patricia Whalen
ARCA

5. In the box marked "Month/Day" indicate the month and day on which the Questionnaire is being completed and below it blacken the corresponding numbers.
6. Indicate your sex in the appropriate space.
7. Indicate your name and identification number on the first page of the Demographic Questionnaire.
8. The number of responses varies with each question. If "OTHER" is the selected response, mark the appropriate space on the answer sheet and then on the Questionnaire fill in the space behind "SPECIFY".
9. If some questions do not exactly fit your current life/work situation, please select the answer that is CLOSEST to your present situation.
10. Questions 16 and 17 refer to the TOTAL number of hours of supervision you received during Graduate School. In the event that you were not supervised or did not have a Practicum, mark "NONE" (Response #1) on the answer sheet.
11. Question 50 has a total of 14 possible responses. In the event that your response is 11 through 14, mark it in the Questionnaire booklet rather than on the answer sheet.
12. Questions 51, 52 and 53 are answered on the Questionnaire.

Question 51: place a check mark under the appropriate column;

Question 52: place a check mark after the areas in which you have NEVER worked;

Question 53: place a check mark after all areas in which you feel you need more training.

13. Question 54 asks that you check the areas that you feel competent to work in. All 11 items should be checked either YES, SOMETIMES, or NO. Also fill in the appropriate percentages which should add to 100%.

EXAMPLE:

	PERCENT OF TIME PER WEEK	I FEEL COMPETENT TO WORK IN THIS AREA (CHECK ONE)			PERCENTAGE OF TIME I WOULD PREFER TO SPEND IN EACH OF THE AREAS.
		YES	SOMETIMES	NO	
PERSONAL COUNSELING	20%	X			40%
VOCATIONAL COUNSELING	10%	X			20%
CONTACT WITH OTHER AGENCIES	5%		X		5%
CASE FINDING	10%		X		
JOB DEVELOPMENT				X	
JOB PLACEMENT	15%	X			10%
ADMINISTRATIVE WORK				X	
RESEARCH AND EVALUATION				X	
PROGRAM DEVELOPMENT	10%	X			10%
PAPER WORK	30%	X			5%
MULTIPLE HANDICAPPED			X		10%

14. Question 55 asks for a ranking using 1 through 5, so each numeral should be used only once.

EXAMPLE:

- 5 Being in the right place at the right time
2 Conforming and playing politics
4 Engaging in further training
1 Producing 26 Closures
3 Having an M.A. Degree in Rehabilitation Counseling

15. Page 9 Counselor Educators ONLY respond to the questions by placing a check mark in the appropriate columns.
16. Students or Counselor Educators should answer the Questionnaire based upon responsibilities from previous employment where applicable.

BEFORE YOU TURN IN YOUR QUESTIONNAIRE, PLEASE EXAMINE IT AND THE ANSWER SHEET TO INSURE THAT BOTH HAVE BEEN ANSWERED COMPLETELY AND ACCURATELY.

NAME: _____ APPLICATION I.D. NUMBER _____

- 1.) MARITAL STATUS: 1.) SINGLE, 2.) MARRIED, 3.) SEPARATED OR DIVORCED, 4.) WIDOWED
2. HAVE YOU HAD, OR DO YOU CURRENTLY HAVE, ANY PHYSICAL DEFECT? 1.) YES, 2.) NO
3. IF YOU RESPONDED YES TO QUESTION 2 INDICATE THE DIFFICULTY YOU HAVE OR HAD:
 - 1.) DEAF, 2.) BLIND, 3.) DEAF-BLIND, 4.) CEREBRAL PALSY, 5.) CARDIOVASCULAR DIFFICULTY,
 - 6.) NEURO-MUSCULAR DISABILITY, 7.) ALCOHOLISM, 8.) ORTHOPEDICALLY HANDICAPPED,
 - 9.) PSYCHOLOGICAL, 10.) OTHER -- SPECIFY _____
4. INDICATE YOUR POSITION IN ORDER OF BIRTH:
 - 1.) 1st, 2.) 2nd, 3.) 3rd, 4.) 4th, 5.) 5th CHILD OR MORE.
5. IN WHAT LOCALE DID YOU SPEND MOST OF YOUR FORMATIVE YEARS ?
 - 1.) RURAL: FARM, SMALL COMMUNITY (LESS THAN 5,000), 2.) SUBURBAN: OUTER CITY (5,000 - 50,000)
 - 3.) URBAN: CITY (50,000 AND MORE).
6. PLEASE INDICATE YOUR PRESENT SALARY RANGE:
 - 1.) LESS THAN \$6,000, 2.) \$6,000 - 8,999, 3.) \$9,000 - 12,999, 4.) \$13,000 - 16,999,
 - 5.) \$17,000 - 19,999, 6.) OVER \$20,000
7. FATHER'S EDUCATION
 - 1.) GRADE SCHOOL, 2.) SOME HIGH SCHOOL, 3.) COMPLETED HIGH SCHOOL, 4.) SOME COLLEGE,
 - 5.) COMPLETED COLLEGE, 6.) POST GRADUATE
8. MOTHER'S EDUCATION
 - 1.) GRADE SCHOOL, 2.) SOME HIGH SCHOOL, 3.) COMPLETED HIGH SCHOOL, 4.) SOME COLLEGE,
 - 5.) COMPLETED COLLEGE, 6.) POST GRADUATE
9. PLEASE INDICATE THE PRIMARY OCCUPATION OF YOUR FATHER:
 - 1.) PROFESSIONAL, 2.) TECHNICAL / MANAGERIAL, 3.) CLERICAL & SALES,
 - 4.) FARMING, FISHERY, FORESTRY AND RELATED OCCUPATIONS, 5.) MANUFACTURING, 6.) MACHINE TRADES,
 - 7.) BENCH WORK, 8.) CONSTRUCTION, 9.) MISCELLANEOUS (INCLUDES HOME MAKER).

10. PLEASE INDICATE THE PRIMARY OCCUPATION OF YOUR MOTHER

- 1.) PROFESSIONAL, 2.) TECHNICAL / MANAGERIAL, 3.) CLERICAL & SALES
- 4.) FARMING, FISHERY, FORESTRY AND RELATED OCCUPATIONS, 5.) MANUFACTURING, 6.) MACHINE TRADES,
- 7.) BENCH WORK, 8.) CONSTRUCTION, 9.) MISCELLANEOUS (INCLUDES HOME MAKER).

11. UNDERGRADUATE MAJOR:

- 1.) PSYCHOLOGY, 2.) SOCIOLOGY, 3.) SOCIAL SCIENCE, 4.) BIOLOGY, 5.) BUSINESS ADMINISTRATION
- 6.) ENGLISH, 7.) PRE-MED, 8.) EDUCATION, 9.) OTHER - SPECIFY _____

12. WHAT WAS YOUR UNDERGRADUATE GRADE POINT AVERAGE (BASED ON A 4- POINT SCALE) ?

- 1.) 2.00 - 2.20, 2.) 2.21 - 2.40, 3.) 2.41 - 2.60, 4.) 2.61 - 2.80, 5.) 2.81 - 3.00
- 6.) 3.01 - 3.20, 7.) 3.21 - 3.40, 8.) 3.41 - 3.60, 9.) 3.61 - 3.80, 10.) 3.81 - 4.00

13. MAJOR FIELD IN GRADUATE SCHOOL (M.A. LEVEL)

- 1.) REHABILITATION COUNSELING, 2.) COUNSELING & GUIDANCE, 3.) CLINICAL PSYCHOLOGY, 4.) COUNSELING PSYCH.
- 5.) EDUCATIONAL PSYCH. 6.) SOCIAL WORK, 7.) HUMAN ECOLOGY, 8.) SPECIAL EDUCATION,
- 9.) OTHER - SPECIFY _____

14. - 17. IF YOU WERE INVOLVED IN A SUPERVISED PRACTICUM EXPERIENCE IN GRADUATE SCHOOL:

14. WERE AUDIO TAPES USED IN SUPERVISION ? 1.) YES, 2.) NO

15. WERE VIDEO TAPES USED IN SUPERVISION ? 1.) YES, 2.) NO

16. NUMBER OF HOURS OF GROUP SUPERVISION IN PRACTICUM:

- 1.) NONE, 2.) 1 to 3, 3.) 4 to 7, 4.) 8 to 11, 5.) 12 to 15, 6.) 16 to 20,
- 7.) 21 to 25, 8.) 26 to 30, 9.) 31 to 35, 10.) 36 OR MORE.

17. NUMBER OF HOURS OF INDIVIDUAL SUPERVISION IN PRACTICUM:

- 1.) NONE, 2.) 1 to 3, 3.) 4 to 7, 4.) 8 to 11, 5.) 12 to 15, 6.) 16 to 20,
- 7.) 21 to 25, 8.) 26 to 30, 9.) 31 to 35, 10.) 36 OR MORE.

