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**OA/ID Number:** 52056
**Folder ID Number:** 52056-001

**Folder Title:**
CRCC [Commission on Rehabilitation Counselor Certification] '78 [1]

**Stack:** **Row:** **Section:** **Shelf:** **Position:**

COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION

March 22, 1978

Division of Grants and Contract Management
Office of Human Development Services
Dept. of Health, Education & Welfare
Switzer Memorial Building, Room 1427
330 C. Street, S. W.
Washington, D. C. 20201

Gentlemen:

Enclosed is application for training submitted under the category of Innovation and Expansion. If it is determined that this category is not most appropriate we would like it to be considered within the category of Long Term Training - Other.

Thank you.

Sincerely,

Daniel Smith

Daniel D. Smith, Treasurer
Commission on Rehabilitation
Counselor Certification

DDS/am
encl.

OMB Approval No. 29-R0215

# FEDERAL ASSISTANCE

| | | | |
|---|---|---|---|
| 2. APPLICANT'S APPLICATION | a. NUMBER | 3. STATE APPLICATION IDENTIFIER | a. NUMBER N/A |
| | b. DATE Year 19 78 month 3 day 20 | | b. DATE ASSIGNED Year 19 month day |

1. TYPE OF ACTION (Mark appropriate box)
- ☐ PREAPPLICATION
- ☒ APPLICATION
- ☐ NOTIFICATION OF INTENT (Opt)
- ☐ REPORT OF FEDERAL ACTION

Leave Blank

## SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT

a. Applicant Name: Commission on Rehabilitation Counselor Certification
b. Organization Unit: Same
c. Street/P.O. Box: 520 North Michigan Avenue
d. City: Chicago
e. County:
f. State: Illinois
g. ZIP Code: 60611
h. Contact Person (Name & telephone No.): Daniel McAlees (715) 232-1389

5. FEDERAL EMPLOYER IDENTIFICATION NO.
23-7399589

6. PROGRAM (From Federal Catalog)
a. NUMBER 13.629
b. TITLE Rehabilitation Training

7. TITLE AND DESCRIPTION OF APPLICANT'S PROJECT
Commission on Rehabilitation Counselor Certification. Development of plan and implementation of certification maintenance to insure quality and quantity of training resources and to train field trainors regarding relevant issues.

8. TYPE OF APPLICANT/RECIPIENT
A-State; B-Interstate; C-Substate District; D-County; E-City; F-School District; G-Special Purpose District; H-Community Action Agency; I-Higher Educational Institution; J-Indian Tribe; K-Other (Specify): Non-profit corp.
Enter appropriate letter: K

9. TYPE OF ASSISTANCE
A-Basic Grant; B-Supplemental Grant; C-Loan; D-Insurance; E-Other
Enter appropriate letter(s): A

10. AREA OF PROJECT IMPACT (Names of cities, counties, States, etc.)
National Impact

11. ESTIMATED NUMBER OF PERSONS BENEFITING
10,000

12. TYPE OF APPLICATION
A-New; B-Renewal; C-Revision; D-Continuation; E-Augmentation
Enter appropriate letter: A

13. PROPOSED FUNDING

| | |
|---|---|
| a. FEDERAL | $ 48,100.00 |
| b. APPLICANT | 12,025.00 |
| c. STATE | .00 |
| d. LOCAL | .00 |
| e. OTHER | .00 |
| f. TOTAL | $ 60,125.00 |

14. CONGRESSIONAL DISTRICTS OF:
a. APPLICANT
b. PROJECT

16. PROJECT START DATE Year 19 78 month 7 day 1

17. PROJECT DURATION 36 Months

18. ESTIMATED DATE TO BE SUBMITTED TO FEDERAL AGENCY ▶ Year 19 78 month 3 day 24

15. TYPE OF CHANGE (For 12c or 12e)
A-Increase Dollars; B-Decrease Dollars; C-Increase Duration; D-Decrease Duration; E-Cancellation; F-Other (Specify):
Enter appropriate letter(s):

19. EXISTING FEDERAL IDENTIFICATION NUMBER
23-7399589

20. FEDERAL AGENCY TO RECEIVE REQUEST (Name, City, State, ZIP code) Division of Grants and Contract Management, Office of Human Dev. Washington, D.C. 20201

21. REMARKS ADDED
☒ Yes ☐ No

## SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT ▶

a. To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

b. If required by OMB Circular A-95 this application was submitted, pursuant to instructions therein, to appropriate clearinghouses and all responses are attached:

| | No response | Response attached |
|---|---|---|
| (1) | ☐ | ☐ |
| (2) N/A | ☐ | ☐ |
| (3) | ☐ | ☐ |

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE: Daniel McAlees, Ph.D., President
Daniel Smith, Treasurer
b. SIGNATURE: Daniel McAlees
Daniel Smith
c. DATE SIGNED Year 19 78 month 3 day 20

## SECTION III—FEDERAL AGENCY ACTION

24. AGENCY NAME

25. APPLICATION RECEIVED Year 19 month day

26. ORGANIZATIONAL UNIT

27. ADMINISTRATIVE OFFICE

28. FEDERAL APPLICATION IDENTIFICATION

29. ADDRESS

30. FEDERAL GRANT IDENTIFICATION

31. ACTION TAKEN
- ☐ a. AWARDED
- ☐ b. REJECTED
- ☐ c. RETURNED FOR AMENDMENT
- ☐ d. DEFERRED
- ☐ e. WITHDRAWN

32. FUNDING

| | |
|---|---|
| a. FEDERAL | $ .00 |
| b. APPLICANT | .00 |
| c. STATE | .00 |
| d. LOCAL | .00 |
| e. OTHER | .00 |
| f. TOTAL | $ .00 |

33. ACTION DATE ▶ Year 19 month day

34. STARTING DATE Year 19 month day

35. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)

36. ENDING DATE Year 19 month day

37. REMARKS ADDED
☐ Yes ☐ No

38. FEDERAL AGENCY A-95 ACTION

a. In taking above action, any comments received from clearinghouses were considered. If agency response is due under provisions of Part 1, OMB Circular A-95, it has been or is being made.

b. FEDERAL AGENCY A-95 OFFICIAL (Name and telephone no.)

OMB NO. 80-R0 186

## PART II

## PROJECT APPROVAL INFORMATION

Item 1.
Does this assistance request require State, local, regional, or other priority rating?
____ Yes _X_ No

Name of Governing Body ____
Priority Rating ____

Item 2.
Does this assistance request require State, or local advisory, educational or health clearances?
____ Yes _X_ No

Name of Agency or Board ____
(Attach Documentation)

Item 3.
Does this assistance request require clearinghouse review in accordance with OMB Circular A-95?
____ Yes _X_ No

(Attach Comments)

Item 4.
Does this assistance request require State, local, regional or other planning approval?
____ Yes _X_ No

Name of Approving Agency ____
Date ____

Item 5.
Is the proposed project covered by an approved comprehensive plan?
_X_ Yes ____ No

Check one: State ☐ Local ☐ Regional ☐
Location of Plan ____

Item 6.
Will the assistance requested serve a Federal installation?
____ Yes _X_ No

Name of Federal Installation ____
Federal Population benefiting from Project ____

Item 7.
Will the assistance requested be on Federal land or installation?
____ Yes _X_ No

Name of Federal Installation ____
Location of Federal Land ____
Percent of Project ____

Item 8.
Will the assistance requested have an impact or effect on the environment?
____ Yes _X_ No

See instructions for additional information to be provided.

Item 9.
Will the assistance requested cause the displacement of individuals, families, businesses, or farms?
____ Yes _X_ No

Number of:
Individuals ____
Families ____
Businesses ____
Farms ____

Item 10.
Is there other related assistance on this project previous, pending, or anticipated?
____ Yes _X_ No

See instructions for additional information to be provided.

OMB NO. 80-R0186

# PART III – BUDGET INFORMATION

## SECTION A – BUDGET SUMMARY

| Grant Program, Function or Activity (a) | Federal Catalog No. (b) | Estimated Unobligated Funds | | New or Revised Budget | | |
|---|---|---|---|---|---|---|
| | | Federal (c) | Non-Federal (d) | Federal (e) | Non-Federal (f) | Total (g) |
| 1. Rehabilitation Training | 13.629 | $ | $ | $ 48,100. | $ 12,025. | $ 60,125. |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. TOTALS | | $ | $ | $ 48,100. | $ 12,025. | $ 60,125. |

## SECTION B – BUDGET CATEGORIES

| 6. Object Class Categories | Grant Program, Function or Activity (1) | (2) | (3) | (4) | Total (5) |
|---|---|---|---|---|---|
| a. Personnel | $ 10,982.40 | $ | $ | $ | $ 10,982.40 |
| b. Fringe Benefits | 3,097.60 | | | | 3,097.60 |
| c. Travel | 960.00 | | | | 960.00 |
| d. Equipment | 1,100.00 | | | | 1,100.00 |
| e. Supplies | 1,800.00 | | | | 1,800.00 |
| f. Contractual | | | | | |
| g. Construction | | | | | |
| h. Other | 30,160.00 | | | | 30,160.00 |
| i. Total Direct Charges | 48,100.00 | | | | 48,100.00 |
| j. Indirect Charges | none | | | | none |
| k. TOTALS | $ 48,100.00 | $ | $ | $ | $ 48,100.00 |
| 7. Program Income | $ none | $ | $ | $ | $ |

OMB NO. 80-R0186

## SECTION C – NON-FEDERAL RESOURCES

| (a) Grant Program | (b) APPLICANT | (c) STATE | (d) OTHER SOURCES | (e) TOTALS |
|---|---|---|---|---|
| 8. Rehabilitation Training | $ 12,025. | $ | $ | $ 12,025. |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. TOTALS | $ 12,025. | $ | $ | $ 12,025. |

## SECTION D – FORECASTED CASH NEEDS

| | Total for 1st Year | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|---|---|---|---|---|---|
| 13. Federal | $ 48,100. | $ 12,025. | $ 12,025. | $ 12,025. | $ 12,025. |
| 14. Non-Federal | 12,025. | 3,006.25 | 3,006.25 | 3,006.25 | 3,006.25 |
| 15. TOTAL | $ 60,125. | $ 15,031.25 | $ 15,031.25 | $ 15,031.25 | $ 15,031.25 |

## SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

| (a) Grant Program | FUTURE FUNDING PERIODS (YEARS) | | | |
|---|---|---|---|---|
| | (b) FIRST | (c) SECOND | (d) THIRD | (e) FOURTH |
| 16. Rehabilitation Training | $ 48,100. | $ 40,000. | $ 25,000. | $ |
| 17. | | | | |
| 18. | | | | |
| 19. | | | | |
| 20. TOTALS | $ | $ | $ | $ |

## SECTION F – OTHER BUDGET INFORMATION

(Attach additional Sheets If Necessary)

21. Direct Charges:

22. Indirect Charges: N/A

23. Remarks:

## PART IV PROGRAM NARRATIVE (Attach per instruction)

## PART V

## ASSURANCES

The Applicant hereby assures and certifies that he will comply with the regulations, policies, guidelines, and requirements including OMB Circulars Nos. A-87, A-95, and A-102, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also the Applicant assures and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
4. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
5. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
6. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
7. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
8. It will give the grantor agency or the Comptroller General through any authorized representative the access to and the right to examine all records, books, papers, or documents related to the grant.
9. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Office of Management and Budget Circular No. A-102.

Part IV

Remarks

The Commission on Rehabilitation Counselor Certification is a non-profit corporation. Copies of our letter of exemption from the IRS are not immediately available. Our Chicago office is attempting to locate them and will forward to the Division of Grants and Contract Management when available. We are listed in the Internal Revenue Service's most recent list of tax-exempt organizations.

## Section F - Other Budget Information

Line 21

Section B line a and b(personnel)

A line item of $17,600. is included to properly staff the proposed project. Breakdown is as follows:

1. Project Director, $2,808. This position is part-time. The Project Director will be Dr. Rodger Livingston. (Summary of resume included in Project Narrative). The Project Director will be responsible to oversee the operations of the project, supervise the project coordinator and secretary, implement project goals and provide information for the evaluation of the project. Funds requested will release Dr. Livingston from teaching requirements at the University of Nebraska so that he may devote 1/3 of his time to project activities.

2. Project Coordinator(½ time). The Project Coordinator will implement the day to day activities of the project, set up all meetings, answer correspondence, develop project survey materials with the Project Director, write other materials pertaining to the project and so forth. Salary: $7,410.

3. Secretary(½ time). Salary: $3,510. The Secretary will answer and place phone calls, type all correspondence and other project materials, and answer the routine correspondence of the project.

The above staff should be sufficient to properly implement project goals and objectives.

Total fringe benefits will be $3,097.60 which represents approximately 22% of direct salaries. Project staff will be provided with full benefits of the University of Nebraska such as social security, retirement, health insurance, workman's compensation, etc.

Section B, line c - $960.00

Staff travel expenses will provide for the attendance of the Project Coordinator at all steering committee meetings. Three such meetings are scheduled at an approximate cost of $400. per 3 day meeting. Travel expenses will be reimbursed at the following rates: air fare, at cost; lodging, at cost; food, $15.00 per day; miscellaneous expenses, at cost.

Section B, line d - $1,100.

