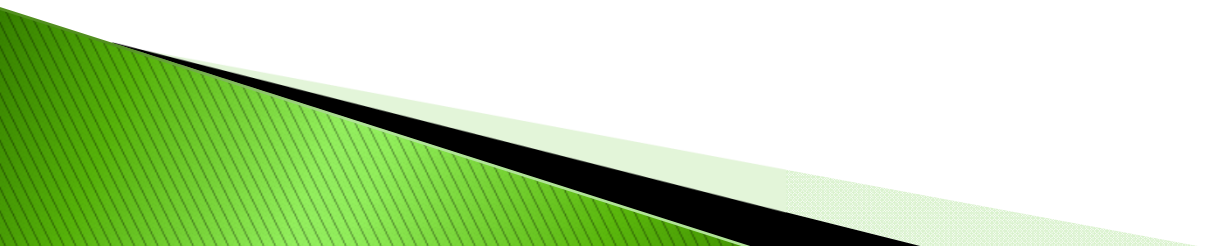




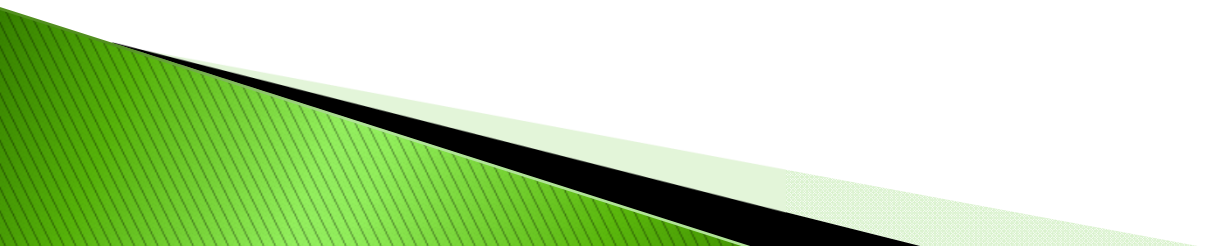
The CVA Credential:

A Mark of Excellence

History

- ▶ Early 1980's – First competency-based, international certification developed by Association for Volunteer Administration: *CVA (Certified in Volunteer Administration)*
 - ▶ 2000 – Revision to update competencies & align with national certification standards
 - ▶ 2006 – AVA dissolves. CCVA established as new home for CVA credential and AVA *“Professional Ethics”* material
 - ▶ 2010 – CCVA also assumes management of certification program for volunteer resource professionals in U.S. healthcare settings
- 

CVA Supporters

- Association of Leaders in Volunteer Engagement
 - Energize, Inc.
 - Habitat for Humanity International
 - Idealist.org
 - International Association of Volunteer Efforts
 - International Volunteer Managers Day
 - National Assoc. of Volunteer Programs in Local Government
 - National Human Services Assembly
 - People First – Total Solutions
 - Points of Light Institute & Hands On Network
 - The Aging Network's Volunteer Collaborative
 - United Way Worldwide
 - Volunteer Canada
 - Volunteer Management Professionals of Canada
 - VolunteerMatch
 - Volunteer Today
- 

Two Certifications

CCVA
(Council for Certification in Volunteer Administration)

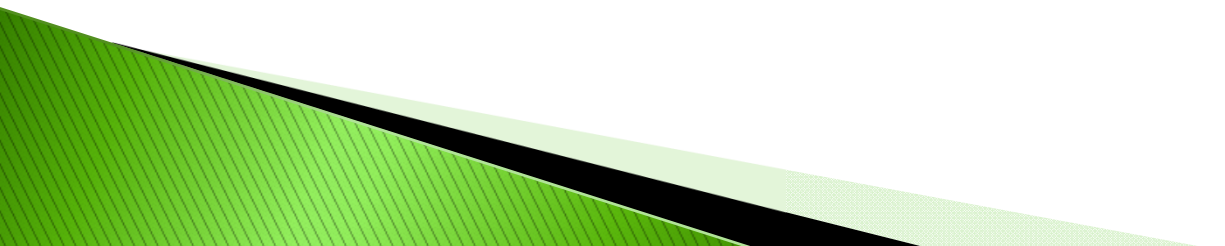
CVA
(Certified in Volunteer Administration)

- *Paid or unpaid professionals in any setting*
- *International*

CAVS
(Certified Administrator of Volunteer Services)

- *For salaried professionals in healthcare settings*
- *USA only*
- *Sponsored by Association for Healthcare Volunteer Resource Professionals (AHVRP)*

CCVA Core Competencies

- ▶ Ethics
 - ▶ Organizational Management
 - ▶ Human Resource Management
 - ▶ Accountability
 - ▶ Leadership and Advocacy
- 

THE CVA CREDENTIAL

▶ *IS...*

Universal, applicable to all settings
Competency-based
Developed by peers
Voluntary
International

▶ *IS NOT...*

A “how to” course or class
A certificate of completion
Linked to a specific college or university



ELIGIBILITY

- ▶ Minimum of 3 years experience (paid or unpaid)
- ▶ At least 30 % of current position related to volunteer resources management

HOW TO APPLY

- ▶ **Annual Registration Period :**
October 1 – March 1 (check www.cvacert.org to confirm)
- ▶ Registration form in Candidate Handbook
- ▶ Two letters of professional recommendation