18. WHAT FORMAL TRAINING HAVE YOU TAKEN IN THE PAST CALENDAR YEAR ?

- 1.) NONE, 2.) CLASS WORK IN A COLLEGE OR UNIVERSITY, 3.) WORKSHOPS OR INSTITUTES,
- 4.) CORRESPONDENCE COURSE WORK, 5.) OTHER - SPECIFY _____

19. - 21. WHICH PROFESSIONAL MEETINGS DID YOU ATTEND DURING THE LAST YEAR ?

19. STATE : 1.) NONE, 2.) APGA, 3.) ARCA, 4.) NRA, 5.) NRCA, 6.) APA, 7.) NASW, 8.) OTHER -SPECIFY _____

20. REGIONAL : 1.) NONE, 2.) APGA, 3.) ARCA, 4.) NRA, 5.) NRCA, 6.) APA, 7.) NASW, 8.) OTHER-SPECIFY _____

21. NATIONAL ; 1.) NONE, 2.) APGA, 3.) ARCA, 4.) NRA, 5.) NRCA, 6.) APA, 7.) NASW, 8.) OTHER-SPECIFY _____

22. - 32. INDICATE THE EXTENT TO WHICH YOU READ THE FOLLOWING JOURNALS :

22. REHABILITATION COUNSELING BULLETIN 1.) NO 2.) SOMETIMES, 3.) ALWAYS

23. JOURNAL OF REHABILITATION 1.) NO 2.) SOMETIMES, 3.) ALWAYS

24. JOURNAL OF APPLIED REHABILITATION COUNSELING 1.) NO 2.) SOMETIMES, 3.) ALWAYS

25. REHABILITATION RECORD 1.) NO 2.) SOMETIMES, 3.) ALWAYS

26. PERSONNEL AND GUIDANCE JOURNAL 1.) NO 2.) SOMETIMES, 3.) ALWAYS

27. COUNSELOR EDUCATION AND SUPERVISION 1.) NO 2.) SOMETIMES, 3.) ALWAYS

28. JOURNAL OF COUNSELING PSYCHOLOGY 1.) NO 2.) SOMETIMES, 3.) ALWAYS

29. COUNSELING PSYCHOLOGIST 1.) NO 2.) SOMETIMES, 3.) ALWAYS

30. SOCIAL CASE WORK 1.) NO 2.) SOMETIMES, 3.) ALWAYS

31. OTHER - SPECIFY _____ 1.) NO 2.) SOMETIMES, 3.) ALWAYS

32. OTHER - SPECIFY _____ 1.) NO 2.) SOMETIMES, 3.) ALWAYS

33. HOW MANY BOOKS, WHICH ARE APPLICABLE TO YOUR JOB, DO YOU HAVE IN YOUR PERSONAL LIBRARY ?

1.) NONE, 2.) 1 to 3, 3.) 4 to 6, 4.) 7 to 9, 5.) 10 to 12, 6.) 13 to 15,

7.) 16 to 18, 8.) 19 to 21, 9.) 22 to 24, 10.) 25 OR MORE - SPECIFY _____.

34. HOW MANY COUNSELING ORGANIZATIONS HAVE YOU WORKED FOR IN THE LAST FIVE YEARS ?

1.) ONE, 2.) TWO, 3.) THREE, 4.) FOUR, 5. FIVE OR MORE - SPECIFY _____.

35. AREA OF SPECIALIZATION IN PRACTICE. PLEASE INDICATE ONE CATEGORY WHICH BEST REPRESENTS YOUR WORK OR THE MAJORITY OF YOUR FUNCTIONS.

1.) ADMINISTRATION, 2.) SUPERVISION OF SERVICES AT TOP AGENCY LEVEL,

3.) SUPERVISION OF SERVICES AT MIDDLE AGENCY LEVEL, 4.) REHABILITATION SERVICES FOR CLIENTS (COUNSELING),

5.) STAFF DEVELOPMENT ACTIVITIES, 6.) REHABILITATION EDUCATION, 7.) CLIENT EVALUATION,

8.) DISABILITY DETERMINATION (OASI -SSI), 9.) JOB DEVELOPMENT AND PLACEMENT,

10.) OTHER : EXPLAIN _____

36. YEARS OF EXPERIENCE IN ALL TYPES OF COUNSELING OR PERSONNEL WORK :
- 1.) LESS THAN 1., 2.) 1 to 2, 3.) 3 to 4, 4.) 5 to 6, 5.) 7 to 8, 6.) 9 to 10,
7.) 11 to 12, 8.) 13 to 14, 9.) 15 to 16, 10.) 17 OR MORE - SPECIFY _____
37. YEARS OF EXPERIENCE AS A REHABILITATION COUNSELOR :
- 1.) LESS THAN 1., 2.) 1 to 2, 3.) 3 to 4, 4.) 5 to 6, 5.) 7 to 8, 6.) 9 to 10,
7.) 11 to 12, 8.) 13 to 14, 9.) 15 to 16, 10.) 17 OR MORE - SPECIFY- _____
38. YEARS OF EXPERIENCE AS A REHABILITATION COUNSELOR IN A D.V.R. SETTING :
- 1.) LESS THAN 1., 2.) 1 to 2, 3.) 3 to 4, 4.) 5 to 6, 5.) 7 to 8, 6.) 9 to 10,
7.) 11 to 12, 8.) 13 to 14, 9.) 15 to 16, 10.) 17 OR MORE - SPECIFY _____
39. HOW MANY CLIENTS HAVE BEEN CLOSED REHABILITATED BY YOU DURING THE YEAR ENDING JUNE 30,1975 ?
- 1.) DOES NOT APPLY, 2.) 1 to 10, 3.) 11 to 15, 4.) 16 to 20, 5.) 21 to 25,
6.) 26 to 30, 7.) 31 to 35, 8.) 36 to 40, 9.) 41 to 45, 10.) 46 OR MORE - SPECIFY _____
40. WHAT IS THE PRIMARY SOURCE OF FUNDING IN YOUR ORGANIZATION ?
- 1.) STATE / FEDERAL VR. AGENCY, 2.) FEDERAL PUBLIC AGENCY, 3.) STATE PUBLIC AGENCY,
4.) REGIONAL (MULTI-STATE) PUBLIC AGENCY, 5.) COUNTY (OR MULTI-COUNTY) PUBLIC AGENCY,
6.) MUNICIPAL PUBLIC AGENCY, 7.) PRIVATE AGENCY
41. WHAT ARE THE CHARACTERISTICS OF THE POPULATION DENSITY OF YOUR WORK SETTING ?
- 1.) RURAL : FARM, SMALL COMMUNITY (LESS THAN 5,000), 2.) SUBURBAN ; OUTER CITY (5,000 - 50,000)
3.) URBAN : CITY (50,000 AND MORE).
42. PLEASE INDICATE THE APPROXIMATE ANNUAL INCOME OF THE MAJORITY OF YOUR CLIENTS.
- 1.) LESS THAN \$1,000, 2.) \$1,000 to 2,999, 3.) \$3,000 to 4,999, 4.) \$5,000 to 7,999,
5.) \$8,000 to 10,999, 6.) \$11,000 OR MORE.
43. PLEASE INDICATE THE NUMBER OF YEARS OF EDUCATION WHICH BEST DESCRIBES THE MAJORITY OF YOUR CLIENTS.
- 1.) 8 YEARS; COMPLETED GRADE SCHOOL, 2.) 10 YEARS; COMPLETED 2 YEARS OF HIGH SCHOOL,
3.) 12 YEARS; COMPLETED HIGH SCHOOL, 4.) 14 YEARS; COMPLETED 2 YEARS OF COLLEGE,
5.) 16 YEARS; COMPLETED UNDERGRADUATE DEGREE, 5.) 16+ YEARS; COMPLETED MORE THAN UNDERGRADUATE.

44. WHAT IS THE GEOGRAPHIC AREA OF YOUR EMPLOYMENT ?

- 1.) NORTHEAST (CT, ME, MA, NH, NY, RI, VT), 2.) MIDATLANTIC (DE, DC, KY, MD, NJ, NC, PA, WV)
3.) SOUTHEAST (AL, FL, GA, MS, SC, TN) 4.) MIDWEST (IL, IN, MI, OH, WI)
5.) SOUTHWEST (AZ, AR, LA, NM, OK, TX) 6.) PLAIN STATES (IA, KS, MN, MO, NE, ND, SD)
7.) MOUNTAIN STATES (CO, ID, MT, NV, UT, WY) 8.) PACIFIC (CA, OR, WA)
9.) CANADA, PUERTO RICO, AK, HI 10.) OTHER-SPECIFY _____

45. ON THE AVERAGE, APPROXIMATELY HOW MANY HOURS EACH MONTH DO YOU PUT INTO INSERVICE TRAINING ACTIVITIES ?

- 1.) NONE, 2.) 1 to 2, 3.) 3 to 4, 4.) 5 to 6, 5.) 7 to 8, 6.) 9 to 10,
7.) 11 to 12, 8.) 13 to 14, 9.) 15 to 16, 10.) 17 OR MORE. SPECIFY _____.

