



Renewal Activity Tracking Forms

The following worksheets are designed to help you record the professional development activities you have engaged in for the purposes of renewing your CVA credential. Each sheet is divided into sections that must be fully completed for each professional development activity within the following eight categories:

1. Attending workshops/seminars
2. Post-secondary education
3. Post-graduate degree
4. Publishing
5. Public speaking/teaching
6. Volunteer leadership
7. Volunteer management narrative
8. Examination

Each section of the form is explained below:

Professional Development Activity Category <i>This is one of the eight professional development categories listed above. Complete only those forms you need to explain your professional development activity.</i>	Maximum PDUs <i>The maximum number of PDUs that can apply toward CVA renewal.</i>		
Description of Specific Activity <i>A short description of the professional development activity. Enough detail should be provided to clearly demonstrate that the activity helped you grow as a professional volunteer administrator.</i>	Date started Date Completed <i>Identify when you started and completed the activity. Dates must be within past 5 years.</i>	Proof of completion <i>Evidence of registration, statement of grades, project report, employer or client letter etc.</i> Do Not Submit. Retain for your records	# of PDUs earned for the activity
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	

EXAMPLE

Category 1: ATTENDING WORKSHOPS and/or SEMINARS	Maximum PDUs 30			
Description of Professional Development Activity	Date started Date Completed	Proof of completion Do NOT submit. Retain for your records	# of PDUs for the activity	
1. Behavior Description Interviewing for Managers of Volunteers. A 2 hour workshop put on by the local DOVIA	January 9, 2003 / January 9, 2003	<input checked="" type="checkbox"/> Yes <i>proof of registration</i> <input type="checkbox"/> Not Applicable	2	
2. Trends Affecting Volunteerism. A one hour session put on by the United Way	July 8, 2003 / July 8, 2003	<input checked="" type="checkbox"/> Yes <i>session brochure</i> <input type="checkbox"/> Not Applicable	1	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable		
TOTAL PDUs			3	

Category 1: ATTENDING WORKSHOPS and/or SEMINARS	Maximum PDUs 30
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Description of Professional Development Activity	Date started	Proof of completion	# of PDUs for the activity
	Date Completed	<i>Do NOT submit. Retain for your records</i>	
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
TOTAL PDUs			

Category 2: POST-SECONDARY EDUCATION	Maximum PDUs 30
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Description of Professional Development Activity	Date started	Proof of completion	# of PDUs for the activity
	Date Completed	<i>Do NOT submit. Retain for your records</i>	
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
TOTAL PDUs			

Category 3: POST-GRADUATE DEGREE	Maximum PDUs 35
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Description of Professional Development Activity	Date started Date Completed	Proof of completion <i>Do NOT submit. Retain for your records</i>	# of PDUs for the activity
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
TOTAL PDUs			

Category 4: PUBLISHING	Maximum PDUs 30
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Description of Professional Development Activity	Date started Date Completed	Proof of completion Do NOT submit. Retain for your records	# of PDUs for the activity
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
10.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
TOTAL PDUs			

Category 5: PUBLIC SPEAKING / TEACHING	Maximum PDUs 30
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Description of Professional Development Activity	Date started	Proof of completion	# of PDUs for the activity
	Date Completed	<i>Do NOT submit. Retain for your records</i>	
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
10.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
TOTAL PDUs			

Category 6: VOLUNTEER LEADERSHIP	Maximum PDUs 20
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Description of Professional Development Activity	Date started	Proof of completion	# of PDUs for the activity
	Date Completed	<i>Do NOT submit. Retain for your records</i>	
1.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
2.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
3.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
4.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
5.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
6.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
7.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
8.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
9.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
10.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
TOTAL PDUs			

Category 7: VOLUNTEER MANAGEMENT NARRATIVE <i>1500 Words</i>	Maximum PDUs 10
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Description of Professional Development Activity	Date started Date Completed	Proof of completion	# of PDUs for the activity
1. Attach your 1500 word volunteer management narrative	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
TOTAL PDUs			

Category 8: CVA EXAM	Maximum PDU's 20
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Description of Professional Development Activity	Date started	Proof of completion <i>Do NOT submit. Retain for your records</i>	# of PDUs for the activity
1. Attach copy of letter confirming successful passing of the exam.	/	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	
TOTAL PDUs			

PDU Summary Sheet

Please record the total number of PDUs you have earned in each professional development category below.

Professional Development Category	Maximum PDUs Allowed	PDUs Earned in the Category
1. Attending workshops / seminars	30	
2. Post-secondary education	30	
3. Post-graduate degree	35	
4. Publishing	30	
5. Public speaking / teaching	30	
6. Volunteer leadership	20	
7. Volunteer Management Narrative	10	
8. CVA Exam	20	
	TOTAL PDUs (35 required)	

I, (print name) _____, certify that the information provided on this form is accurate and correctly represents the work that I have completed towards renewal of my Certified in Volunteer Administration credential.

Signature

Date

Retain a copy of these tracking forms for your records and submit the signed original.

To apply for CVA Renewal, submit the following to CCVA toward the end of the 5th year of your cycle:

- Cover letter, including current contact information
- A completed PDU Summary Sheet
- Completed PDU Activity Tracking Forms
- A 500-word Philosophy Statement
- Renewal Fee, made payable to CCVA (check website for current fee amount)

Please mail to:
CVA Renewal
Council for Certification in Volunteer Administration
P.O. Box 467
Midlothian, VA 23113