The following equipment will be required to implement project goals:

| | | |
|---|---|---|
| 1. | One Secretarial Desk | $ 250.00 |
| 2. | One chair(desk) | 125.00 |
| 3. | Four file cabinets(4 drawer) | 400.00 |
| 4. | One electric typewriter | 600.00 |
| | Total Equipment | 1,375.00 |
| | Federal Share | $ 1,100.00 |

Equipment will be purchased to properly set up the secretary to perform her duties.

Section B, line e - Supplies - $1,800.

Project supplies will include a supply of letterhead and envelopes, secretarial supplies(i.e. pens, paper, carbon, staple machines, 3 hole punch, etc.)

The majority of the funds will be spent to purchase trans files to store the records of rehabilitation counselors. Some 10,000 counselors will be reviewed under the project.

Section B, line h - Other - $30,160.

Other items to be purchased with grant funds are as follows:

1. Technical Services: key punch services will be provided to input all necessary data into the computer: cost, $400. Computer time must be purchased at a cost of $1,000. The use of such services will greatly enhance the record keeping ability of the project as well as provide for systematic analysis of data gathered.

2. Communications: The following line items are covered under this general category:

| | | |
|---|---|---|
| a. | Mailing to 10,000 counselors | $ 4,000.00 |
| b. | Phone | 1,600.00 |
| c. | Postage | 800.00 |
| d. | Photo copy services | 800.00 |
| e. | External printing | 800.00 |

As mentioned in the Project Narrative the Project will survey the needs of 10,000 certified rehabilitation counselors with regard to training. This survey will be compared with the State of the Act papers to determine the correlation. Mailing costs to implement the survey are estimated at $5,000.($4,000. Federal share).

As the project is national in scope, with an anticipated high volume of phone calls and correspondence we are including $1,600. for phone expenses and $800. for postage.

We also anticipate the need to develop many printed items to support the project goals and have included $800. for photo-copy services and $800. for external printing costs. These items will include survey materials, meeting materials, file materials and so on.

3. Office rent - $2,000.

   Office space will be provided by the University of Nebraska as part of the matching requirements of this grant. It is estimated that 600 sq. ft. of space will be used by the project (to inclued storage space for records) at an average cost of $3.33 per sq. foot.

4. Consultants:

   Eight hundred dollars will be spent to procure the services of a systems specialist. The proposed project is large and will generate huge volumes of data. Given the scope of the project the services of a systems specialist will be invaluable to set up procedures in the most efficient and cost effective manner possible. The systems specialist will assist the Project Director to establish procedures to process data, store date, office procedure and the handling of mail, timing the various components of the project, utilization of manpower and the development of survey materials.

   An additional $800. will be provided to develop the State of the Act Papers mentioned in the Project Narrative. It is vital to the success of the project that we establish base line data. An important aspect of this component is to obtain the perceptions of experts in the field and certified rehabilitation counselors. Data generated from State of the Act Papers will be invaluable in determining the current state of training in the field, establishing future directions and correlating the data with information received from certified rehabilitation counselors.

   From time to time other consultants and experts will be called upon to input into the project. Experts from the field in training, certification maintenance members of the commission and so forth will be asked to react to various project data, information and directions. The success of the project depends greatly upon it's ability to gather as much data as possible so that project goals can be obtained. A line item of $3,360. is included for this support mechanism.

   It is anticipated that all project goals and objectives will be carried on by Commission on Rehabilitation Counselor Certification after the termination of the grant period(36 months).

Part IV

Program Narrative

I. STATEMENT OF NEED

Background

Within the past five years, the field of rehabilitation counseling has demonstrated a significant concern for professional standards. During this period of time, graduate level training programs united to establish the National Council of Rehabilitation Educators (NCRE) and an independent accreditation commission, the Council on Rehabilitation Education (CORE) was created to establish and monitor minimum standards for rehabilitation counselor education programs. This period also witnessed the development of consumer organizations (e.g., American Coalition of Citizens with Disabilities (ACCD)), concerned with standards of program service delivery, and a growing concern evidenced by RSA for establishing and evaluating standards for State-Federal program performance. In the private sector we have seen the rapid growth of standards for private facilities providing rehabilitation services implemented through the Council for Accreditation of Rehabilitation Facilities (CARF).

One of the most significant developments to occur during this period of time was the development of a voluntary certification program by practicing rehabilitation counselors. The Rehabilitation Counselor Certification program was a direct out-growth of the concerns of practicing rehabilitation counselors to establish a national professional scale of minimum standards for practice which any interested group, agency, or individual could use as a measure.

The primary purpose of certification is to establish professional standards whereby disabled individuals, related professionals, agency administrators, and the general public can evaluate the qualifications of persons practicing rehabilitation counseling. Certification has as its primary impetus the provision of assurances that professionals engaged in rehabilitation counseling will meet acceptable standards of quality in practice. Such standards are considered to be in the client's best interest. Aside from establishing a measure of professional qualifications for the

counselor, certification should further the public interest and increase the confidence of other professions and clients. It is very evident that rehabilitation counselors are seriously encouraging a higher level of performance and qualification that will benefit both the public and the profession through their participation in the certification program, which is evidenced by the almost 10,000 counselors who have voluntarily met the standards since the inception of the program only four years ago.

It is also evident that concerned groups within the field of rehabilitation see these standards as essential to effective service delivery. The certification movement has had supporting participation of the: National Rehabilitation Counseling Association (NRCA); American Rehabilitation Counseling Association (ARCA); National Rehabilitation Association (NRA); Council of State Administrators of Vocational Rehabilitation (CSAVR); National Association of Non-White Rehabilitation Workers (NANWRW); Association of Rehabilitation Facilities (ARF); American Coalition of Citizens with Disabilities (ACCD); Council on Rehabilitation Education (CORE); and the National Council on Rehabilitation Education (NCRE).

Even though these counselor certification standards have existed for less than four years, they have already been incorporated into the Federal Regulations for Intermediate Health Care Facilities; accreditation standards for private rehabilitation facilities; education standards for graduate rehabilitation education programs; licensing standards for rehabilitation counselors; and employment and/or promotion standards for some agencies and facilities. A bill is also being introduced in Congress this year to amend the Rehabilitation Act to include national standards for rehabilitation counselors.

These standards have been administered by the Commission on Rehabilitation Counselor Certification (CRCC). The Commission consists of five appointees from NRCA, five appointees from ARCA, three appointees from The American Coalition of Citizens with Disabilities, Inc., and one each from the Council on Rehabilitation Education, Council of State Administrators of Vocational Rehabilitation, Association of Rehabilitation Facilities, National Association of Non-White Rehabilitation Workers, and the National Council on Rehabilitation Education.

Need

In 1977, the National Commission for Health Certifying Agencies was created to establish and monitor national standards for certification of health and allied health professionals. The Commission's formation dates back to 1970 when the Health Training Improvement Act (PL 91-519) required the Department of Health, Education and Welfare to submit to Congress a report identifying the issues and setting forth recommendations with respect to the major problems associated with health and allied health personnel licensure and certification, and represents the culmination of seven years of effort by HEW.

Included in the National Commission are 65 certifying agencies, one of which is the Commission on Rehabilitation Counselor Certification in affiliation with the National Rehabilitation Counseling Association. Other members include the American Medical Association (AMA), American Dental Association (ADA), American Hospital Association (AHA), along with allied professionals such as occupational therapists and physical therapists. The National Commission has established many standards, all of which the Commission on Rehabilitation Counselor Certification has met. However, this application deals with just one:

> "The position of HEW is that periodic reassessment or re-examination of all health professionals is needed to protect the public. One condition of membership in the National Commission is that a profession move toward some kind of reassessment."

In order to meet this national standard, rehabilitation counselors have adopted, through the Certification Commission, a plan for certification maintenance (see Section IV-4 of this proposal). This standard for certification maintenance went into effect on January 1, 1978 and is based upon receipt of a minimum number of hours of continuing education by all certified rehabilitation counselors every five years. Included in the plan are certain minimum standards that continuing education must meet in order to be acceptable for maintenance purposes.

This plan for maintenance and the standards for continuing education were developed by practicing counselors to assure their continued competence

and to meet the need for providing quality services to our severely disabled citizens. The need that now exists, and the purpose of this proposal, is to articulate this need of the practicing rehabilitation counselor with the continuing education delivery system comprised of various RSA supported training programs designed to serve the rehabilitation counselor (e.g., State in-service training, regional rehabilitation continuing education programs, Research and Training Centers, graudate rehabilitation education programs, etc.).

There is a need to identify the continuing education needs of the experienced rehabilitation counselor; there is a need to communicate these needs to providers of continuing education to assist them in planning for relevant and effective training for this population; and there is a need to develop a process whereby the practicing counselor can be assured that the training he receives meets the minimum standards established for continuing education and will be accepted for certification maintenance credit. Thus, this proposal focuses attention on the training needs of experienced rehabilitation counselors as opposed to new or entry level counselors and on communicating these needs to providers of continuing education in order to assist them in planning for effective and relevant training activities

Finally, as noted above, standards have been established for public and private agency service delivery, for counselors, and for graduate education programs. This project will assist the profession to assure that continuing education accepted for certification maintenance also meets certain minimum standards as established by the recipient of that training, i.e., approximately 10,000 certified practicing rehabilitation counselors. This project represents an excellent opportunity for the practitioner and the educator to work together to better achieve their common goal of improving rehabilitation service delivery to individuals with severe disabilities.

## II. PROJECT OBJECTIVES

A. To identify the continuing education needs of experienced practicing rehabilitation counselors. Approximately 10,000 certified rehabilitation counselors will be surveyed to determine their perception of current and future continuing education needs and to what extent continuing education programs are meeting these needs. An anaylsis of the data will be conducted

and a report prepared for the proposed national conference. This information will also be dissiminated to all appropriate agencies, organizations, and institutions concerned with continuing education for the experienced rehabilitation counselor.

B. To conduct a national conference where providers of continuing education will assess the identified needs and determine the extent to which continuing education programs meet these needs. Problem areas will be identified and recommendations made for dealing with these problems. A report of the conference, including the issues identified and recommended actions, will be prepared. The report will be distributed to all appropriate agencies, organizations and instititions concerned with continuing education for the experience rehabilitation counselor.

C. The Steering Committee of the proposed project will develop a procedure acceptable to continuing education and recommend its adoption by the Certification Commission whereby the practicing rehabilitation counselor can be assured that the continuing education he receives meets the minimum standards for acceptance as maintenance credit. The proposed plan will eliminate the need for a program approval fee as currently proposed in the certification maintenance plan.

D. The Steering Committee of the proposed project will develop a procedure and recommend its adoption by the Certification Commission whereby cumulative records of all accepted continuing education credit will be maintained for each certified rehabilitation counselor. The procedure will include the capability of providing at least the following information annually by state, region, and nationally: number of continuing education hours taken that year; content area of the continuing education; source of the continuing education; and demographic characteristics of the trainees, such as years of experience, level of training, etc., in relation to the preceding data.

E. The proposed plan for assuring that continuing education meets the minimum standards established for maintenance (Objective C), and the process for cumulative recording of continuing education hours for each certified counselor (Objective D), will be distributed to all appropriate providers of continuing education and certified counselors for review, field tested on a sample of approximately 2,000 counselors, and revised where need indicates.

F. The final procedures culminating from Objective C, D, and E will be recommended to the Certification Commission for adoption by the Project Steering Committee signifying the acceptance by representatives of the various providers of rehabilitation continuing education of these procedures.

G. The guidelines and procedures recommended in Objective F will be printed and distributed to all appropriate agencies, organizations, institutions, and counselors concerned with continuing education of the experienced rehabilitation counselor.

H. The Certification Commission will adopt the procedures as recommended in Objective F and assume fiscal and administrative responsibility for their implementation.

I. Providers of continuing education will have had significant involvement in the determination of the process whereby experienced rehabilitation counselors receive continuing education that meets established standards for acceptance for certification maintenance.

J. All appropriate agencies, organizations, institutions, and counselors will be informed regarding the guidelines and procedures for acquiring acceptable continuing education for certification maintenance purposes.

K. Important new data, which will be valuable in planning and decision making in the area of continuing education, will be available to providers of continuing education regarding: training needs of experienced counselors; the number of contact hours received annually; the content and source of the training, etc.

L. The profession of rehabilitation counseling will have a certification maintenance plan acceptable to the National Commission for Health Certifying Agencies based upon continued education.

III. RESULTS OR BENEFITS EXPECTED

Upon attainment of the principle objectives of this project, the experienced rehabilitation professionals who have established minimum standards for training through certification will be able to articulate these training needs to continuing education programs and, in turn, trainers and educators will be able to develop procedures to meet the demands of the

rehabilitation professional. With professionals receiving training based on their needs, they will be able to function in an efficient manner, thus increasing their capability to provide services to participants of State/ Federal Vocational Rehabilitation programs and the private sector. This project will, for the first time ever, allow for the identification of continuing education needs of practicing, experienced rehabilitation professionals and for the identification of existing training in rehabilitation on a National basis. By matching the needs of the practicing professional with existing training, the focus of training can be clarified, thus allowing for more cost efficient training programs. The single outstanding factor effecting all training will be that desired training will be established by the rehabilitation professional and a minimum level of competency (150 hours over a five year period) will be established.

This project will also allow for the development of a procedure to monitor continuing education received by more than 10,000 rehabilitation professionals and to provide feedback to them on a yearly basis of their accomplishments. The materials developed in this project will allow trainers to identify existing resources, thus allowing them to provide training and reduce instructional development costs. This results in savings to the providers of training, which, in turn, allows for the development of specifically needed instructional materials to better serve the severely handicapped, thus being highly cost effective for all agencies involved. Finally, this project will allow the rehabilitation professional to be assured that continuing education conforms to and is appropriate according to a nationally determined set of standards.