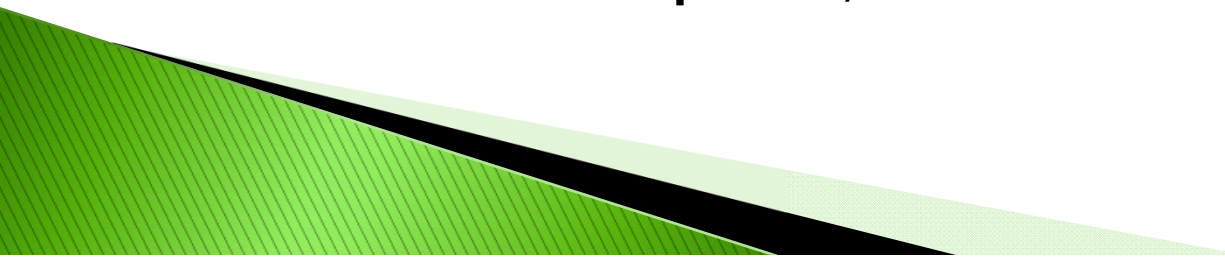
- ▶ **Fees –www.cvacert.org site for schedule:**

Early Bird discount (Oct. 1 – Dec. 31)	21%
Standard (Jan. 1 – March 1)	No discount

Additional discount for members of Points of Light – HandsOn Network, Association of Leaders in Volunteer Engagement, Volunteer Canada, VolunteerMatch, Volunteer Management Professionals of Canada, and Habitat for Humanity International


THE PROCESS: Exam + Portfolio

Multiple Choice Exam

- ▶ Measures knowledge and application of that knowledge in situations and scenarios
 - ▶ Tied directly to Content Outline topics
 - ▶ Primary & secondary references are suggested for study
 - ▶ Two hours in length
 - ▶ 4th Wednesday in May, via web-based system
 - ▶ Candidates arrange local proctor & test site
 - ▶ Scored on a pass/fail basis
- 

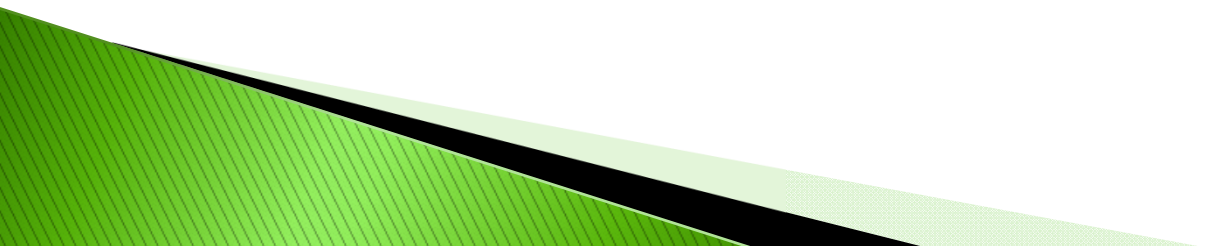
THE PROCESS: Exam + Portfolio

Portfolio

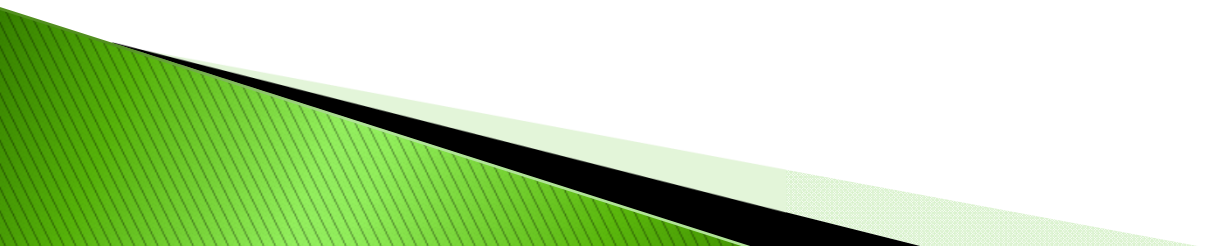
- ▶ **Philosophy Statement** *(100–250 words)*
Very personal and reflective
Beliefs and values related to your role
 - ▶ **Ethics Case Study** *(100–250 words)*
Description of a real-life dilemma you have faced
Connection to CCVA professional ethics
 - ▶ **Management Narrative** *(1500–1750 words)*
Describing and analyzing your real-life experience
- 

CANDIDATE SUPPORT


Helping You Succeed!

- ▶ Conference calls
 - ▶ Local study-buddy or support group
 - ▶ CVA Mock Exam online
 - ▶ Sample Portfolio
 - ▶ CVASupport GoogleGroup
 - ▶ Connections to CVAs near you or in similar settings
- 

AWARD of CVA STATUS

- ▶ Use of CVA designation
 - ▶ Certificate
 - ▶ Media release
 - ▶ Announcement letter
 - ▶ CVA Registry on website
 - ▶ Invitation to join committees
 - ▶ Lapel pin
- 

CERTIFICATION RENEWAL

- ▶ Required every 5 years
 - ▶ Must earn 35 Professional Development Units (PDUs) per 5-year recertification cycle.
 - ▶ One PDU equals one contact hour or 0.1 CEU.
 - ▶ Demonstrate learning, professional growth, leadership
 - ▶ Maximum flexibility, minimum time to track
 - ▶ Details and tracking forms provided
- 


THE CVA CREDENTIAL



Potential Benefits

- ▶ Increased confidence
- ▶ Enhanced credibility
- ▶ Learning through self-assessment
- ▶ Increased commitment
- ▶ Transferable validation of knowledge and skills
- ▶ Affirmation of current practice

Are You Ready?

- ▶ 3+ years of experience
 - ▶ More years of experience does not mean you have a better chance of success
 - ▶ This is NOT about memorizing what you read
 - ▶ Emphasis on understanding universal principles & concepts of effective practice
 - ▶ Professional certification is a rigorous process requiring time and focus
- 

The CVA Credential

For more information:
www.CVAcert.org

Council for Certification in Volunteer Administration
804-794-8689 *info@cvacert.org*