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CRCC [Commission on Rehabilitation Counselor Certification] Report [1979]

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COMMISSION ON REHABILITATION COUNSELOR CERTIFICATION

8 South Michigan Avenue, Suite 3301
Chicago, Illinois 60603
(312) 236-4499

121 Timber Creek Lane
Silsbee, Texas 77656
March 5, 1979

Ms. Eda Holt
Peers, Inc.
8 South Michigan Ave., Suite 3301
Chicago, Illinois 60603

Dear Eda:

Attached please copy and disseminate to all commissioners:

1. National Commission on Health Certifying Agencies Report to Wilkinson from Crumpton

2. National Commission on Health Certifying Agencies "Criteria for Approval of Certifying Agencies"

3. Report of CRCC Ex Officio Member of NRCA Executive Committee by Crumpton

4. CRCC Content Classification Guide - Revised 9/78.

Also, please include a supply of the revised "Commonly Asked Questions" for each commissioner.

Sincerely,

Maunsell Wilkinson, M.S., CRC
Chairman

MW:cm

Enclosures

cc: All Commissioners

Maunsell W. Wilkinson, Chairman
NRCA
Michael Oliverio, Vice Chairman
NRCA
Daniel Smith, Secretary-Treasurer
ARF
Delbert Aman, J. D.
ACCD

Ethel Briggs
NANWRW
Dorothy Clifford
NRCA
Anne D. Crumpton
NRCA
Lawrence J. Deneen, Ph. D.
ARCA
Betty Hedgeman, Ph. D.
NRCA

James R. Engelkes, Ph. D.
ARCA
Marie Feingold
ARCA
Lex Frieden
ACCD
William H. Graves, Ed. D.
NCRE

James B. Griffith
ARCA
Daniel C. McAlees, Ph. D.
ARCA
Terrence J. O'Rourke
ACCD
O. E. "Ed" Reece
CSAVR
Jack R. Crisler, Ph. D.
CORE

MEMORANDUM

January 14, 1979

TO: Manusel Wilkinson, CRC
Chairman, CRCC

FROM: Anne D. Crumpton, CRC

RE: National Commission on Health Certifying Agencies.
Immediate release to all Commissioners.

I. RECOMMENDATIONS

1. That CRCC immediately take action to become a member of NCHCA.
2. That CRCC request its member organizations to provide professional, fiscal and volunteer effort to:
   a) research the legal aspects of voluntary certification movements and the stance of the FTC and EEOC.
   b) review the CRCC content-classification guide in terms of state of the art job functions documented as needed to provide rehabilitation counseling services to consumers.
   c) advocate for the right of consumers to demand that health professionals delivering services in the public and private sector meet standards established by professionals, with consultation and input from consumers, is equal to, if not more important than, an individual who is seeking employment without credentials.
3. That CRCC take action necessary to comply with all NCHCA standards.

II. REPORT

On December 7-9, 1978, I was an observer at the National Commission for Health Certifying Agencies Educational Conference and Second General Assembly. I cannot find the words, nor the techniques, to impress upon the Commission the urgency in dealing with the issues related to NCHCA, and, certification in general. [redacted] Personally, I longed for someone more astute than I to sort out all of the implications. My perspective is that they are grave and we dare not bury our head in the sand and not depend on others to cover the bases for us.

A. NCHCA STRUCTURE:

A steering committee proposed formation of NCHCA in May 1977. In December 1977 bylaws were adopted. The first conference was held in January 1978 and the second in December 1978. A three year $692,750 grant has been received from the Division of Associated Health Professions at the request of HEW.

The bylaws allow for two categories of membership. CRCC is Category A.

"Any private, non-governmental agency that conducts a national certification program for a health profession or occupation. An administrating independent not-for-profit certifying agency as well as a not-for-profit association with a component that certifies. To be eligible....must fully meet the "Criteria for approval of Certifying Agencies."

NRCA has been accepted as a category B member in sub area.

"A national association representing certified health practioners and whose certifying agency chooses not to hold membership or whose certifying agency does not qualify for membership."

(NRCA could retain membership in category B if CRCC becomes a member.)

The Category A and B members attending the Atlanta meeting were: (See A)

CATEGORY A

National Association of Retail Druggists
American Society for Microbiology
Registry of Medical Rehabilitation Therapists and Specialists
American Medical Technologists
Certifying Board/American Dental Assistants Association
American Medical Record Association
National Certification Agency for Medical Laboratory Personnel
Council on Certification of Nurse Anesthetists
Contact Lens Society of America
Credentiolizing Commission
International Society for Clinical Laboratory Technology
American Society of Ocularists
American Registry of Radiologic Technologists
National Registry of Emergency Medical Technicians
Nuclear Medicine Technology Certification Board
American Association of Medical Assistants
American College of Nursing Home Administrators
National Commission on Certification of Physician Assistants
Association of Surgical Technologists
National Society of Cardiology Technologists
American Board of Bioanalysis

CATEGORY A (continued)

Board of Registry-American Medical Technologists
American Dental Hygienists Association
National Board for Respiratory Therapy
The American Diabetic Association
Opticians Association of America
The American Surgical Trade Association
American College of Nurse-Midwives
American Board of Ambulatory Foot Surgery

CATEGORY B

American Association for Clinical Chemistry
NRCA
American Association of Dental School
The American Dental Association
American Optometic Association
American Physical Therapy Association
National Association of Board of Examiners for Nursing Home Administrators
American Orthotic and Prosthetic Association
National Society for Histotechnology
American Society of Allied Health Professionals
The American Society of Radiologic Technicians
American Dental Assistants Association
American Association of Respiratory Therapy
American Academy of Physician Assistants
Minnesota Department of Health
American Ortholic and Prosthetic Association
The American Society for Medical Technology
National Association of Optometrists and Opticians, Inc
Society of Nuclear Medicine
The American Hospital Association
National Federation of Societies for Clinical Social Work, Inc.