IV. APPROACH

A. Experimental and Innovative Training

1. The Rehabilitation Act of 1973, as amended, calls for quality services to the severely disabled. The act recognizes that there is a need for continuing education of rehabilitation counselors to achieve this goal and provides for a variety of mechanisms to deliver this training. Practicing rehabilitation counselors also recognize this need for continued professional development and have voluntarily established standards for achieving this training (see Item 4 below).

The proposed project is designed to bring together all segments of the rehabilitation continuing education community to achieve more effective coordination and planning to meet the training needs of the experienced rehabilitation counselors.

The project is national in scope in that it addresses the continuing education needs of approximately 10,000 practicing counselors, the larger majority of whom are employed in the State-Federal program. The continuing education needs of these experienced counselors would be identified and a national conference of representatives from continuing education programs would be held to identify training issues/problems emanating from the data and recommend courses of action. In addition, a Steering Committee would recommend procedures for assessing that continuing education meets the standards established by the counselor, and a process developed whereby a cumulative record of continuing education taken by individual counselors would be established. The focus of the proposed activity would be to increase and provide for effective communication regarding the training needs of the experienced rehabilitation counselor among all groups providing rehabilitation continuing education. Through enhanced cooperation and coordination between counselor and continuing educators, the training provided should be even more effective and increase the probability of counselors providing quality services to the client with a severe disability.

2. This project is innovative in that it proposes to establish a procedure whereby certified experienced counselors can be assured that the continuing education they receive meets the minimum standards for short-term training established by the profession and will be accepted for certification maintenance credit. In addition, the project will develop a procedure for establishing and maintaining an individual cumulative record of the continuing education activities for approximately 10,000 certified rehabilitation counselors. At the proposed conference, planning by representatives of all aspects of the continuing education community to meet the needs of this population

will be based on data from nearly 10,000 certified rehabilitation counselors regarding their perception of the extent to which their needs are currently being met. Finally, the project is innovative in that the recipients of short-term training (experienced certified rehabilitation counselors) have voluntarily established certain standards for acceptable short-term training, and their project will assure efficient and effective coordination and cooperation between this group and the providers of short-term training in the achievement of those standards.

3. This project relates to regional rehabilitation continuing education programs, state agency in-service training programs, vocational research and training centers, graduate rehabilitation education programs that provide continuing education, and national/regional short-term training activities offered by other institutions, agencies, or organizations for experienced rehabilitation counselors.

   As can be noted in Item 4 below, certified rehabilitation counselors have already achieved significant progress in developing criteria for continuing education through their own resources, i.e., fees for certification. However, sufficient resources are not available to provide for the extensive involvement and participation of continuing education representatives in the finalization of the processes and procedures outlined in this project. Certified rehabilitation counselors have a strong committment to quality continuing education and sincerely believe that it will be to the benefit of the severely disabled client, providers of continuing education, and the professional counselor to work towards the close cooperation, coordination, and communication proposed in this project as a means to implement the certification maintenance standards for continuing education.

4. To describe the work done to date, we must carefully describe the development of the Rehabilitation Counselor Certification process with its most recent advance - the implementation of the Rehabilitation Counselor Certification Maintenance Program.

   The concept of Rehabilitation Counselor Certification was developed in 1970 as a joint venture of the National Rehabilitation Counseling Association and the American Rehabilitation Counseling Association

after several years of discussion by sub-committees of these two national organizations representing rehabilitation counselors.

These two forming organizations were supplemented by common interests and mutual goals of the following organizations: National Council of Rehabilitation Educators, Council of State Administrators of Vocational Rehabilitation Programs, The Association of Rehabilitation Facilities, The National Association of Non-White Rehabilitation Workers, Council on Rehabilitation Education, and representatives of National Consumer Organizations.

After much discussion and many presentations before each member organization and other national groups, the certification process began in July, 1974. It was felt by all concerned that the certification process, by way of educational components, experiential components, and the successful completion of a well constructed exam, would insure minimal competency at the entrance level for rehabilitation counselors.

Having discussed the need for and value of the insurance of continual improvement on the part of the counselor, the Certification Commission immediately began its work on a Rehabilitation Counselor Certification Maintenance Process. The Certification Maintenance Committee was formed and made its initial proposal December, 1976 and allowed time for imput and reaction from the field. Based on this reaction, the program was revised during August of 1977. The Certification Maintenance Program was approved by the full Commission on September 11, 1977 to be implemented January 1, 1978.

A series of events which occurred will be enumerated to indicate the exposure of this program to the entire rehabilitation community. During May of 1977, the Certification Maintenance program was presented by the chairperson of the committee to the NRA Mid-Atlantic Regional meeting held in Charleston, West Virginia and the NRA Southeast Regional meeting held in Louisville, Kentucky. During the National Rehabilitation Association Conference in Washington, September 1977, the process was endorsed by the Board

and Delegate Asembly of the National Rehabilitation Association and the Board and Delegate Assembly of the National Rehabilitation Counseling Association. The plan was also endorsed by the American Rehabilitation Counseling Association and the Board of National Council of Rehabilitation Educators.

During the national meeting of the Council of State Administrators of Vocational Rehabilitation programs, September 28, 1977, the Certification Maintenance program was presented to the Personnel and Training Committee of this organization. The program was not new to them in that they are a member organization of the Commission and they were supportive and appeared pleased with the program progress in such a short time.

The Certification Maintenance program was discussed by the NRA Executive Committee November 4, 1977, CRCC Excutive Committee December 9 & 10, 1977, and the Executive Committee of NRCA January 7, 1978. The Certification Maintenance plan was presented to all directors of RRCEPS January 5, 1978.

Considering the fact that NRCA might support legislation requesting that Rehabilitation Certification be mandated for certain postions in the State-Federal structure, the issue was brought up for discussion on February 9, 1978, to the NRA Legislative Commission.

The Certification Maintenance program was further discussed during recent CRCC Executive Committee meetings on February 19, 1978, and February 26, 1978, as well as a full commission meeting, via conference call, March 4, 1978.

The Certification Maintenance program received national attention as late as March 6, 1978, when it was presented to the full council of State administrators of vocational rehabilitation programs and the coordinators of long-term training programs.

The Council on Rehabilitation Education has not only endorsed the program but has included it in its national guidelines.

A member of the RRCEPS, representing their certification maintenance interest, met with the Commission in 1977 to help formulate the Certification Maintenance Program.

Much research has also been conducted concerning this process, beginning with a thorough collection of demographic data from every certified rehabilitation counselor (approximately 10,000) and a recent survey - random sample - of the types and availability of training to rehabilitation counselors. This survey was done by the chairperson of the Research Committee and surveyed, in addition to CRCs, were ARCA members. A study was also conducted of the National Council on Rehabilitation Educators by Dr. Roger Livingston. The RRCEPS are currently researching methods of working with Rehabilitation Counselor Certification and Certification Maintenance.

The following is a brief description of the Certification Maintenance plan for certified counselors:

Objectives of the Certification Maintenance plan for Certified Rehabilitation Counselors include:

1. Obtaining current information.
2. Exploring new knowledge in a specific content area.
3. Mastering new skills and techniques.
4. Expanding the approaches toward the management of clients.
5. Developing critical inquiry and balanced professional judgment.

Methods/Options

Continuing Education

Should the Certified Rehabilitation Counselor choose continuing education as the method of Certification Maintenance, 150 contact hours would be required in a period of five years.

The effective date for beginning Certification Maintenance is January 1, 1978. Continuing education completed prior to that date will not be accepted for Certification Maintenance. In order to distribute the work load for administering the Certification Maintenance program, each Certified Rehabilitation Counselor will submit his/her application for Certification Maintenance on the first day of the month in which his/her fifth anniversary of the certification occurs, and each subsequent fifth year anniversary. The number of contact hours required would be prorated as follows:

| Date Certified | Deadline for Certification Maintenance | Contact Hours Required |
|---|---|---|
| July 19, 1974 | July 1, 1979 | 45 |
| October 15, 1974 | October 1, 1979 | 52½ |
| March 22, 1975 | March 1, 1980 | 65 |
| July 18, 1975 | July 1, 1980 | 75 |
| October 11, 1975 | October 1, 1980 | 82½ |
| April 10, 1976 | April 1, 1981 | 97½ |
| September 17, 1976 | September 1, 1981 | 110 |
| April 23, 1977 | April 1, 1982 | 127½ |
| October 28, 1977 | October 1, 1982 | 142½ |
| After January 1, 1978 | | 150 |

A Certified Rehabilitation Counselor will have ninety days following the deadline for his/her Certification Maintenance to submit an application. If certification is not maintained, a counselor will not be listed in the Registry of Certified Rehabilitation Counselors, and will be officially notified that he/she may no longer exercise the rights and privileges ascribed to a Certified Rehabilitation Counselor. Reinstatement will be through the regular applicant/examination process under the standards then in force.

The Commission believes that continuing education programs are available in sufficient number and at reasonable or no cost to meet the requirements for Certification Maintenance through continuing education without personal hardship. It was determined that the following sources are examples of continuing education that could be used:

1. Regional Rehabilitation Continuing Education Programs
2. In-Service Education Programs
3. Research and Training Programs
4. College and University Courses
5. Member Organization Approved Programs - Workshops and Seminars

In addition, the Commission recognizes that there may be other programs and alternate forms of continuing education or ways to demonstrate that a counselor has maintained his/her competence in

serving clients. The member organizations of the Commission are encouraged to develop alternative plans which would be in the best interest of their members and submit them to the Commission for approval. Such plans should include the relationship between the Commission's plan and the alternative, the monitoring process, and the method for evaluation.

## Approval of Continuing Education Programs

### Purpose

The purpose of the approval process for continuing education is to maintain a high quality of continuing education opportunities that will extend expertise in the professional practice of rehabilitation counseling. Approval of programs may be sought by an institution, agency, or organization; an instructor; or a Certified Rehabilitation Counselor.

### Guidelines

1. Each member organization will be encouraged to establish mechanism to grant approval for continuing education programs to be completed for Certification Maintenance under the guidelines established by the Commission. In order to assure that Certification Maintenance will be established for all Certified Rehabilitation Counselors, following the time-line recommended by the Commission, the Commission will also implement an approval process.
2. As of January 1, 1980 each member organization will be asked to submit a list of programs approved in accordance with the guidelines to the Commission.
3. The Commission will monitor the approval process implemented by member organizations and will reserve the right to withdraw approval privileges from any whose processes it deems inadequate.
4. One contact hour is defined as equivalent to one clock hour spent in an approved program. (Excluded: coffee breaks, social hours, luncheons/dinners, etc.). Fifteen contact hours will be allowed for one semester credit, ten contact hours will be allowed for one quarter credit in a college or university program.

5. For approval, continuing education program should be no less than 3½ contact hours in duration and include an evaluation component. In addition, contact hours are to be reported to the nearest half hours.
6. Courses for credit*, offered by a college or university accredited by a regional accrediting body, which are germane to one or more of the content areas noted below need not be approved. Questions concerning what is germane should be directed to the Commission.
7. Programs are to be submitted for approval at least 60 days prior to scheduled date(s). Applications for approval must include:
   a. course title
   b. program focus
   c. learner objectives
   d. dates and length of course
   e. participants - who and how many?
   f. program director
   g. evaluation component
   h. method of instruction
   i. sponsor(s)
   j. location**
8. Program focus must be to increase the knowledge or skill in the practice of rehabilitation counseling in one or more of the following areas:
   a. rehabilitation philosophy, history, structure, and laws
   b. medical aspects of disability
   c. psychological aspects of the handicapping condition
   d. occupational information and the world of work

* For the purpose of Certification Maintenance, credit is considered to be semester or quarter hours, not Continuing Education Units (CEU's).

** Programs and locations are to be accessible; that is, no disabled person will be excluded from any education program. (Reference: Section 504 of the Rehabilitation of 1973 as amended).

e. counseling theory and technique
f. community organizations and resources
g. placement processes and job development
h. psychology of personal and vocational adjustment
i. evaluation and assessment
j. ability to utilize research findings and professional publications
k. the delivery of rehabilitation services

9. The purpose of the program should be clearly defined in terms of expected outcomes.

Effective Date

All continuing education programs taken for Certification Maintenance credit after January 1, 1980, must be approved by the Commission or one of its member organizations. Programs taken during the calendar years 1978-79 need not be approved, though the Commission requests that counselors and trainers adhere to the guidelines of the Commission during this initial year as it studies the process and works to establish the approval mechanism.

Work now remains to be done in the area of approval mechanisms for the programs referred to in the above described Certification Maintenance program.

5. The proposed curriculum material will be a combination of items, as brought forth and solicited from constituency groups most affected by the project and for whom the project will have greatest meaning. During the first year of the project, each training group will be asked to prepare a "State of the Art" paper. The group (e.g., R&T Centers, RRCEPS, etc.) will be asked to prepare such a paper outlining where they see the profession and what they perceive the training needs to be at this time. One would expect as an outcome of this activity to find training needs expressed, future training activities proposed, and methods of insuring minimum standards of training to help the rehabilitation counselor meet the needs of changing population developed. Most importantly, the role of continuing education in meeting the needs of the severely disabled as defined by the Rehabilitation Act of 1973 with its subsequent amendments will be focused upon.