46. DESCRIBE THE EXTENT TO WHICH THE TOTAL CURRENT INSERVICE TRAINING PROGRAM HELPS YOU IN PERFORMING YOUR JOB :

- 1.) RARELY, 2.) SOMETIMES, 3.) FREQUENTLY, 4.) GENERALLY, 5.) ALMOST ALWAYS

47. TO WHAT EXTENT DOES YOUR SUPERVISOR HELP YOU WITH JOB-RELATED PROBLEMS ?

- 1.) RARELY, 2.) SOMETIMES, 3.) FREQUENTLY, 4.) GENERALLY, 5.) ALMOST ALWAYS

48. WHICH OF THESE STATEMENTS COMES NEAREST TO EXPRESSING THE WAY YOU FEEL ABOUT YOUR JOB ?

- 1.) I LIKE IT, 2.) I AM INDIFFERENT TO IT, 3.) I DISLIKE IT

49. HOW MUCH OF THE TIME DO YOU FEEL SATISFIED WITH YOUR JOB ?

- 1.) NEVER, 2.) SELDOM, 3.) OCCASIONALLY, 4.) ABOUT HALF OF THE TIME,
5.) A GOOD DEAL OF THE TIME, 6.) MOST OF THE TIME, 7.) ALL OF THE TIME

50. WHAT IS YOUR LOCAL EMPLOYMENT SETTING (MARK ONLY ONE)

- 1.) REHABILITATION FACILITY, 2.) REHABILITATION AGENCY, 3.) MENTAL HEALTH CENTER
4.) MENTAL RETARDATION CENTER, 5.) DRUG ABUSE CENTER, 6.) PENAL INSTITUTION OR COURTS,
7.) PUBLIC SCHOOL SETTING, 8.) INSTITUTION OF HIGHER EDUCATION, 9.) GENERAL HOSPITAL, MEDICAL CENTER.
10.) PRIVATE MEDICAL CENTER OR CLINIC, 11.) SOCIAL WELFARE AGENCY, 12.) PRIVATE PRACTICE,
13.) BUSINESS OR INDUSTRY, 14.) OTHER - SPECIFY _____

51.*INDICATE: 1.) NOT AT ALL, 2.) POORLY, 3.) ADEQUATELY, 4.) VERY WELL, 5.) EXCELLENT
 52. - 53. #CHECK THE APPROPRIATE COLUMNS FOR EACH QUESTION.

	51.* HOW WELL DID YOUR TRAINING PREPARE YOU FOR WORK AS A REHABILITATION COUNSELOR.					52.# CHECK THOSE AREAS WHICH YOU HAVE NEVER USED IN ANY JOB.	53.# CHECK THOSE AREAS FOR WHICH YOU FEEL YOU NEED MORE TRAINING.
	1.	2.	3.	4.	5.		
ACCOUNTING							
ALCOHOLISM							
AUDIO-VISUAL EQUIPMENT USE							
BEHAVIOR DISORDERS							
BEHAVIOR MODIFICATION							
BLIND							
BLIND-DEAF							
CASE MANAGEMENT							
CASE RECORDS							
COMPETITIVE STANDARDS							
CONTRACT PROCUREMENT							
COUNSELING THEORIES							
CULTURAL DIFFERENCES							
DEAF							
DISADVANTAGED							
DRUGS							
EMPLOYABILITY PLANNING							
FAMILY TREATMENT							
FEDERAL / STATE STRUCTURE OF REHAB.							
GRANT PROPOSAL WRITING							
GROUP WORK							
HISTORY OF REHABILITATION							
INTERVIEWING							
JOB ANALYSIS							
JOB MODIFICATION							
JOB OBJECTIVES							
JOB RETENTION							
LEGISLATION AFFECTING REHAB.							
MANAGEMENT TRAINING							
MEDICAL FACTORS OF DISABILITY							
MENTALLY RETARDED							
MULTIPLE HANDICAPPED							
NEURO-MUSCULAR DISABILITIES							
OFFENDERS							
ON SITE EVALUATION							
ORTHOPEDICALLY HANDICAPPED							
PLACEMENT TECHNIQUES							
POST EMPLOYMENT SERVICES							
PSYCH. ADJ. TO PHY. DISABILITY							
PSYCH. TEST ADMINISTRATION							
PSYCH. TEST INTERPRETATION							
PUBLIC RELATIONS							
RECREATION							
SEXUAL DYSFUNCTION							
SOCIAL DIAGNOSIS							
STATISTICAL PROCEDURES							
SUSTENTION OF BENEFITS							
TECHNICAL WRITING							
TIME MANAGEMENT							
USE OF COMMUNITY RESOURCES							
VOCATIONAL DEVELOPMENT THEORIES							
VOCATIONAL DIAGNOSTIC INTERVIEWING							
WORK ADJUSTMENT							
WORK EVALUATION							

54. WITH RESPECT TO YOUR DAILY WORKING ACTIVITY, PLEASE INDICATE THE PERCENTAGE OF TIME DURING ONE 40 HOUR WEEK YOU SPEND WORKING IN THE FOLLOWING AREAS. (ROUND OFF EACH AREA TO THE NEAREST "TEN" AND INDICATE ONLY THOSE IN WHICH YOU REGULARLY WORK ---- PERCENTAGE MUST ADD TO 100%).

	PERCENT OF TIME PER WEEK	I FEEL COMPETENT TO WORK IN THIS AREA (CHECK ONE)			PERCENTAGE OF TIME I WOULD PREFER TO SPEND IN EACH OF THE AREAS.
		YES	SOMETIMES	NO	
PERSONAL COUNSELING					
VOCATIONAL COUNSELING					
CONTACT WITH OTHER AGENCIES					
CASE FINDING					
JOB DEVELOPMENT					
JOB PLACEMENT					
ADMINISTRATIVE WORK					
RESEARCH AND EVALUATION					
PROGRAM DEVELOPMENT					
PAPER WORK					
MULTIPLE HANDICAPPED					

55. IN BEING PROMOTED (OR GETTING A PAY INCREASE) IN YOUR AGENCY, HOW WOULD YOU RANK THE FOLLOWING ITEMS ("1" EQUALS MOST IMPORTANT...."5" EQUALS LEAST IMPORTANT).

- _____ BEING IN THE RIGHT PLACE AT THE RIGHT TIME
- _____ CONFORMING AND PLAYING POLITICS
- _____ ENGAGING IN FURTHER TRAINING
- _____ PRODUCING 26 CLOSURES
- _____ HAVING AN M.A. DEGREE IN REHABILITATION COUNSELING

QUESTIONS 56 - 64 FOR SUPERVISORS ONLY

56. WHICH OF THE FOLLOWING DESCRIBES THE EXTENT TO WHICH THE CURRENT INSERVICE TRAINING PROGRAM FOR SUPERVISORS HELPS YOU IN PERFORMING YOUR JOB ?

- 1.) NO INSERVICE TRAINING PROGRAM OFFERED BY THE AGENCY FOR SUPERVISORS,
- 2.) ALMOST ALWAYS, 3.) GENERALLY, 4.) FREQUENTLY, 5.) SOMETIMES, 6.) RARELY

57. HOW MANY YEARS HAVE YOU WORKED AS A SUPERVISOR IN A STATE REHABILITATION AGENCY ?
- 1.) LESS THAN 1, 2.) 1 to 3, 3.) 4 to 6, 4.) 7 to 9, 5.) 10 to 12, 6.) 13 to 15
7.) 16 to 18, 8.) 19 to 21, 9.) 22 to 24, 10.) MORE THAN 24 - SPECIFY _____.
58. HOW MANY COUNSELORS DO YOU SUPERVISE ?
- 1.) NONE, 2.) 1 to 3, 3.) 4 to 6, 4.) 7 to 9, 5.) 10 to 12, 6.) 13 to 15,
7.) 16 to 18, 8.) 19 to 21, 9.) 22 to 24, 10.) MORE THAN 24 - SPECIFY _____.
59. ON THE AVERAGE, IN AN ORDINARY MONTH, HOW MANY MEETINGS DOES EACH COUNSELOR HAVE WITH YOU FOR HELP WITH JOB-RELATED PROBLEMS ?
- 1.) NONE, 2.) 1 to 2, 3.) 3 to 4, 4.) 5 to 6, 5.) MORE THAN 7 - SPECIFY _____.
60. ON THE AVERAGE, TO WHAT EXTENT DO YOU THINK YOUR CONSULTATION WITH YOUR COUNSELORS IS OF MAJOR HELP IN THEIR SOLVING JOB-RELATED PROBLEMS ?
- 1.) I DO NOT CONSULT WITH COUNSELORS, 2.) RARELY, 3.) SOMETIMES,
4.) FREQUENTLY, 5.) GENERALLY, 6.) ALMOST ALWAYS
61. HOW MANY CLIENTS HAVE BEEN CLOSED REHABILITATED BY YOUR OFFICE DURING THE YEAR ENDING JUNE 30, 1975 ?
- 1.) 1 to 49, 2.) 50 to 99, 3.) 100 to 149, 4.) 150 to 199, 5.) 200 to 249, 6.) 250 to 300,
7.) 301 to 349, 8.) 349 to 449, 9.) 450 to 550, 10.) 550 OR MORE - SPECIFY- _____.
62. HOW MANY RESOURCE PEOPLE HAVE YOU USED FOR THE INSERVICE TRAINING OF YOUR COUNSELORS DURING THE PAST YEAR ?
- 1.) NONE, 2.) 1 to 2, 3.) 3 to 4, 4.) 5 to 6, 5.) 7 to 8, 6.) 9 to 10,
7.) 11 to 12, 8.) 13 to 14, 9.) 15 to 16, 10.) 17 OR MORE - SPECIFY _____.
63. WHAT INSERVICE TRAINING PROGRAMS ARE AVAILABLE TO COUNSELORS IN YOUR OFFICE ?
- 1.) NONE, 2.) CLASS WORK IN A COLLEGE OR UNIVERSITY, 3.) WORKSHOPS OR INSTITUTES,
4.) CORRESPONDENCE COURSES, 5.) OTHER - SPECIFY _____.
64. DO YOU HAVE AN OFFICE LIBRARY THAT IS AVAILABLE TO COUNSELORS ?
- 1.) YES, 2.) NO