Issue(s)

1. NRCA, by its membership, has taken the position that rehabilitation counseling is a health related national association. It has been accepted in this organization as well as the Coalition of Independent Health Practioners (CHIP).
2. If the NCHCA Standards are accepted by the Federal government (and it seems logical they would be as the Feds urged the creation of NCHCA) then CRCC would have to comply. for IT To be accept. for Nat. Health Dir.
3. CRCC should be a member in order to have input and dialogue with NCHCA as decisions are being made. (~~NRCA's decision that the Executive Director's ex officio capacity on CRCC is not of high priority means CRCC cannot depend on NRCA to speak for CRCC.~~ Dr. Brubaker has indicated he does not think CRCC can meet the NCHCA Standards, a difference of ~~perspective to be resolved~~.) No paid employee of a CRCC member organization should be depended on To advocate for, communicate on behalf of, or make INFO from [illegible] To CRCC

4. Nateresources had advised CRCC it was not necessary for CRCC to join as it would be monitoring NCHCA. The following testing services were at the December 1978 conference:

   Education Testing Service
   American College Testing Program
   National Evaluation Systems, Inc.
   The Psychological Corporation
   Southern Regional Educational Board
   Professional Examination Service
   National Board of Medical Examiners

   Peers was not represented. It is my perspective that lack of communication with test developers greatly hinders keeping up with issues and the "state of the art".

5. The American Mental Health Counselors Association, a division of APGA (not presently a NCHCA member) was represented by its current President, James Messina. Mr. Messina frankly stated AMHC is developing certification according to NCHCA Standards and he expects to offer certification to rehabilitation counselors. ~~Dr. Brubaker stated in the presence of both Mr. Messina and myself his impression that CRCC could not meet NCHCA Standards.~~

NCHCA CRITERIA FOR APPROVAL OF CERTIFYING AGENCIES

Following is my thinking regarding the Standards which were adopted as amended by NCHCA in December 1978. Please refer to Attachment I. (NRCA was represented by Dr. Brubaker. There were no debates on any of the Standards in relation to current CRCC policy or procedures).

1. Purpose

   Comment: The primary purpose of CRCC is to evaluate by an examination, which is practice based, individuals who meet academic and/or experience levels of competence at entry level. CRCC's related purpose is to evaluate continual growth and ability to practice through maintenance of certification by continuing upgrading of skills. OR?

2. Structure
   a. CRCC is non-governmental
   b. CRCC is national in scope
   c. CRCC is administratively independent
   d. CRCC's governing body includes individuals from the discipline being certified.
   e. the members of CRCC's governing body, while not selected directly by the certified profession, are selected by associations of the certified profession

Comment: 1) Legal interpretation is needed regarding CRCC confirming the appointments and the intent of the last part of 2.e "such selection shall not be subject to approval by any other organization."

2) Who comprises the profession needs definition. Perhaps now is the time to define whether rehabilitation counseling includes educators, supervisors, administrators, and/or sub specialities such as evaluators, placement specialists, etc. While such definition is not the role of CRCC, perhaps it needs to be the catalyst to insure that it happens so as not to jeopardize the Commission.

f. The CRCC governing body does not select its successors. Successors are nominated by member organizations (see comment under e).

g. Public consumers and employers have direct input through membership on CRCC.

Comment: The linkage between CRCC and its member organizations, in my opinion, still needs strengthening. Only NRCA has a direct link with the present organization elected leadership structure. One alternative might be requesting that all member organizations permit a commissioner to be ex officio to its Executive Committee to enhance dialogue and communication. In the past, I've been apalled at the gaps.

h. CRCC is separate from the accrediting body of the professional organization

3. Resources

a. The financial resources of CRCC are projected to be adequate. Pages 24-25 of the NCHCA ask further specific questions. (See Attachment II).

CRCC does not derive support from the Professional Association(s).

Comment: (1) CRCC has expected member organizations to keep people informed. CRCC may need to consider a one time/year mailing to all CRC's to include changes in standards, maintenance requirements, present officers and financial reports, with request for change of address and any other items CRCC determines should be included (ie validity of exam).

b. Staff or non-staff consultants and professionals possession of knowledge and skill to conduct the certification program. (Page 26 of the application goes into further detail -ATT III).

Comment: The original task forces which created practice based items were supervised by test consultants using valid procedures. The effort to continously develop the item pool must be a priority. It would be my recommendation that an advisory council for item development by appointed (and funded) so that this important part is not dependent upon the spare time available to volunteer Commissioners.

4. Evaluation Mechanism

a. The CRCC examination is based on knowledges and skills needed to practice rehabilitation counseling. The requisite skills and knowledge have been defined by the State of the professional art, most specifically NRCA. The exam has been field tested, having been written by practicioners, and poor performing items are excluded.