As these papers are being developed, the Certification Commission will be conducting a survey assessing the needs of approximately 10,000 Rehabilitation Counselors. As this survey is completed, it will be compared to the papers mentioned earlier to determine perceived training needs of the trainers versus the rehabilitation counselors to determine the correlation.

From this comparison and the dialogue which will ensue, it should be possible to prepare a manual of procedures insuring minimum standards for all training and, further, making training relevant to the needs of our time. This may well be one of the first attempts at insuring the quality of continuing education for a profession.

6. There will be no clinical practice components to this project and the only interaction of "students" will be the training of conference participants where the participants (the trainers) will actually be the students.
7. Relating to item six, there actually will be no students as such. In regard to figures, one would anticipate a conference of 60 persons for training, interaction, and definition of the training as it exists and how it should be changed to more nearly meet the needs of the profession and, most importantly, the consumer.
8. The participants in this program will be the directors of rehabilitation continuing education programs. This training would not lead to employment for counselors, but to more meaningful employment whereby they are prepared to more nearly fulfill the requirements of their mission and meet the needs of society and the severely disabled client.
9. A review of item four (4) will indicate the amount and level of involvement on the part of professionals throughout the field. All individuals named in 4 are professional counselors with experience of at least 5 years in the field. The entire field will be surveyed, including the largest employer of counselors -the State-Federal Rehabilitation system.

Earlier surveys have indicated the majority of rehabilitation counselors are employed in the State-Federal system where the mandate is clear--to serve the severely disabled with whatever training necessary to prepare the counselor to meet this challenge.

This project will demonstrate its greatest success when, through bringing together the extensive knowledge and experience of the rehabilitation community, it can make the training experience and "know-how" of the trainer meet the need of the experienced counselor working in changing times with changing population groups.

10. The project will have great impact on the current rehabilitation manpower. The main focus is not to increase but to improve the quality of the manpower. This project will promote the training of new skills commensurate with the needs of the Rehabilitation practitioner who will implement the Rehabilitation Act of 1973 as amended and function in the delivery systems which serve the severely disabled.

The project will have immediate impact on 10,000 certified rehabilitation counselors and all those yet to be certified, 750 to 1,000 annually.

With improved training and skills, the counselor's performance should improve considerably in qualitative and quantitative fashion.

11. There is no end to the potential utilization for training rehabilitation personnel which may accrue as a result of this project.

First and foremost, the project should insure standards for continuing education.

The needs assessment, with professional experienced counselors noting their most pressing and timely needs, may open a host of vistas concerning potential training.

The monitoring of training can be utilized by administrators and educators, as well as trainees, to better understand the needs and the programs which are applicable to needs.

To say the least, the project could result in better planning, coordination, and relevancy of training. The improvement of the quality of training would also be one of many by-products. As all aspects of continuing education improve, the ultimate goal will be achieved: that of improving the quality of the professional rehabilitation counselor.

Through the assessment of needs, interaction with educators, etc., it is anticipated that numerous topic areas will emerge which

can be taught in short-term and, in some instances, long-term training. An example of this might be the current need to understand Affirmative Action, promoting its inclusion in short-term training or possibly as part of a course in a graduate program. Quality training of personnel is the very essence of this project.

B-C. A plan of action to accomplish the major objectives of this project focuses on at least three major areas: The development of materials (e.g., state-of-the-art papers on training), securing knowledgeable consultants, and securing federal grant support to accomplish the necessary tasks.

A Steering Committee composed of members of CRCC, NRCA, ARCA, CSAVR, ACCD, RRCEPS, R&T's, NCRE, and CORE will be established during the first year of the project to complete plans for a conference early in the second year of the project and to determine the appropriateness of this work plan. The steering committee will meet in the late summer of 1978 to conduct a planning meeting related to the content of state-of-the-art papers on training as provided by RRCEPS and R&Ts long-term training programs, and in-service training.

One product of the initial Steering Committee meeting will be a survey instrument containing information related to training needs which will be mailed to each certified rehabilitation counselor who is in the process of maintaining his/her certification. Upon receipt of this data, computer data cards will be punched to store the data.

During this same period, each person seeking certification maintenance will submit a listing of courses or training completed. This data will also be stored in a computer management information system so that it can be easily recalled and contrasted against the individual's expressed training needs.

Approximately 6 months into the first year of the project, a second Steering Committee meeting will be held to review progress to date, to further formulate plans for additional data collection, and to finalize plans for the training and the trainee conference at the onset of the second project year.

Concurrent with all activities during the first year of the project, the project staff will maintain timely correspondence with rehabilitation professionals in the field. This staff will also be responsible for

coordinating efforts for completion of the state-of-the-art papers and organizing and locating an architecturally accessible site for the training conference.

The training conference early in the second project year is intended to foster relationships between trainers in the field of rehabilitation and to articulate services needed in continuing education for the experienced professional as compared to entry level professionals.

Utilizing the data collected in the first year of the project, the Project Steering Committee will develop a procedure which will be implemented via a pilot study on approximately 2,000 individuals to determine if training is meeting the standards which the rehabilitation profession has established. The outcome of this study will allow for the development of the process and procedures for reporting and recording of training taken so that this information can be reported to the individual, as well as on a state, regional, or national basis, which will result in greater accountability to the severely handicapped consumers of services.

Continuous refinement of methods and procedures will be the primary focus of the third year along with the distribution of findings to the entire field of rehabilitation.

D. This project will be directed by Dr. Roger Livingston, University of Nebraska-Lincoln. A half time project assistant will also be recruited. This individual will meet the Affirmative Action criteria of the University of Nebraska-Lincoln and of the Commission on Rehabilitation Counselor Certification.

Additional support staff in the form of a half time clerk-secretary will also be required, due to the high volume of correspondence necessary in this project.

The director has a unique background which lends itself to directing this project.

Dr. Roger Livingston received his doctorate from Michigan State University in Rehabilitation Counseling, an institution of national prominence in training of rehabilitation professionals. While at MSU, Dr. Livingston had the opportunity to become familiar with the intricacies of

national short-term training by being a research assistant on a grant dealing with the "Implementation of the Rehabilitation Act of 1973," which was funded for 1974-75. He was also involved in materials preparation and conferences, as a research assistant, on the innovative and experimental training grant on "Placement" at MSU.

Dr. Livingston is currently an Assistant Professor in the Department of Educational Psychology and Measurements at the University of Nebaska-Lincoln. He is the Director of the Rehabilitation Counselor Training program and served as the project co-director on a national short-term training grant in the areas of job analysis, job development, and job forecasting during the last fiscal year. Dr. Livingston is also a member of the Nebraska Vocational Rehabilitation Training Council, which serves in an advisory capacity to the Nebraska Division of Rehabilitation Services and to Region VII's Rehabilitation Continuing Education Program (RRCEP).

On a national level, Dr. Livingston is an active member of the National Rehabilitation Counseling Association (NRCA), the National Council on Rehabilitation Education (NCRE), and the American Rehabilitation Counseling Association (ARCA). He was recently appointed by NRCA to the Council on Rehabilitation Education (CORE) and, in turn, to the Commission on Rehabilitation Counselor Certification (CRCC) by CORE. He has served in an advisory capacity to CRCC since 1975 and has been the primary researcher for this group.

He also recently received honorable mention in the ARCA Research of the Year award competition. In 1977 he also became more actively involved with Division 22, Rehabilitation Psychology of the American Psychological Association and is currently the chairperson of the ad hoc committee on continuing education. Within Nebraska, he chairs the Certification Maintenance Committee for the Rehabilitation Association of Nebraska and he is president-elect and newsletter editor for the Rehabilitation Counseling Association of Nebraska.

E. The Commission on Rehabilitation Counselor Certification will provide administrative support and supervision to the project. Members of the Commission will participate on the Steering Committee and provide consultative and/or technical services as necessary. The University of Nebraska will house the project offices, provide the vehicle for employment of the project staff and conduct the routine activities of the project, including access to university support services such as data and computer processing.

The following organizations will provide a representative to the Steering Committee and will be expected to communicate the activities of the committee to their constituency, provide for effective feedback to the committee when appropriate, and assist in information dissemination activities: National Rehabilitation Counseling Association; American Rehabilitation Counseling Association; Council of State Administrators of Vocational Rehabilitation, Regional Rehabilitation Continuing Education Programs; Vocational Research and Training Centers; National Council of Rehabilitation Educators; and the Council on Rehabilitation Education. Consultants in the fields of systems analysis and data processing will be utilized to assure that the plans developed by the Steering Committee represent efficient and cost-effective procedures.

F. Not Applicable.

G. All facilities, meeting sites, and conference locations utilized in achieving the objectives of this proposal will be free of architectural barriers and accessible to the handicapped (reference Section 504).

V. EVALUATION

The evaluation of this proposed project will be on-going. In the first phase, practicing rehabilitation professionals will be requested to articulate their training needs. In subsequent surveys it will be possible to determine the degree to which training providers have met the needs of the rehabilitation professional. This data will also allow for a determination to be made as to the degree to which participating trainers engage in establishing and maintaining training standards. Other subsequent

surveys will also indicate the extent to which future planning by trainers has been effected. With the match of training needed and provided, a determination can be made as to the extent to which a process is put in place to meet the Certification Maintenance plan. Finally, procedures for compliance with a set of standards for continuing education training in the field of rehabilitation will be established.

A copy of the evaluation reports will be forwarded to the Rehabilitation Services Administration, participating professional organizations, and a copy will be available in the Archives of the Commission on Rehabilitation Counselor Certification for review by consumers of rehabilitation services.

# APPENDIX I

## Vitae

Chairman
Commission on Rehabilitation Counselor Certification

Chairman
Certification Maintenance Program

21 Sundown Trail
Tainter Lake Estates
Colfax, WI 54730

715/235-3112 (Home)
715/232-1389 (Office)

Daniel C. McAlees

Resume

## Synopsis

Currently Director of the Rehabilitation Research and Training Center at the University of Wisconsin-Stout. Prior to the Directorship was Dean of the School of Special Education and Rehabilitation at the University of Northern Colorado for seven years; Director of the Rehabilitation Counselor Education Program at the same University for eight years; a rehabilitation counselor in Michigan for two years; and an international research associate with the University of San Carlos in Central America for two years.

Served as President of the National Rehabilitation Counseling Association in 1968; as President of the National Council of Rehabilitation Educators in 1975-76; chaired the Council of Division Presidents for the National Rehabilitation Association and have been a member of the National Board of Directors of the American Rehabilitation Counseling Association, National Rehabilitation Counseling Association, Council on Rehabilitation Education Accreditation, Job Placement Division of NRA, Council of Rehabilitation Educators, and the National Rehabilitation Association.

In 1975 received the National Distinguished Service Award in Rehabilitation and currently serve as Chairman of the National Commission on Rehabilitation Counselor Certification and as Chairman of the National Rehabilitation Training Institute. Also serve as consulting editor to the Journal of Developmental Disabilities and have numerous personal publications.

## Professional Work Activities

Currently serve as Director of the Rehabilitation Research and Training Center at the University of Wisconsin-Stout. The Research and Training Center is one of three national vocational rehabilitation centers specializing in research and training activities related to improving the employability of disabled individuals served by the Federal-State vocational rehabilitation program.

The R&T Center has a synergistic mission of:

1) Firstly, undertaking research targeted toward the production of new knowledge which will improve rehabilitation methodology and service delivery systems, alleviate or stabilize handicapping conditions, and promote maximum social and economic independence;

2) Secondly, instituting related teaching and training programs to disseminate and promote the utilization of the research findings, thereby reducing the usual long intervening delay between the discovery of the new knowledge and its wide application in practice.

The R&T Center has additional responsibilities which include: a) increasing the numbers of rehabilitation personnel in fields where acute manpower shortages exist; b) training rehabilitation research and service personnel; c) incorporating rehabilitation education into all rehabilitation related University undergraduate and

graduate curricula; and d) improving the skills of rehabilitation students, professionals, paraprofessionals, volunteers, consumers, parents and other personnel currently participating in the rehabilitation process. These objectives are achieved through the media of short and long term in-service and continuing education programs including seminars, workshops, courses of study, conferences and deomonstrations - all for the ultimate purpose of favorably impacting and improving the effectiveness of those rehabilitation services that are assisting handicapped citizens to achieve the most productive life possible.

The specific goal of the Center is to develop and disseminate knowledge which specifies the applicability and utility of vocational assessment related to the selection and planning processes of: 1) client vocational decision-making, 2) eligibility determination, 3) development of individual rehabilitation planning and 4) provision of services to disabled individuals.

Previous to present Directorship, served for seven years as Dean of the School of Special Education and Rehabilitation at the University of Northern Colorado. The School of Special Education and Rehabilitation employed 46 full-time and 20 part time faculty, had an enrollment of approximately 1,800 FTE students and was organized into four departments with the following programs:

1. Special Learning Problems

   a. Learning Disabled
   b. Emotionally Disturbed
   c. Special Education Administration
   d. Crippled and other health impaired
   e. Multiply handicapped

2. Communication Disorders

   a. Speech Pathology
   b. Audiology
   c. Deaf Education
   d. Visually Handicapped
   e. Orientation and mobility

3. Mental Retardation

   a. Educable Mentally Retarded
   b. Trainable Mentally Retarded

4. Social Rehabilitation Services

   a. Rehabilitation Counselor Training (Master's Program)
   b. Social Rehabilitation Services (Undergraduate level)

In addition to the above programs, as Dean of the School, also directly administered a Regional In-Service Training Center; a Special Education Laboratory School, and a number of other special projects. The School offered the Bachelor of Arts, Master of Arts, Specialist in Education, and Doctor of Education degrees with approximately 1,300 undergraduates, 500 masters, and 25 Ed.D. students enrolled.

