



# Certified in Volunteer Administration

## 2017 APPLICATION

See 2017 [CVA Certification Handbook](#) for application deadlines

**Submission Requirements:** This is an electronic fillable form. The completed application form and other required materials must be submitted at the same time. Incomplete applications will not be accepted. Materials may be emailed to [execdir@cvacert.org](mailto:execdir@cvacert.org), or printed and mailed to: CCVA, P.O. Box 2153, San Francisco, CA, 94126 USA.

**NAME:** \_\_\_\_\_

*Must match government-issued ID in order to gain access to testing center.*

*OPTIONAL* - let us know how you'd like your name to appear on your certificate (*if different than your full legal name that appears above*): \_\_\_\_\_

**PREFERRED EMAIL:** \_\_\_\_\_

**PHONE NUMBER:** *provide at least one* Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

Home: \_\_\_\_\_

**PREFERRED MAILING ADDRESS:**

*Your score report and/or credential certificate will be mailed to this address*

Please indicate whether this is a  Work - or -  Personal address

Title (if applicable): \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

**RESUME:** Please submit a copy of your resume with this application.

**LETTER OF PROFESSIONAL RECOMMENDATION:**

- One letter must be submitted with the application.
- The letter must be from a current or recent supervisor, a current CVA, or a professional colleague familiar with applicant's leadership and management of volunteers.
- The content of the letter should include:
  - ✓ Brief summary of the relationship to or history with the applicant
  - ✓ Brief description of two to three specific examples of the candidate's effectiveness as a leader and manager of volunteer engagement
- The letter must be signed, and not exceed two pages

**DOCUMENTATION OF ELIGIBILITY:** Applications for certification require candidates to document activity in three categories. Points are awarded for various types of activity, with a minimum requirement for each category:

- Education* = must document at least 15 points
- Professional Experience* = must document at least 40 points
- Application of Core Competencies* = must document at least 25 points

Candidates must document a total minimum number of 80 points in order to be approved to take the CVA examination.

Please complete the table below to summarize your activity and points earned in each category.

<b>EDUCATION (15 points minimum)</b>	<b>POINTS EARNED</b>	<b>DATES / DETAILS / EXPLANATION</b>
<p><b>Academic Degrees and Diplomas:</b> may be in any field, and points are cumulative.</p> <ul style="list-style-type: none"> <li>▪ Associate’s degree/diploma = 5 points</li> <li>▪ Bachelor’s degree/diploma = 10 points</li> <li>▪ Post-graduate degree/diploma = 15 points</li> </ul>		
<p><b>Informal or Continuing Education:</b> related to leadership, volunteer administration, human resources, or other relevant topics <i>within the past 5 years</i>.</p> <p>Each hour of attendance at conference session, workshop, or webinar = 1 point</p> <p>Certificate from non-educational institution = 5 points</p>		
<p><b>Teaching:</b> related to leadership, volunteer administration, human resources, or other relevant topics <i>within the past 5 years</i>.</p> <p>Each hour spent teaching educational conference sessions, workshops, or webinars = 3 points</p>		
<p><b>Authoring:</b> related to leadership, volunteer administration, human resources, or other relevant topics <i>within the past 5 years</i>. (<i>Blogs and other writing as part of job requirements are not applicable.</i>)</p> <ul style="list-style-type: none"> <li>▪ Article in professional journal = 5 points</li> <li>▪ Book chapter = 5 points</li> <li>▪ Complete book = 10 points</li> </ul>		

<b>PROFESSIONAL EXPERIENCE (40 points minimum)</b>	<b>POINTS EARNED</b>	<b>DATES / DETAILS / EXPLANATION</b>
<p><i>CVA candidates must have a minimum of the equivalent of three years of fulltime experience related to volunteer administration. This experience can be a combination of several part-time positions, and can include both paid and non-paid roles.</i></p> <p>Each 6 months of volunteer administration experience = 5 points</p>		
<p>At least 30 percent of current position is related to volunteer administration = 10 pts.</p>		

<b>PROFESSIONAL PRACTICE (25 points minimum)</b>	<b>POINTS EARNED</b>	<b>DATES / DETAILS / EXPLANATION</b>
<p>CVA candidates must have some basic practical experience in <u>at least five (5)</u> of the seven (7) core competencies. Each competency = 5 points. Please provide <u>one</u> brief example of your experience with at least one task in each competency area. See <a href="#">Candidate Handbook</a> for specific tasks included in each competency.</p>		
Plan for Strategic Volunteer Engagement		
Advocate for Volunteer Involvement		
Attract and Onboard a Volunteer Workforce		
Prepare Volunteers for their Roles		
Document Volunteer Involvement		
Manage Volunteer Performance and Impact		
Acknowledge, Celebrate and Sustain Volunteer Involvement		

**GENERAL INFORMATION:** CCVA collects this information to assist with our tracking of candidate demographics and marketing. Information provided is not used to determine eligibility for the CVA certification exam.