Comment: A key issue is whether or not exam items relate to skill and knowledge necessary to perform the actual job. CORE's study of Functional Task analysis should have implications. ARF and CSAVR could assist by confirming that employers do value the knowledge required and services provided content. I wonder if supervisor evaluation and counselor identification of needed skills on a demographic could help validate items being objective, fair and based on knowledge and skill needed to practice.

In relation to certification maintenance, it still is acceptable practice to view participation in a training event as an objective and fair means to obtain knowledge and skill. The areas in which this can be done are based on professional based concensus of opinion. The CM may need to require a minimum number of hours in selected fields (I'm not sure). It needs to be researched.

b. The present policy to review mechanisms is related only to delete poor performing test items.

Comment: A formal policy should be established to review all evaluation mechanisms yearly. Such policy should include:

1. content classification guide
2. standards for sitting for the exam
3. Pass/fail score establishment
4. certification maintenance content guide
5. procedure for evaluating relevancy of CM
6. establishment of examination dates, sites, and monitors

c. The measures to protect the security of the exam are excellent. (Considered too strict by many).

d. Pass/fail levels are established for each examination at one below the mean.

e. Reliability and validity

Comment: It would appear that more needs to be done in this area. As it is, results should be made known to CRCC's.

5. Public Information

a. CRCC takes part in no activities which are not related to certification. CRCC officials have prepared for publication documents which define certification responsibilities of CRCC and CRCC transmits to all applicants the Candidates Orientation Guides. CRCC has published The Certification Maintenance Plan.

Comment: CRCC probably needs to review the above and re-publish a document which clearly defines CRCC certification responsibilities. Perhaps we have relied too much on member organizations and not dealt with this area.

b. There are no recent general descriptive materials on procedures used in test construction and validation, nor procedures of administrative and reporting results other than commonly asked questions.

c. Commonly asked questions and the CM Plan gives this information

d. CRCC has not published this information, other than through member organizations.

6. Responsibilities to Applicants

a. CRCC does not discriminate, in fact, CRCC will provide readers, braille, or Spanish exams, and if necessary give special exams for Sabbath observers or severely handicapped persons unable to travel to the test site.

b. All applicants are provided the same formalized procedures which are uniformally followed

c. The application and test procedures are periodically reviewed (needs to be made formal).

d. Conducts ~~publicly~~ three member organizations for all but places of exam which are dependent upon location of applicants

e. Exams are given at least once in each RSA Region.

f. Educational and employment background necessary are publicized nationally.

g. Persons who have obtained a skill and knowledge outside the educational setting may be evaluated and attain certification if they have held a job in the field for five years and had at least one year of supervision under a CRCC. Persons who do not have a bachelor's degree are excluded.

Comment: Reasonable justification must be prepared for excluding persons without a college degree or standards devised to enable them to attempt certification.

It is my perception that CRCC was wise in having as many options as it does. However, justification may have to be prepared for each category.

h. Results are uniformly reported to applicants within a standard time frame.

i. Applicants failing are sent a profile from which they can identify areas of deficiency.

j. Test results are kept confidential by the Administrative office. Numbers are used for storage and only the office can connect names to numbers. Results are sent only to the applicant.

k. CRCC has an appeal process for denial to the exam, but none for questioning exam results.

Comment: This needs to be done and published in the Guide. An examinee may question the results of his/her examination result by writing to the Commission within 90 days of the post mark date on the envelope containing the results. Areas of the appeal should be defined and procedures developed. The first appeal should be handled by the Exam committee. A second level should be the full Commission whose decision is final.

7. Responsibilities to the Public and to Employers of Certified Personnel

   a. CRCC based its areas of knowledge and skills necessary for entry, maintenance and/or advancement on the existing State of the Art.

   b. Persons not meeting standards are denied admission. Persons not passing the exam are not certified (other than those who were grandfathered - all of which had to meet standards of education and peer/supervisor review.) CRCC has a code of ethics and a mechanism to withdraw certification if ethical charges are sustained.

      Persons who do not maintain certification through upgrading skill will lose certification.

   Comment: It has been some time since CRCC dealt with the procedure for violations of the Code of Ethics. The procedure should be reviewed.

   c. CRCC has published a list in 1976.

   Comment: NCHCA says periodically if newly certified (or decertified) persons were included in the "annual report" and "periodically" defined as each five years, this standard could be met.

8. Recertification ("recertification" includes renewal or re-evaluation of certification, based on re-examination, continuing education or other methods developed by the certifying agency.)

   a. CRCC has a plan for periodic recertification

   b. The plan is designed to measure continued competence and to enhance continued competence.

9. Responsibilities to NCHCA

   a-e. All can be done by CRCC.

C. EDUCATION CONFERENCE

Presentations:

1. Measuring Professional Competence in the Public Interest
   Robert Ebel, College of Education
   Michigan State University

2. Regulation In the Public Interest
   Corrine W. Larson, MN Department of Health

   a. Reform in the States - Douglas Rodereer, Special Assistant
      Council of State Governments

   b. Enforcement in the States - Algis Augustine
      IL Dept. of Registration & Ed.

   c. Certification in Restraint of Trade - Jonathan Gaines
      Bureau of Competition
      Federal Trade Commission

   d. Certification and Equal Opportunity - Peter Robertson
      Office of Policy Implementation
      Equal Employment Opportunity Comm.

Concurrent Sessions:

1. Job analysis and competence definitions
2. Test Construction
3. Test Validation
4. Setting Standards and Interpreting Test Scores

Reflections:

1. Dr. Ebels remarks reinforced the need for continued item development based on decision made of the profession regarding what we want to measure. (His outline was distributed and I can't find this valuable gem: can Jim get it?)

