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**Collection/Office of Origin:** Frieden, Lex, Collection  
**Series:** Disability Rights Organizations  
**Subseries:**

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**OA/ID Number:** 52056  
**Folder ID Number:** 52056-004

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**Folder Title:**  
CRCC [Commission on Rehabilitation Counselor Certification] '83-'84

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## Withdrawal/Redaction Sheet (George Bush Library)

| Doc. No. / Type | Subject/Title                                                                | Date  | Restriction | Classification |
|-----------------|------------------------------------------------------------------------------|-------|-------------|----------------|
| 01. Minutes     | Board for Rehabilitation Certification Annual Meeting (6 pp.)                | 7/84  | C           |                |
| 02. Minutes     | Commission on Rehabilitation Counselor Certification Annual Meeting (12 pp.) | 12/83 | C           |                |

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**Collection:**

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**File Location:** CRCC [Commission on Rehabilitation Counselor Certification] '83-'84

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**OA/ID Number:** 52056-004

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## COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

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# JEWISH VOCATIONAL SERVICE

July 6, 1983

Betty Hedgeman, Ph.D.  
410 East 6th Street  
New York, New York 10009

Dear Betty:

I waited a few days to contemplate the process and outcome of the CRCC annual meeting, particularly in regard to CRIS. For what it's worth, I feel I have to share my concern that I keep re-thinking the issues and have the conviction that the outcome was not satisfactory to many of those in attendance. At best, I believe both factions consented to compromise beyond any real resolution of the issues.

The vote was close, too close in my view to be able to say there was consensus. I will not be redundant and repeat the issues involved although I commend you for the great restraint, tolerance and due process that your leadership provided. Certainly a great amount of time was allowed to review the CRIS document, and I believe the Commissioners were near a state of exhaustion and either did not or could not give adequate time and have reserve energy to deliberate the conclusion adequately.

Assuming there may be similar feelings expressed by other Commissioners, I truly hope consideration will be given to calling a special meeting to reconsider the issues that I consider extremely profound in the course of CRCC.

Please don't hesitate to contact me if there are any questions.

Sincerely,

Alan Goldstein  
Executive Director

AG/bl  
cc: Eda Holt

# COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

162 North State Street, Suite 317  
Chicago, Illinois 60601  
(312) 236-4499

July 8, 1983

To: Executive Committee  
From: Betty Hedgeman  
Subject: Specific Charges

In addition to the usual charge given to Executive Committee to act on behalf of the Commission between meetings of the Commission, we have some specific charges that should be addressed. Those have to do with personnel issues, specifically performance evaluation of the Executive Director. To my knowledge we do not have such a current procedure, at least I cannot find it in our current manual.

I am asking Lex Frieden to take the lead in working with Ken Olson and Larry Deneen on the development of a draft of such a procedure for review by Executive Committee by the end of December of 1983. I would like for this to be presented to the full Commission in early 1984 so that it becomes a matter of record before the annual meeting.

The other charge that the Executive Committee has is to complete the appeals procedure as we generally outlined to the full commission. Eda is obtaining the legal review necessary in order to complete the draft. As soon as she has that and notifies me we shall send it to you for your review and approval before presentation to the Commission.

If you have any questions, please let me know.

cc: Betty Hedgeman  
Bill Graves  
Larry Deneen  
Lex Frieden  
Ken Olson

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# COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

162 North State Street, Suite 317  
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July 8, 1983

To: Ethel Briggs  
From: Betty Hedgeman  
Subject: Appeals Charges

The members of the Appeals Committee are Larry Deneen, Lex Frieden, Gene McDowell and Alan Goldstein. Alan is the newest addition to that particular committee. He served on credentials and certification maintenance beforehand and should have a good grasp of what needs to be done. He might need some training or assistance on the part of the full committee. Incidentally the entire commission might need some help on full commission appeals. As you know the Executive Committee was charged to develop this and is in the process of doing so.

Meantime if some sort of a training outline for new commissioners could be developed for what purpose it might very well be helpful.

cc: Larry Deneen  
Lex Frieden  
Gene McDowell  
Alan Goldstein

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# COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

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July 8, 1983

To: Larry Deneen  
From: Betty Hedgeman  
Subject: Finance Committee Charges

The charges to the finance committee are fairly standard. You have worked with the committee in the past and know how to seek their input or assistance. The members of the committee this year will be Lex Freiden, Gene McDowell, Larry Warnock and Alan Goldstein. Alan and Larry are new to the committee and might need some assistance from you in terms of what has taken place and what is happening. We have had some fairly extensive information and discussion on the budget amongst ourselves and on the Executive Committee. I believe that the full commission needs to have a little more information on the possibilities of adopting the new insurance specialty and what it would mean financially. If it is at all possible to do this and to have it ready as soon as possible to be distributed with the review that Bill Graves has we would appreciate it.

cc: Lex Freiden  
Gene McDowell  
Larry Warnock  
Alan Goldstein

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Debbie Piehl - Staff



**C R C C**  
**The Commission on**  
**Rehabilitation Counseling**  
**Certification**  
**and**  
**C R C**  
**Certification**  
**in**  
**Rehabilitation Counseling**



A division of  
The Board for Rehabilitation Certification

The Commission of Rehabilitation Counselor Certification (CRCC) does not discriminate on the basis of race, color, religion, national origin, sex, handicap or marital status.

CRCC draws membership from organizations and is comprised of eighteen Commissioners. The member organizations are:

American Rehabilitation Counseling Association—ARCA  
National Rehabilitation Counseling Association—NRCA  
National Association of Rehabilitation Professionals in the Private Sector—NARPPS  
National Council on Rehabilitation Education—NCRE  
National Association of Non-White Rehabilitation Workers—NANWRW  
Council of State Administrations of Vocational Rehabilitation—CSAVR  
National Association of Rehabilitation Facilities—NARF  
American Coalition of Citizens with Disabilities—ACCD

Commission on Rehabilitation  
Counselor Certification  
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**PURPOSE** The primary purpose of certification is to provide assurance that professionals engaged in rehabilitation counseling meet acceptable standards in their practice. Such standards are considered to be in the best interest of clients, rehabilitation counselors, related professionals and the public.

**HISTORY** The certification program is an outgrowth of the professional concerns of two associations: the National Rehabilitation Counsel Association (NRCA) and the American Rehabilitation Counseling Association (ARCA). These organizations deemed it desirable to establish standards in the field of rehabilitation counseling and to provide a baseline for professional growth. The commission has been certifying rehabilitation counselors since 1974. The commission has full Category A membership in the National Commission for Health Certifying Agencies.

**STANDARDS** If you are a rehabilitation counselor you should be interested in becoming certified. As a certified professional, you announce to all that you have met or surpassed standards established in your profession and subscribe to a published code of ethics.

**DURATION OF CERTIFICATION** The duration of initial certification is five years. This is achieved by satisfying specific educational employment experience requirements and passing CRCC's Rehabilitation Counselor Certification Examination. Certification maintenance is required to demonstrate professional development at five year intervals. Certification maintenance is based on continuing education, but other options are available for those unable to participate in continuing education activities.

**FEES** The application fee is \$65.00. In addition, the examination/certification fee to one approved to sit for the examination is \$70.00.

**QUALIFICATIONS** To help determine if you may qualify for certification, you should ask yourself: 1) Does my work experience concentrate on that which is generally described as rehabilitation counseling? 2) Have I substantial education and training or paid work experience in the area of rehabilitation counseling? 3) Do I perform my role as a professional in an ethical manner? 4) Am I interested in being measured among my professional peers as possessing a body of knowledge required to practice as a rehabilitation counselor? 5) Am I interested in identifying with the certification process to enhance my professional image and that of the rehabilitation counseling profession?

**ESSENTIAL PERFORMING AREAS** There are eight categories of eligibility that include requirements in education and/or work experience. A candidate must meet one of the categories to sit for the examination. The categories range from the minimum of a Bachelor's Degree with seven years acceptable work experience, one of which must have been under the supervision of a CRC, through a Ph.D. in Rehabilitation Counseling in a CORE accredited program. *The Guide to Rehabilitation Counselor Certification* details these educational and employment requirements.

### THE CERTIFICATION EXAMINATION

The examination is given twice a year at various locations in the country. The examination consists of 300 multiple-choice questions drawn from an item pool. Most of the questions are practice-based. In scoring the examination, credit is given for the "best response" as determined by the item authors and validated by the field testing process.

An intensive field testing process spanned a two year period and involved over 8000 rehabilitation counselors, educators and administrators, resulting in a pool of examination items statistically validated across levels of education, experience, geography and professional function. The examination question pool is continually added to and upgraded.

To qualify for certification the candidate is required to demonstrate competence in the following content areas by achieving a 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 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;  
Independent living rehabilitation services.

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Please send me the *Guide to Rehabilitation Counselor Certification* and application form.



MEMORANDUM

TO: Phyllis Rubenfeld

FROM: Lex Frieden

SUBJECT: CRCC Minutes

DATE: November 13, 1984

Phyllis--the minutes of the most recent CRCC meeting just arrived. I am enclosing a copy of these minutes for your information. You can see that Harlan, David, and I were quite active in representing consumer interests before the board. As a matter of fact, you will note that the ACCD representatives either made or seconded 14 of the 35 principle action items addressed by the board. I would say that we held our own with the professionals. Actually, I think the consumers and professionals do a good job of complementing one another's actions.

Please let me know if I can provide you with more information about the recent CRCC meeting. Also, I want to remind you to continue thinking about ways in which the National Council on the Handicapped can cooperate with ACCD.

LF:rms

Enclosure



# Withdrawal/Redaction Sheet

## (George Bush Library)

| Document No.<br>and Type | Subject/Title of Document                                     | Date | Restriction | Class. |
|--------------------------|---------------------------------------------------------------|------|-------------|--------|
| 01. Minutes              | Board for Rehabilitation Certification Annual Meeting (6 pp.) | 7/84 | C           |        |

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| <b>Date Closed:</b> 9/13/2016       | <b>OA/ID Number:</b> 52056-004 |
| <b>FOIA/SYS Case #:</b> 2016-2624-S | <b>Appeal Case #:</b>          |
| <b>Re-review Case #:</b>            | <b>Appeal Disposition:</b>     |
| <b>P-2/P-5 Review Case #:</b>       | <b>Disposition Date:</b>       |
| <b>AR Case #:</b>                   | <b>MR Case #:</b>              |
| <b>AR Disposition:</b>              | <b>MR Disposition:</b>         |
| <b>AR Disposition Date:</b>         | <b>MR Disposition Date:</b>    |

### RESTRICTION CODES

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

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

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

PRM. Removed as a personal record misfile.

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

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





August 30, 1984

Michael J. Willis, Ed.D.  
Syracuse University  
Continuing Education  
University College  
610 East Fayette Street  
Syracuse, New York 13202

Dear Mike,

As I mentioned to you during our brief conversation in Atlanta, I am concerned by your approach to action which BRC took at its recent meeting in Chicago. I have no objection to maintaining an ongoing dialogue among Commission members about the appropriate role of consumers in the rehabilitation process, and particularly in the certification process. However, I do object to the idea that action taken by BRC at its recent meeting will cause "irreparable damage... to BRC's standing in the rehabilitation community.. and undermines the work of the past ten years." Also, I object to your statement that "new groups... may question the viability of the BRC as the group to which they wish to affiliate." Finally, I disagree with your assertion that "we must defer our support for increased consumer representation on the CRCC."