Table 1
 "Grandpersoning"
 Regional Distribution of
 Certified Rehabilitation Counselor

	<u>Absolute Frequency</u>	<u>Percent</u>	<u>Cumulative Percent</u>	<u>Percent U.S. Population</u>
Region I	405	4.9	4.9	5.7%
Region II	1589	19.4	24.3	13.6%
Region III	851	10.4	34.7	11.5%
Region IV	1661	20.5	55.0	15.3%
Region V	1040	12.7	67.7	21.2%
Region VI	901	11.0	78.7	9.8%
Region VII	356	4.4	83.1	5.4%
Region VIII	267	3.3	86.4	2.7%
Region IX	956	11.7	98.1	11.1%
Region X	144	1.8	99.9	3.1%
*Region XI	<u>12</u> 8182	0.1	100.0	

*Region XI Includes Certified Rehabilitation Counselors in Canada, Germany, and China.

Table 1A
 April 1976 P/F Regional
 Distribution of C.R.C.'s.

	<u>Absolute Frequency</u>	<u>Percent</u>	<u>Cummulative Percent</u>
Region I	10	9.0	9.0
Region II	37	33.6	42.6
Region III	4	3.6	46.2
Region IV	10	9.0	55.2
Region V	25	22.7	77.9
Region VI	12	10.9	88.8
Region VII	0	0.0	88.8
Region VIII	0	0.0	88.8
Region IX	10	9.0	97.8
Region X	<u>2</u> 110	1.8	100.0

Table 2A

Typical Demographic Profile of Certification
Candidates -- April 1976 -- Pass/Fail

1. Male (61.8%)-- Married (53.6%) ---probably first born (46.4%)
2. No physical defect (85.5%)
3. Who come from either a rural (16.4%), suburban (33.6%) or urban locale (49.1%)
4. 62.7% of their mothers are homemakers
5. 59% of their fathers and 70% of their mothers have completed at least a high school education
6. Their undergraduate major is either Psychology (39%), Sociology (16%), Social Science (6%), or Education (9%) and 51% have an undergraduate G.P.A. of 3.0 or below
7. 80% majored in rehabilitation counseling or counseling and guidance in graduate school
8. 11% received no group supervision and 7% received no individual supervision in practicum
9. For those that did have a practicum--66.4% used audio tape and 40% used video tape for supervision
10. The majority of them earn between \$9,000 and \$17,000 per year
11. Their work setting population density is urban (69.1%)
12. They generally like (89.1%) and are satisfied (70%) with their jobs and have worked for only one organization in the past five years (45.5%)
13. They have either taken a class in a university (24%) or attended a workshop or institute (49%) in the last year
14. They probably read either Rehabilitation Counseling Bulletin (69%) or Journal of Rehabilitation (73.6%)
15. 40% have attended state meetings, 23.6% attended regional meetings and 16.4% attended national meetings in the last year
16. 32% of them have 25 or more books in their personal library that are applicable to their jobs
17. 39% of them work in a rehabilitation agency providing rehabilitation services (counseling)

Table 2A (con't)

18. The primary funding source is state/federal VR agency
19. 94.5% have been rehabilitation counselors for one to eight years and 97% have up to eight years experience as a rehabilitation counselor in a DVR setting
20. 40% of them put in between one and four hours per month into in-service training activities and approximately one-half feel that the in-service does help them in performing their jobs
21. 27.2% feel that their supervisors help them with job related problems
22. Almost all of their clients make \$8,000 or less per year and 70.9% of their clients have not completed high school

Table 2

Typical Demographic Profile of Certification Candidates

1. Male (64.7%)--married (65%)--probably first born (45%)
2. No physical defect (82.5%)
3. Who come from either a rural (28.5%), suburban (33.6%) or urban locale (37.4%)
4. 62% of their mothers are homemakers
5. 56% of their fathers and 63% of their mothers have completed at least a high school education
6. Their undergraduate major in either Psychology (30%), Sociology (16%), Social Science (10%), or Education (16%) and 60% have an undergraduate G.P.A. of 3.0 or below
7. 68% majored in rehabilitation counseling or counseling and guidance in graduate school.
8. 37% received no group supervision and 31% received no individual supervision in practicum
9. For those that did have a practicum--56% used audio tape and 34% used video tape for supervision
10. The majority of them earn between \$9,000 and \$17,000 per year
11. Their work setting population density is urban (64%)
12. They generally like (92%) and are satisfied (77%) with their jobs and have worked for only one organization in the past five years (53.7%)
13. They have either taken a class in a university (24%) or attended a workshop or institute (51%) in the last year.
14. They probably read either Rehabilitation Counseling Bulletin (77%) or Journal of Rehabilitation (88%)
15. 55% have attended state meetings, 27% attended regional meetings and 18% attended national meetings in the last year
16. 27% of them have 25 or more books in their personal library that are applicable to their jobs
17. 46% of them work in a rehabilitation agency providing rehabilitation services (counseling)

Table (con't)

18. The primary funding source is state/federal VR agency
19. 85% have been rehabilitation counselors for one to eight years and 85% have up to eight years experience as a rehabilitation counselor in a DVR setting
20. 46% of them put in between one and four hours per month into in-service training activities and approximately one-half feel that the in-service does help them in performing their jobs
21. 28% feel that their supervisors help them with job related problems
22. Almost all of their clients make \$8,000 or less per year and 70% of their clients have not completed high school

Table 3

Total Score by Years Experience

	July 1975		October 1975		G/F April 1976		P/F April 1976	
	<u>N</u>	<u>MEAN</u>	<u>N</u>	<u>MEAN</u>	<u>N</u>	<u>MEAN</u>	<u>N</u>	<u>MEAN</u>
Less than 1	6	107.0000	8	75.8750	0		0	
1 to 2	121	109.0248	176	78.8011	12	98.9167*	27	177.8889
3 to 4	249	107.7631	319	78.9279*	32	102.7813	29	184.3103
5 to 6	284	109.7394*	401	77.2594	30	104.6333	23	179.7826
7 to 8	240	106.5375	294	77.4456	26	104.0769	13	183.2308
9 to 10	196	107.4745	222	75.9775	21	107.2381	3	154.6667*
11 to 12	127	106.9685	145	76.4690	12	108.3333*	2	173.5000
13 to 14	59	106.3729	99	75.4040	5	106.0000	2	185.5000
15 to 16	92	105.8261	108	75.6574	8	107.0000	5	190.4000*
17 or More	<u>128</u>	<u>105.5156*</u>	<u>158</u>	<u>75.2722*</u>	<u>14</u>	<u>99.0000</u>	<u>6</u>	<u>184.5000</u>
	1502	107.5859	1930	77.1440	160	104.0313	110	180.9636
		r= -.0803		r= -.0940		r= .0423		r= .0559