2. The speaker from the Council of State Governments expanded his remarks from a publication of the Council's Occupational Licensing: Questions a Legislator Should Ask ($3.50, CSG; Iron Work Pike, Lexington, KY 40578)

   The political ramifications of establishing any kind of new licenses in a State whose legislators are astute enough to use the resources of CSG are difficult to fathom. There must be a limit to the number of professions which can be licensed. CSG recommends a model State Practice Act. It seemed to be the speakers position that competency lies with the licensed health practicioner. The competency of auxiliary practioners is measured by the licensed professional and no other measure of competency is necessary.

Comment:

It appears to me that the structure and process of CRCC is, on the whole, fairly sound. As indicated elsewhere we need to be sure that the exam questions relate to job practice and CM relates to continued job practices. The big plus, in my opinion of CRCC, is its independence and inclusion of consumers and employers.

5. Mr. Robertson of EEOC was equally strong in "beware that certification is not self-interest." He was stronger about the need to establish job performance based validity for any examination.

   The EEOC Guidelines can be found in the 8/25/78 Federal Register, pg. 38290-38313. The whole issue stems from a 1963 Supreme Court Decision: Greggs vs Duke Powers which awarded Greggs because a test was used to exclude him which did not predict if he could do the job.

   A certification process "must recognize that learning takes place in a variety of ways and be predictive of ability to do the job."

Comment:

CRCC must deal with this issue, probably by long range planning. The only thought I had was greater use of Peer and Supervisory reference in identification of knowledge needed to do job and services provided, with a tie in with the profile. Research experts, put on your thinking caps!

D. CONCLUSION

The attendees at this meeting were at various levels of advancement in certification. One reason for interest is to be eligible for third party payments. But, underlying is a basic principle which must not be forgotten - "professionals" are voluntarily choosing to develop standards in an effort to be accountable to the public.

Personally I am proud of the directions CRCC has taken. We do, however, need to stay informed and aware.

Comment:

While his position upholds certification efforts over licensing, the feeling I got was that most State Legislators view new groups as self-seeking to enhance self-goals and not necessarily in the public interest. I think we must involve consumer groups more in the effort to request they be provided service by qualified professionals. I'm unsure about licensing, but do not want to be auxiliary to psychology or social work.

3. Dr. Augustine held the group's attention with stories of abuse by licensing boards which did not revoke or advise other state of revocation. He also raised questions re costs going up when professions wanted recognition: can the public bear the cost of high paid providers?

   On the supportitive side, he indicated that consumers will demand better service and while States cannot guarantee competency, that society needs to work together to achieve competency.

4. Mr. Gaines, from the FTC, indicated that the problem with certification is that, in too many situations, it limits competition by setting arbitrary standards not based on requirements to perform the actual job. His office can take action if there is a violation of anti-trust laws in creating barriers to entry. He sees the FTC's responsibility to look at the process and see that it prevents abuse.

   To avoid future problems with the FTC he gave several key elements:

   1. Notify other groups and other individuals and allow them to participate in the process
   2. Involve employers and third party payers in process
   3. Assure that the process is logical and defensible, and uses the least restrictive means
   4. Preserve buyer options
   5. Have no cause for mis-reliance which could lead to harm
   6. Assure an appeals process
   7. Avoid unnecessary tests
   8. Define the scope of certification
   9. Assure that procedures and standards do not discriminate and are free from leases of those who might be trying to limit entry into the profession.

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ATTACHMENT I

NATIONAL COMMISSION FOR HEALTH CERTIFYING AGENCIES
CRITERIA FOR APPROVAL OF CERTIFYING AGENCIES*

A certifying agency responsible for attesting to the competency of health care practitioners has a responsibility to the individuals desiring certification, to the employers of those individuals, to those agencies that reimburse for the services and to the public. The National Commission for Health Certifying Agencies was formed to identify how those varying responsibilities can be met and to determine if a certifying agency meets those responsibilities. Membership of a certifying agency in the Commission indicates that the certifying agency has been evaluated by the Commission and deemed to meet all of the established criteria. In order to be "approved" for membership in the Commission, a certifying agency* shall meet the following criteria:

1. Purpose of Certifying Agency

    a. shall have as a primary purpose the evaluation of those individuals who wish to enter, continue and/or advance in the health profession, through the certification process, and the issuance of credentials to those individuals who meet the required level of competence.

2. Structure of Certifying Agency

    a. shall be non-governmental;

    b. shall conduct certification activities which are national in scope;

    c. shall be administratively independent in matters pertaining to certification, except appointment of members of the governing body of the certifying agency. A certifying agency which is not a legal entity in and of itself shall provide proof that the agency's governing body is administratively independent in certification matters from the organization of which it is a part;

    d. shall have a governing body which includes individuals from the discipline being certified. A certifying agency which certifies more than one discipline or more than one level within a discipline shall have representation of each on the governing body;

    e. shall require that members of the governing body who represent the certified profession shall be selected by the certified profession or by an association or associations of the certified profession, and such selection shall not be subject to approval by any other individual or organization;

*The term "certifying agency" as used in this document means an independent not-for-profit certifying agency or a not-for-profit association with a certifying component. As of January 1, 1982, the certifying component of a not-for-profit association must be administratively independent.

