**UPDATED INSTRUCTIONS FOR CERTIFIED REHABILITATION COUNSELORS (CRCs)**

NYS CASE trainings are pre-approved by the Commission on Rehabilitation Counselor Certification (CRCC) for all Certified Rehabilitation Counselors

NEW! CRCC recently launched an online platform that will simplify and expedite the process. Verification of Completion (VOC) will be done through the CRCC CE Provider Dashboard. NYS CASE will no longer send VOC certificates. When you have completed both the training and the evaluation survey, your credits will be uploaded directly to your CRCC account through their online portal.

To utilize this feature, all participants need to provide their **CRCC account number** and **full name as it appears in your CRCC account** on your NYS CASE Profile If you do not know your CRCC number, you can access it in your CRCCConnect account (<https://crccertification.com/>).

To update your NYS CASE Profile: after logging into your NYS CASE account at [www.nyscase.org](http://www.nyscase.org/) click **Account** located to the upper right of the page near the Logout button. You will then be on your NYS CASE Profile page. Scroll down the page until you see the following:

**CRC Credit**  
I am maintaining a Certified Rehabilitation Counselor (CRC) certification and need official continuing education documentation to submit to [CRCCConnect](https://crccertification.com/) Yes No

Please enter your full name as it appears in your CRCC account 

Please enter your CRC account number as it appears in your CRCC account 

After updating be sure to hit the red UPDATE PROFILE button at the bottom of the page to save your updates. You should then see this message in green at the top of the page if successful: “User account has been updated”.

Upon completion of a NYS CASE training, you will have one week to complete the evaluation to receive CRCC credit. Training credit will be uploaded to the CRCC online portal for all CRC completers the first week of each month for all trainings occurring in the previous month. Those who have not submitted an evaluation will not receive CRCC credit.