Mike, I could write a dissertation on the reasons why what we did in Chicago regarding this issue were appropriate and right. However, I do not believe the Board's actions need to be defended. I believe the Board acted in a responsible way on an issue of extreme importance to the Commission and to the rehabilitation community.

You, like every other member of the Board, had the opportunity to vote on the matter in question at the annual meeting. Furthermore, you had ample opportunity to express all of your concerns about this matter in discussion preceding the vote. As I recall, you did participate in the discussion, and you chose to express yourself by voting no on the question. On the other hand, a majority of the Board members, many of whom also expressed themselves on the issue, chose to approve the motion. Now, you seem to be feeling guilty because you only voted one no on the issue. Let me reassure you and hopefully resolve your guilt by pointing out that your no vote could only be counted once, no matter how strongly you felt about it.

As you know, I have been a member of the Commission Board for several years. It has always been the policy of our Commission that when a vote is taken, and a decision is made, all members of the Board will support the

-continued-

August 30, 1984

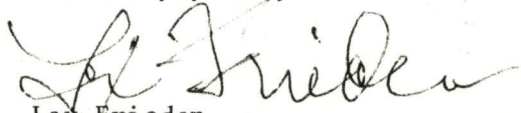
resulting action. I believe it was inappropriate for you to be questioning the action of the Board at the NRA meeting in Atlanta. As a fellow Board member, and one who has followed this policy of the Board in spite of past personal objections to actions taken by the Board, I trust you will refrain from further public statements deriding actions taken by the Board.

If you have serious doubts about the value of consumer involvement in rehabilitation, I would be glad to refer you to some rehabilitation educators who are far more articulate than I in describing the value of consumer involvement in rehabilitation. If you are seriously worried about having too many consumer representatives on the CRC Board, consider this: My own personal conviction is that all members of the CRC Board and other boards like it should be persons with disabilities. If you can't convince a disabled CRC Board member that you should be certified, then what makes you think you can provide useful services to a disabled person?

Think about it... call me, write me, swear at me, or anything else; but, please stop suggesting that the Board for Rehabilitation Certification acted "hastily in considering the amendment... which will be fatal to CRCC." I guarantee you that as long as disabled people, consumers, recognize the value and respect the credentialing process of CRCC, it will remain a viable institution. On the other hand, if consumers begin to doubt the integrity of CRCC or the value of its credentialing process, dump your certificate.

Mike, I respect your right to disagree with action taken by the BRC Board, but I believe you are overreacting, and doing so after the fact. I hope you accept this letter in the friendly way in which it was intended, and I hope you do not feel as if I am "overreacting" to your August 6 memorandum.

Sincerely yours,



Lex Frieden  
Director

LF:rms



# UNIVERSITY COLLEGE

SYRACUSE UNIVERSITY | CONTINUING EDUCATION  
610 EAST FAYETTE ST. | SYRACUSE, N.Y. 13202 | (315) 423-3299

## MEMORANDUM

TO: BRC Members

DATE: AUGUST 6, 1984

FROM: Michael J. Willis, Ed.D.

As you know, I strongly objected to the amendment to the CRCC By-Laws which changed the representation from ARCA, NRCA, and ACCD. This was a most curious action in that representation on the CRCC, who approved the By-Laws, is identical to that of the BRC, who amended the By-Laws on the following day.

The result of the Board's decision was the reduction of counselor representation on a Commission which certifies counselors. The composition of the original CRCC, the CRCC in the reorganized form and the CRCC in the amended form are indicated below.

| <u>ORIGINAL CRCC</u> |    |       | <u>REORGANIZED CRCC</u> |    |      | <u>AMENDED CRCC</u> |    |       |
|----------------------|----|-------|-------------------------|----|------|---------------------|----|-------|
| ARCA                 | 5  | 26.3% | ARCA                    | 3  | 25%  | ARCA                | 2  | 18.2% |
| NRCA                 | 5  | 26.3% | NRCA                    | 3  | 25%  | NRCA                | 2  | 18.2% |
| ACCD                 | 3  | 15.8% | ACCD                    | 1  | 8.3% | ACCD                | 2  | 18.2% |
| CSAVR                | 1  | 5.3%  | CSAVR                   | 1  | 8.3% | CSAVR               | 1  | 9.1%  |
| NARF                 | 1  | 5.3%  | NARF                    | 1  | 8.3% | NARF                | 1  | 9.1%  |
| NARPPS               | 1  | 5.3%  | NARPPS                  | 1  | 8.3% | NARPPS              | 1  | 9.1%  |
| NCRE                 | 1  | 5.3%  | NCRE                    | 1  | 8.3% | NCRE                | 1  | 9.1%  |
| CORE                 | 1  | 5.3%  |                         |    |      |                     |    |       |
| NANWRW               | 1  | 5.3%  | NANWRW                  | 1  | 8.3% | NANWRW              | 1  | 9.1%  |
|                      | 19 | 100%  |                         | 12 | 100% |                     | 11 | 100%  |

As the table clearly indicates representation from ARCA and NRCA steadily decreased in each incarnation of the CRCC from 52.6%, to 50%, to 36.4%. The representation from all other organizations increased proportionately.

My concern is not ACCD's increased representation. In fact, I agree that the consumer should have adequate representation on the CRCC. I do object to the approach which was taken to accomplish it; though. The interests of the rehabilitation counselor, those who this commission certifies, may now be overshadowed by the interests of the consumers, employers, etc.

The issues raised by this amendment to the field of rehabilitation counseling are of a serious nature and present far-reaching implications.

Many were not even mentioned during our discussion of the motion. They include:

1. The reorganization of the CRCC, introduction of CIRSC, and development of the BRC has proved to be very controversial and has received varying degrees of acceptance.
2. The reorganization was found acceptable to the original CRCC with the understanding that the CRCC's integrity would not be compromised.
3. The appointing organizations effected by the amendment (specifically ARCA and NRCA) will be appalled. NRCA enthusiastically supported our actions up to this point because the CRCC was to be preserved. ARCA, on the other hand, has had lengthy and heated discussions concerning our actions over the past year and a half. ARCA, at best, has only reluctantly accepted the reorganization. The reduction in their representation on the CRCC will be received very badly.
4. The rift and turmoil which may result from this amendment will involve the entire rehabilitation profession. The damage to the CRCC's, CIRSC's, and BRC's standing in the rehabilitation community may be irreparable and have undermined the work of the past ten years.
5. The reorganization was intended to establish the framework within which the BRC could become the sole credentialing organization for the rehabilitation profession. Alienating practitioners and professional associations will prevent us from achieving this goal. New groups, such as the job placement and development specialists with whom we are meeting in Atlanta, may question the viability of the BRC as the group to which they wish to affiliate.
6. Acceptance of the motion created inconsistencies between the CRCC By-Laws and the BRC's Constitution and By-Laws e.g. the CRCC is no longer a 12 person Commission. In essence, we violated our own Constitution and By-Laws, and created another problem which must be resolved.

As you can see, I view the potentially negative effects of the amendment to far out-weigh the positive. I most firmly believe the BRC and its Commissions will be devastated and forced to relinquish its claim to be "the" credentialing body for the rehabilitation profession. Practitioner and organizational support will not be afforded us in the future.

I believe we must defer our support for increased consumer representation on the CRCC for these reasons. This is not to say that we should forget the matter. We simply must address it again in the future in a more thoughtful manner. Our haste in considering the amendment has created an extraordinary situation, and one I believe to be fatal to the CRCC. It demands immediate attention and quick action if we are to maintain our long fought for and deserved position of respect.

In order to provide us the opportunity to more appropriately address the issue of consumer representation, I strongly recommend that we rescind this



motion amending the CRCC By-Laws. A motion to rescind must be made by a Board member who supported (or abstained?) the original motion. In that I did not, I can not make such a motion. I urge any Board member who feels as I do to consult with Ethel Briggs, our parliamentarian, to determine the procedure we must follow. I also recommend that this is pursued immediately, e.g. by mail ballot. "

As you can see, I percieve this to be a serious matter demanding immediate resolution.



August 30, 1984

Michael J. Willis, Ed.D.  
Syracuse University Continuing Education  
University College  
610 East Fayette Street  
Syracuse, New York 13202

Dear Mike,

Regarding the proposed travel reimbursement policies which you recently distributed, I have the following comments:

(1) Some allowances need to be made for commissioners traveling from locations away from their permanent residence to meetings of the Board. In other words, if I am at a meeting in Carbondale, and BRC has a meeting in Chicago the next day, I do not want to go home (Houston) in order to get back to Chicago. The policy needs to take into account this and similar rational circumstances.

(2) I prefer to make my travel arrangements personally, through my own travel agent, to pay my travel agent, and to be reimbursed for that travel by BRC. In this way, I have more control over my own schedule, and if changes in that schedule are necessary at the last minute, I can make them.

(3) It is okay to encourage Board members to make reservations at least twenty days in advance of the day of travel. However, I believe it is unwise to require twenty days advance purchase due to the fact that commissioners, staff members, and consultants are frequently called upon to travel on behalf of the organization with less than twenty days notice.

(4) Receipts for ground transportation should be required if the amount of that transportation exceeds \$20.

(5) Long distance charges should be itemized and justified if they are to be reimbursed by BRC.

(6) Meal receipts should not be required, but reimbursement for these expenses should not exceed \$30 per day per person.

(7) The policy should state that "reasonable attendant care expenses will be allowed provided they do not exceed \$100 per day." Also, "interpreter arrangements and payments will be made directly by BRC. On request, BRC will provide interpreter services for members for a maximum of twelve hours per day."

-continued-



Michael J. Willis

-2-

August 30, 1984

I trust you will take these recommendations into consideration when revising the draft policies and worksheets. If you have any questions or concerns about these recommendations, please do not hesitate to contact me.

Sincerely yours,



Lex Frieden  
Director

LF:rms



August 30, 1984

Michael J. Willis, Ed.D.  
Syracuse University Continuing Education  
University College  
610 East Fayette Street  
Syracuse, New York 13202

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-continued-



Michael J. Willis

-2-

August 30, 1984

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Sincerely yours,



Lex Frieden  
Director

LF:rms

TO: BRC President  
BRC Vice-President  
BRC Secretary  
BRC Finance Committee  
BRC Executive Director

FROM: Michael Willis, Finance Committee Chair

I was fortunately able to discuss the BRC's budget and financial policies with Larry Deneen and Eda Holt before leaving Chicago. Several Board Members also expressed other concerns at the annual meeting and to me in private after we had adjourned.

With Eda's and the Committee's help I would like to address these concerns. Many of them can be resolved with the development of a set of procedures and guidelines which Eda will use in her capacity as Executive Director. Others are policy issues which require clarification and will assist the Finance committee and Eda in managing the resources of the BRC.