Administratively independent means that all policy decisions relating to certification matters are the sole decision of the certifying body and not subject to approval by any other body, and that all financial matters related to the operation of the certifying component are segregated from those of the professional associations.

f. shall have formal procedures for the selection of members of the governing body which shall prohibit the governing body from selecting its successors;

g. shall provide evidence that the public consumer and the supervising professions and/or employers of the health professional have input into the policies and decisions of the agency, either through membership on the governing body or through formalized procedures as advisors to the governing body; Effective 1/1/ 1980

h. the certifying body of a professional organization shall be separate from the accrediting body of the professional organization.

3. Resources of Certifying Agency

a. shall provide evidence that the agency has the financial resources to properly conduct the certification activities;

b. shall provide evidence that the staff possesses the knowledge and skill necessary to conduct the certification program, or has available and makes use of non-staff consultants and professionals to sufficiently supplement staff knowledge and skill.

4. Evaluation Mechanism

a. shall provide evidence that the mechanism used to evaluate individual competence is objective, fair and based on the knowledge and skills needed to function in the health profession;

b. shall have a formal policy of periodic review of evaluation mechanisms, and shall provide evidence that the policy is implemented to insure relevance of the mechanism to knowledge and skills needed in the profession;

c. shall provide evidence that appropriate measures are taken to protect the security of all examinations;

in a manner that is generally acceptable in the professional community

d. shall provide evidence that pass/fail levels are established in a fair and reasonable manner; Effective 1/1/81

fair & reasonable

e. shall provide evidence that the evaluation mechanisms include evidence of attempts to establish both reliability and validity for each form of the examination.

NOT IN 1-2 applicants

5. Public Information

a. shall publish a document which clearly defines the certification responsibilities of the agency and outlines any other activities of the agency which are not related to certification;

b. shall make available general descriptive materials on the procedures used in test construction and validation, and the procedures of administration and reporting of results;

c. shall publish a comprehensive summary or outline of the information, knowledge or functions covered by the test;

d. shall publish at least annually, a summary of certification activities, including number tested, number passing, number failing, number certified and number recertified (if the agency conducts a recertification program).

6. Responsibilities to Applicants for Certification

a. shall not discriminate among applicants as to age, sex, race, handicap religion, or national origin, and shall include a statement of non-discriminatory policy in announcements of the certification program;

b. shall provide all applicants with copies of formalized procedures for application for, and attainment of, certification, and shall provide evidence to the Commission that such procedures are uniformly followed and enforced for all applicants;

c. shall have a formal policy for the periodic review of application and testing procedures to insure that they are fair and equitable, and shall give evidence to the Commission of the implementation of the policy;

d. shall publicize nationally appropriate data concerning the certification program, including eligibility requirements for certification, basis of examination, dates and places of examinations;

e. shall provide evidence that competently proctored testing sites are readily accessible in all areas of the nation at least once annually;

f. shall publicize nationally the specific education background or employment background required for certification;

g. shall give evidence that a means exists for individuals who have obtained a skill and knowledge outside the educational setting to be evaluated and attain certification; or in the absence of such means provide reasonable justification for exclusion. These means employed should be consistent with the evaluation standards; effective 1/1/82

h. shall provide evidence of uniformly prompt reporting of test results to applicants;

i. shall provide evidence that applicants failing the examination are given information on general areas of deficiency;

j. shall provide evidence that each applicant's test results are held confidential;

k. shall have formal policy on appeal procedures for applicants questioning examination results and shall publish this information in examination announcements.

7. Responsibilities to the Public and to Employers of Certified Personnel

   a. shall strive to insure that the examination adequately measures the knowledge and skills required for entry, maintenance and/or advancement into the profession;

   b. shall provide evidence that the agency awards certification only after the skill and knowledge of the individual have been evaluated and determined to be acceptable;

   c. shall periodically publish a list of those persons certified by the agency.

8. Recertification*

   a. shall have in existence, or shall be in the process of developing a plan for periodic recertification;

   b. shall provide evidence that any recertification program is designed to measure continued competence or to enhance the continued competence of the individual.

9. Responsibilities to Commission

   a. shall provide the Commission on a regular basis with copies of all publications related to the certifying process;

   b. shall advise the Commission of any change in purpose, structure or activities of the certifying agency;

   c. shall advise the Commission of substantive changes in test administration procedures;

   d. shall advise the Commission of any major changes in testing techniques or in the scope or objectives of the test;

   e. shall undergo re-evaluation by the Commission at five-year intervals.

*In this document the term "recertification" includes periodic renewal or revalidation of certification, based on re-examination, continuing education or other methods developed by the certifying agency.

REPORT OF CRCC EX OFFICIO MEMBER OF NRCA EXECUTIVE COMMITTEE

JANUARY 1979

ANNE CRUMPTON, CRC

I. NEW COMMISSIONERS

A. O. E. Reece, CSAVR; William Grauer, CRC, NCRE; Ethel Briggs, CRC, NANWRW; were confirmed at the September meeting.

B. Betty Hedgeman, CRC, NRCA and Jack Crisler, CRC, CORE have been added since September.

II. REPLACEMENTS

A. NRCA has been advised that terms of Oliverio and Crumpton expire. Nominations should be submitted soon.

III. CERTIFICATION MAINTENANCE

A. Letters to all CRC's with an anniversary date of July 1, 1974 or October 1, 1974 to advise of procedure to submit CM or request a waiver were mailed 1/13/79.