As Dean of the School of Special Education and Rehabilitation, had responsibility for program activities in the following broad administrative areas:

(a) general administration--including faculty and student personnel policies, (b) planning and facilitating program development and improvement efforts, (c) fiscal management of both state and external resources of approximately $3,000,000., and (d) representative of the School within the University and at the State, Regional, and National levels.

Prior to position as Dean, served as Director of Rehabilitation Counselor Education for eight years at the University of Northern Colorado with responsibility for administration of professional preparation programs for rehabilitation counselors and related personnel at the B.A., M.A., and Ph.D. levels. Also, worked as a rehabilitation counselor in Michigan, again with responsibilities for all handicapping conditions and for two years as a Research Associate for the Instituto Investigaciones y Mejoramiemto Educatino with responsibilities for evaluation of all services provided disabled persons in the Central American Republic of Guatemala and planning of program development and improvement projects for services to disabled individuals in Guatemala.

Professional Activities

Chairman - National Commission on Certification of Rehabilitation Counselors 1972-Present
Chairman - National Rehabilitation Training Institute, 1976-present
Recipient - National Distinguished Service Award - National Rehabilitation Counseling Association, 1975
President - Council of Rehabilitation Counselor Educators, 1975-76
Chairman - Council on Rehabilitaiton Education
President - National Rehabilitation Counseling Association, 1968
Chairman - Council of Division Presidents, National Rehabilitation Association, 1969
Chairman - Minority Relations Committee - National Rehabilitation Association, 1971-73
Chairman - Manpower Shortage Committee - Rehabilitation Services Administration, 1969
Board Member - Consulting Editor - Journal of Developmental Disabilities
Chairman - Legislative Committee - Rehabilitation Counselor Educators, 1973-74
Candidate for President - National Rehabilitation Associaiton - 1973
National Board Member - National Rehabilitation Association - 1970-73
National Executive Committee - American Rehabilitation Counseling Association, 1971-73
National Executive Committee - American Rehabilitation Counseling Association, 1967-71
National Membership Chairman - American Rehabilitation Counseling Association, 1968
National Delegate - National Rehabilitation Association, 1970-1976
Chairman - Minority Relations Committee - National Rehabilitation Association, 1971-73
National Delegate - American Personnel and Guidance Association, 1971-72-73
Member - National Committee on Professional Standards - National Rehabilitation Association, 1971-73
Member of Executive Committee - National Commission on Accreditation of Rehabilitation Counselor Training Programs, 1972-77
Member - Governor's Committee on Employment of the Handicapped, 1971-present
Member - National Advisory Committee on New Careers - Department of Labor, 1968-72
Regional Representative - Joint Liaison Committee - Social Rehabilitation Services, 1965-73
Member - Advisory Committee of Health Committee of Colorado Jaycees, 1968-73

-Have presented at least one paper at Regional Conferences of the National Rehabilitation Association from 1966 through present.
- Have presented at least one paper at every National Conference of the National Rehabilitation Association from 1967 through 1976.
-Have presented papers at National Conferences of the American Personnel and Guidance Association in 1965, '66, 68, 69, 70 and 72, 74, 75.
-Have presented papers at the National Conference of the Council for Exceptional Children in 1973, 74, 75.
-Have presented well over 50 professional papers at various special Conferences and Institutes sponsored by the Department of Health, Education and Welfare, Department of Labor, Western Interstate Commission for Higher Education, etc.
-Have served as professional consultant to four departments of the Federal Government.
-Have served as professional consultant to over 15 states.
-Have served as professional consultant to over 35 Universities and currently serve as national advisor for three, (University of Texas, Mankato State University, and Stephen F. Austin University.)
-Have served as professional consultant to numerous public school programs and private facilities.

Participation in special clinics and workshops has been extensive, including receipt of special funding for 26 workshops on various university campuses and participation as a major presentor in literally hundreds of other clinics and workshops sponsored by the Department of Health, Education and Welfare, Department of Labor, Western Interstate Commission for Higher Education, State Departments, Universities, National Associations, and local School Districts.

Professional Publications

(1) Manual Explicativo sobra Significado del Cociente Intelectual - Consejo Tecnico de Educacion Nacional, Departamento de Orientacion escolar y vocational, Guatemala. November, 1962.
(2) Un Analisis de la construccion y aplicacion de los Items de un Test Sociometrico - Consejo Tecnico de Education Nacional, Departamento de Orientacion Escolar y Vocacional, Guatemala, February, 1963.
(3) Special Education in the Central American Republic of Guatemala - World Horizons in Special Education, Michigan State University Press, 1963.
(4) Medical Information in the Rehabilitation Counseling Curriculum - Studies in Rehabilitation Counselor Training, Department of Health, Education, and Welfare, Vocational Rehabilitation Administration, Washington, D.C.,1965.
(5) Evaluation of Job Readiness - The Placement Process - Oklahoma State University Press, 1965.
(6) Increasing the Supply of Qualified Rehabilitation Counseling Personnel in State Vocational Rehabilitation Agencies - Guidelines for Action - Department of Health, Education, and Welfare, Vocational Rehabilitation Administration, Washington, D.C., 1966.
(7) Relationship Between Rehabilitation Counseling and Special Education - Writings in Special Education and Rehabilitation, Michigan State University Press, 1966.
(8) Rehabilitation in Central America - Latin American Monograph Series, #2, Michigan State University Press, 1966.
(9) Cooperative Work-Study Programs for the Rehabilitation of the Mentally Retarded - Western Interstate Commission for Higher Education, 1967.
(10) Special Education in the West - Western Interstate Commission for Higher Education, 1968.
(11) Rehabilitation Counselors for the West - Western Interstate

(12) Alternative Approaches to Manpower Utilization - Rehabilitation Manpower in the West. Western Interstate Commission for Higher Education April, 1968.

(13) Attitudes of Rehabilitation Counselors Toward Professional Unionism, Professional Bulletin-National Rehabilitation Counseling Association, Spring, 1969.

(14) The Utilization of Support Personnel in Rehabilitation Counseling - Studies in Rehabilitation Counselor Education, University of Minnesota Press, Volume 6, Spring, 1969.

(15) The Exceptional Child and the School Counselor, Focus on Guidance, Love Publishing Company, 1960.

(16) Training and Supervision of New Careerists in Rehabilitation: Monograph - Journal or Rehabilitation, National Rehabilitation Association Spring, 1970.

(18) Focus on Guidance - Book of Readings - contributed chapter on Counseling the Handicapped. Love Publishing Company, 1972.

(19) The Certification of Rehabilitation Counselors - Journal of Applied Rehabilitation Counseling, National Rehabilitation Association, Volume 3, Spring, 1972.

(20) Educating the Exceptional Child - International Textbook Company, 1972.

(21) Counselor Certification - National Rehabilitation Counseling Association

(22) Toward A New Professionalism - Rehabilitation Counseling Bulletin - American Rehabilitation Counselor Association-Volume 18, #3, March, 1975.

## Active Professional Memberships

American Personnel and Guidance Association
American Rehabilitation Counseling Association
National Rehabilitation Association
National Rehabilitation Counseling Association
National Council of Rehabilitation Educators
Council of Exceptional Children
American Association Mental Deficiency
National Education Association
Vocational Evaluation and Work Adjustment Association
American Coalition of Citizens with Disabilities

## Certifications

Certified Rehabilitation Counselor
Liscensed Psychologist
Licensed Pilot

## Education

| | | | |
|---|---|---|---|
| Albright College, Reading, Penna | A.B. | 58 | Psychology |
| Michigan State University, East Lansing, MI | M.A. | 59 | Rehab Counseling |
| Michigan State University, East Lansing, MI | Ed.S. | 60 | Rehab Counseling |
| Michigan State University, East Lansing, MI | Ph.D. | 63 | Rehab Counseling |

## Personal

Born February 6, 1937; married August 29, 1959; three children; excellent health.

Chairman
Certification Maintenance Program

Michael A. Oliverio
453 Hillview Drive
Morgantown, West Virginia
Phone 304-599-1184

Born and raised in Carolina, West Virginia (Marion County)

Son of Mr. and Mrs. Joseph Oliverio of Carolina, West Virginia

Married to the former Julia Barber of Morgantown, West Virginia.
Four Children: Joseph - Age 16, Mary - Age 15, Michael - Age 14, Frank - Age 9

EDUCATIONAL:
Graduated from Monongah High School
B. A. Degree from Fairmont State College-Major Physical Science-Minor Math
M. A. Degree from West Virginia University-Counseling and Guidance
Post Graduate Work at West Virginia University
Short Term Institutes at University of Virginia and Columbia University and College o
St. Thomas, St. Paul, Minnesota

WORK EXPERIENCE:
2 years industrial experience
5 years teaching secondary level-Chemistry and Physics
12 years Rehabilitation work
2-1/2 years Counselor
1-1/2 years Job Development Specialist
12 years Administrator-Counselor
8 years Insturctor (Part-Time) West Virginia University Graduate Rehabilitatio

MILITARY:
Served in U. S. Army and United States Army Reserves

HONORS:
Selected to Who's Who in American Colleges and Universities
Certificate of Appreciation-National Rehabilitation Association
Certificate of Appreciation-National Rehabilitation Counseling Association
Certificate of Appreciation-West Virginia Heart Association
Certificate of Appreciation-Lion's Club
Plaque for Service-American Heart Association
Distinguished Service Award-1974-75, United States Jaycees, Morgantown Chapter
National Distinguished Service Award, National Rehabilitation Counseling Associati
1976, Hollywood, Florida

SOCIAL AND PROFESSIONAL ORGANIZATIONS:
Knights of Columbus
Morgantown Elks Club
West Virginia Rehabilitation Association-Past Board Member-State Membership Chairm
1967 (2 years)
National Rehabilitation Association-Region 3 Membership Chairman 1970 (1 year)
Charter Member National Rehabilitation Counseling Association-National Membership
and 1970 (2 years)
Member-Hire the Veteran Task Force
Board Member-National Foundation for Cystic Fibrosis
PACE (People Aware of Children Exceptional) Board of Directors
PACE (People Aware of Children Exceptional) President 1977-78

President of St. Mary's Parish Council 1968
President-Elect of Regional Board of Catholic Charities
Secretary-Treasurer Monongalia County Committee on Employment of the Handicapped
Member of Monongalia County NEED Council
County Chairman of Monongalia County Heart Association (5 years)
Unit President of Monongalia County Heart Association (1 year)
Elected President of National Rehabilitation Counseling Association 1970
Currently Serving on National Certification Commission
Currently Serving on CORE-National Accreditation Group for Rehabilitation Education-Vice President
Currently Serving on National Rehabilitation Association Board
Member of Executive Committee of National Rehabilitation Association - Two Terms
Elected President-Elect West Virginia Rehabilitation Association (Serve as President 1975-76
Serving Second Term on Commission of Rehabilitation Counselor Certification-Vice Chairman
Currently Serving As Chairperson of the Certification Maintenance Committee

RESUME

Daniel D. Smith
103 Deer Path Drive
Mays Landing, N. J. 08330

| | | | |
|---|---|---|---|
| Marital Status: | Married, 2 children | Birthdate: | December 15, 1945 |
| Health: | Excellent | Height: | 5' 8" |
| Business Phone: | 609 - 641-5160 | Weight: | 150 lbs. |
| Home Phone: | 609 - 927-7213 | | |

EDUCATION AND TRAINING:

University of Connecticut: 1968-1971, M.A. Degree.
Major Subject: Vocational Rehabilitation Counseling

University of New Hampshire: 1964-68, B.A.
Major Subjects: Psychology and Sociology

Certified Rehabilitation Counselor, No. 5261

SUBJECTS OF SPECIAL STUDY:

Cornell University

Rehabilitation Management (ten-day seminar) April-May, 1974
Board Relations (Seminar) July, 1974
Financial Management (Seminar) April, 1975

IARF Seminars

Foundation Fund Raising, 1974
Comprehensive Fund Raising, 1974

CURRENT MEMBERSHIPS and OFFICES HELD:

National Rehabilitation Association
Association of Rehabilitation Facilities
Board of Advisors, National M. S. Society, South Jersey Chapter
Commissioner: Commission on Rehabilitation Counselor Certification as a representative of ARF.
Board of Directors: Atlantic County Association for Retarded Citizens
Professional Advisory Board: Atlantic County Mental Health Committee
Treasurer: New Jersey Association of Rehabilitation Facilities
Chairman: NRA legislative Committee, Southern New Jersey Chapter

EMPLOYMENT:

September 4, 1973 to present
Atlantic County Opportunity Center
RD. 3, Box 143, West Delilah Road
Pleasantville, N. J. 08232

Position: Executive Director

My position as Executive Director has given me excellent experience in all facets of the administration of a non-profit corporation and, in particular, a vocationally oriented facility.

I have developed an excellent background in personnel adminstration, program development, board and community relations, and grantsmanship. I am familiar with foundation and government grant requirements, having written many successful applications from local, state, and Federal sources including Title XX.

My position has also allowed active participation in other professional activities with NRA and ARF. Such activity has provided me with solid experience and input in the broard range of activities affecting the field of rehabilitation and in dealing with issues on a state and national level.