To begin, and not in any order of importance, is the matter of bonding the Executive Director. I have asked Eda to determine the cost to BRC and to become bonded as soon as possible (as the Board had indicated).

Second, I have discussed the new single-signature check policy with Eda and Larry. Eda's primary concern was the matter of payroll checks. Eda and I agree, in general, our two-signature policy provided better checks and balances. It also allowed the Treasurer better opportunity to monitor and understand the cash flow of the Board. Therefore, Eda and I have agreed to apply the single-signature policy only to payroll checks. We will continue our previous policy for all others. Eda, though, now has the authority to issue all checks under her signature should I be unavailable to provide the counter-signature. We are both comfortable with this procedure and feel it provides her with the flexibility she needs to handle unusual situations without compromising our financial integrity.

Third, after carefully reviewing our 1894-1985 budget and the expenses associated with our annual meeting and other travel, I found a need to develop clear reimbursement guidelines and procedures consistent with the resources of the Board.

With respect to procedures, I think that it is reasonable for a Board Member/Commissioner to expect reimbursement within thirty days of having submitted the request. On occasion, though, vacation schedules or checking account balance in our office may result in a delay. If a delay should appear imminent, I have asked Eda to send the persons affected a memo advising them of the situation. When such a delay may cause financial problems for the Board Member/Commissioner, Eda and I will make every effort to avoid or minimize the inconvenience by reorganizing our payment priorities when possible.

Finally, with respect to reimbursement guidelines, I believe we must specify the types and limits of allowable expenses. Failure to do so makes Eda's job more difficult, is somewhat financially irresponsible on our part, and represents an attempt to minimize the likelihood of abuse. I do want to point out that this is not a current problem but an attempt to provide guidelines to Eda and prevent problems from occurring in the future. I don't believe these guidelines need to be presented to the full Board in the form of a motion. However, the officers and finance committee should provide input in their development and approve their implementation. I am, therefore, presenting for your review a draft of these guidelines.



## TRAVEL REIMBURSEMENT

A GUIDELINE APPLICABLE TO ALL BOARD MEMBERS, COMMISSIONERS, BRC STAFF, AND CONSULTANTS

### TRANSPORTATION:

1. TO BE PAID FROM ONES PERMANENT (HOME) RESIDENCE.
2. PLANE RESERVATIONS SHOULD BE MADE THROUGH THE TRAVEL AGENT WHO WILL INVOICE THE BOARD. (saving the Board Members/Commissioners from having to utilize their own funds).
3. RESERVATIONS MUST BE MADE AT LEAST TWENTY DAYS IN ADVANCE OF THE DATE OF TRAVEL IN ORDER TO TAKE ADVANTAGE OF SPECIAL FARES- RESERVATIONS MADE EVEN EARLIER MAY RESULT IN GREATER SAVINGS.
4. ALL AIR TRAVEL IS TO BE REIMBURSED AT THE "COACH" RATE. THOSE WHO ELECT "FIRST CLASS" SEATING ARE INSTRUCTED TO REIMBURSE THE BOARD THE DIFFERENCE.
5. IN-FLIGHT REFRESHMENTS/MOVIES ARE NOT REIMBURSABLE.
6. AUTOMOBILE TRANSPORTATION IS REIMBURSABLE AT THE RATE OF 20.5 PER MILE NOT TO EXCEED "COACH" AIR FARE FOR SAME TRAVEL.

### AIRPORT-HOTEL

#### GROUND TRANSPORTATION:

1. SHUTTLE BUSES SHOULD BE USED WHEN AVAILABLE
2. RECEIPTS FOR GROUND TRANSPORTATION SHOULD (NOT REQUIRED) ACCOMPANY REQUESTS FOR REIMBURSEMENT.

### HOTEL:

1. THE EXECUTIVE DIRECTOR WILL ARRANGE HOTEL ACCOMMODATIONS AT A FULLY ACCESSABLE LOCATION.
2. THE EXECUTIVE DIRECTOR WILL (ATTEMPT TO) ARRANGE WITH THE HOTEL'S MANAGEMENT A "MASTER BILL" WHICH WILL BE CHARGED TO THE BOARD'S CREDIT.
3. ONLY THE ROOM AND ROOM TAX WILL BE INCLUDED ON THE "MASTER BILL"
4. RESTAURANT AND ROOM SERVICE CHARGES ARE REIMBURSABLE EXPENSE PAID AT CHECK-OUT AND SUBMITTED WITH THE HOTEL RECEIPT (REQUIRED)
5. LOCAL PHONE CALLS ON HOTEL BILL ARE REIMBURSABLE  
LONG-DISTANCE CALLS ARE ALLOWABLE BUT SHOULD BE MINIMIZED.  
PLEASE USE YOUR DISCRETION.
6. BAR BILLS, PAY TV (MOVIES) AND OTHER ENTERTAINMENT ARE NOT REIMBURSABLE EXPENSES AND SHOULD BE DEDUCTED FROM REQUEST FOR REIMBURSEMENT.

### MEALS:

1. ALL MEALS AND TIPS ARE REIMBURSABLE WITH RECEIPTS (REQUIRED)
2. DISCRETION SHOULD BE USED IN THE SELECTION OF RESTAURANTS.
3. AS A GUIDE: BREAKFAST SHOULD NOT EXCEED \$10.00  
LUNCH SHOULD NOT EXCEED \$12.00  
DINNER SHOULD NOT EXCEED \$30.00

AVERAGE DAILY MEAL EXPENSE SHOULD NOT EXCEED \$52.00 AND TIP

4. SHOULD ONE PERSON, AMONG MANY DINING TOGETHER, ACCEPT THE CHECK, THIS PERSON MUST LIST THE NAMES OF THOSE WHOSE MEALS ARE INCLUDED ON THE RECEIPT. THE OTHERS SHOULD NOT REQUEST REIMBURSEMENT FOR THIS MEAL.

ALSO ENCLOSED IS A DRAFT OF THE EXPENSE REPORT AND WORK SHEET.

*Attendant costs*

# BOARD FOR REHABILITATION CERTIFICATION

162 North State Street, Suite 317  
Chicago, Illinois 60601  
(312) 236-4499

Make Check Payable To: \_\_\_\_\_

Date: \_\_\_\_\_

## SUMMARY OF EXPENSES & REQUEST FOR REIMBURSEMENT

### OCCASION FOR THE FOLLOWING EXPENDITURES:

|                 |                                      |            |
|-----------------|--------------------------------------|------------|
| TRANSPORTATION: | Air Fare                             | \$ _____ * |
|                 | Train                                | \$ _____ * |
|                 | Auto @ 20.5 cents/mile x _____ miles | \$ _____   |
|                 | + tolls                              | \$ _____   |
|                 | Shuttle Bus                          | \$ _____   |
|                 | Taxis                                | \$ _____   |
| HOTEL:          | Daily Room Charge                    | \$ _____   |
|                 | plus tax                             | \$ _____   |
|                 | times _____ days =                   | \$ _____ * |
| MEALS:          | Total from Worksheet(s)              | \$ _____ * |
| OTHER:          | As specified on Worksheet(s)         | \$ _____ * |
|                 | TOTAL EXPENSE REIMBURSEMENT DUE:     | \$ _____   |

(Signature) \_\_\_\_\_

\*Reimbursed only if receipts are included.

Authorized for payment on \_\_\_\_\_ 19 \_\_\_\_\_

Paid by check # \_\_\_\_\_ on \_\_\_\_\_ 19 \_\_\_\_\_



# DAILY EXPENSE WORKSHEET

Attach these worksheets to your Summary of Expenses & Request for Reimbursement.

Day #\_\_\_\_, Date:\_\_\_\_\_

Transportation: Air/Train/Car\* \$\_\_\_\_\_\*\*

Taxi/Shuttle Bus \_\_\_\_\_

Hotel: \$\_\_\_\_\_Room + \$\_\_\_\_\_Tax = \_\_\_\_\_\*\*

Meals:\*\*\* Breakfast \_\_\_\_\_\*\*

Lunch \_\_\_\_\_\*\*

Dinner \_\_\_\_\_\*\*

Other (please specify)\_\_\_\_\_\*\*  
\_\_\_\_\_\*\*

TOTAL EXPENSES DAY #\_\_\_\_\_ \$\_\_\_\_\_

Day #\_\_\_\_, Date:\_\_\_\_\_

Transportation: Air/Train/Car\* \_\_\_\_\_\*\*

Taxi/Shuttle Bus \_\_\_\_\_

Hotel: \$\_\_\_\_\_Room + \$\_\_\_\_\_Tax = \_\_\_\_\_\*\*

Meals:\*\*\* Breakfast \_\_\_\_\_\*\*

Lunch \_\_\_\_\_\*\*

Dinner \_\_\_\_\_\*\*

Other (please specify)\_\_\_\_\_\*\*  
\_\_\_\_\_\*\*

TOTAL EXPENSES DAY #\_\_\_\_\_ \$\_\_\_\_\_

\*Personal auto mileage is reimbursable at 20.5 cents per mile.

\*\*Will be reimbursed only if receipts are included.

\*\*\*Show names on the receipt of other person(s) whose meals are included.

Include only expenses for which you are requesting reimbursement. DO NOT INCLUDE EXPENSES PAID DIRECTLY BY BRC. Please make copies of this page to use as your worksheets if your expenses run beyond two days.

RECEIVED JUN 25 1984

# BOARD FOR REHABILITATION CERTIFICATION

162 North State Street, Suite 317  
Chicago, Illinois 60601  
(312) 236-4499

June 19, 1984

TO: BRC & CRCC Commissioners  
FROM: Eda Holt, Executive Director  
RE: Annual Meeting

The CRC annual meeting is scheduled to convene Friday at 09:00 a.m. at the Hotel Continental, 505 North Michigan Ave.

Enclosed please find the agenda and minutes from the December meeting.

**The Board is Composed of Appointees from the Following Organizations:**  
ACCD, ARCA, CORE, CSAVR, NANWRW, NARF, NARPPS, NRCE and NRCA.

Betty S. Hedgeman, Ph.D., CRC  
PRESIDENT

Lex Frieden  
VICE PRESIDENT

Lawrence J. Deneen, Ph.D., CRC  
TREASURER

Ruth White, CRC  
SECRETARY

Eda Holt  
EXECUTIVE DIRECTOR

Barbara Banks, CRC

Ethel Briggs, CRC

Alan Goldstein

Phyllis Rubinfeld

Michael Willis, M.S., CRC

Grace Gianforte, M.S., CRC

Lawrence Warnock, CRC

William H. Graves, Ed.D., CRC

G. Berk Lynch, II Ph.D., CRC

H. Gene McDowell, CRC

David Myers

Ken Olson, M.A., CRC

Stanford Rubin, Ed.D., CRC

Peter Griswold



BOARD FOR REHABILITATION CERTIFICATION

1984 ANNUAL MEETING  
JULY, 14 & 15, 1984

AGENDA

- I. Call to Order
- II. Appointment of Parliamentarian
- III. Adoption of Agenda
- IV. Minutes
- V. Treasurer's Report
- VI. National Office Report
- VII. Commission Reports  
CRCC  
CIRSC
- VIII. Committee Reports  
By-Laws  
Public Relations  
Planning  
Grievance  
Examination
- IX. Election of Officers
- X. Old Business
- XI. New Business
- XII. Adjournment

JUN 4 1984

To: Betty Hedgeman, Ph.D.  
President, BRC

From: Ruth A. White *haw*  
Secretary, BRC

Re: Mail Ballot, Single Signature Policy

Date: May 29, 1984

Results of the mail ballot are as follows:

Ballots Received: 13

In Favor: 10

Opposed: 3

Responses Received From:

Banks  
Deneen  
Frieden  
Goldstein  
Graves  
Lynch  
McDowell

Myers  
Olson  
Warnock  
White  
Wilkinson  
Willis

The ballots are being sent to the BRC office for storage.