Table 4

Total Score by Years Experience
Counselors Only

	July 1975		October 1975		G/F April 1976		P/F April 1976	
	<u>N</u>	<u>MEAN</u>	<u>N</u>	<u>MEAN</u>	<u>N</u>	<u>MEAN</u>	<u>N</u>	<u>MEAN</u>
Less than 1	4	116.0000*	3	84.3333*	0		0	
1 to 2	92	110.5978	135	79.7111	7	100.8571	21	176.2857
3 to 4	163	107.7423	218	79.0505	25	101.1200	18	187.0000
5 to 6	174	110.0287	251	77.7012	18	106.5000	14	174.1429
7 to 8	134	106.2015	168	78.1786	18	104.9444	6	109.1667*
9 to 10	110	105.8909	119	75.2269	8	108.3750*	2	141.0000*
11 to 12	67	104.8209	67	75.7612	5	100.8000	2	173.5000
13 to 14	28	107.1429	46	74.4565	0		1	184.0000
15 to 16	36	102.1667	48	72.8542	5	103.0000	2	181.5000
17 or More	<u>49</u>	<u>101.4082*</u>	<u>54</u>	<u>73.6296</u>	<u>4</u>	<u>100.0000*</u>	<u>3</u>	<u>187.3333</u>
	857	107.2287	1109	77.3760	90	103.6222	69	179.4058

r = -.1825

r = -.1637

r = .0107

r = .0129

TABLE 7
Field Review Scores by Area Of
Specialization In Practice

	July 1975		October 1975		G/F April 1976		D/F April 1976	
	Mean	N	Mean	N	Mean	N	Mean	N
Administrators	107.4957	161	76.5776	19	102.9421	5	125.8000	5
Supervisor (Top)	111.5115	75	76.5616	6	107.3555	4	160.0000	4
Supervisor (Middle)	107.9118	279	77.5405	19	103.5000	19	177.6000	19
Counselor	107.2125	1311	77.5843	91	103.7143	69	170.1050	69
Staff Development	111.4900*	33	75.9607	4	111.5000*	1	204.0000*	1
Counselor Indicators	112.0438*	54	79.8880*	7	111.5714*	2	204.5000*	2
Client Evaluation	106.5821	77	76.4545	19	98.7000	9	125.2222	9
Responsibility Determination	109.9167	21	74.3810	1	121.0000	1	157.0000	1
Job Development	103.4762	29	69.4228	0	0.0	1	107.0000	1
Other	108.5669	199	77.7800	5	106.2000	5	109.8750	5
	107.5917	1151	77.1584	161	104.1504	110	120.9636	110

TABLE 8

Field Review Scores

By Graduate Major

	July 1975		October 1975		G/F April 1976		D/F April 1976	
	N	Mean	N	Mean	N	Mean	N	Mean
Rehabilitation	725	108.9379	955	78.5026	82	103.8293	64	181.3125
Other	<u>679</u>	<u>106.4897</u>	<u>876</u>	<u>76.3459</u>	<u>73</u>	<u>104.7045</u>	<u>41</u>	<u>180.8636</u>
	1403	107.7548	1831	77.4708	155	104.2839	108	181.1706

TABLE 9
Field Review Scores By
Hours of Individual Supervision

	July 1975		October 1975		G/F April 1976		P/F April 1976	
	N	Mean	N	Mean	N	Mean	N	Mean
0 Hours	492	106.5752	621	75.1111	24	103.5000	8	186.8750
1 - 3 Hours	101	106.8317	152	76.7576	23	106.4348	10	184.700
4 - 7 Hours	108	106.7685	158	76.8038	15	102.5333	6	181.1667
8 -11 Hours	127	107.2756	155	77.2968	9	103.2222	7	181.0000
12-15 Hours	122	108.5820	162	78.7593	15	102.6154	8	176.5000
16-20 Hours	110	106.1636	125	79.1040	11	95.4545	11	184.2727
21-25 Hours	43	107.3023	50	77.3600	6	104.5333	7	169.2857
26-30 Hours	39	109.7692	57	77.1228	4	106.2500	11	176.0000
31-35 Hours	36	108.6111	62	75.8548	4	102.0000	3	164.3333
36- Hours	<u>333</u>	<u>109.4925</u>	<u>415</u>	<u>79.3711</u>	<u>27</u>	<u>108.7037</u>	<u>25</u>	<u>178.4800</u>
	1511	107.5917	1937	77.1582	136	104.2426	96	180.0104

TABLE 10

Field Review Scores By
Hours of Group Supervision

	July 1975		October 1975		G/F April 1976		P/F April 1976	
	<u>N</u>	<u>Mean</u>	<u>N</u>	<u>Mean</u>	<u>N</u>	<u>Mean</u>	<u>N</u>	<u>Mean</u>
0 Hours	590	107.7932	744	75.9059	27	105.1852	12	179.2500
1 - 5 Hours	88	106.6477	112	76.3304	14	104.7143	6	181.6667
4 - 7 Hours	91	107.1648	115	76.2348	12	99.9167	12	179.0833
8 -11 Hours	95	105.5579	120	76.5333	11	104.1818	6	179.6667
12-15 Hours	106	109.9906	123	78.5234	12	100.9167	7	181.5714
16-20 Hours	81	105.9630	111	76.5676	17	98.4118	9	188.7778
21-25 Hours	43	107.1163	64	81.1094	9	111.2222	2	125.5000
26-30 Hours	70	105.5143	79	77.4684	4	101.2500	5	185.0000
31-35 Hours	45	107.5556	52	80.1154	3	111.6667	3	200.5000
36- Hours	<u>302</u>	<u>108.4536</u>	<u>419</u>	<u>78.7456</u>	<u>26</u>	<u>107.9615</u>	<u>34</u>	<u>179.2353</u>
	1511	107.5917	1937	77.1528	135	104.3195	95	179.9684

REPORT OF THE EXAMINATIONS COMMITTEE

December 10, 1976

Chairperson: Anne Crumpton

In Attendance: Terrance O'Rourke, Claude Myer, Lex, Lee Nattress, Frost Liederbach

After review and discussion of the September examination results, it was recommended:

THAT A grant from HEW be pursued in order to develop an examination that can be made more discriminatory.

THAT The Examinations Committee be budgeted to meet to review items presently in the pool in order to strengthen weak and deficient areas. The committee should also review the content classification guide in order that consumer advocacy, vocational evaluation and use of rehabilitation facilities be included in the content classification guide.

THAT Monies be scheduled for the continued development of evaluation materials in order to insure the credibility of the testing mechanism.

THAT The mean scores of the subtests and total examination be included in the the profiles.

THAT The Examinations Committee accept the report on the September 1976 examination written by Natresources.

With regards to the Spring and Fall 1977 examinations, it is recommended:

THAT The spring examination be scheduled for Saturday, April 23rd instead of the day the APGA meeting is held.

THAT The fall examination be held October 28th.

THAT Member organizations recommend barrier free sites and CRC's to act as monitors to be approved by the Examinations Committee. Such a request shall provide a rationale for maintaining security of the examination.

Lex expressed concern about the homogeneity of the examination. He raised the questions of how the exam can reflect adequately rehabilitation counseling when it seems not to cover a wide variety of rehabilitation counseling areas. Terry stated that the exam had few questions relating to deafness.

With regards to the examination, The Examinations Committee calls to the commission's attention that the credibility of the certification process rests on the exam and urges the funding be a high priority.

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
01. Minutes	Commission on Rehabilitation Counselor Certification, Executive Committee Meeting [double-sided] (2 pp.)	12/9/76	C	

Collection:

Record Group: Donated Historical Materials

Office:

Series:

Subseries:

WHORM Cat.:

File Location: CRCC [Commission on Rehabilitation Counselor Certification] '77 [1976-1977] [2]

Date Closed: 9/13/2016	OA/ID Number: 52055-011
FOIA/SYS Case #: 2016-2624-S	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

Freedom of Information Act - [5 U.S.C. 552(b)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

- (b)(1) National security classified information [(b)(1) of the FOIA]
- (b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- (b)(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- (b)(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- (b)(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- (b)(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- (b)(9) Release would disclose geological or geophysical information

C. Closed in accordance with restrictions contained in donor's deed of gift.

~~PRM. Removed as a personal record misfile.~~

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
02. Minutes	Minutes of Meeting [double-sided] (10 pp.)	6/76	C	

Collection:

Record Group: Donated Historical Materials

Office:

Series:

Subseries:

WHORM Cat.:

File Location: CRCC [Commission on Rehabilitation Counselor Certification] '77 [1976-1977] [2]

Date Closed: 9/13/2016	OA/ID Number: 52055-011
FOIA/SYS Case #: 2016-2624-S	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

~~PRM. Removed as a personal record misfile.~~

Freedom of Information Act - [5 U.S.C. 552(b)]

- (b)(1) National security classified information [(b)(1) of the FOIA]
- (b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- (b)(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- (b)(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- (b)(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- (b)(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- (b)(9) Release would disclose geological or geophysical information

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
03. Minutes	Confidential Minutes of Meeting (15 pp.)	12/76	C	

Collection:

Record Group: Donated Historical Materials

Office:

Series:

Subseries:

WHORM Cat.:

File Location: CRCC [Commission on Rehabilitation Counselor Certification] '77 [1976-1977] [2]

Date Closed: 9/13/2016	OA/ID Number: 52055-011
FOIA/SYS Case #: 2016-2624-S	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

~~PRM. Removed as a personal record misfile.~~

Freedom of Information Act - [5 U.S.C. 552(b)]

- (b)(1) National security classified information [(b)(1) of the FOIA]
- (b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- (b)(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- (b)(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- (b)(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- (b)(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- (b)(9) Release would disclose geological or geophysical information

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
04. Minutes	Minutes of Meeting, Relationships Committee (10 pp.)	3/76	C	

Collection:

Record Group: Donated Historical Materials

Office:

Series:

Subseries:

WHORM Cat.:

File Location: CRCC [Commission on Rehabilitation Counselor Certification] '77 [1976-1977] [2]

Date Closed: 9/13/2016	OA/ID Number: 52055-011
FOIA/SYS Case #: 2016-2624-S	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-1 National Security Classified Information [(a)(1) of the PRA]
- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-3 Release would violate a Federal statute [(a)(3) of the PRA]
- P-4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P-6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Removed as a personal record misfile.