Under my direction, the facility has undergone considrable growth and has become sophisticated in its programming, management and communication systems. The position has also offered an opportunity to become expert in the area of fiscal management and planning.

July, 1974 to present
Cornell University
New York State School of Industrial and Labor Relations
Ithaca, New York

Position: Part-time faculty, Rehabilitation Management

Currently acting as a teaching coordinator for various seminars provided for Region II Facility Personnel in Facility Management.

September, 1972 to September, 1973
Easter Seal Goodwill Industries Rehabilitation Center
20 Brookside Avenue
New Haven, Connecticut 06515
Telephone: 203 - 389-4561

Position: Project Director

Administered and maintained the Center's Project with Industries Program. Funded by HEW, this project was designed to develop a close working relationship with selected industries and to seek placement for disabled clients upon completion of training. Job duties included the search for and maintenance of relationships with private industries, placement of clients within selected job sites, supervising the activities of the Center's Placement Specialist, designing and applying various job orientation and retention groups and to seek ways of involving private industry in the rehabilitation process.

In addition, my duties included participation in writing the original grant application and future renewal applications and supervising a cooperative evaluation-research project with the Yale School of Public Health.

July, 1970 to September, 1972
Easter Seal Goodwill Industries Rehabilitation Center
New Haven, Connecticut 06515
Telephone: 203 - 389-4561

Position: Social Worker

Provided both long and short term vocational and personal counseling to clients in the Center's Vocational Workshop on an individual and group basis. Reviewed progress of clients with instructors and personnel from other local service agencies and recommended appropriate changes. Consulted with Center personnel regarding the handling of client-related problems and utilized a broad knowledge of local service agencies for referral as necessary.

January, 1973 to June, 1973
Quinnipac College
Mt. Carmel Avenue
Hamden, Connecticut

Position: Assistant Professor, part-time faculty

Instructed a course in the psychology of the disabled to students of the Physical Therapy Department.

November, 1971 to February, 1973
East Pearl Street United Methodist Church
100 East Pearl Street
New Haven, Connecticut

Position: Executive Director, Big Brothers of New Haven, part-time

In cooperation with the Board of Directors, I designed and implimented New Haven's first Big Brother Program. A significant accomplishment during this period was the design of a regionalized approach to the problem of limited funding sources. This involved the merger of six localized Big Brother Programs and the development of a unified approach to local funding sources.

September, 1969 to July, 1970
Division of Vocational Rehabilitation
257 Main Street
Norwich, Connecticut

**Position:** Rehabilitation Counselor

Interviewed and determined eligibility of disabled clients referred by a variety of local agencies. Developed and initiated rehabilitation plan in conjunction with the client and supervisory personnel and aided the client in job placement upon completion of the plan.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

[X] GRANT [ ] CONTRACT [ ] FELLOW [ ] OTHER

[X] NEW [ ] RENEWAL [ ] CONTINUATION

APPLICATION IDENTIFICATION NUMBER *(If known)*

## PROTECTION OF HUMAN SUBJECTS ASSURANCE/CERTIFICATION/DECLARATION

[ ] ORIGINAL [ ] FOLLOWUP [ ] REVISION

*STATEMENT OF POLICY: Safeguarding the rights and welfare of subjects at risk in activities supported under grants and contracts from DHEW is primarily the responsibility of the institution which receives or is accountable to DHEW for the funds awarded for the support of the activity. In order to provide for the adequate discharge of this institutional responsibility, it is the policy of DHEW that no activity involving human subjects to be supported by DHEW grants or contracts shall be undertaken unless the Institutional Review Board has reviewed and approved such activity, and the institution has submitted to DHEW a certification of such review and approval, in accordance with the requirements of Public Law 93-348, as implemented by Part 46 of Title 45 of the Code of Federal Regulations, as amended, (45 CFR 46).* Administration of the DHEW policy and regulation is the responsibility of the Office for Protection from Research Risks, National Institutes of Health, Bethesda, Md. 20014.

Commission on Rehabilitation Counselor Certification-Maintenance

1. TITLE OF PROPOSAL OR ACTIVITY

Daniel C. McAlees, Ph.D.

2. PRINCIPAL INVESTIGATOR/ACTIVITY DIRECTOR/FELLOW

3. DECLARATION THAT HUMAN SUBJECTS EITHER WOULD OR WOULD NOT BE INVOLVED

[X] A. NO INDIVIDUALS WHO MIGHT BE CONSIDERED HUMAN SUBJECTS, INCLUDING THOSE FROM WHOM ORGANS, TISSUES, FLUIDS, OR OTHER MATERIALS WOULD BE DERIVED, OR WHO COULD BE IDENTIFIED BY PERSONAL DATA, WOULD BE INVOLVED IN THE PROPOSED ACTIVITY. (IF NO HUMAN SUBJECTS WOULD BE INVOLVED, CHECK THIS BOX AND PROCEED TO ITEM 7. PROPOSALS DETERMINED BY THE AGENCY TO INVOLVE HUMAN SUBJECTS WILL BE RETURNED.)

[ ] B. HUMAN SUBJECTS WOULD BE INVOLVED IN THE PROPOSED ACTIVITY AS EITHER: [ ] NONE OF THE FOLLOWING, OR INCLUDING: [ ] MINORS, [ ] FETUSES, [ ] ABORTUSES, [ ] PREGNANT WOMEN, [ ] PRISONERS, [ ] MENTALLY RETARDED, [ ] MENTALLY DISABLED. UNDER SECTION 6. COOPERATING INSTITUTIONS, ON REVERSE OF THIS FORM, GIVE NAME OF INSTITUTION AND NAME AND ADDRESS OF OFFICIAL(S) AUTHORIZING ACCESS TO ANY SUBJECTS IN FACILITIES NOT UNDER DIRECT CONTROL OF THE APPLICANT OR OFFERING INSTITUTION.

4. DECLARATION OF ASSURANCE STATUS/CERTIFICATION OF REVIEW

[X] A. THIS INSTITUTION HAS NOT PREVIOUSLY FILED AN ASSURANCE AND ASSURANCE IMPLEMENTING PROCEDURES FOR THE PROTECTION OF HUMAN SUBJECTS WITH THE DHEW THAT APPLIES TO THIS APPLICATION OR ACTIVITY. ASSURANCE IS HEREBY GIVEN THAT THIS INSTITUTION WILL COMPLY WITH REQUIREMENTS OF *DHEW Regulation 45 CFR 46*, THAT IT HAS ESTABLISHED AN INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF HUMAN SUBJECTS AND, WHEN REQUESTED, WILL SUBMIT TO DHEW DOCUMENTATION AND CERTIFICATION OF SUCH REVIEWS AND PROCEDURES AS MAY BE REQUIRED FOR IMPLEMENTATION OF THIS ASSURANCE FOR THE PROPOSED PROJECT OR ACTIVITY.

[ ] B. THIS INSTITUTION HAS AN APPROVED GENERAL ASSURANCE (DHEW ASSURANCE NUMBER _____)OR AN ACTIVE SPECIAL ASSURANCE FOR THIS ONGOING ACTIVITY, ON FILE WITH DHEW. THE SIGNER CERTIFIES THAT ALL ACTIVITIES IN THIS APPLICATION PROPOSING TO INVOLVE HUMAN SUBJECTS HAVE BEEN REVIEWED AND APPROVED BY THIS INSTITUTION'S INSTITUTIONAL REVIEW BOARD IN A CONVENED MEETING ON THE DATE OF _____ IN ACCORDANCE WITH THE REQUIREMENTS OF THE *Code of Federal Regulations on Protection of Human Subjects (45 CFR 46)*. THIS CERTIFICATION INCLUDES, WHEN APPLICABLE, REQUIREMENTS FOR CERTIFYING FDA STATUS FOR EACH INVESTIGATIONAL NEW DRUG TO BE USED (SEE REVERSE SIDE OF THIS FORM).

THE INSTITUTIONAL REVIEW BOARD HAS DETERMINED, AND THE INSTITUTIONAL OFFICIAL SIGNING BELOW CONCURS THAT:

EITHER [ ] HUMAN SUBJECTS WILL NOT BE AT RISK; OR [ ] HUMAN SUBJECTS WILL BE AT RISK.

5. AND 6. SEE REVERSE SIDE

7. NAME AND ADDRESS OF INSTITUTION

Commission on Rehabilitation Counselor Certification,
520 North Michigan Avenue - Suite 1504
Chicago, Illinois 60611

8. TITLE OF INSTITUTIONAL OFFICIAL

President

TELEPHONE NUMBER

(715) 232-1389

SIGNATURE OF INSTITUTIONAL OFFICIAL

Daniel C. McAlees

DATE

3/20/78

NER-556 (Rev. 4-75)

INVESTIGATIONAL NEW DRUGS - ADDITIONAL CERTIFICATION REQUIREMENT

*SECTION 46.17 OF TITLE 45 OF THE Code of Federal Regulations states, "Where an organization is required to prepare or to submit a certification . . . and the proposal involves an investigational new drug within the meaning of The Food, Drug, and Cosmetic Act, the drug shall be identified in the certification together with a statement that the 30-day delay required by 21 CFR 130.3(a)(2) has elapsed and the Food and Drug Administration has not, prior to expiration of such 30-day interval, requested that the sponsor continue to withhold or to restrict use of the drug in human subjects; or that the Food and Drug Administration has waived the 30-day delay requirement; provided, however, that in those cases in which the 30-day delay interval has neither expired nor been waived, a statement shall be forwarded to DHEW upon such expiration or upon receipt of a waiver. No certification shall be considered acceptable until such statement has been received."*

INVESTIGATIONAL NEW DRUG CERTIFICATION

TO CERTIFY COMPLIANCE WITH FDA REQUIREMENTS FOR PROPOSED USE OF INVESTIGATIONAL NEW DRUGS IN ADDITION TO CERTIFICATION OF INSTITUTIONAL REVIEW BOARD APPROVAL, THE FOLLOWING REPORT FORMAT SHOULD BE USED FOR EACH IND: (ATTACH ADDITIONAL IND CERTIFICATIONS AS NECESSARY).

– IND FORMS FILED: ☐ FDA 1571, ☐ FDA 1572, ☐ FDA 1573

– NAME OF IND AND SPONSOR _____

– DATE OF 30-DAY EXPIRATION OR FDA WAIVER
(FUTURE DATE REQUIRES FOLLOWUP REPORT TO AGENCY) _____

– FDA RESTRICTION _____

– SIGNATURE OF INVESTIGATOR _____ DATE _____

6. COOPERATING INSTITUTIONS - ADDITIONAL REPORTING REQUIREMENT

SECTION 46.16 OF TITLE 45 OF THE *Code of Federal Regulations* IMPOSES SPECIAL REQUIREMENTS ON THE CONDUCT OF STUDIES OR ACTIVITIES IN WHICH THE GRANTEE OR PRIME CONTRACTOR OBTAINS ACCESS TO ALL OR SOME OF THE SUBJECTS THROUGH COOPERATING INSTITUTIONS NOT UNDER ITS CONTROL. IN ORDER THAT THE DHEW BE FULLY INFORMED, THE FOLLOWING REPORT IS REQUESTED WHEN APPLICABLE.

USE FOLLOWING REPORT FORMAT FOR EACH INSTITUTION OTHER THAN GRANTEE OR CONTRACTING INSTITUTION WITH RESPONSIBILITY FOR HUMAN SUBJECTS PARTICIPATING IN THIS ACTIVITY: (ATTACH ADDITIONAL REPORT SHEETS AS NECESSARY).

INSTITUTIONAL AUTHORIZATION FOR ACCESS TO SUBJECTS

– SUBJECTS: STATUS (WARDS, RESIDENTS, EMPLOYEES, PATIENTS, ETC.) _____

NUMBER _____ AGE RANGE _____

NAME OF OFFICIAL (PLEASE PRINT) _____

TITLE _____ TELEPHONE _____

NAME AND ADDRESS OF COOPERATING INSTITUTION _____

– OFFICIAL SIGNATURE _____

NOTES: *(e.g., report of modification in proposal as submitted to agency affecting human subjects involvement)*

# ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE REGULATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Commission on Rehabilitation Counselor Certification
(Name of Applicant) (hereinafter called the "Applicant")

HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education, and Welfare (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

Dated 3/20/78

Commission on Rehabilitation Counselor Certification
(Applicant)

By Daniel C. McAleer
(President, Chairman of Board, or comparable authorized official)

Research and Training Center
University of Wisconsin-Stout
Hovlid Hall #411, Menomenie, Wisconsin 54751
(Applicant's mailing address)

HEW-441
(11-64)

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION
8 South Michigan Avenue, Suite 3301
Chicago, Illinois 60603

November 10, 1978

TO: All Commissioners

FROM: Eda Holt, Administrative Office

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Enclosed are the following for your information and/or action:

1. Current Roster of Commissioners, November, 1978.

2. Current CRCC Bylaws, sent at Maunsell Wilkinson's request to all of you. Please note that the Bylaws have been amended at Article VII, Section 5, Public Information (page 7) to reflect the unanimous vote in your conference call of July 2, 1978, that henceforth minutes are not to be considered confidential.

   For members of the Executive Committee only, a copy of CRCC's Articles of Incorporation is also enclosed.

3. Draft of a new document that merges Commonly Asked Questions and Application Instructions.

   This draft has been reviewed in detail with Bill Graves, Chairperson of the Credentials Committee. We would like you to read through this draft very carefully...you've probably been asked a lot of questions about certification and we want to answer as many of them as possible. (There's a cost consideration here, of course...we'd like to cut down on the number of letters and phone calls that are coming into the Administrative Office and to the Commissioners.)