# Withdrawal/Redaction Sheet

## (George Bush Library)

| Document No.<br>and Type | Subject/Title of Document                                                       | Date  | Restriction | Class. |
|--------------------------|---------------------------------------------------------------------------------|-------|-------------|--------|
| 02. Minutes              | Commission on Rehabilitation Counselor Certification<br>Annual Meeting (12 pp.) | 12/83 | C           |        |

**Collection:**

**Record Group:** Donated Historical Materials

**Office:**

**Series:**

**Subseries:**

**WHORM Cat.:**

**File Location:** CRCC [Commission on Rehabilitation Counselor Certification] '83-'84.

|                                     |                                |
|-------------------------------------|--------------------------------|
| <b>Date Closed:</b> 9/13/2016       | <b>OA/ID Number:</b> 52056-004 |
| <b>FOIA/SYS Case #:</b> 2016-2624-S | <b>Appeal Case #:</b>          |
| <b>Re-review Case #:</b>            | <b>Appeal Disposition:</b>     |
| <b>P-2/P-5 Review Case #:</b>       | <b>Disposition Date:</b>       |
| <b>AR Case #:</b>                   | <b>MR Case #:</b>              |
| <b>AR Disposition:</b>              | <b>MR Disposition:</b>         |
| <b>AR Disposition Date:</b>         | <b>MR Disposition Date:</b>    |

### RESTRICTION CODES

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

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

P-1 National Security Classified Information [(a)(1) of the PRA]  
P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
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(b)(9) Release would disclose geological or geophysical information

RECEIVED MAR 7 1984

BOARD FOR REHABILITATION CERTIFICATION

PERSONNEL MANUAL

The Board for Rehabilitation Certification was incorporated in January, 1984 to provide a certification process for Rehabilitation Professionals.

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 interest of clients, rehabilitation counselors, and the public.

As one of our staff, your skills and commitment are essential to meeting those goals. We look forward to an association which will enable you to demonstrate your unique skills and abilities while facilitating your acquisition of new skills.

File  
K RZC



## PERSONNEL POLICIES

### I. Hiring Policy

#### A. Equal Employment Opportunity

The Board for Rehabilitation Certification is compliance with the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Vietnam Era Veterans Readjustment Act of 1974, does not discriminate on the basis of race, color, national origin, religion, sex, handicap, nor on the basis of age or because the applicant is a disabled veteran or a veteran of the Vietnam Era.

#### B. Qualifications

Minimum qualifications for each position will be determined by the job description and the resultant requirements for successful job performance.

#### C. Conditions of Employment

New employees will be informed in writing of their data of employment, salary, job title, and other pertinent conditions of employment. A job description will be provided, a copy of which will be signed and dated by the employee and retained in the personnel file.

#### D. Probationary Period

All permanent full-time and part-time staff are hired on a three (3) month probationary basis. During this period, either the employee or the Board for Rehabilitation Certification may terminate the employment without prior notice. Upon satisfactory completion of the probationary period, the employee will receive a written evaluation and confirmation of permanent status.

#### E. Promotions

Whenever possible, positions will be filled from within the company. Individuals wishing to upgrade their position should so advise the director. The employee and the director will jointly develop a career ladder plan to prepare the individual for the desired position.

## II. Salary Adjustments

As the company desires to provide the highest quality services available, every effort will be made to provide a competitive salary structure so as to attract and retain the highest quality professional staff.

Staff evaluations will be prepared semi-annually by the staff member, the immediate supervisor, and the director. Wage adjustments will generally occur annually and will be based on the performance review.

## III. Benefits

### A. Medical Insurance

The Board for Rehabilitation Certification offers medical insurance after ninety (90) days of employment to interested permanent staff members. Details of the coverage are available from the director.

The company pays the full cost of the staff member's coverage. If the staff member wishes to include coverage for his/her dependents, the additional cost will be paid by the staff person through payroll deductions.

### B. Life Insurance

Life insurance is provided in combination with the medical insurance.

### C. Social Security

The company participates in the Social Security Program in accordance with State and Federal law. Deductions are specified by law and paid jointly by the company and the staff member.

### D. Workers' Compensation

All staff are covered in accordance with the Illinois Workers' Compensation law.

An injury occurring to a staff member while performing his/her job duties, whether on the premises or elsewhere, must be reported immediately to the director, who will complete and forward the required reports to the proper authority.

E. Vacation

1. A permanent staff member is entitled to paid vacation after six (6) months of continuous employment.
2. Vacation time is accrued as follows:

|                            |                 |
|----------------------------|-----------------|
| 1 - 2 years employment     | 1 day/month     |
| 3 - 4 year employment      | 1.25 days/month |
| 5 or more years employment | 1.5 days/month  |
3. Vacation time may be accrued to a maximum of twenty (20) days. As the company believes that vacation time is necessary to continued successful job performance, salary will generally not be paid in lieu of time off. Exceptions to this policy require the approval of at least two of the company's officers.
4. To facilitate company operations, vacation time should be scheduled as far in advance as practical. A minimum of two (2) weeks notice is essential for vacation periods of three (3) days or more. While every effort will be made to accomodate scheduling requests, the director's approval is required.

F. Educational Leave

1. The company believes in continued education to develop and maintain job and/or professional skills. Therefore, the director may authorize leave for attendance at short-term courses, seminars, conferences and institutes at no loss of pay or other benefits. When such sessions are directly related to the staff person's work assignments, the director may authorize payment of enrollment fees and/or expenses, if company finances permit.



2. Occassionally, the company may require attendance at short-term courses, seminars, conferences, and/or institutes; all related expenses will be paid or reimbursed by the company.
3. With the director's approval, a maximum of four (4) hours educational leave per week may be granted to pursue on-going undergraduate or graduate level training. Verification of successful class completion must be provided at the end of each term of study.

G. Sick Leave

1. Time off will be allowed for illness and necessary medical treatment. It is understood that staff members will schedule necessary medical appointments, whenever possible, at such times as to produce minimal disruption to the work schedule.
2. Excessive lost time due to illness, which results in unsatisfactory job performance, may necessitate dismissal.
3. Lost time, more than three (3) successive days, must be sustained by a Doctor.

H. Holidays

1. The following holidays will be observed:

|                  |                  |
|------------------|------------------|
| New Year's Day   | Labor Day        |
| Memorial Day     | Thanksgiving Day |
| Independence Day | Christmas Day    |

If the company elects to close for other holidays or between holidays, staff will receive holiday pay accordingly.

2. Personal Holidays

Four (4) additional days off with pay may be taken during the year; these days are not cumulative. Days off shall be scheduled through the immediate supervisor.

I. Special Leave

In the event of a death or serious illness in the staff person's immediate family, up to five (5) days may be taken with pay in any calendar year.

J. Jury Duty

The company strongly supports the policy of citizen participation on jury duty. If a permanent staff person is called for jury duty, the company will continue to pay the staff member's salary.

GENERAL PROCEDURES

I. Hours of Operation

The Board for Rehabilitation Certification is open from 9:00 a.m. until 5:00 p.m. Monday through Friday. Staff are expected to be available during those hours.

- A. Changes in a staff member's daily schedule must have the approval of both the immediate supervisor and the director.
- B. Lunch hours will be individually arranged as to provide phone coverage.
- C. In the event of illness necessitating lost time, staff should call the immediate supervisor before 9:00 a.m.

II Safety

- A. The safety of our staff is of paramount importance. All staff are responsible for the maintenance of a safe environment. If a hazard is noted, correct it or immediately report it to someone who can correct it.
- B. Report all accidents to the director immediately. A written report of any accident, or safety-related incident, is to be submitted as soon as practicable, but in any event, within 24 hours.

### III Client Services

Prevailing standards of professional conduct will govern all phases of the provision of the BRC services.

#### A. Confidentiality

All candidates records and reports are confidential.

1. No information regarding an applicant is to be given to anyone.

#### B. Staff-Applicant Relationships

1. All relations between the applicant and the staff will be of a professional nature only.

### IV Professional Memberships

Staff members are encouraged to join and participate in the activities of related professional organizations. It is also recognized that participation in research activities, teaching and/or consultation services is beneficial to both the staff member and the company. It is the staff member's responsibility to ensure that such activities do not interfere with his/her job performance.

### V. Pay Periods

Salaries will be paid by check weekly. Paydays will normally be each Friday.

- A. When the regular payday occurs during a scheduled vacation period, the staff member may request a payroll advance.
- B. If personal circumstances necessitate a payroll advance, the request should go through the immediate supervisor. Company finances permitting, such advance will be granted, generally to be deducted from the following pay check. It is assumed that this will only be utilized rarely, if at all.

### VI Time Keeping

#### A. Hourly Personnel

Time cards will be maintained on a daily basis. Completed cards are to be turned in to the immediate supervisor each Friday.



## VII Resignations

A two week written notice is requested.

## VIII Terminations

### A. Lay-off

If business circumstances warrant a reduction in staff, two weeks notice will be provided, or two weeks pay given in lieu of notice.

### B. For Cause

1. In the event of inadequate job performance, the immediate supervisor will provide a written assessment of performance inadequacies. Every effort will be made to assist the staff member to improve his/her performance. If, however, sufficient improvement, as specified in the written assessment, has not occurred within thirty (30) days, termination will be necessary.
2. Immediate termination will occur in the event of theft, intoxication, or other evidence of substance abuse, or unprofessional conduct with applicants.

## IX Expense Reimbursement

Expense checks will generally be issued once per month.

1. Forms for this purpose are available from the administrative assistant.
2. Mileage reimbursement will be at the maximum rate allowed by the I.R.S.
3. Whenever possible, receipts for expenditures should be submitted.
4. If traveling on company sponsored activities, an advance against expenses may be obtained before departure.

## X Grievance Procedures

If a problem arises between a staff member and the immediate supervisor, every attempt should be made to settle it by direct discussion. Should this not resolve the problem, a written statement of the problem should be brought to the director, who will meet with all parties separately and then jointly. If

X (Grievance Procedures Continued)

satisfaction is not obtained at that level, it may be taken to a full meeting with the Personnel Committee of the Board. The final decision rests with the full Board.

