

CRSS - EMPLOYMENT ENDORSEMENT MAINTENANCE AND RENEWAL

Professionals with the CRSS Employment Endorsement (CRSS - E) will follow the guidelines set forth in the Illinois Model for the CRSS - Employment Endorsement. They are required to pay an annual endorsement fee and submit continuing education units (CEUs) every other year. They will be notified that their endorsement is about to expire no fewer than 30 days prior to the expiration date. **Continuing education requirements are in addition to those needed to maintain the CRSS credential. The Illinois Certification Board (ICB) will allow use of the IPS Supported Employment specific hours to be counted as CRSS Category II continuing education hours. (CEUs may be uploaded at time of payment. CEUs will not be accepted by email.)**

Non-responsiveness to credential renewal notices will result in termination of the endorsement status. Address changes must be submitted to ICB in writing.

A. Continuing Education Policy

1. Ten (10) CEUs are required to maintain the CRSS-E and must be earned within the two-year endorsement period. CEUs are not transferable to any other endorsement period. CEUs obtained prior to the initial endorsement date are not eligible for maintaining the endorsement. Credit may be received once for a training event, even if it is repeated during different endorsement periods. A CEU is equivalent to one clock hour. (Excluded is non-program time such as breaks, social hours, registration time, meal times). One college semester hour of credit is equivalent to 15 CEUs, one college trimester hour of credit is equivalent to 12 CEUs, and one college quarter hour of credit is equivalent to 10 CEUs.
2. The 10 CEUs that are required to maintain the CRSS-E must be education supported by the employment fidelity scale and **must** be recognized or petitioned for ICB CEUs.

Examples – Staffing, Organization, and Services.

3. Renewal for Professionals with CRSS-E will be contingent on continued good standing of their CRSS certification; therefore, proof of current certification will be required and submitted with their biennial CRSS-E renewal.

B. Sources of Continuing Education Units

Recognized programs are training and education programs that ICB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by ICB or are pre-recognized sources. The certificate of completion will contain the program number assigned by ICB, the number of CEUs and the category.

C. Agency In-service Education and Training Programs

Agency in-service training programs may be counted for all CEUs required for endorsement renewal.

- The training must be employment specific topics related to the IPS supported employment fidelity scale.
- The training must be documented on agency letterhead with a qualified supervisor's signature.
- In-services not awarded CEU recognition by ICB may be petitioned for CEUs.

D. Validation of Continuing Education

Professionals with CRSS-E must document they have obtained CEUs and submit certificates or other proof of completion such as transcripts or official grade reports for college or university courses.

E. Procedures for Counselors to Petition for CEUs

Not all educational experiences available have been awarded CEUs by ICB, requiring the need to petition for CEU credit. Requests are to be submitted to ICB on the petition form with the following information:

- Documentation of attendance
- Goals and objectives of the program
- Date/length of program in clock hours
- Brochure describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)

- Identification of the specific performance domain content
- Non-refundable petition fee

Requests will be reviewed within 30 days, and the Professional with CRSS-E will be notified of the results. If recognized, they will be informed of the number of CEUs awarded.

F. Extension of Continuing Education Requirements

Professionals with CRSS-E unable to meet the continuing education requirements for renewal of their endorsement may request an extension for up to six months past their expiration date. Professionals with CRSS-E not meeting the CEU requirement after the six-month extension will be terminated. Reinstatement shall be through completion of the full endorsement requirement.

NOTE: The extension process leaves only 18 months to obtain CEUs for the current endorsement period.

G. Inactive Status

Professionals with CRSS-E, in good standing, unable to meet the continuing education requirements for endorsement renewal due to health or extenuating personal circumstances, may place their endorsement on inactive status. The process for reactivation from inactive status will then be followed when they wish to activate the endorsement.

PLEASE PHOTOCOPY THIS FORM

ATTACH PROOF OF ATTENDANCE

PAGE _____ OF _____

CRSS - EMPLOYMENT ENDORSEMENT

NAME: _____

CREDENTIAL NUMBER: _____

**CEUS WILL NOT BE
ACCEPTED BY EMAIL**

SIGNATURE: _____

DATE: _____

CATEGORY	TITLE OF TRAINING	CLOCK HOURS	LOCATION AND DATE OF TRAINING	SPONSOR AND/OR ICB PROGRAM No.

ILLINOIS CERTIFICATION BOARD
d/b/a IAODAPCA, Inc.

PETITION FOR CONTINUING EDUCATION UNITS (CEUs)

Check if new address _____ You may photocopy this form.

Name _____
First MI Last

Credential Number _____

Address _____

Credential Level _____

City State Zip Code

Board Registration Number _____

Birth Date _____

Board Registration Level _____

CEU Category Requested:

Please identify credential (and/or endorsement) and the CEU categories (if applicable) being requested below.

Credential Type _____

Categories Needed _____

If requesting CEUs for more than one credential, please utilize the section below. If not, please proceed to Name of Training Program section.

Credential Type _____

Categories Needed _____

Credential Type _____

Categories Needed _____

Name of Training Program _____

Number of CEUs Requested _____ Date of Training Program _____

Brief Summary of Training Program Content and Goals:

Rationale: Why should this training program be recognized by ICB?

Attach documentation of program description, schedule, (may attach brochure)

Attach documentation of attendance (certificate, letter of verification, roster or sign in sheet) if applying for CEUs after attending the training program.

Signature _____

Date _____

One training program per petition. Petitions must be submitted at least 90 days prior to your certification expiration date, or with a completed recertification packet. Petitions received at least 90 days before the expiration date will be reviewed within 30 days of receipt and, you will be sent a letter regarding the results of the review.

Petition Fee \$10.00 - please send payment, with petition, in the form of a check, money order, or credit card. Make checks payable to ICB, Inc. The petition fee is non-refundable. **Mail petition and payment to:**

ICB, Inc.
401 East Sangamon Avenue
Springfield, IL 62702

Please note, a 3.75% service charge will be added to all credit/debit card transactions.

Amount to be charged _____

Credit Card Number _____ - _____ - _____ - _____
(VISA or MasterCard only)

Expiration Date _____

(Three digit code listed near the signature line on the back of the credit card) Security Code: _____

Name on Card _____

Telephone Number () _____ - _____

Billing Address _____

City _____ State _____ Zip Code _____