



## Renewal Packet: Process, Criteria and Forms

### Introduction

In the constantly changing contemporary work environment, the standard of best practices in volunteer management must remain at the highest level of expertise possible. Professionals in all fields are expected to be fully up-to-date in their chosen area of expertise. Employers and customers alike have high expectations of the services provided by certified professionals.

It is this focus on best practices in volunteer management that forms the basis of a certification renewal program. These CVA guidelines provide a comprehensive framework that will allow a professional volunteer administrator to:

- maintain their CVA status
- continue professional development
- demonstrate a high level of professionalism to employers, colleagues, and the community.

Renewal of your certification is required every five years to demonstrate your continuing professional development and to retain the right to use the professional appellation, CVA. The CVA Renewal Packet is provided upon initial certification and includes:

- Renewal Guidelines – explaining the specific requirements
- Two Reporting Forms – for tracking and reporting activities required for renewal

CVA Renewal Activity Tracking Form – **For You and CCVA** - to track your individual professional development activities and Professional Development Units (PDUs). These should be retained by the applicant and a copy sent to the Council for Certification in Volunteer Administration.

CVA Renewal Summary Sheet – **For CCVA** - to be completed and submitted to CCVA at the end of the five-year renewal cycle

# Renewal Guidelines

## **Renewal Cycles**

The renewal cycle starts with the notification of the CVA award based on successful completion of both credential components. Example:

## **Renewal Fees**

At the completion of your five-year cycle, forward the required material to CCVA along with the renewal fee. The correct amount of the fee for that year is posted on the CCVA website.

## **When To Apply for Certification Renewal**

CCVA will send you a reminder in January of the year in which you are due to renew your CVA credential. It is recommended that you submit the application for renewal no later than October 1 of that year. CCVA will make every effort to process your application within 30 days of receipt, and promptly notify you regarding your renewal. This timeframe will ensure there is no lapse in your CVA status.

## **Key Points To Remember**

- ✓ CVA renewal is required every five years counted from the year you were first awarded your CVA.
- ✓ There are two required components for CVA recertification:
  - 1) A new personal Philosophy Statement (500 words), reflecting new or updated perspectives on volunteerism and the profession of volunteer administration.
  - 2) You must earn 35 Professional Development Units (PDUs) through ongoing participation in a variety of professional development activities (see details on page 5)
- ✓ It is your responsibility to maintain records documenting PDU activity. You should retain appropriate evidence of this activity, such as conference registration forms, certificates of completion, a letter documenting completed projects, etc. For example, a copy of the registration form and the program of an educational event are adequate documentation for such a professional development activity. Evidence of course registration and completion (e.g., a grade) would be adequate for credit and non-credit courses offered through post-secondary institutions. NOTE: This documentation is NOT forwarded to CCVA unless requested.
- ✓ Activities and/or PDUs may not be carried over from one renewal cycle to another.
- ✓ You must retain documentation for all activities submitted for PDU credit for a further period of two years. CCVA reserves the right to audit these records during that period; any PDUs that cannot be documented during the audit process may be disqualified.

- ✓ During any five-year renewal cycle, it is your responsibility to maintain a current address with the CCVA office. Without current contact information, CCVA cannot communicate with you regarding your status.

**Definitions:**

- *Professional Development Unit (PDU)*. This is the way in which credits are earned towards certification renewal. A total of 35 PDUs are required for each five-year cycle. One PDU is equal to one “contact hour” of 50-60 minutes for seminars, workshops, conferences, and training sessions.
- *Continuing Educational Unit (CEU)*. This is the way that post-secondary institutions in the United States accrue time towards credit courses in their programs. Some conferences offer CEU credit for workshops attended. 1 CEU = 10 PDUs.

**Governance of the CVA Renewal Program**

The CCVA Board of Directors approves all policies. The Credentialing Committee recommends policy changes to the board and is responsible for procedures, guidelines and decisions related to, or impacting, the CVA program. CCVA reserves the right at any time and without notice to vary the content and syllabi previously announced and to modify as seems appropriate to the facilities and arrangement for CVAs. Changes will not affect those who have paid the CVA Renewal Fee.

**Questions**

Any questions regarding renewal requirements should be directed to the CCVA office at 804-794-8689 or [CCVA@comcast.net](mailto:CCVA@comcast.net)

**A Checklist for Your CVA Renewal Application**

Submit the following to CCVA toward the end of the 5<sup>th</sup> year of your cycle:

- Cover letter, including current mailing address, phone and email address
- 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)

Do **NOT** submit any documents proving you earned the stated PDUs. Retain these documents for your records. In the event that CCVA has questions regarding your renewal application, you may be asked to supply documentation.

## Professional Development Categories: How To Earn 35 PDUs

Only activities focused on volunteer administration and related topics will be considered eligible for CVA renewal. Personal development activities will not qualify.

PDUs may be earned in the following ways over the 5-year period:

- **Attending workshops/seminars.** One PDU is awarded for each 50-60 minute session or contact hour (including questions and answers) in topics related to volunteer resources management. A maximum of 30 PDUs can be earned in this category.
- **“Everyone Ready” Online Seminars and Self-Instruction Guides.** Each of these modules offered by Energize, Inc. will earn 1.5 PDU credit.  
(<http://www.energizeinc.com/everyoneready/>)
- **Post-secondary education.** A maximum of 10 PDUs are awarded *annually* (30 PDUs maximum per renewal period) for *each completed* college/university level course in a topic related to volunteer resources management.
- **Post-Graduate degree.** Completion of advanced degree (post-graduate) during the 5-year cycle in an area related to volunteer resources management equals 35 PDUs.
- **Publishing.** Two PDUs are awarded for each published page (8.5” X 11” with 1” margins, double spaced, and 11 point font) on a topic related to volunteer resources management. A maximum of 30 PDU credits may be earned in this category within each five-year cycle.
- **Public speaking/teaching.** Two PDUs are awarded for each speaking/teaching presentation hour (50-60 minutes) on a volunteer resources management related topic. Credit is given only once per five-year recertification cycle, unless content is significantly varied during subsequent presentations. A maximum of 30 PDU credits may be earned in this category within each five-year cycle.
- **Volunteer leadership.** Five PDUs are awarded for each year of volunteer leadership activities. Appropriate examples of volunteer leadership include being a director on a board of directors of a nonprofit organization, being a chair of a committee related to volunteer resource management, coaching/mentoring a junior manager of volunteer resources, or leading a community initiative related to volunteerism. A maximum of 20 PDU credits may be earned in this category within each five-year cycle.
- **Credentialing Program leadership:** Two PDUs are awarded for each year of volunteer service on any of the CVA Committees.
- **Volunteer management narrative.** Writing a new Management Narrative based on CVA Core Competencies and activity during the renewal cycle, maximum 1500 words. Ten PDU credits may be earned in this category within each five-year cycle.
- **Examination.** Passing the CVA examination again during the five-year renewal cycle will earn 20 PDUs. If you select this option, it is your responsibility to notify CCVA so that you can be scheduled for the exam.