# The National Rehabilitation Counseling Association

633 South Washington Street  
Alexandria, Virginia 22314  
(703) 836-7677

March 22, 1984

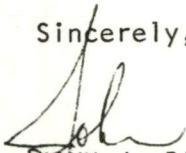
Eda Holt  
CRC/BRC  
162 N. State St., #317  
Chicago, IL 60601

Dear Eda:

This letter is to inform CRCC of NRCA's recent vote regarding the minimum educational requirement to sit for the CRC exam. By unanimous vote, the NRCA Board of Directors requests CRCC to change the current educational policy to a minimum of a master's degree effective July 1, 1986.

In effect, the NRCA Board is requesting that CRCC remove Category F from the criteria for eligibility listed in the "Guide to Rehabilitation Counselor Certification." NRCA feels that CRCC is ready to take this next step in the evolution of our profession.

Sincerely,



JOHN J. BANKS, CRC  
Executive Director

JJB:bh

cc: NRCA Board of Directors

RECEIVED MAR 29 1984





# TIRR

THE INSTITUTE FOR REHABILITATION AND RESEARCH

in the Texas Medical Center / 1333 Moursund Avenue / Houston, Texas 77030 / (713) 797-1440

CONTACT: Linda Pickle  
Director of Public  
Relations  
(713) 797-5235

FOR IMMEDIATE RELEASE

FRIEDEN APPOINTED TO CERTIFICATION BOARD

Lex Frieden has been elected Vice President of the National Board for Rehabilitation Certification. Frieden is director of the Independent Living Research project at The Institute for Rehabilitation and Research and a professor in the Department of Rehabilitation at Baylor College of Medicine.

A wheelchair-user, Frieden is active in several national and local organizations concerned with rehabilitation of physically disabled persons and disabled rights.

The Board for Rehabilitation Certification is responsible for overseeing the Commission of Rehabilitation Counselor Certification and the Certification of Insurance Rehabilitation Specialists Commission. Prior to his election as Vice President of the National Board, Frieden served for seven years as a member of the Commission on Rehabilitation Counselor Certification. He has been a member of the Executive Committee of CRCC for the past two years.

###

A voluntary, not-for-profit hospital for restorative medicine serving the disabled through care, research and education.

**Services Offered:** Early restorative medical care, comprehensive rehabilitation, surgical restoration, diagnostic evaluation and planning, independent living services, vocational evaluation, training, placement, sheltered employment.

# BOARD FOR REHABILITATION CERTIFICATION

162 North State Street, Suite 317  
Chicago, Illinois 60601  
(312) 236-4499

MEMORANDUM TO: BRC, CRCC & CIRS COMMISSIONERS

FROM: Betty Hedgeman, President, BRC

DATE: January 23, 1984

SUBJECT: UPDATE

On January 17, 1984, Larry Warnock, Eda Holt and myself met with legal counsel to formally incorporate BRC, respond to and ask questions concerning BRC and its respective Commissions.

Attached is the corrected transition plan as admended at the December meeting. The corrected by-laws will be forwarded to you.

Also, after speaking with legal counsel, some of our financial procedures should be tightened up. This would facilitate transactions. Primarily, this would be empowering the Executive Director to sign all checks with single signature. This would require bonding for the Executive Director. The Executive Director would be authorized only to issue checks in payment of budgeted line items. The BRC would continue to have the Treasurer's signature on file with the bank, with the President's as backup. In fact, we should establish that as policy (i.e., a signature check signing authorization if the Executive Director is not available, the Treasurer is not available, then the President would sign).

After reviewing material for NCHCA and conferring with those who have reviewed the materials, I believe it is necessary to establish an Ad Hoc Committee on discipline policies and procedures. I will ask Alan Goldstein to Chair this Committee and Mary Gambosh and Lex Frieden to serve as members. They should have materials ready for us by the Annual Meeting in July, 1984.

## The Board is Composed of Appointees from the Following Organizations: ACCD, ARCA, CORE, CSAVR, NANWRW, NARF, NARPPS, NRCE and NRCA.

Betty S. Hedgeman, Ph.D., CRC  
PRESIDENT

Lex Frieden  
VICE PRESIDENT

Lawrence J. Deneen, Ph.D., CRC  
TREASURER

Ruth White, CRC  
SECRETARY

Eda Holt  
EXECUTIVE DIRECTOR

Barbara Banks, CRC

Ethel Briggs, CRC

Alan Goldstein

Phyllis Rubinfeld

Michael Willis, M.S., CRC

Grace Gianforte, M.S., CRC

Lawrence Warnock, CRC

William H. Graves, Ed.D., CRC

G. Berk Lynch, II Ph.D., CRC

H. Gene McDowell, CRC

David Myers

Ken Olson, M.A., CRC

Stanford Rubin, Ed.D., CRC

Peter Griswold

We are preparing for the CIRSC meeting in Las Vegas on February 9th and 10th. A report will be made to you following the meeting.

Stan Rubin and the measurement consultant met to discuss examination development. We should be able to respond to NCHCA in the near future.



## BOARD FOR REHABILITATION CERTIFICATION TRANSITION PLAN

(Approved December 4, 1983 - Boston, Massachusetts)

During the period of transition, 12/1/83 - 7/1/86, the BRC will be governed by the By-laws adopted 12/1/83. The legal remedies as to name change, insurance status and other administrative office functions will immediately take place. The members of the BRC are those previously listed as ROC (formerly CROC) plus the appointment from CORE. CORE will be notified by the BRC president of the need to appoint immediately. The four offices of BRC will not be offices of either CROC or CIRSC. All members of BRC will remain until July 1, 1986.

On July 1, 1986, three (3) five-years appointments (one each from NRCA, ACCD, and CORE) will be made. The two Commission Chairs (CIRSC and CROC) are automatic. The remaining six positions will be appointed from the previous BRC; 3 for a period of four (4) years and 3 for a period of three (3) years. The four year terms will be appointed one each from ARCA, NARPPS, and CSAVR. The three year terms will be NANRW, NCRE, and NARF. Each appointment thereafter will be for a terms of five (5) years.

Thus the first five-year term will be from July 1, 1986 through June 30, 1991; four years from July 1, 1986-June 30, 1990; and three-year terms from July 1, 1986-June 30, 1989.

All members of the BRC also will function as members of CROC until appointments are made to the Commission effective July 1, 1984. At that time, NRCA, ARCA, NARPPS, and NARF will each appoint to CROC for a three-year terms (1984-1987). For July 1, 1985, NRCA, ARCA, NCRE, and CSAVR will appoint to CROC for three year terms (1985-1988). For July 1, 1986 NRCA, ARCA, NANRW and ACCD will appoint to CROC three-year terms (1986-1989). Until the CROC annual meeting is held in 1984, BRC will appoint the following CROC officers to serve in that capacity and monitor the CROC function: Chair, Vice-Chair, and Secretary. At its Annual Meeting, CROC will elect its own officers. CROC officers may not be BRC or CIRSC officers.

From the current BRC members serving as CIRSC, BRC will appoint the following CIRSC officers: Chair, Vice-Chair, and Secretary. They will hold office until CIRSC holds its Annual Meeting in 1984. At that time, CIRSC will elect its own officers. CIRSC officers may not be BRC or CROC officers. In 1984, appointment to CIRSC for a 3-year term will be made, one each from ARN, IRSG, IAIABC, and IIA. In 1985, NSIA, ARN, AAI, and ARCA will appoint one each to CIRSC. They will replace Graves, Willis, Wallace, and Snyder. In 1986, NRCA, NCRE, NARPPS and ACCD will each appoint for a three year term to CIRSC. They will replace Deneen, Willis, Lynch, Rubenfeld.

# Representation by Organization

|        | BRC | CIRSC | CROC |
|--------|-----|-------|------|
| NRCA   | 1   | 1     | 3    |
| ARCA   | 1   | 1     | 3    |
| NCRE   | 1   | 1     | 1    |
| NARPPS | 1   | 1     | 1    |
| ACCD   | 1   | 1     | 1    |
| CSAVR  | 1   | 0     | 1    |
| NARF   | 1   | 0     | 1    |
| NANWW  | 1   | 0     | 1    |
| CORE   | 1   | 0     | 0    |
| ARN    | 0   | 2     | 0    |
| IRSG   | 0   | 1     | 0    |
| NSIA   | 0   | 1     | 0    |
| IAIABC | 0   | 1     | 0    |
| IIA    | 0   | 1     | 0    |
| AAI    | 0   | 1     | 0    |

The BRC President will contact each organization listed above and inform them of the structure and appointment as well as solicit whether they wish to participate. This information will be reported back to BRC for action prior to the Annual Meeting.

## BOARD FOR REHABILITATION CERTIFICATION TRANSITION PLAN

(Approved December 4, 1983 - Boston, Massachusetts)

During the period of transition, 12/1/83 - 7/1/86, the BRC will be governed by the By-Laws adopted 12/1/83. The legal remedies as to name change, insurance status, and other administrative office functions will immediately take place. The members of the BRC are those previously listed as RCC (formerly CRCC) plus the appointment from CORE. CORE will be notified by the BRC President of the need to appoint immediately. The four officers of BRC will not be officers to either CRCC or CIRSC. All members of BRC will remain until July 1, 1986.

On July 1, 1986, three (3) five-year appointments (one each from NRCA, ACCD, and CORE) will be made. The two Commission Chairs (CRISC and CRCC) are automatic. The remaining six positions will be appointed from the previous BRC; 3 for a period of four (4) years and 3 for a period of three (3) years. The four year terms will be appointed one each from ARCA, NARPPS, and CSAVR. The three year terms will be NANRW, NRCE, and NARF. Each appointment thereafter will be for a term of five (5) years.

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All members of the BRC also will function as members of CRCC until appointments are made to the Commission effective July 1, 1984. At that time, NRCA, ARCA, NARPPS, and NARF will each appoint to CRCC for a three-year term (1984-1987). For July 1, 1985, NRCA, ARCA, NANRW and ACCD will appoint to CRCC three-year terms (1986-1989) until the CRCC annual meeting held in 1984. BRC will appoint the following CRCC officers to serve in that capacity and monitor the CRCC function: Chair, Vice-Chair, and Secretary. At its annual meeting, CRCC will elect its own officers. CRCC officers may not be BRC or CIRSC officers.

From the current BRC members serving as CIRSC, BRC will appoint the following CIRSC officers: Chair, Vice-Chair, and Secretary. They will hold office until CIRSC holds its annual meeting in 1984. At that time, CIRSC will elect its own officers. In 1984, appointment to CIRSC for a three-year term will be made, one each from ARN, IRSG, IAIABC and IIA. They will replace the following CIRSC Commissioners: Deneen, Graves, Rubin and Willis. In 1985, NSIA, ARN, AAI and ARCA will appoint one each to CIRSC. They will replace Lynch, Rubinfeld, Wallace and Snyder. The reason current CIRSC members who are also BRC members are replaced first, is that as BRC members, they continue to be available for assistance to Commissions as needed. In 1986, NRCA, NCRE, NARPPS and ACCD will each appoint for a three-year term to CIRSC. They will replace Williams, Matkin, J. Banks and Gambosh.