1. additional waiver fee $10
2. selection of exam alternative will cost $35 for exam

B. All member organizations are requested to place high priority on developing alternative CM plans and so advise their membership

IV. EXAMINATIONS

A. New Policies

1. Persons recommended by State Liaison and approved by Exam Chairman may be used as protectors without pay. Other individuals not related to rehabilitation may be reimbursed for protecting.

2. When readers are requested, two readers shall be provided.

B. Exam Dates

Friday, April 27, 1979 (January 1)
Saturday, October 27, 1979 (July 1)

C. Centrally located sites to be selected and announced one year ahead.

D. Content classification guide revised (see attached)

E. Exam Chairperson (Jim Englekes) to

1. provide guide for item development
2. request items from field

F. Applicant may request deferral with payment of fee for administrative costs

G. January 1, 1980 fees: Application - $35; Exam - $50

V. CORE

1. Requested CORE representative to place the requirement of internship under a CRC as a minimum requirement for accreditation rather than a Standard.

VI. ADMINISTRATIVE CONTRACT

Requested member organizations, if interested, to bid on contract.

Outcome: NRCA and Peers expressed interest. NRCA does not attend meeting to discuss specifications. Bids are due 2/12/79.

VII. STANDARDS (effective 1/1/1980)

1. Masters Degree in Rehabilitation Counseling from a CORE accredited rehabilitation counseling education program with a supervised internship under a CRC.

2. Masters, not accredited by CORE, with a supervised internship under a CRC plus one year of experience under a CRC.

3. Unrelated Masters will require three years experience, one under a CRC.

VIII. NATIONAL COMMISSION ON HEALTH CERTIFYING AGENCIES

Observer attended (see attached)

IX. OTHER

A. Requested prior to deadline for January joint news letter to print Liaison Memo (see attached). Dr. Brubaker advised may have to wait until April or later.

Comment:

Liaison persons are essential as a member service of NRCA and ARCA to their members. Members want evidence that their concerns can be communicated.

Recommend: President or Council Chair send cover letter and memo direct if it is not in January Newsletter. Need to fill vacancies by urging Branches to make appointments.

B. Reviewed 12/19/78 Brubaker memo re CRCC

1. FTC - all professional certification bodies will be under the same "gun". My interpretation is that the FTC will act if there is restraint of trade. At issue is the decision of NRCA to initially develop a certification policy and lead its members to follow a path of voluntary commitment to standards. It is up to each professional person to determine if they want a profession. While CRCC hopes employers will value a certified employee and want to hire and advance certified employees, it is up to the professional organization, in harmony with other professional associations, to take action to have standards and encourage employers to make them requirements: because they (the Standards) encourage competent practice.

2. The NCHCA has been in contact with the FTC. NCHCA Standards #8 "Recertification" (recertification includes renewal or revalidation of certification, based on re-examination, continuing education or other method developed by the certifying agency).

   a. Shall have in existence, or shall be in the process of developing a plan for periodic recertification
   b. Shall provide evidence that any recertification program is designed to measure continued competence or to enhance the continued competence of the individual.

The CRCC plan calls for contact hours in specific areas of knowledge. It has an evaluation component. With the test profile, an option of specific hours in poor performing areas could be designed. This will cost money. NRCA is developing an alternative for its members. Its model could assure that continuing education does relate to continued competence.

For years, education on the job has been considered valid. The CRCC model does not rule out any forms of "education" as long as they fit into content areas.

Note: It would be the employer who denied the job if credentials were withdrawn. CRCC certified that the person has met standards. Initially the standard is have some education, be reviewed by peers and supervisors, pass an exam. Then maintain the credential by continuing to have learning experiences. There are procedures for consumers and peers to report ethical violations.

3. The CRCC CM program does not provide a distinct disadvantage to non-association members. The CRCC CM plan is as it is. Any membership organization can have an alternative, which meets the CRCC guidelines. It is the member organization that provides the special service, not CRCC. Could CRCC or the FTC say that NRCA cannot provide a service to its members?

4. The FTC and NCHCA are looking at a certification process. The prices include application, exam and maintenance. All are the operation of the Commission. I don't understand the problem.

5. The NCHCA did not include reliability and validity in its application for membership. CRCC's data has been published and more will be forthcoming.

6. Specifically what recommendations does NRCA have, for we all agree we want to be clean five years hence.

C. Request Clarification on Ex-Officio Member

As ~~Ex-officio~~ lead rep I have received minutes of last Board meeting, budget correction, and memo about this meeting.

The Professional Report advised persons with concern to write Dr. Hedgeman. The Leadership Directory makes no mention of ~~Ex-officio~~ status.

D. CRCC's Grant was approved to help develop the certification maintenance model.

CONTENT CLASSIFICATION GUIDE
DEVELOPED APRIL 28, 1975
REVISED 9/78

At the September 1978 meeting of the Commission on Rehabilitation Counselor Certification the 1975 CRCC Examination content classification guide was revised. Test development/revisions should include classification in all area. Area IV - Knowledge required and V - Services provided will be the areas from which an exam is drawn.