   We intend to begin using this document January 1, 1979 to send out with applications and also to have available as a hand-out for promotional purposes. The printing layout has not yet been determined, although we'd like to think in terms of a booklet format that could be slipped into a standard size business envelope. As always, cost considerations will determine the "look" of the final product.

   If we're going to meet printing deadlines, we must have your comments, suggested changes, etc., in the office by December 1, 1978. Maunsell Wilkinson has instructed us that if we don't hear from you by that date, we should assume that you authorize the document as it stands.

We look forward to hearing from each of you.

EH/bjj

P. S. As a result of our meeting with Bill Graves on 11/10, there is another enclosure (a mail ballot) which is self-explanatory.

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

NEW ADDRESS
8 S. MICHIGAN AVE.
SUITE 3301
CHICAGO, IL. 60603

November 10, 1978

TO: All Commissioners

FROM: Bill Graves, Chairperson, Credentials Committee Bill Graves

---

You will note that included in the draft of "Commonly Asked Questions" is a reference to a $10.00 fee to be charged to candidates who defer their participation from one examination to the next. I thought this point was important enough that we should get specific votes from Commissioners on this issue.

I was surprised to learn in working with the staff of the Administrative Office today that some 60 people have asked to be deferred from last October's examination to next April. Of course each of these people will have to be recontacted at least once, or perhaps twice, before the next examination. Right now the Commission provides this service at no charge to the counselor.

Since deferring a candidate is a service in most cases, the Commission should be entitled to payment for the reprocessing and recontacting involved. Therefore, as Chairperson of the Credentials Committee, I am suggesting that effective January 1, 1979 (the April examination cycle) we assess a $10.00 deferral charge in the following cases:

a. Counselors who request deferral, whatever the reason;

b. Counselors whose files are not complete:

   1. If they are Credentials cases, at the time of the Credentials Committee meeting. These counselors have been notified of missing materials with deadline dates when their application is acknowledged. Now these individuals are deferred without charge.

   2. If they are not Credentials cases, at the time Admissions Passes are sent. These counselors have been notified twice of missing materials with deadline dates. These individuals are now deferred "automatically" without charge.

Please vote your preference on this issue and return this ballot to the Administrative Office by December 1, 1978. If you have questions or wish to discuss the issue with me before you vote, please feel free to give me a call. Commissioners who have not responded by December 1 shall be assumed to be in favor of the $10.00 deferral fee.

---

I ☐am / ☐am not } in favor of a deferral fee for counselors requesting deferrals.

I ☐am / ☐am not } in favor of a deferral fee for those counselors who have not completed their files in spite of deadlines.

_____
Signature

# 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 State Administrators for Vocational Rehabilitation
National Association of Non-White Rehabilitation Workers
National Council on Rehabilitation Education
National Rehabilitation Counseling Association

*Adopted December 7, 1973, Chicago, Illinois;
Amended June 13, 1975; June 4, 1976; December 13, 1976; July 2, 1978.

## 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

Section 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), National Council on Rehabilitation Education (NCRE, as of June 1, 1975)*, and American Coalition of Citizens with Disabilities, Inc. (ACCD, as of December 9, 1976).

*Formerly known as Council of Rehabilitation Counselor Educators

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, and ACCD shall have the right to appoint three (3). The number of Commissioners shall be limited to 18 persons. The majority of Commission members must be practicing counselors at the time of initial appointment. All Commission members shall be C.R.C.'s unless the Member Organization can demonstrate that it is impossible to meet this requirement. 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, lists of Certified Rehabilitation Counselors, actions of the Commission regarding certification, and minutes of the Commission shall be available to all. Reports, instruments and other documents of the Commission and its committees 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 intendment of Section 501(c)(3) of the Internal Revenue Code of 1954 as 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.

# COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

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(312) 236-4499

*ROSTER OF COMMISSIONERS*

*NOVEMBER, 1978*

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(DRAFT)

*EFFECTIVE JANUARY 1, 1979*

SOME COMMONLY ASKED QUESTIONS ABOUT
REHABILITATION COUNSELOR CERTIFICATION

*HOW DID THE CERTIFICATION PROGRAM DEVELOP AND HOW IS IT ORGANIZED?*

The certification program is an outgrowth of the professional concerns of two associations: the National Rehabilitation Counseling Association and the American Rehabilitation Counseling Association. These organizations deemed it desirable to establish a national professional scale of minimum standards for the practice of rehabilitation counseling and to provide a baseline for professional growth. These two Associations appointed a Joint Committee on Certification which became the Commission on Rehabilitation Counselor Certification (CRCC), an independent, incorporated non-profit organization.

CRCC consists of five appointees from NRCA, five appointees from ARCA, three appointees from the American Coalition of Citizens with Disabilities, and one appointee each from the Council on Rehabilitation Education, Council of State Administrators of Vocational Rehabilitation, Association of Rehabilitation Facilities, National Association of Non-White Rehabilitation Workers, and the National Council on Rehabilitation Education.

*WHAT IS THE PURPOSE OF CERTIFICATION AND WHAT WILL BE ITS EFFECT ON REHABILITATION COUNSELING AS A PROFESSION?*

The primary purpose of certification is to provide assurance that professionals engaged in rehabilitation counseling will meet acceptable standards of quality in practice. Such standards are considered to be in the best interests of clients, rehabilitation counselors and related professionals. It is evident that rehabilitation counselors are encouraging, through their participation in the certification program, a higher level of performance and qualification that will benefit both the public and the profession.

It is not CRCC's intent to certify that any individual is suitable for employment or to impose personnel requirements on any agency; rather, the intent is to establish a national professional scale which any interested group, agency or individual may use as a measure. However, even though certification standards have existed for only a short time, they have already been incorporated into the Federal Regulations for Intermediate Health Care Facilities; accreditation standards for private rehabilitation facilities; education standards for rehabilitation education programs; licensing standards for rehabilitation counselors; and employment and/or promotion standards for some agencies and facilities.

*HOW DO I BECOME A CERTIFIED REHABILITATION COUNSELOR?*

Initial certification, valid for five years, is achieved by satisfying specific criteria in the areas of education, employment experience, peer assessment and supervisor assessment; acceptance of a Code of Ethics; and passing a Certification Examination composed of problem-solving type questions designed to be relevant to the day-by-day decision making processes of rehabilitation counselors. Questions about these criteria and about the Certification Examination are answered in following paragraphs.

*HOW DO I MAINTAIN MY CERTIFICATION?*

Because rehabilitation counseling is a dynamic profession in which knowledge, skills and techniques are continually evolving, CRCC in 1974 endorsed the principle of certification maintenance for rehabilitation counselors. Consequently, CRCC formally set in motion in January 1978 a Certification Maintenance Plan under which Certified Rehabilitation Counselors are required to demonstrate continuing competence at five year intervals.

The stated objectives of the Certification Maintenance Plan are to encourage Certified Rehabilitation Counselors to participate in continuing education activities in which they will be provided with new information, explore new knowledge in a specific content area, master new skills and techniques, expand approaches toward the management of clients, and develop critical inquiry and balanced professional judgment. The maintenance plan also includes options for those unable to participate in continuing education activities.

Certification maintenance represents an essential step in the development of a comprehensive certification process for the profession and should significantly enhance the acceptance of rehabilitation counselor certification standards by consumers, administrators, peer-professionals and legislators.

*WHO IS ELIGIBLE TO TAKE THE CERTIFICATION EXAMINATION?*

To be eligible for the Certification Examination, a candidate must meet one of the following requirements of education combined with acceptable professional employment experience. Education and employment experience requirements must have been fully satisfied at the time the candidate's application is submitted.

| | EDUCATION | RCE PROGRAM ACCREDITATION | INTERNSHIP | ACCEPTABLE EMPLOYMENT EXPERIENCE[1] |
|---|---|---|---|---|
| 1 | Master's - Rehabilitation Counseling | Accredited by CORE[2] when candidate's degree was granted | To 12/31/79...as required by RCE program<br>1/1/80 and after ...must be supervised by a CRC[3] | None required |
| 2 | Master's - Rehabilitation Counseling | Not accredited by CORE when candidate's degree was granted | To 12/31/79... supervised internship required<br>1/1/80 and after ...must be supervised by a CRC | One year under the supervision of a CRC |
| 3 | Master's - Rehabilitation Counseling | Not accredited by CORE when candidate's degree was granted | None | Two years, one of which must have been under the supervision of a CRC |
| 4 | Master's related to a Master's in Rehabilitation Counseling[4] | N/A | N/A | To 12/31/79...two years, one of which must have been under the supervision of a CRC<br>1/1/80 and after...three years, one of which must have been under the supervision of a CRC |

(chart continued on following page)

(continued)

| | EDUCATION | RCE PROGRAM ACCREDITATION | INTERNSHIP | ACCEPTABLE EMPLOYMENT EXPERIENCE[1] |
|---|---|---|---|---|
| 5 | Master's unrelated to a Master's in Rehabilitation Counseling[4] | N/A | N/A | Five years, at least one of which must have been under the supervision of a CRC |
| 6 | Bachelor's - Rehabilitation | N/A | N/A | Four years, at least one of which must have been under the supervision of a CRC |
| 7 | Bachelor's in any other area | N/A | N/A | Five years, at least one of which must have been under the supervision of a CRC |

[1]See below for a definition of "acceptable employment experience."
[2]Council on Rehabilitation Education, Inc.
[3]Certified Rehabilitation Counselor.
[4]Such relatedness or unrelatedness to be determined by the Credentials Committee on the basis of the candidate's transcript.

*HOW DO I BECOME ELIGIBLE IF I DO NOT HAVE EXPERIENCE UNDER THE SUPERVISION OF A CERTIFIED REHABILITATION COUNSELOR?*

If the candidate cannot at the time of application meet the requirement of employment experience under the supervision of a CRC, CRCC offers these two alternatives:

1. Only until July 1, 1979, a counselor who has at least a Bachelor's degree and at least five years experience in the field of rehabilitation, with at least one year as a practicing, case-carrying counselor, will be allowed to sit for the examination without meeting the requirement of one year's supervision by a CRC upon submission of two reference letters from Certified Rehabilitation Counselors (in addition to the references discussed in following paragraphs).

2. Provisional Certification. A candidate may submit a Supervision Plan to CRCC outlining a method for acquiring one year of supervision under a CRC in his/her geographical area. "Supervision" is defined as a systematic and periodic evaluation of the quality of delivery services. If one meets all educational and employment experience requirements, and the Supervision Plan is approved by CRCC's Credentials Committee, he/she will be allowed to sit for the Certification Examination. If a passing score is achieved, Provisional Certification will be issued pending documented completion of the candidate's Supervision Plan.

   Provisional Certification is granted for a specified period of time and expires on one of two dates:

   a. the date on which completion of the Supervision Plan is documented and full certification is granted; or

   b. Twenty-four (24) months from the date on which the candidate sat for the Certification Examination.* If Provisional Certification expires without documented completion of the Supervision Plan, full certification will not be granted.

*Insert: A candidate may begin implementing the Supervision Plan as soon as he/she has been notified of the Credentials Committee approval of the plan

*HOW DOES CRCC DEFINE "ACCEPTABLE EXPERIENCE IN REHABILITATION COUNSELING"?*

In order for employment experience to be considered acceptable by CRCC,* the candidate's job description must contain the first experience component listed below and at least two of the other experience components listed. Experience gained prior to the granting of the Master's or Bachelor's degree will be considered only if it has been under the supervision of a CRC.

1. Techniques of counseling special populations and groups.
2. Vocational exploration.
3. Psychological and vocational assessment.
4. Use of social medical, vocational, psychiatric information.
5. Job placement and/or job development.
6. Rehabilitation methods in an agency, public or private, business or industry, hospital or clinic, in which the applicant is under professional supervision and has employed such methods and measures.

*WHAT IS THE CERTIFICATION EXAMINATION LIKE AND HOW WAS IT DEVELOPED?*

An intensive field testing process, which spanned a two-year period and involved over 8,000 rehabilitation counselors, educators and administrators, has resulted in a pool of examination items statistically validated across levels of education, experience, geography and professional function. The Commission maintains a Task Force of rehabilitation counseling professionals who continually add to and upgrade the examination item pool.

Each Certification Examination consists of approximately 300 multiple choice questions drawn from the item pool. Questions are practice-based and put a higher premium on application of knowledge in serving clients than on isolated bits of factual information. In scoring the examination, credit is given for the "best response" as determined by the item authors and verified by the field testing process.

*WHAT ARE THE CONTENT AREAS TESTED BY THE CERTIFICATION EXAMINATION?*

To qualify for certification the candidate is required to demonstrate competence in the following content areas by achieving a minimum passing score on the Certification Examination as a whole:

- Rehabilitation philosophy, history, structure, ethics and laws;
- Medical aspects of disability;
- Psychological aspects of the handicapping condition;
- Job placement and job development of job opportunities for the handicapped;
- Occupational information, the world of work, job modification and re-engineering;
- Counseling theory and techniques of counseling;
- Community organization and resources;
- Psychology of personal and vocational adjustment;
- Evaluation and assessment (work evaluation);
- Ability to utilize research findings;
- The delivery of rehabilitation services.

* Insert: , it must be full-time paid employment or its equivalent. Internship time is not acceptable as employment experience.