REPRESENTATION OF ORGANIZATIONS

|        | <u>BRC</u> | <u>CIRSC</u> | <u>CRCC</u> |
|--------|------------|--------------|-------------|
| NRCA   | 1          | 1            | 3           |
| ARCA   | 1          | 1            | 3           |
| NCRE   | 1          | 1            | 1           |
| NARPPS | 1          | 1            | 1           |
| ACCD   | 1          | 1            | 1           |
| CSAVR  | 1          | 0            | 1           |
| NARF   | 1          | 0            | 1           |
| NANWRW | 1          | 0            | 1           |
| CORE   | 1          | 0            | 0           |
| ARN    | 0          | 2            | 0           |
| IRSG   | 0          | 1            | 0           |
| NSIA   | 0          | 1            | 0           |
| IAIABC | 0          | 1            | 0           |
| IIA    | 0          | 1            | 0           |
| AAI    | 0          | 1            | 0           |

The BRC President will contact each organization listed above and inform them of the structure and appointment as well as solicit whether they wish to participate. This information will be reported back to BRC for action prior to the annual meeting.

TASK FORCE FOR CERTIFIED INSURANCE REHABILITATION SPECIALIST COMMISSION (CIRSC)

John Banks  
17 Watts Street  
Manchester, NH 03103  
703-836-7677

Lawrence J. Deneen  
1274 26th Avenue  
San Francisco, CA 94122  
415-731-2139

Mary Gambosh  
U.P.S.  
Box K-131  
Richmond, VA 23229  
1-804-288-1168

Ralph Matkin  
Route 3 Box 73  
Murphysboro, IL 62966  
618-536-7704

Phyllis Rubenfeld  
275 West 96th Street  
New York, NY 10025  
212-772-5745

Stanford Rubin  
704 North Oakland  
Carbondale, IL 62901  
618-536-7704

Lynda Snyder  
1152 Willive Drive  
Decatur, GA 30033  
404-654-4200

William Wallace  
901 East Jefferson  
Bloomington, IL 61701  
309-766-2022

M.W. Wilkinson  
R.S.A.  
800 Goliad Street  
P.O. Box 3508  
Beaumont, TX 77704  
409-838-4285

Michael Willis  
2833 East Genesee Street  
Syracuse, NY 13224  
315-423-3299

ADMINISTRATIVE OFFICE

Eda Holt - Executive Director  
Laurie Gorzycki - Administrative Asst.  
Debbie Piehl - Staff

-----  
162 North State Street  
Suite 317  
Chicago, Illinois 60601  
(312) 236-4499

Commission line: (please do not  
distribute) 312-236-8312

CONSTITUTION AND BYLAWS

BOARD FOR REHABILITATION CERTIFICATION

Appointing Organizations

American Coalition of Citizens with Disabilities  
American Rehabilitation Counseling Association  
Council on Rehabilitation Education  
Council of State Administrators for Vocational Rehabilitation  
National Association of Non-White Rehabilitation Workers  
National Association of Rehabilitation Facilities  
National Council on Rehabilitation Education  
National Rehabilitation Counseling Association  
National Association of Rehabilitation Professional in the Private Sector

Adopted December 1, 1983



## ARTICLE I. PURPOSE.

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

- A. To establish criteria for the certification of rehabilitation practitioners.
- B. To conduct programs which will encourage certification and maintain and improve professional standards in rehabilitation.
- C. To determine compliance with the criteria for certification.
- D. 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 Board 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 Board 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 Board; no part of the net earnings of the Board shall inure to the benefit of any private member; no substantial part of the activities of the Board shall be carrying on propaganda, or otherwise attempting to influence legislation; and the Board shall not participate in, or intervene in any manner in political campaigns on behalf of any candidate for public office.

## ARTICLE II. OFFICES.

The Board 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 Board may determine.

## ARTICLE III. CERTIFICATION PROGRAM.

### Section 1. Criteria.

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

### Section 2. Procedure.

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

### Section 3. Authority.

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

### Section 4. Duration of Certification.

Each certification or re-certification shall be effective for five years from the date of achieving a passing score on the Certification Examination.

### Section 5. Revocation of Certification.

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

### Section 6. Appeal.

A practicing rehabilitation practitioner who fails to achieve 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 individuals who meet the eligibility criteria and standards specified in the approved statement of certification procedures. Applications will be accepted from eligible individuals, provided arrangements can be made satisfactory to the Board for the secure administration of the evaluation instrument.

### Section 8. Fees.

Certification and re-certification shall not be contingent upon the payment of any fee other than fees duly established, approved and published by the Board.

## ARTICLE IV. MEMBER ORGANIZATIONS EFFECTIVE JULY 1, 1986

### Section 1. Membership.

The Board shall be composed of one appointee from each of the following: the National Rehabilitation Counseling Association (NRCA), the American Rehabilitation Counseling Association (ARCA), Council on Rehabilitation Education (CORE), National Association of Rehabilitation Facilities (NARF), Council of State Administrators for Vocational Rehabilitation (CSAVR), National Association of Non-White Rehabilitation Workers (NANWRW), National Council on Rehabilitation Education, (NCRE), American Coalition of Citizens with Disabilities, Inc., (ACCD), National Association of Rehabilitation Professionals in the Private Sector (NARPPS), and the Chairpersons of each of the Commissions.

## Section 2. Additional Members.

In order for an organization to be admitted as an appointing organization of the Board, such organization must be nominated by two (2) or more of the appointing organizations an affirmative vote of a three fourths (3/4) majority Board is required for the organization to be accepted as an appointing organization of the Board.

## Section 3. Transfer.

Appointments to the Board is not transferrable or assignable.

# ARTICLE V. BOARD MEMBERS

Effective July 1, 1986

## Section 1. General Powers.

The affairs of the Board shall be managed by its Board of Directors.

## Section 2. Representation and Selection of Board Members.

Each appointing organization shall have the right to appoint one representative, who shall be affiliated with such appointing organization. All Commission members shall be certified in a rehabilitation speciality unless the appointing organization can demonstrate that it is impossible to meet this requirement. A Board Member may neither serve on any other national rehabilitation certification body nor any board commission concurrent with his/her board term. Commission Chairpersons, who also serve on the Board, are exempt from the latter requirement.

All appointments shall be in writing and executed on behalf of the member organization by its President or his/her designate and delivered to the Board.

If an appointing organization does not appoint a representative to the Board, prior to the annual Board meeting, the Board, by a majority vote, may elect a person from that appointing organization as the individual. This so elected representative shall serve for one year.

## Section 3. Terms of Board Members.

Effective July 1, 1986.

The term of each Board Member shall be for a period of five (5) years. Upon the expiration of a Board Member's term, the President of the appointing organization shall appoint his/her successor to a five (5) year term.

At least thirty (30) days prior to the expiration of a Board Member's term, the appointing organization shall submit to the Board the name of the Board Member appointed by said organization for Association approval.

In the event of death, resignation, or inability to perform the duties and responsibilities of a Board Member, the President of the appointing organization shall appoint his/her successor to serve for the unexpired term. If the balance of such unexpired term is two (2) years or less, the appointee may then be appointed to a subsequent five (5) year term. If the balance of the unexpired term is greater than two years, a new appointee is required.



Board Members shall be eligible to serve one (1) term.

When a Board Member fails to perform the duties inherent in his/her appointment, as defined in Article V., Section 4, or refuses to abide by the rules, regulations, and policies established by the Board, a review of the situation shall be made by the Board. If the situation persists, the Board has the authority to terminate the member's term and request the appointing organization to replace the Board Member.

#### Section 4. Duties and Responsibilities

A representative appointed by the appointing organization becomes a Board Member representing The Board for Rehabilitation Certification Commission with the following duties and responsibilities:

1. Attend all meetings of the Board unless excused by the Chairman of the Board.
2. Perform committee charges and assignments.
3. Respond to communications from the administrative (central) office as requested.
4. Report the activities of the Board to the membership organization which he/she represents.

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

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

#### Article VI. Meetings.

##### Section 1. Regular Meetings.

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

##### Section 2. Special Meetings.

Special meetings of the Board may be called by or at the request of the President or any seven (7) Board Members one of which must be an elected officer upon written request to the President. 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 3. Notice

Written notice stating the place, day and hour and the business to be transacted shall be delivered by mail to each Board Member 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 4. Quorum.

A majority of the Board Members appointed by the appointing organizations shall constitute a quorum for the transaction of business at any meeting of the Board.

### Section 5. Written Consent.

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

## ARTICLE VII. OFFICERS.

### Section 1. Officers.

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

### Section 2. Election.

At the first meeting following January 1, the Board shall elect officers in the following order: President, Vice-President, Secretary and Treasurer, such officers to assume their responsibilities at the beginning of the fiscal year (July 1).

### Section 3. Term of Office.

Each officer shall hold office for one (1) year and/or until his/her successor is elected and qualified. The President may serve a maximum of two (2) 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 Board Members in attendance at any regular or special meeting of the Board.

### 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 Board.

## Section 6. President.

The President shall be responsible for the overall management of the Board and shall perform any and all activities appropriate to the management of the Board's affairs. In the performance of this office, the President shall preside at all Board meetings and may sign on behalf of the Board all contracts, documents and instruments authorized by the Board.

## Section 7. Vice-President.

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

## Section 8. Treasurer.

The Treasurer shall have charge of and be responsible for all funds and securities of the Board; 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 Treasurer, including acting as Chairperson of the Finance Committee.

## Section 9. Secretary.

The Secretary is responsible for recording the official minutes of all meetings held by the Board; preparing, in coordination with the President, a meeting agenda, and sending out notifications of meetings.

# Article VIII. COMMITTEES.

## Section 1. Appeals Committee.

To review and pass judgement on appeals of applicants whose candidacy for certification has been rejected by the Standards and Credentials Committee; to review and pass judgement on appeals of the action of any other Committee; to review and present to the Board deliberation action in case of ethics violation. To refine and clarify the Code of Ethics; to review and recommends action to the Association on cases of ethics violations.

## Section 2. Examination Committee.

To continually refine and develop the Certification Examinations; to oversee the creation and revision of examination items and the field testing process of each Commission; to examine and act upon examination item performance statistics of each speciality and basic examination.

## Section 3. Standards and Credentials.

To review and pass judgement on each application for certification that does not clearly meet published standards and criteria; to refine and clarify standards and criteria and make recommendations to the Board for addition/revision of Standards and Criteria.



#### Section 4. Planning.

#### Section 5. Public Relations/Liaison.

To develop a communication network between the Board and the profession through the appointment of State Liaison Persons. The Liason Persons are responsible for keeping current the addresses of the members in their respective states; keep a supply of applications and assist in monitoring the examinations.

#### Section 6. Finance.

To oversee fiscal and financial policies established by the Board and the Commissions; to propose, monitor and maintain annual budget approved by the Board.

#### Section 7. Certification Maintenance.

To recommend for the board approval and thereafter monitor and maintain Certification Maintenance policies and procedures; to review alternative Certification Maintenance plans of appointing organization and accept/reject/revise recommendations of the Commission to the Board.

#### Section 8. Other Committees.

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

### ARTICLE IX. COMMISSIONS.

#### Section 1. GUIDELINES.

In order for there to be certification in rehabilitation specialties, the Board may establish Commissions for those specialized areas. The Board of Directors shall be the governing body and is responsible for the operations of each Commission. Each Commission will develop rules of order and submit for approval of the Board. Each rehabilitation speciality must contain an identifiable body of knowledge recognized and accepted in its field.