I. WHO THE COUNSELOR SERVES
- A. Child
  - 1. Preadolescent
  - 2. Adolescent (13-18)
- B. Adult
  - 1. Young (19-39)
  - 2. Middle Age (40-59)
  - 3. Aged (60+)
- C. General
- D. Not applicable

II. SETTING
- A. Rural
- B. Suburban
- C. Urban
- D. General
- E. Not applicable

III. HANDICAPPING CONDITION
- A. Physical disability
- B. Social deviants
  - 1. Addiction
  - 2. Public offenders
- C. Emotional disorders
- D. Mental retardation
- E. Deaf
- F. Blind
- G. Bicultural
- H. Neurologically impaired (L.D.)
- I. Other or general
- J. Not applicable

IV. KNOWLEDGE REQUIRED
- A. Rehabilitation philosophy, history, structure, laws and ethics
- B. 1. Medical aspects of disability
  - 2. Psychological aspects of the handicapping condition
- C. 1. Job placement and the development of job opportunities for handicapped individuals
  - 2. Job modification and re-engineering
- D. Counseling Theory
- E. Counseling techniques and methods
- F. Community organizations and resources
- G. The psychology of personal and vocational adjustment
- H. Evaluation and assessment
- I. Research utilization
- J. Other/NA

V. SERVICES PROVIDED
- A. Client oriented (Intake)
- B. Client orientation
- C. Identification of client concerns
- D. Treatment strategies
- E. Client advocacy
- F. Placement
- G. Termination
- H. Post-employment
  Agency or other organization oriented
- I. Supervision and administration
- J. Other
- K. Not applicable

VI. MEASUREMENT OBJECTIVE
- A. Recall of factual information
- B. Interpretation of data (problem identification)
- C. Problem solving
- D. Judgement

EFFECTIVE JANUARY 1, 1979

SOME COMMONLY ASKED QUESTIONS ABOUT REHABILITATION COUNSELOR CERTIFICATION

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

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

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

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

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

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

HOW DO I BECOME A CERTIFIED REHABILITATION COUNSELOR?

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

HOW DO I MAINTAIN MY CERTIFICATION?

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

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

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

WHO IS ELIGIBLE TO TAKE THE CERTIFICATION EXAMINATION?

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

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

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

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

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

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

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

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

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

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

   b. Tewnty-four (24) months from the date on which the candidate sat for the Certification Examination. A candidate may begin implementing the Supervision Plan as soon as he/she has been notified of the Credentials Committee approval of the plan. If Provisional Certification expires without documented completion of the Supervision Plan, full certification will not be granted.

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

In order for employment experience to be considered acceptable by CRCC, it must be full-time paid employment or its equivalent. Internship time is not acceptable as employment experience. The candidate's job description must contain the first experience components listed below and at least two of the other experience components listed. Experience gained prior to the granting of the Master's or Bachelor's degree will be considered only if it has been under the supervision of a CRC.

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

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

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

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

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

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

HOW WILL MY APPLICATION BE PROCESSED?

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

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

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

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

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

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

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

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

SOME DETAILS ABOUT EXAMINATION ADMINISTRATION...

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

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

After a candidate's application has been approved, he/she will be notified of the sites at which the examination will be administered. If for any reason the candidate is unable to sit on the scheduled date, one deferral to the next scheduled examination date is allowed. A deferral fee of $10.00 is required at the time a deferral is requested to cover processing costs. Applicants who defer participation to the next scheduled examination date and subsequently are unable to sit for that examination will be required to submit a new Application for Certification with another non-refundable fee.

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

WHAT DOES CERTIFICATION COST?

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

HOW DO I APPLY FOR CERTIFICATION?

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

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR CERTIFICATION

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

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

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

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

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

Page One

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

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

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

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

Pages Two and Three

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

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

Page Four

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

* * *

APPLICATION CHECKLIST

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

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

☐ completed all parts of the Application for Certification.

☐ signed and dated the Application form.

☐ enclosed the $35.00 non-refundable Application Processing Fee.

☐ enclosed or arranged for employer verification letters for all experience cited as meeting CRCC's requirements.

☐ enclosed your official transcript or requested institution to send your transcript directly to CRCC.

EFFECTIVE JANUARY 1, 1979

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

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

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INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR CERTIFICATION

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

JANUARY 1	Spring Examination (usually in April)
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These deadlines cannot be extended because of post office delays, so please send your application as early as possible.

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

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

☐ completed all parts of the Application for Certification.

☐ signed and dated the Application form.

☐ enclosed the $35.00 non-refundable Application Processing Fee.

☐ enclosed or arranged for employer verification letters for all experience cited as meeting CRCC's requirements.

☐ enclosed your official transcript or requested institution to send your transcript directly to CRCC.

EFFECTIVE JANUARY 1, 1979

SOME COMMONLY ASKED QUESTIONS ABOUT REHABILITATION COUNSELOR CERTIFICATION

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

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

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

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

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

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

HOW DO I BECOME A CERTIFIED REHABILITATION COUNSELOR?

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

HOW DO I MAINTAIN MY CERTIFICATION?

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

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

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

WHO IS ELIGIBLE TO TAKE THE CERTIFICATION EXAMINATION?

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

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

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

[1]See below for a definition of "acceptable employment experience."
[2]Council on Reahbilitation Education, Inc.
[3]Certified Rehabilitation Counselor.
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HOW DO I BECOME ELIGIBLE IF I DO NOT HAVE EXPERIENCE UNDER THE SUPERVISION OF A CERTIFIED REHABILITATION COUNSELOR?