Freedom of Information Act - [5 U.S.C. 552(b)]

- (b)(1) National security classified information [(b)(1) of the FOIA]
- (b)(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- (b)(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- (b)(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- (b)(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- (b)(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- (b)(9) Release would disclose geological or geophysical information

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

520 North Michigan Avenue - Suite 1504

Chicago, Illinois 60611

(312) 644-4329

January 28, 1976

TO: ARCA - Thomas L. Porter, Ph.D.
NRCA - Fletcher R. Hall
IARF - James D. Mitchell
NANWRW - Les Brinson, Ph.D.
CSAVR - Joseph Owens
CORE - Brockman Schumacher, Ph.D.

FROM: LeRoy Wm. Nattress, Jr.
Administrative Officer

SUBJ: Commission Meeting Highlights
December 13-14, 1975

Following are highlights of actions taken, decisions made and items discussed at the CRCC meeting of Commissioner held in Chicago on December 13-14, 1975:

1. The Treasurer's report indicated a balance in the CRCC account for the year ended November 30, 1975; however, the caution was expressed that since application fees will not totally support the Commission's activities over the next few years, the Commission must be careful in determining what funds shall be dispersed since all will be charged against the surplus in the checking account at the end of the grandfathering period. The Treasurer was instructed to consider possible investment of this surplus.
2. The Commission unanimously approved a proposed contract with Natresources, Inc. for the administration of the Commission's affairs in 1976. It was noted that contract charges continued to be based upon the number of applications received for certification; and the Commission incurs application processing indebtedness to Natresources only in proportion to the number of applications received.
3. The administrative Office reported that 1,758 counselors participated in the July Field Review and 2,278 counselors participated in the October Field Review for a total of certified counselors of 8,008 to date. This figure cannot be used as a total number of counselors certified under grandfathering, however, since participation is being allowed under the April 10 Certification Examination for counselors who applied by the grandfathering deadline but who have not yet completed the appeals process. April 10 is the last date on which counselors may participate under the grandfathering provision.

The target date for the mailing of certificates to all counselors who had completed their files at the time of the October Field Review is January 31, 1976. Certificates for counselors who are in the process of completing their files are being ordered on the 15th of each month for files completed during the preceding month.

4. The Commission voted support for the continued search for additional funding for the Commission's research activities, noting the importance of the data which is generated from the Field Reviews in 1975.

5. The Candidate Orientation Committee has submitted a draft of a Candidate Guide to be sent to all approved Candidates for the Certification Examination. Such a manual will contain a series of responses to commonly asked questions about the certification process, examples of the multiple choice items to be used in the examination, and suggested references which the candidate may find helpful to review. This draft will be circulated to each Commission member in the hope that a completed manual may be ready for distribution in time for Candidates to receive it prior to the April 10 examination. In response to a request from NRCA, the names of member organizations of the Commission will appear in the Candidate guide.
6. The Commission considered in some detail the design of the first Certification Examination to be given on April 10, 1976. On the recommendation of the Examinations Committee, the Commission has determined that the first examination will consist of 300 multiple choice items, 150 items to be administered in the morning and 150 items in the afternoon. Those counselors being grandfathered in April will participate only in the afternoon session.

Test sites will be developed according to the geographical pattern of counselors who have applied for the examination, with maximum consideration being given two factors:

- 1) sites will be set up as centrally as possible in order to reduce travel expense and time for participating counselors.
 - 2) since the security of this first pass/fail examination is paramount, the Commission determined that no more sites will be set up than can be monitored by either a Commissioner or a member of the test consultant staff. This would imply a maximum of 25 to 30 sites for the April Examination as against 65-75 during the grandfathering period.
7. As the time for appointment or reappointment of Commissioners draws near, the Commissioners asked that member organizations be supplied with brief guidelines describing the type of individual the Commission would like to have appointed with a list of qualifications, duties, and typical demands made upon the Commissioners.
 8. The Commission received majority and minority reports from its Relationships Committee, which is charged with developing a viable alternative to the consumer reference forms which were used during grandfathering. The Commission has received feedback both for and against the use of consumer reference forms. While the Commission reaffirmed its commitment to consumer involvement in the certification process, it was agreed that a problem of this magnitude could be approached only through careful study and consideration by the Relationships Committee. A meeting of the Relationships Committee will be held in March, 1976, in an attempt to define a workable method of insuring consumer involvement in the certification process.

In addition to the three commission members who presently serve on this committee, an additional member will be added representing the American Coalition of Citizens with Disabilities.

9. The Examinations Committee indicated that it had received several requests from several groups of counselors or counseling or organizations representing counselors to review examination items prior to testing. It was the recommendation of that Committee, accepted by the Commission, that the examination items not be released. This decision was made on the following bases:

- 1) The character of the pass/fail examination is to be a dynamic, evolving type of examination to meet the changes in the field. In reality there is no "single test" to review.
- 2) Each of the member organizations has had representatives involved in the development of test items. Counselors will continue to have input into the development of the examination and the refining of questions in the future.
- 3) The grandfathering period was specifically designated as a time for item review. Each person participating in the field review was afforded an opportunity to comment and suggest changes within the examination at the time of the field review. This allowed for significant numbers of counselors to review the items.
- 4) The major concern of the Commission is the security of the examination. It is imperative that for the items to be really useful they not become known in advance. The Commission felt that on the issue of security alone any request for review of test items by any individual or any organization must be denied.

The Examinations Committee was requested to investigate the cost of someone already certified under grandfathering to take the Certification Examination in order to get a personal profile of individual performance. The Examinations Committee will report to the Commission at its June meeting on the results of its discussions.

10. It was agreed that the Commission will publish on July 1, 1976 a registry of all rehabilitation counselors certified by the Commission through May 1, 1976. The Administrative Office will be in touch early in the year with all certified counselors to verify names and addresses as these currently appear on Commission records. The registry of certified counselors will be available by mail at \$5.00 per copy including mailing, with a 20% discount for advance payment.

In the interim, the Commission will supply at cost to inquiring individuals a list by state of counselors certified, this list to include counselors certified by the Commission as of January 1, 1976. Cost figures are now available from the Administrative Office.

Counselors whose files are not complete by April 30, 1976, will not be listed in this July 1 registry, since a counselor is not considered certified until the completion of his/her certification file. In addition, the Administrative Office was instructed to communicate with all counselors whose files are not complete to advise them that if these files are not complete by April 30, 1976, they shall not be considered eligible to receive a certificate under grandfathering and must reapply for and pass the pass/fail examination. The deadline date for communication of this information to the field is February 15, 1976.



LeRoy J. Nattress, Jr.
Administrative Officer

cc: All Commissioners

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

520 North Michigan Avenue - Suite 1504

Chicago, Illinois 60611

(312) 644-4329

July 21, 1975

TO: ARF - James D. Mitchell
ARCA - Thomas L. Porter, Ph.D.
NRCA - Betty S. Hedgeman, Ph.D.
NRCA - Fletcher R. Hall, M.A.
NANWRW - Les Brinson, Ph.D.
CSAVR - Joseph Owens, J.D.
CORE - Brock Schumacher, Ph.D.
CRCE - Joseph A. Szuhay, Ph.D.

FROM: LeRoy Wm. Nattress, Jr.
Administrative Officer

SUBJ: Commission Meeting Highlights
June 13-14, 1975

Following are highlights of actions taken, decisions made and items discussed at the CRCC meeting held in Chicago on June 13-14, 1975.

1. The following new appointments were announced as replacements for retiring Commissioners, effective July 1, 1975:

ARCA Ms. Marie Feingold; Carl Hansen, Ph.D.
ARF Daniel Smith
NRCA Florence Curnutt (re-appointment)
NANWRW Grace Drain (re-appointment)

It was also announced that Ms. Sandra Fisher McMiller had resigned as a Commissioner. We are awaiting word from NRCA concerning a replacement.

2. The following officers were elected, effective July 1, 1975, for one year:

Chairman Daniel C. McAlees, Ph.D.
Vice Chairman Harold Rubin
Secretary-Treasurer Florence Curnutt

3. The Commission's auditor reported that an audited financial statement for the fiscal year 1974-1975 (ending June 30, 1975) would be available for distribution to Commissioners and sponsoring organizations by July 31, 1975.