#### Section 2. ESTABLISHMENT OF COMMISSIONS

When the Board recognizes that a need exists for a speciality, it may convene such a representative group for the purpose of determining:

1. That a need for this certification is recognized beyond those in its field (example: employers, consumers).
2. A body of knowledge exists that could result in the development of a certification examination and procedures.
3. The group's ability to generate interest and sufficient numbers of applicants to certify.

#### Section 3. COMPOSITION.

Each Commission shall be composed of twelve (12) appointees.

The members of the Commissions shall be called Commissioners.

#### Section 4. SELECTION OF COMMISSIONERS.

The appointing organizations of each Commission will be requested to nominate twelve (12) members who shall be affiliated with said member organizations, the number to be nominated as specified by the Association and indicated in the Rules of Order of the Commission. All Commissioners shall be certified in a rehabilitation speciality unless the appointing organization can demonstrate that it is impossible to meet this requirement.

A Commissioner may not serve on any national rehabilitation certification body, nor on the Board, nor another Commission, concurrent with his/her term on the Commission, with the exception of the chairman, who shall serve on the Board.

All appointments shall be in writing and executed on behalf of the appointing organization, by its President or his/her designate and delivered to the Board. The Board will approve the appointments to the Commissions.

#### Section 5. TERMS.

Members of the Commissions will serve three (3) year terms and may be appointed to serve a maximum of two (2) terms on any one Commission. Members are ineligible to serve on the same Commission for more than two (2) terms. Members who have served two terms may be appointed to serve on another Commission or the Board.

#### Section 6. 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 next following meeting of the Commissions.

#### Section 7. OFFICERS.

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

#### Section 8. CHAIRPERSON.

The Chairperson of a Commission shall preside over the meetings of the Commission. The Chairperson is the official representative of the Commission on the Board. The Chairperson of a Commission is ineligible to serve as President of the Board.

#### Section 9. 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 responsibilities, power and authority of the Chairperson.

#### Section 10. SECRETARY

The Secretary is responsible for the official minutes of the meetings of the Commission and the notification of Commissioners of meetings.

#### Section 11. ELECTION.

The Commission will elect officers at the annual meeting. The elected officers will assume responsibilities for their office beginning July 1 following the date of election.

Section 12. TERM OF OFFICE.

Each officer shall hold office for one (1) year and/or until his successor is elected and qualified. The Chairperson may serve a maximum of two (2) consecutive terms. Other officers shall be eligible for re-election without limit.

Section 13. REMOVAL.

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

Section 14. COMMITTEES.

The Committees of the Commissions shall be Appeals, Specialty Exams, Standards and Credentials, and Certification Maintenance; the responsibilities shall be defined in the Rules of Order.

Section 15. MEETINGS.

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

ARTICLE X. ADMINISTRATION.

Section 1. Administrative Management.

The Board may hire an Executive Director to provide administrative and technical services to the Board. The Executive Director may sign contracts and other legal documents as approved by the Board and shall be custodian of the records and seal of the Board. The Executive Director is responsible to the Board in the performance of his/her duties.

Section 2. Gifts.

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

Section 3. Indemnity.

Each Board Member, Officer Commissioner, Committee member and other agents of the Board shall be held harmless and indemnified by the Board.



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 in good faith as a Board Member, Officer, Commissioner, Committee Member or agent of the Board.

This right of indemnification shall inure to such person whether or not he/she is a Board Member, Officer, Commissioner, 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 Board shall insure against any potential liability hereunder.

#### Section 4. Fiscal Year.

The fiscal year of the Board 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 Certification Programs in Rehabilitation, lists of Certified Rehabilitation professionals, actions of the Board regarding certification, and minutes of the Board shall be available to all. Reports, instruments and other documents of the Board and its committees shall be held in confidence unless released upon the direction of the Board.

### ARTICLE XI. LIQUIDATION AND DISSOLUTION.

In the event of the liquidation or dissolution of the Board, whether voluntary or involuntary, the assets of the Board 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 Board's Articles of Incorporation and within the intentment of Section 501(c)(3) of the Internal Revenue Code of 1954 and its Regulations as the same now exist or as they may hereafter be amended from time to time.

### ARTICLE XII. AMENDMENT.

These Bylaws may be amended, repealed or new Bylaws adopted at the annual meeting of the Board by a majority vote of the Board Members present at the meeting, provided that notice of any proposed change or addition is given to each member of the Board at least thirty (30) days preceding the meeting at which such amendment is voted upon.

### ARTICLE XIII. PARLIMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order of the Board.

# NEWS RELEASE

Lex Frieden, director of the ILRU project at TIRR and assistant professor of rehabilitation at Baylor College of Medicine, was elected Vice President of the National Board for Rehabilitation Certification at its annual meeting in Boston December 4, 1983.

The Board for Rehabilitation Certification (BRC) is responsible for overseeing the Commission on Rehabilitation Counselor Certification (CRCC) and the Certification of Insurance Rehabilitation Specialists Commission (CIRSC). Prior to his election as Vice President of the National Board, Frieden served for seven years as a member of the Commission on Rehabilitation Counselor Certification. He has been a member of the Executive Committee of CRCC for the past two years.



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# COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

162 North State Street, Suite 317  
Chicago, Illinois 60601  
(312) 236-4499

Based on action taken at its Annual Meeting, in December, 1983, the Commission on Rehabilitation Counselor Certification (CROC) announces a restructuring of the Commission and the implementation of an additional Rehabilitation Certification process.

The new structure creates the Board for Rehabilitation Certification (BRC), which will administer the Commission on Rehabilitation Counselor Certification (CROC) and the newly created Certification of Insurance Rehabilitation Specialists (CIRS) Commission.

The Certified Insurance Rehabilitation Specialist (CIRS) credential indicates that the individual has demonstrated a minimum acceptable level of knowledge of disability compensation systems. CIRS is intended to supplement existing credentials which are granted for clinical knowledge. CRC standards and procedures remain unchanged.

An initial "grandfathering" period for CIRS applicants will extend to July 1, 1985. The examination will be offered twice annually, in April and October. Application packets will be available early in 1984, from the BRC office. The first examination will be held in October, 1984.

For additional information concerning applications for the CIRS examination or any other information regarding the BRC or CROC, please contact:

Eda Holt, Executive Director  
BOARD FOR REHABILITATION CERTIFICATION  
162 North State Street, Suite 317  
Chicago, IL 60601  
(312) 236-4499

Barbara Banks, CRC  
ARCA  
Ethel Briggs, CRC  
NANWRW  
Lex Frieden  
ACCD  
Alan Goldstein  
NARF  
Phyllis Rubinfeld  
ACCD

Jack R. Crisler, Ed.D., CRC  
CORE  
G. Berk Lynch, II Ph.D., CRC  
NARPPS  
Michael Willis, M.S., CRC  
ARCA  
Grace Gianforte, M.S., CRC  
ARCA  
Lawrence Warnock, CRC  
NRCA

Betty S. Hedgeman, Ph.D., CRC  
NRCA  
Lawrence J. Deneen, Ph.D., CRC  
ARCA  
William G. Graves, Ed.D., CRC  
NCRE  
Stanford Rubin, Ed.D., CRC  
ARCA  
Peter Griswold  
CSAVR

H. Gene McDowell, CRC  
NRCA  
David Myers  
ACCD  
Ruth White, CRC  
NRCA  
Ken Olson, M.A., CRC  
NRCA

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CONSTITUTION AND BYLAWS

REHABILITATION CERTIFICATION ASSOCIATION

Member Organizations

American Coalition of Citizens with Disabilities  
American Rehabilitation Counseling Association  
Council on Rehabilitation Education  
Council of State Administrators for Vocational Rehabilitation  
National Association of Non-White Rehabilitation Workers  
National Association of Rehabilitation Facilities  
National Council on Rehabilitation Education  
National Rehabilitation Counseling Association  
National Association of Rehabilitation Professional in the Private Sector



## ARTICLE I. PURPOSE.

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

- A. To establish criteria for the certification of rehabilitation professionals.
- B. To conduct programs which will encourage certification and maintain and improve professional standards in rehabilitation.
- C. To determine compliance with the criteria for certification.
- D. 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 Association 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 Association 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 Association; no part of the net earnings of the Association shall inure to the benefit of any private member; no substantial part of the activities of the Association shall be carrying on propaganda, or otherwise attempting to influence legislation; and the Association shall not participate in, or intervene in any manner in political campaigns on behalf of any candidate for public office.

## ARTICLE II. OFFICES.

The Association 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 Association may determine.

## ARTICLE III. CERTIFICATION PROGRAM.

### Section 1. Criteria.

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

### Section 2. Procedure.

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



### Section 3. Authority.

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

### Section 4. Duration of Certification.

Each certification or re-certification shall be effective for five years from the date of achieving a passing score on the Certification Examination.

### Section 5. Revocation of Certification.

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

### Section 6. Appeal.

A practicing rehabilitation professional who fails to achieve 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 rehabilitationist who meet the eligibility criteria and standards specified in the approved statement of certification procedures. Applications will be accepted from eligible rehabilitationist in the United States, territories thereof, Canada, and United States citizens resident in foreign countries provided arrangements can be made satisfactory to the Association for the secure administration of the evaluation instrument.

### Section 8. Fees.

Certification and re-certification shall not be contingent upon the payment of any fee other than fees duly established, approved and published by the Association.

## ARTICLE IV. MEMBER ORGANIZATIONS EFFECTIVE JULY 1, 1986

### Section 1. Membership.

The Association shall be composed of one representative from the National Rehabilitation Counseling Association (NRCA), the American Rehabilitation Counseling Association (ARCA), Council on Rehabilitation Education (CORE), National Association of Rehabilitation Facilities (NARF), Council of State Administrators for Vocational Rehabilitation (CSAVR), National Association of Non-White Rehabilitation Workers (NANWRW), National Council on Rehabilitation Education, American Coalition of Citizens with Disabilities, Inc., National Association of Rehabilitation Professionals in the Private Sector, and the Chairpersons of each of the Commissions.

## Section 2. Additional Members.

In order for an organization to be admitted as a member organization of the Association, such organization must be nominated by two (2) or more member organizations, an affirmative vote of a three fourths (3/4) majority Association is required for the organization to be accepted as a member organization of the Association.

## Section 3. Transfer.

Membership in the Association is not transferrable or assignable.

# ARTICLE V. BOARD MEMBERS

## Section 1. General Powers.

The affairs of the Association shall be managed by its Board.

## Section 2. Representation and Selection of Board Members.

*Consumer*

Each member organization shall have the right to appoint one representative, who shall be affiliated with such member organization. All Commission members shall be certified in a rehabilitation speciality unless the member organization can demonstrate that it is impossible to meet this requirement. A Board Member may not serve on any rehabilitation certification body or commission concurrent with his/her board term.

All appointments shall be in writing and executed on behalf of the member organization by its President or his/her designate and delivered to the Association.