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

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

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

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

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

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

In order for employment experience to be considered acceptable by CRCC, it must be full-time paid employment or its equivalent. Internship time is not acceptable as employment experience. The candidate's job description must contain the first experience components listed below and at least two of the other experience components listed. Experience gained prior to the granting of the Master's or Bachelor's degree will be considered only if it has been under the supervision of a CRC.

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

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

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

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

WHAT ARE THE CONTENT AREAS TESTED BY THE CERTIFICATION EXAMINATION?

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

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

HOW WILL MY APPLICATION BE PROCESSED?

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2	Master's - Rehabilitation Counseling	Not accredited by CORE when candidate's degree was granted	To 12/31/79... supervised internship required 1/1/80 and after ...must be supervised by a CRC	One year under the supervision of a CRC
3	Master's - Rehabilitation Counseling	Not accredited by CORE when candidate's degree was granted	None	Two years, one of which must have been under the supervision of a CRC
4	Master's related to a Master's in Rehabilitation Counseling	N/A	N/A	To 12/31/79...two years, one of which must have been under the supervision of a CRC 1/1/80 and after...three years one of which must have been under the supervision of a CRC

	EDUCATION	RCE PROGRAM ACCREDITATION	INTERNSHIP	ACCEPTABLE EMPLOYMENT EXPERIENCE[1]
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6	Bachelor's - Rehabilitation	N/A	N/A	Four years, at least one of which must have been under the supervision of a CRC
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6. Rehabilitation methods in an agency, public or private, business or industry, hospital or clinic, in which the applicant is under professional supervision and has employed such methods and measures.

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

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

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

WHAT ARE THE CONTENT AREAS TESTED BY THE CERTIFICATION EXAMINATION?

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

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

HOW WILL MY APPLICATION BE PROCESSED?

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

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

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

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

WHAT DOES CERTIFICATION COST?

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	$40.00	Examination and Certificate Fee, due when the applicant is approved for the Certification Examination.
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All inquiries regarding certification and requests for application forms should be directed to the Commission on Rehabilitation Counselor Certification, Suite 3301, 8 South Michigan Avenue, Chicago, Illinois 60603.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR CERTIFICATION

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

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

JANUARY 1	Spring Examination (usually in April)
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These deadlines cannot be extended because of post office delays, so please send your application as early as possible.

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

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

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

* * *

APPLICATION CHECKLIST

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

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

☐ completed all parts of the Application for Certification.

☐ signed and dated the Application form.

☐ enclosed the $35.00 non-refundable Application Processing Fee.

☐ enclosed or arranged for employer verification letters for all experience cited as meeting CRCC's requirements.

☐ enclosed your official transcript or requested institution to send your transcript directly to CRCC.

EFFECTIVE JANUARY 1, 1979

SOME COMMONLY ASKED QUESTIONS ABOUT REHABILITATION COUNSELOR CERTIFICATION

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

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

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

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

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

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

HOW DO I BECOME A CERTIFIED REHABILITATION COUNSELOR?

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

HOW DO I MAINTAIN MY CERTIFICATION?

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

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

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

WHO IS ELIGIBLE TO TAKE THE CERTIFICATION EXAMINATION?

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

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

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

[1]See below for a definition of "acceptable employment experience."
[2]Council on Reahbilitation Education, Inc.
[3]Certified Rehabilitation Counselor.
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HOW DO I BECOME ELIGIBLE IF I DO NOT HAVE EXPERIENCE UNDER THE SUPERVISION OF A CERTIFIED REHABILITATION COUNSELOR?

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

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

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

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

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

   b. Tewnty-four (24) months from the date on which the candidate sat for the Certification Examination. A candidate may begin implementing the Supervision Plan as soon as he/she has been notified of the Credentials Committee approval of the plan. If Provisional Certification expires without documented completion of the Supervision Plan, full certification will not be granted.

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

In order for employment experience to be considered acceptable by CRCC, it must be full-time paid employment or its equivalent. Internship time is not acceptable as employment experience. The candidate's job description must contain the first experience components listed below and at least two of the other experience components listed. Experience gained prior to the granting of the Master's or Bachelor's degree will be considered only if it has been under the supervision of a CRC.

1. Techniques of counseling special populations and groups.
2. Vocational exploration.
3. Psychological and vocational assessment.
4. Use of social medical, vocational, psychiatric information.
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EFFECTIVE JANUARY 1, 1979

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

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

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

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

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JANUARY 1	Spring Examination (usually in April)
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APPLICATION CHECKLIST

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

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

☐ completed all parts of the Application for Certification.

☐ signed and dated the Application form.

☐ enclosed the $35.00 non-refundable Application Processing Fee.

☐ enclosed or arranged for employer verification letters for all experience cited as meeting CRCC's requirements.

☐ enclosed your official transcript or requested institution to send your transcript directly to CRCC.

EFFECTIVE JANUARY 1, 1979

SOME COMMONLY ASKED QUESTIONS ABOUT REHABILITATION COUNSELOR CERTIFICATION

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

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

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

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

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

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

HOW DO I BECOME A CERTIFIED REHABILITATION COUNSELOR?

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

HOW DO I MAINTAIN MY CERTIFICATION?

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

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

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

WHO IS ELIGIBLE TO TAKE THE CERTIFICATION EXAMINATION?

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

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

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6	Bachelor's - Rehabilitation	N/A	N/A	Four years, at least one of which must have been under the supervision of a CRC
7	Bachelor's in any other area	N/A	N/A	Five years, at least one of which must have been under the supervision of a CRC

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

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