*HOW WILL MY APPLICATION BE PROCESSED?*

1. When your application is received by CRCC, you will be sent an acknowledgment indicating your Candidate Identification Number and enclosing appropriate reference forms. Should there be any question about your eligibility, you will be advised of this fact and the date when the Credentials Committee will convene to consider your application.

2. If your application was not sent to the Credentials Committee, a status letter from CRCC will be sent to you about eight weeks after the application deadline date, indicating what materials may still be missing from your file. With this status letter for approved candidates will be enclosed a Site Questionnaire, a Guide to Candidate Orientation to aid you in preparing for the examination, and a request to remit your Examination and Certification Fee.

3. If your application was considered by the Credentials Committee:

   a. And you have been approved to sit for the examination, you will receive notification of this decision along with the materials mentioned in Step #2 above about eight weeks after the application deadline date.

   b. And your application has been rejected, you will be so notified and informed of the right to appeal the Credentials Committee decision. Such notification is also sent about eight weeks after the application deadline date.

      A Credentials Committee rejection is an absolute rejection for the upcoming examination. The Appeals Committee will meet to consider the files of those candidates who wish to appeal their rejection by the Credentials Committee during the next examination cycle. Those candidates whose appeals are accepted will be so notified and scheduled for the next examination. Candidates whose appeals are denied will be so notified and their certification files will be closed.

4. About one month before the Certification Examination, approved candidates will be sent an Admissions Pass with detailed site information. The Examination and Certificate Fee will be refunded to an applicant who is unable to sit for the scheduled examination only if the applicant notifies CRCC ten calendar days prior to the scheduled examination date.

5. Examination Results and Certificate. About six weeks after the examination, each candidate will be sent a computer-generated profile of examination results. Somewhat later, each passing candidate will be sent a Certificate attesting to his/her Certified Rehabilitation Counselor status. The designation "CRC" may be used by each passing candidate as soon as the candidate has received the profile indicating that a passing score has been achieved.

*SOME DETAILS ABOUT EXAMINATION ADMINISTRATION...*

The Certification Examination is given twice each year in the Spring and in the Fall. Barrier-free examination sites are arranged for each administration according to the geographical mix of approved candidates to minimize travel expenses for counselors insofar as possible. An additional city will be considered by CRCC as an examination site on scheduled examination dates upon petition to CRCC by 20 or more approved candidates.

If a candidate cannot take the examination under usual testing conditions because of physical limitations, special arrangements may be made. The examination can also be administered in Braille or in Spanish on scheduled examination dates if CRCC is so notified at the time of application. Accommodations will be made for candidates who cannot sit for the examination on scheduled examination dates for religious reasons.

After a candidate's application has been approved, he/she will be notified of the sites at which the examination will be administered. If for any reason the candidate is unable to sit on the scheduled date, one deferral to the next scheduled examination date is allowed. Applicants who defer participation to the next scheduled examination date and subsequently are unable to sit for that examination will be required to submit a new Application for Certification with another non-refundable processing fee.

A candidate who fails to achieve a minimum passing score on his/her first examination is allowed to retake the examination once within the following 15 months, upon notice to CRCC and payment of another Examination and Certificate Fee. If the candidates fails to pass on the second attempt, or for any reason is unable to sit again during the 15-month period, a new Application for Certification with another non-refundable processing fee will be required if he/she wishes to pursue certification.

*WHAT DOES CERTIFICATION COST?*

| | | |
|---|---|---|
| UNTIL JANUARY 1, 1980..... | $35.00 | NON-REFUNDABLE Application Processing Fee which must be submitted with the Application; and |
| | $40.00 | Examination and Certificate Fee, due when the applicant is approved for the Certification Examination. |
| | $75.00 | TOTAL CERTIFICATION FEE TO JANUARY 1, 1980 |
| AFTER JANUARY 1, 1980..... | $35.00 | NON-REFUNDABLE Application Processing Fee which must be submitted with the Application; and |
| | $50.00 | Examination and Certificate Fee, due when the applicant is approved for the Certification Examination. |
| | $85.00 | TOTAL CERTIFICATION FEE AFTER JANUARY 1, 1980 |

*HOW DO I APPLY FOR CERTIFICATION?*

All inquiries regarding certification and requests for application forms should be directed to the Commission on Rehabilitation Counselor Certification, Suite 3301, 8 South Michigan Avenue, Chicago, Illinois 60603.

* Insert: A deferral fee of $10.00 is required at the time a deferral is ~~required~~ requested to cover processing costs.

# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR CERTIFICATION

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The basic requirements for education and employment experience must be met before the date of application. Any application will be rejected if submitted before the applicant has met the requirements, and a new application and non-refundable application processing fee will be necessary for reapplication after the basic requirements are met.

Applications must be received for the Certification Examination by the following deadlines:

| | |
|---|---|
| JANUARY 1 | Spring Examination (usually in April) |
| JULY 1 | Fall Examination (usually in October) |

These deadlines cannot be extended because of post office delays, so please send your application as early as possible.

Please read these instructions carefully before completing the Application for Certification (in ink or typewritten, please). If your application is incomplete or illegible, it will be returned to you.

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Page One

Item 1. Print your name as you want it to appear on your Certification.

Item 7. Please indicate the nature of the disability and what special arrangements, if any, would be necessary to accommodate you at the testing site.

Item 10. In order to verify your educational background, CRCC requires an official transcript which shows the granting of your Bachelor's or Master's degree you cite as meeting the education requirements for certification. Your transcript will be considered official only if it bears the seal of the University and the signature of the Registrar. If the institution will not release official transcripts to students, the transcripts should be sent directly to CRCC. If your degree was granted under a name different from the name under which you are applying (e.g., maiden name), the University should be asked to include your present name with your transcript. Your application will be accepted without the official transcript; however, the transcript must be received before you may sit for the examination.

Item 11. It will be very helpful to CRCC if you can include the Certification Number
Item 12. of your Internship Supervisor (in Item 11) and your CRC Supervisor(s) (in Item 12).

Pages Two and Three

Please read the definition of acceptable employment experience on page 4 carefully. Should you feel that more information is needed about any or all of your experience than can be supplied on the application form, please attach job descriptions or a letter of explanation.

A letter from each employer verifying job title, dates of employment, and a brief description of job duties should be submitted with your application if possible. If the employer wishes to submit such verification directly to CRCC, that is permissible; however, employer verification must be received for all employment experience you cite as meeting CRCC's requirements. It is the applicant's responsibility to contact current and previous employers for this verification.

Page Four

Code of Ethics, Statement of Understanding, Signature, Date. CRCC reserves the right to suspend or revoke Certification upon evidence of violation of this Code of Ethics. Signing the Application for Certification carries with it the acknowledgment that the information contained therein is accurate. If, at a later date, CRCC learns that any Certificate was granted on the basis of false or inaccurate information, CRCC reserves the right to suspend or revoke the Certification. No application will be accepted without a signature and a date.

* * *

## APPLICATION CHECKLIST

Remember. . .if your application is incomplete or illegible, it will be returned to you. Also, education and employment experience requirements must already have been fully satisfied at the time you submit your application.

Before submitting your application, check to be sure you have. . .

- ☐ completed all parts of the Application for Certification.
- ☐ signed and dated the Application form.
- ☐ enclosed the $35.00 non-refundable Application Processing Fee.
- ☐ enclosed or arranged for employer verification letters for all experience cited as meeting CRCC's requirements.
- ☐ enclosed your official transcript or requested institution to send your transcript directly to CRCC.

COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION
8 S. Michigan Ave., Suite 3301
Chicago, Illinois 60603

121 Timber Creek Lane
Silsbee, Texas 77656
November 7, 1978

Mr. David A. Owens, CRC
President, PRCA
1323 Forbes Avenue
Pittsburgh, PA 15219

Dear David:

Thank you for your letter of October 31, 1978 in which you indicated that you and the Pennsylvania Rehabilitation Counseling Association are willing to assist the CRCC in developing the certification meintenance program. It is indeed encouraging to receive support such as yours.

In your letter you indicate that the passage of the NRCA resolution against certification maintenance is indicative that NRCA is not satisfied with the present CRCC certification maintenance program and that CRCC should reconsider the program so that it might more ably meet membership needs. David, CRCC has always attempted to work with the membership organizations such as NRCA and the current plan for certification maintenance was indeed adopted by the NRCA delegate assembly prior to being printed by CRCC. Apparently delegate assembly needs change from year to year and subsequently what one delegate assembly so choses to accept, another now rejects.

The Commission promulgated its current "Plan for Certification Maintenance" 9/11/77 as a general format to meet all membership organizations and individuals independent on membership organizations. This plan on Page 2 indicates that "membership organizations of the Commission are encouraged to develop alternate plans which would be in the best interest of their members and submit them to the Commission for approval." In my opinion, this is the answer to all the questions and the "active voice that your resolution demanded." In fact, I spent the majority of my efforts last year encouraging NRCA to develop an alternate plan to meet the needs specifically of the NRCA members. Currently there is a rough draft of the NRCA alternate plan for certification maintenance, but I do not have a copy of this draft. It is my understanding that Joyce Pigg is head of this committee, and I strongly encourage you and the Pennsylvania delegation to interface with Joyce Pigg through David Brubaker, Executive Director of NRCA.

I assure you that the Commission stands ready to evaluate NRCA's plan for certification maintenance as it is received. In closing, I again thank you on behalf of the certification commission for the support and assistance that you are willing to afford the certification commission. Please thank your colleagues in the Pennsylvania delegation for their patience and support.

Sincerely,

Maunsell Wilkinson, M.S., CRC
Chairman, CRCC

cc: All Commissioners
David Brubaker, NRCA, Ex. Dir.
Arnie Wolf, NRCA, Pres.
Joyce Pigg, NRCA, Pres. Elect

PENNSYLVANIA REHABILITATION COUNSELING ASSOCIATION

October 31, 1978

Mr. Mauncil W. Wilkinson
1050 South 11th Drive
Beaumont, Texas 77701

Dear Mr. Wilkinson:

As you are aware, the Pennsylvania Rehabilitation Counseling Association promoted passage of a resolution against the current Certification Maintenance Program at the National Rehabilitation Counseling Association's delegate assembly, recently held at Salt Lake City, Utah.

The significance of passage of this resolution is that the NRCA is not satisfied with the present procedures of the Certification Maintenance Program, and that CRCC should reconsider the program so that it more ably will meet the membership's needs.

Unfortunately, when one criticizes such a program, it may appear to reflect on the performance of you as a Commissioner. Such is not the intention, however. On the contrary, PRCA appreciates your efforts in developing certification and certification maintenance. We know that it has been a long, difficult task with very limited recognition. As a pioneer, you have had to make decisions which are very difficult to make, and extremely difficult to have to defend.

However, development of a responsive Certification Maintenance program requires all of our help. Perhaps, the Certification Maintenance program will constantly have to be revised to meet continually changing requirements. Nonetheless, we in PRCA are prepared to assist you by providing input should you request it.

Thank you for your service to the cause of strengthening the rehabilitation counseling profession. Feel free to call on us for any assistance you may require.

Sincerely,

David A. Owens

David A. Owens, CRC
President, PRCA

RECEIVED
NOV 06 1978
BEAUMONT, TEXAS

cc: President, NRCA
R. Donahue
D. Creighton
T. Venasco
Encl: Resolution Against Certification Maintenance

RESOLUTION AGAINST CERTIFICATION MAINTENANCE PROGRAM

PENNSYLVANIA REHABILITATION COUNSELING ASSOCIATION

Whereas: The membership of the Pennsylvania Rehabilitation Counseling Association, State branch of the National Rehabilitation Counseling Association, strongly believe in the concept of Certification and are willing to lend support to the Commission, and

Whereas: The Pennsylvania membership is dissatisfied with the current Certification Maintenance Program, and

Whereas: Other state branches have vigorously voiced their opinions against the Certification Maintenance Program, and

Whereas: We strenuously object to the presumptive manner in which the Program was adopted at the Delegate Assembly of the 1977 National Rehabilitation Association Conference, thus preventing adequate member and delegate inputs, and

Whereas: The membership intensely exclaim a lack of their input in the overall development of the Program, and

Whereas: The membership states that the Program is too stringent in the time frame for the required number of contact hours, and

Whereas: The Commission has been largely unresponsive to members' correspondence requests for information, and

Whereas: The Commission has been further unresponsive to their own promulgated guidelines of mailing information to all Certified Counselors, and

Whereas: We still have members who have not received the Certification information as promised by mail, and

Whereas: NRA/NRCA has no jurisdiction over the Commission because it is a separate body, and

Whereas: The membership believes NRCA should continue ~~control~~ HAVING AN ACTIVE VOICE WITHIN* over the Commission

LET IT THEREFORE BE RESOLVED

That the Membership in the Pennsylvania Branch of the NRCA strenuously opposes the current requirements and time frames for their Certification Maintenance Program as developed by the Commission on Rehabilitation Counselor Certification and strongly requests and urges the President and the Executive Committee to remand the Document to the Commission for study and revision with the charge that a revised procedure be prepared which will be more equitable and acceptable to the Membership. The revised Document should be referred to the various branches for ratification and submitted to the Delegate Assembly prior to implementation.

Let it further be resolved that NRCA retain ~~some control~~ AN ACTIVE VOICE* and responsibility WITHIN over the Commission's activities and interactions with Certified Counselors who are NRCA members.

*AMENDMENT

Approved by the Mid-Atlantic Board at its meeting on September 26, 1978 as a Mid-Atlantic Resolution