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If a member organization does not appoint a representative to the Association prior to the annual Board meeting, the Association by a majority vote may elect a representative from that member organization as the representative. This elected representative shall serve for one year.

## Section 3. Terms of Board Members. Effective July 1, 1986.

The term of each Board Member shall be for a period of five (5) years. Upon the expiration of a Board Member's term, the President of the member organization which he/she represents shall appoint his/her successor to a five (5) year term.

At least thirty (30) days prior to the expiration of a Board Member's term, the member organization shall submit to the Association the name of the Board Member appointed by said organization for Association approval.

In the event of death, resignation, or inability to perform the duties and responsibilities of a Board Member, the President of the member organization which he/she represents shall appoint his/her successor to serve for the unexpired term.



Board Members shall be eligible to serve one (1) term.

When a Board Member fails to perform the duties inherent in his/her appointment, as defined in Article V., Section 4, or refuses to abide by the rules, regulations, and policies established by the Association, a review of the situation shall be made by the Board. If the situation persists, the Association has the authority to terminate the member's term and request the member organization to replace the Board Member.

#### Section 4. Duties and Responsibilities

A representative appointed by the member organization becomes a Board Member representing the Rehabilitation Certification Association with the following duties and responsibilities:

1. Attend all meetings of the Association unless excused by the Chairman of the Association.
2. Perform committee charges and assignments.
3. Respond to communications from the administrative (central) office as requested.
4. Report the activities of the Association to the membership organization which he/she represents.

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

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

#### Article VI. Meetings.

##### Section 1. Regular Meetings.

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

##### Section 2. Special Meetings.

Special meetings of the Association may be called by or at the request of the President or any seven (7) Board Members one of which must be an elected officer upon written request to the President. 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 3. Notice

Written notice stating the place, day and hour and the business to be transacted shall be delivered by mail to each Board Member 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 4. Quorum.

A majority of the Board Member appointed by the member organizations shall constitute a quorum for the transaction of business at any meeting of the Association.

### Section 5. Written Consent.

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

## ARTICLE VII. OFFICERS.

### Section 1. Officers.

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

### Section 2. Election.

At the regular meeting closest in time to the beginning of each calendar year on January 1, the Association shall elect officers in the following order: President, Vice-President, Secretary and Treasurer, such officers to assume their responsibilities immediately upon adjournment of the meeting at which they are elected, effective July 1, 1986.

### Section 3. Term of Office.

Each officer shall hold office for one (1) year and/or until his/her successor is elected and qualified. The President may serve a maximum of two (2) 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 Board Members in attendance at any regular or special meeting of the Association.

### 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 Association.

#### Section 6. President.

The President shall be responsible for the overall management of the Association and shall perform any and all activities appropriate to the management of the Association's affairs. In the performance of this office, the President shall preside at all Commission meetings and may sign on behalf of the Association all contracts, documents and instruments authorized by the Association.

#### Section 7. Vice-President.

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

#### Section 8. Treasurer.

The Treasurer shall have charge of and be responsible for all funds and securities of the Association; 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 Treasurer, including acting as Chairperson of the Finance Committee.

#### Section 9. Secretary.

The Secretary is responsible for recording the official minutes of all meetings held by the Association; the preparation in coordination with the President a meeting agenda and send out notifications of meetings.

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#### Section 1. Appeals and Ethics Committee.

To review and pass judgement on appeals of applicants who candidacy for certification has been rejected by the Standards and Credentials Committee; to review and pass judgement on appeals of the action of any other Committee; to review and present for the Association deliberation action in case of ethics violation. To refine and clarify the Code of Ethics; to review and recommend action to the Association on cases of ethics violations.

#### Section 2. Examination Committee.

To continually refine and develop the Certification Examination; to oversee the creation and revision of examination items and the field testing process of each Commission; to examine and act upon examination item performance statistics of each speciality and basic examination.

#### Section 3. Standards and Credentials.

To review and pass judgement on each application for certification that does not clearly meet published standards and criteria; to refine and clarify standards and criteria and make recommendations to the Association for addition/revision of Standards and Criteria.

#### Section 4. Long Range Planning.

#### Section 5. Public Relations/Liaison.

To develop a Communication network between the Association and the profession through the appointment of State Liason Persons. The Liason Persons are responsible for keeping current the addresses of the members in their respective states; keep a supply of applications and assist in monitoring the examination.

#### Section 6. Finance.

To oversee fiscal and financial policies established by the Associations and the Commissions; to propose, monitor and maintain annual budget approved by the Association.

#### Section 7. Certification Maintenance.

To recommend for the association approval and thereafter monitor and maintain standards Certification Maintenance policies and procedures; to review alternative Certification Maintenance plans of member organization and accept/reject/revise recommendations of the Commission to the Association.

#### Section 8. Other Committees.

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

### ARTICLE IX. COMMISSIONS.

#### Section 1. GUIDELINES.

In order for there to be certification in rehabilitation specialties, the Association may establish Commissions for those specialized areas. The Board of the Association shall be the governing body and is responsible for the operations of each Commission. Each Commission will develop by-laws and submit for approval of the Board. Each rehabilitation speciality must contain an identifiable body of knowledge recognized and accepted in its field.

#### Section 2. ESTABLISHMENT OF COMMISSIONS

When the Board recognizes that a need exists for a speciality, it may convene such a representative group for the purpose of determining:

1. The group's ability to generate sufficient numbers of applicants to certify.
2. That a need for this certification is recognized beyond those in its field (example: employees, consumers).
3. A body of knowledge exists that could result in the development of a certification examination and procedures.

#### Section 3. COMPOSITION.

Each Commission shall be composed of twelve (12) members representative of its field.

The members of the Commissions shall be called Commissioners.



#### Section 4. SELECTION OF COMMISSIONERS.

The membership organization of each Commission will be requested to nominate twelve (12) members who shall be affiliated with said member organization. The number to be nominated as specified by the Association and indicated in the By-Laws of the Commission. All Commissioners shall be certified in a rehabilitation speciality unless the member organization can demonstrate that it is impossible to meet this requirement.

A Commissioner may not serve on any rehabilitation certification body or the Board of the Association concurrently with his/her term on the Commission.

All appointments shall be in writing and executed on behalf of the member organization, by its President or his/her designate and delivered to the Association. The Association will approve the appointments to the Commission.

#### Section 5. TERMS.

Members of the Commissions will serve three (3) year terms and may be appointed to serve a maximum of two (2) terms on any one Commission. Members are ineligible to serve on the same Commission for more than two (2) terms. Members who have served two terms may be appointed to serve on another Commission or the Board of the Association.

#### Section 6. OFFICERS.

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

#### Section 7. CHAIRPERSON.

The Chairperson of a Commission shall preside over the meetings of the Commission. The Chairperson is the official representative of the Commission on the Association's Board. The Chairperson of a Commission is ineligible to serve as President of the Board.

#### Section 8. VICE-CHAIRPERSONS

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

#### Section 9. SECRETARY-TREASURER

The Secretary-Treasurer develops the budget for the Commission, serves as a member of the Association Finance Committee, keeps a record of all funds expended by the Commission, responsible for the official minutes of the meetings of the Commission and the notification of meetings vote of the majority of the Commissioners in attendance at any regular or special meeting of the Commission.

#### Section 10. ELECTION.

The Commission will elect officers at the annual meeting. The elected officers will assume responsibilities for their office beginning January 1 following the date of election.

Section 11. TERM OF OFFICE.

Each officer shall hold office for one (1) year and/or until his successor is elected and qualified. The Chairperson may serve a maximum of two (2) consecutive years. Other officers shall be eligible for re-election without limit.

Section 12. REMOVAL.

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

Section 13. 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 next following meeting of the Commissions.

Section 14. COMMITTEES.

The Standards Committees of the Commissions shall be; Appeals, Exams, Standards and Credentials, Certification Maintenance.

Appeals:

Exams:

Standards and Credentials:

Certification Maintenance:

Section 15. MEETINGS.

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

ARTICLE X. ADMINISTRATION.

Section 1. Administrative Management.

The Association may hire an Executive Director to provide administrative and technical services to the Association. The Executive Director may sign contracts and other legal documents as approved by the Association and shall be custodian of the records and seal of the Association. The Executive Director is responsible to the Association in the performance of his/her duties.

Section 2. Gifts.

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

Section 3. Indemnity.

Each Board Member, Officer Commissioner, Committee member and other agents of the Association shall be held harmless and indemnified by the Association



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 Board Member, officer Commissioner, committee member or agent of the Association, in good faith.

This right of indemnification shall inure to such person whether or not he/she is a Board Member, officer Commissioner, 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 Association shall insure against any potential liability hereunder.

#### Section 4. Fiscal Year.

The fiscal year of the Association shall begin on January 1 and end on December 31 of each year.

#### Section 5. Public Information.

The Bylaws, Statement of Certification Procedures, Criteria for the Certification Program in Rehabilitation, lists of Certified Rehabilitation professionals, actions of the Association regarding certification, and minutes of the Association shall be available to all. Reports, instruments and other documents of the Association and its committees shall be held in confidence unless released upon the direction of the Association.

### ARTICLE XI. LIQUIDATION AND DISSOLUTION.

In the event of the liquidation or dissolution of the Association, whether voluntary or involuntary, the assets of the Association 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 Association's Articles of Incorporation and within the intentment of Section 501(c)(3) of the Internal Revenue Code of 1954 and its Regulations as the same now exist or as they may hereafter be amended from time to time.

### ARTICLE XII. AMENDMENT.

These Bylaws may be amended, repealed or new Bylaws adopted at the annual meeting of the Association by a majority vote of the Board Members present at the meeting, provided that notice of any proposed change or addition is given to each member of the Association at least thirty (30) days preceding the meeting at which such amendment is voted upon.

### ARTICLE XIII. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order of the Association.



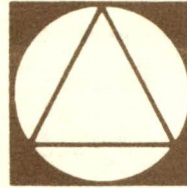
PLEASE REPLY:

RECEIVED JAN 21 1983

Phyllis Rubenfeld  
140 Riverside Drive  
New York, N.Y. 10024

1200 15th Street, N.W.  
Suite 201  
Washington, D.C. 20005

(202) 785-4265  
785-4341 (TTY)



## American Coalition of Citizens with Disabilities Inc.

### OFFICERS AND MEMBERS BOARD OF DIRECTORS

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First Vice President

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Reese Robrahn  
Director

January 13, 1983

Mr. Lex Freiden  
Director  
ILRU  
P.O. Box 20095  
Houston, Texas 77225

Dear Lex,

It has been quite awhile since we have talked.  
Let's not let this happen again.

As President of ACCD, I have been in contact with Dr. Betty Hedgeman who told me how helpful you have been on the Commission on Rehabilitation Counselor Certification. Therefore I am supporting her request that you continue to represent ACCD and that your term be extended to 1985. However, I would appreciate a brief report of your activities on this commission, by February 5, so that I may present it at our Board of Directors meeting.

I look forward to hearing from you and seeing you at ACCD's Delegate Council Assembly in Oklahoma City on May 26-28.

Sincerely,

Phyllis Rubenfeld  
President