Daniel McAlees, Chairman
ARCA and NRCA
Harold Rubin, Vice Chairman
ARCA
Betty Hedgeman, Secretary-Treasurer
ARCA

Paul Ashton
ARCA
Florence Curnutt
NRCA
Grace Drain
NANWRW
George Ebra
NRCA

Frederick Fay
CONSUMER REP.
Larry Feinberg
CORE
Sandra Fisher
NRCA
Barry Helfmann
IARF

Claude Myer
CSAVR
Michael Oliverio
NRCA
Patricia Whalen
ARCA

4. The Administrative Office reported that 2,020 rehabilitation counselors had participated in the March 22 Field Review, bringing the total number of counselors certified to date to 3,985. 2,049 new applications combined with 537 reprocessed applications bring the total to 2,586 applicants for the July 18 Field Review, with a 10-12% drop-off anticipated. 351 applications were submitted on June 12 for Credentials Committee review. As of June 9, 938 applications had been received for the October 11 Field Review, the last to be administered under grandfathering.

Letters from all sponsoring organizations are now on file approving Commission membership for C.R.C.E. effective June 1, 1975.

5. The Commission received a detailed report on data generated from the March Field Review. This report will be published in the Journal of Applied Rehabilitation Counseling. It was indicated that the similar performance of the Field Review across groups indicated the ability of the upcoming pass/fail Certification Examination to measure a practice-based competence across time and groups.

New Task Force members were suggested by the Commissioners to write new items in the following content areas: social devian , deaf, blind, bi-cultural, developmental disabilities, rehabilitation philosophy, history and structure, research utilization, supervision of para-professionals, counseling theory and ethics. The new Task Force will be meeting sometime during the summer to prepare new items for the October Field Review.

6. The Commission approved the submission of a research grant proposal to HEW entitled "Methods of Predicting Rehabilitation Counselor Competencies" as proposed by the Research Committee.
7. Concerning the publication at the end of grandfathering of a Directory of Certified Rehabilitation Counselors, a Committee was established to study the possibility of such publication, costs involved, recommendations of format; the Committee will report to the Executive Committee within three months. The Administrative Office was authorized to proceed with the reprogramming of data on hand to allow access by name and address.
8. The Commission voted to adopt the NRCA Code of Ethics for an interim period until the Ethical Practices Committee developed a Commission Code of Ethics.
9. The Commission acted on a variety of administrative questions concerning procedures for the pass/fail Certification Examination:
 - a. a Committee on Standards for Certification will be appointed to discuss any recommended revisions in the published standards and criteria for certification; in the meantime, published criteria for grandfathering will remain in force unless otherwise noted below.
 - b. Participation in certification will not be allowed for non-degreed individuals. Membership in a professional organization is not required under certification criteria.

- c. A form letter is to be developed in response to applications received after the grandfathering deadline (July 1, 1975) informing the applicant that certification is available in 1976 by examination and of the necessity for submission of a new application. All such applications are to be returned with this form letter to the applicant, and the applicant supplied with a new Application for Certification when the application redesign is completed.
- d. The decision of the Appeals Committee regarding the eligibility or ineligibility of any individual to participate in certification is final, with no right of re-appeal for applicants who are not approved upon original appeal.
- e. The requirement for submission of consumer reference forms is eliminated until the Relations Committee reviews other ways of consumer review. The requirement for supervisor/peer references is maintained, with consideration to be given to the redesign of the current forms.
- f. Official transcripts must be submitted as acceptable verification of education (under grandfathering, unofficial transcripts were acceptable); employer verification of job titles and dates of employment will be required.
- g. At least one Certification Examination will be given in 1976 in Chicago in connection with the APGA Convention in April; other sites and dates will be contingent on the number of applications received.

LeRoy Wm Nattress Jr.

LeRoy Wm. Nattress, Jr.
Administrative Officer

cc: Daniel C. McAlees, Ph.D., Chairman
Harold Rubin, Vice Chairman
Florence Curnutt, Secretary-Treasurer

/bjj

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

520 North Michigan Avenue - Suite 1504

Chicago, Illinois 60611

(312) 644-4329

April 11, 1975

TO: ARCA - George Wright, Ph.D.
NRCA - Fletcher R. Hall, M.A.
IARF - James D. Mitchell
NANWRW - Les Brinson, Ph.D.
CSAVR - Joseph Owens, J.D.
CORE - Broch Schumacher, Ph.D.

FROM: LeRoy Wm. Nattress, Jr.
Administrative Officer

SUBJ: Commission Meeting Highlights
January 15-16, 1975

Following are highlights of actions taken, decisions made and items discussed at the CRCC meeting of Commissioners held in Chicago on January 15-16, 1975.

1. The terms of one-third of the Commissioners will expire on June 30, 1975:

Betty S. Hedgeman, Ph.D.	- ARCA
Florence Curnutt	- NRCA
Paul Ashton	- ARCA
Barry Helfmann	- IARF
Grace Drain	- NANWRW

Presidents of these sponsoring organizations will be contacted by Dr. McAlees concerning reappointment or replacement of these Commissioners.

2. It was recommended that all NRCA and ARCA state and local presidents be encouraged to establish sites and monitors at no cost to CRCC during the grandfathering process, as part of the organizations' participation in the certification movement. The following motion on the subject of information dissemination was passed:

THAT A liaison officer in each state or geographical area be appointed by the Commission and that the Commission use existing structures, if possible, preferably structures of sponsoring organizations, to solicit names of volunteers as channels for information dissemination.

Daniel McAlees, Chairman
ARCA and NRCA
Harold Rubin, Vice Chairman
ARCA
Betty Hedgeman, Secretary-Treasurer
ARCA

Paul Ashton
ARCA
Florence Curnutt
NRCA
Grace Drain
NANWRW
George Ebra
NRCA

Frederick Fay
CONSUMER REP.
Larry Feinberg
CORE
Sandra Fisher
NRCA
Barry Helfmann
IARF

Claude Myer
CSAVR
Michael Oliverio
NRCA
Patricia Whalen
ARCA

3. The Treasurer's Report indicated a balance in the CRCC account for the year ended November 30, 1974. Projected figures for 1975-76 indicate that the Commission will probably be self-supporting for at least the next two years. Also, the Commission passed the following motions:

THAT The agreement with Natresources as the Administrative Office of the Commission be continued, with the understanding that the administrative functioning has improved, communications will improve, and all past inquiries will be responded to.

THAT A detailed financial statement be prepared and audited in a manner acceptable to the Commission and distributed to the sponsoring organizations for their information and release to their respective memberships as indicated.

4. The Commission determined that there was a need for expanded Committee structure to deal specifically with the many issues that are arising. Membership is intended to give Commissioners as much exposure as possible to these various issues.
5. The Commission will have a booth at the APGA Convention in New York in March with literature available for distribution and staff present to respond to inquiries.
6. The issue of recertification has arisen and the Commission is studying the question and asking for evaluation and contribution to its deliberations from sponsoring organizations.
7. A report to be circulated on the results of the Field Reviews administered in 1974 is in process and will be available before the next Commission meeting. These results will also be used to improve the March, July and October editions of the Field Review.



LeRoy Wm. Nattress, Jr.
Administrative Officer

cc: Daniel C. McAlees, Ph.D., Chairman
Harold Rubin, Vice Chairman
Betty S. Hedgeman, Ph.D., Secretary-Treasurer

/bjj

HIGHLIGHTS OF THE COMMISSION MEETING

On May 10 and 11, 1974 the 14 members of the Commission on Rehabilitation Counselor Certification met in Chicago to review the Rehabilitation Counselor Certification Program being developed under its direction. The following is the summary of the actions taken by the Commission at this meeting:

1. REHABILITATION COUNSELOR CERTIFICATION FIELD REVIEW.

The Commissioners, after thoroughly reviewing the alternatives to field evaluation of the validity of the examination being developed for Certification, decided that the requirement of Counselor participation in the review must be retained in order to produce a relevant examination. This process will hereafter be referred to as the Rehabilitation Counselor Certification Field Review. The primary reason for requiring Counselor participation in this review is to assure counselor input into the content of the Certification process as there is a definite need to define and describe the practice of Rehabilitation Counseling in various settings and throughout the country so that the resulting Rehabilitation Counselor Certification Examination will be a criterion referenced examination based on the practice of Rehabilitation Counseling. Each person being grandfathered will be asked to evaluate the appropriateness of each item as to content, relevance and validity in reference to the practice of Rehabilitation Counseling. This is an evaluation of the examination content by the counselor, not an evaluation of the counselor. We are not interested in an individual's score on the examination only an evaluation of the proposed content.

2. THE RIGHTS OF COUNSELORS.

The Commissioners reaffirmed the right of every counselor to equal access and opportunity to participate in the Rehabilitation Counselor Certification Field Review. Towards this end, the Commission will if at all possible arrange structurally barrier free sites for the Field Reviews and in other ways attempt to accommodate counselors with physical limitations in this process.

3. SITES FOR FUTURE REHABILITATION COUNSELOR CERTIFICATION FIELD REVIEWS.

The initial Rehabilitation Counselor Certification Field Review will be held on July 19, 1974 at 40 locations throughout the country. Subsequently any geographical or organizational entity of Rehabilitation Counselors may determine the most appropriate site for administering the Field Review within their area. When 20 or more counselors can be brought together under the conditions set by the Commission for the Field Review, the Commission will administer the Rehabilitation Counselor Certification Field Review.

4. FUTURE DATES FOR REHABILITATION COUNSELOR CERTIFICATION FIELD REVIEWS.

Following the initial Rehabilitation Counselor Certification Field Review on July 19, 1974, four additional Field Reviews have been scheduled:

- | | |
|----------------------|---|
| 1) October 15, 1974; | Deadline for applications, July 1, 1974 |
| 2) March 22, 1975; | Deadline for applications, December 1, 1974 |
| 3) July 18, 1975; | Deadline for applications, April 1, 1975 |
| 4) October 12, 1975; | Deadline for applications, July 1, 1975. |

5. REHABILITATION COUNSELOR EMPLOYERS REQUESTED TO GIVE RELEASE TIME TO COUNSELORS PARTICIPATING IN THE REHABILITATION COUNSELOR CERTIFICATION FIELD REVIEW.

The Commission is directing correspondence to all employers of Rehabilitation Counselors requesting that they permit counselors who are to participate in the Rehabilitation Counselor Certification Field Review the time needed to complete that activity. This will at most be one day, more likely a half day, since Field Reviews are scheduled from 1 to 5 the afternoon of the dates indicated.

6. FINAL DATE FOR ESTABLISHING ELIGIBILITY FOR THE GRANDFATHERING PROCESS.

July 1, 1975 has been established as the date by which all eligibility requirements for certification as a Rehabilitation Counselor under the Grandfathering process must be completed. This means that students completing Masters Degrees in Rehabilitation Counseling from approved programs and entering full time employment as Rehabilitation Counselors by July 1, 1974, will be eligible to submit their applications for certification under the Grandfathering process July 1, 1975 and to participate in the final Field Review in October, 1975.

7. *FIELD REVIEW FOR SPANISH SPEAKING COUNSELORS.*

The Rehabilitation Counselor Certification Field Review will be available in a Spanish translation for the March, 1975 Field Review. Counselors wishing to participate in the Rehabilitation Counselor Certification Field Review in Spanish should apply no later than December 1, 1974.

8. *CONSUMER INVOLVEMENT IN THE REHABILITATION COUNSELOR CERTIFICATION PROCESS.*

The Commissioners reaffirmed the commitment to consumer involvement in the certification process recognizing that this was being carried out at three levels. First, a consumer representative sits as a member of the Commission on Rehabilitation Counselor Certification. Second, a consumer advisory committee reviews and comments on the materials being prepared for the Rehabilitation Counselor Certification Field Review. Third, each Rehabilitation Counselor has been asked to submit three Consumer Reference Forms to support his or her Application for Certification. The Commission recognizes that the purpose for requesting Consumer Reference Forms is to evaluate the feasibility and viability of that process for future use in certifying Rehabilitation Counselors. Therefore, during the Grandfathering period, all counselors will be encouraged to consider submission of completed consumer reference forms. However, if they are unable to comply with this request, they should document their reasons why and forward these to the Commission.

9. *PROFESSIONAL MEMBERSHIP AS A REQUIREMENT FOR REHABILITATION COUNSELOR CERTIFICATION.*

The Commissioners recognized that membership in ARCA, NRCA or other related professional organizations demonstrates professional commitment and previous assessment of professional attainment by peers which the Commission can accept as evidence that its standards in part have been met. Therefore, they reaffirmed their prior decision that membership in ARCA or NRCA or other related professional organizations be a requirement for certification during the Grandfathering period.

10. *COST OF THE REHABILITATION COUNSELOR CERTIFICATION PROCESS*

Based on the cost projections provided to the Commission and the expenditures to date, the Commissioners reaffirmed that the fee for Certification during the Grandfathering period will be \$45. Fifteen dollars of this total fee is to be submitted with the Application for Certification. The remainder is to be submitted following approval by the Credentials Committee when the counselor is assigned to a site to participate in the Rehabilitation Counselor Certification Field Review. This fee of \$45 is a one time only expense and was established to provide for the economic stability of the Commission for a projected five year period.

The Commissioners appreciate the feedback they have received from counselors across the country concerning the Rehabilitation Counselor Certification program during this initial period and encourages counselors to continue to direct their comments and questions to the Commission as this is truly a program of, by and for Rehabilitation Counselors. The Commission will meet again early in September at which time it will again review the process this time with the experience of having administered the first Field Review. Over 2,400 applications have been received for processing by the Commission, an overwhelming and encouraging response to this new program.

Direct your questions and comments to the Commission on Rehabilitation Counselor Certification, 520 North Michigan Ave., Chicago, Illinois 60611.

TEXAS INSTITUTE FOR REHABILITATION AND RESEARCH
IN THE
TEXAS MEDICAL CENTER
1333 MOURSUND AVENUE
HOUSTON, TEXAS 77030

P. O. Box 20095
Houston, Texas 77025

Telephone
Area Code 713, 797-1440

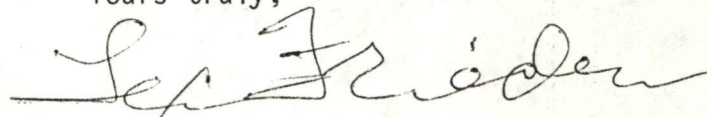
November 8, 1976

Ms. Lucy Rudman
C.R.C.C.
520 N. Michigan Avenue
Suite 1504
Chicago, Illinois 60611

Dear Ms. Rudman:

It was a pleasure meeting you on the telephone last week. I am enclosing the information you requested for confirmation review. If I can provide you with additional materials, please advise me. I look forward to hearing from you soon and working with you in the future.

Yours truly,



Lex Frieden
New Options Research Director

LF/asm

American

Coalition of Citizens with Disabilities, Inc.

1224 Dupont Circle Building · Room 308 · Washington, D.C. 20036 (202) 785-4265

October 12, 1976

Dan MacAlees, Ph.D., Chairperson
Commission on Rehabilitation Counselor Certification
520 North Michigan Avenue
Suite 1504
Chicago, Illinois, 60611

Dear Dr. MacAlees:

In response to the request of the Commission on Rehabilitation Counselor Certification, I am pleased to submit the names of three consumer representatives to serve on the commission.

1. Dalbert Aman, CRC
American Council of the Blind (and ACCD)
Room 103
Clark Bldg.
Aberdeen, South Dakota 57401
2. Terry O'Rourke
National Association of the Deaf (and ACCD)
814 Thayer Ave.
Silver Spring, MD 20901
3. Lex Frieden
Independent Life Styles (and ACCD)
c/o TIRR
105 Drew St.
Houston, Texas 77005

I would ask that Dr. Fred Fay be invited to the next meeting to assure continuity. I believe he is still a member of the relationships committee.

We look forward to working with the commission.

Sincerely yours,

Eunice Fiorito
President

EF/rw

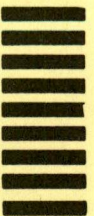
cc: Fred Fay, Ph.D.
✓ Terry O'Rourke
✓ Dalbert Aman, C.R.C.
✗ Lex Frieden
✓ LeRoy Nattress, CRCC

Please add any comments that are not covered on this form _____

Rater's Signature: _____

Please fold, staple and *mail directly* to the Commission.

PLACE
STAMP
HERE



COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION
Suite 1504, 520 North Michigan Avenue
Chicago, Illinois 60611

Please add any comments that are not covered on this form _____

Rater's Signature: _____

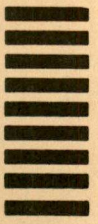
Please fold, staple and *mail directly* to the Commission.

FIRST CLASS
PERMIT NO. 71301
CHICAGO, ILL.

BUSINESS REPLY MAIL
NO POSTAGE STAMP NECESSARY IF MAILED IN THE UNITED STATES

Postage will be paid by

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION
Suite 1504, 520 North Michigan Avenue
Chicago, Illinois 60611



Please add any comments that are not covered on this form _____

Rater's Signature: _____

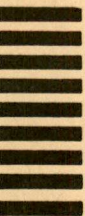
Please fold, staple and *mail directly* to the Commission.

BUSINESS REPLY MAIL
NO POSTAGE STAMP NECESSARY IF MAILED IN THE UNITED STATES

Postage will be paid by

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION
Suite 1504, 520 North Michigan Avenue
Chicago, Illinois 60611

FIRST CLASS
PERMIT NO. 71301
CHICAGO, ILL.

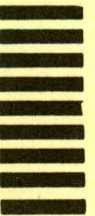


Please add any comments that are not covered on this form _____

Rater's Signature: _____

Please fold, staple and *mail directly* to the Commission.

PLACE
STAMP
HERE



COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION
Suite 1504, 520 North Michigan Avenue
Chicago, Illinois 60611