**How did you hear about this certification?**

- Local/regional/national professional association
- Workplace co-worker or supervisor
- Internet search/social media
- National or international conference
- Peer or colleague
- Other: \_\_\_\_\_

**What percentage of your time is spent on volunteer management/leadership?**

\_\_\_ Less than 30%    \_\_\_ 30 – 50%    \_\_\_ 51-75%    \_\_\_ 76 – 100%    \_\_\_ N/A

**How many volunteers are engaged in your organization annually?**

\_\_\_ Less than 100    \_\_\_ 100-500    \_\_\_ Over 500    \_\_\_ N/A

**Setting/Industry:** From the list below, please select the ONE category that best describes the primary mission of your organization.

- Arts, Culture & Events** (art services, museums, orchestra, historical society, theatre, rodeo, convention bureaus, airport visitor center)
- Association** (professional, trade, national or international groups representing specific type of members)
- Animals** (humane society, zoos, aquariums, animal centers)
- Cooperative Extension** (4-H, Extension Service, County Extension)
- Community Development** (community development corporations, neighborhood associations, grassroots organizing/advocacy)
- Education & Schools** (school district, public library, Communities in Schools, library districts, city schools, college, school department, training resource center, athletic foundation)
- Health Care** (hospitals, clinics, blood services, disease-focused associations, rehabilitation services)
- Hospice** (hospice programs, palliative care organizations)
- Human Need Services** (food bank, American Red Cross, United Way, community services, legal services, Goodwill, Habitat for Humanity, Meals on Wheels, multi-faceted human services, housing, Salvation Army)
- Natural Resources and Environmental** (state & local parks, nature centers, botanical garden, conservation groups, city beautification, science center, horticulture society, fish & wildlife, recreation)
- Public Safety/Military** (police, fire & rescue, National Guard family programs, military family support)
- Senior Focused Services** (AARP, adult center, council on aging, RSVP, retirement communities, senior centers)
- Youth Focused Services** (CASA, Camp Fire, Big Brothers Big Sisters, children’s museum, youth collaborative, child care centers, Foster Grandparent, Scouts, juvenile justice programs)
- Volunteer Infrastructure** (Volunteer Centers, Hands On programs, volunteer management consultant, commission for community service, trainers/educators in volunteerism, cross-sector government office supporting volunteerism)
- Not Applicable** (Not currently affiliated with an organization)

**Sector:**

- Nonprofit
- Faith Based
- Corporate / for profit
- Government

**Annual Organizational Budget:**

- Less than \$100,000
- \$100,000 – 500,000
- Over \$500,000

**CCVA PRIVACY POLICIES:**

- Personal information on this form is collected in accordance with applicable privacy legislation and will be used to maintain candidate records, the public registry of CVA certificants, and to compile contact information for E-bulletins and networking supports.
- Contact information (e.g., phone number, e-mail address, mailing address) for CVA candidates and CVA certificants will not be shared with or sold to any other organization or third party.
- Exam score reports will only be provided to candidates in writing and by postal mail. This information will be maintained as confidential, and will not be disclosed to other individuals without the candidate’s written permission.
- A public registry of all CVA certificants is maintained on the CCVA website, to include the certificant’s name, date of CVA award, expiration date, recertification date, and expiration status.
- Contact information for current CVA candidates will be shared with other candidates upon request, for the sole purpose of promoting networking and mutual support.

**By signing below, I understand and agree to the CCVA privacy policies and terms.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF ACCOUNTABILITY, ETHICS AND CONFIDENTIALITY**

*I attest that all information on this application is true and correct.*

*I have read and agree to abide by the policies and procedures outlined in the [CVA Certification Handbook](#).*

*I have read and agree to uphold the principles of Professional Ethics in Volunteer Administration (see publication on [CCVA website](#)).*

*I agree not to share the specific content of CVA Exam questions with other candidates, colleagues, trainers or friends. I understand my responsibility to maintain the security of this Exam.*

*I understand CCVA reserves the right to take whatever measures are necessary to protect the integrity of its examinations and the credibility of the CVA credential.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES AND PAYMENT:** Please indicate which fee you are paying. Membership may be verified to confirm eligibility for discounts.

Regular fee: **\$350 US**

Member Discount fee: **\$315 US**

*Please check which membership you are claiming*

- Association for Leaders in Volunteer Engagement (AL!VE)
- Habitat for Humanity International
- National Association of Volunteer Programs in Local Government (NAVPLG)
- Points of Light/HandsOn
- United Way Worldwide
- Volunteer Management Professionals of Canada (VMPC)
- Volunteer Canada
- VolunteerMatch

**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_ (USD)

- My organization is paying the fee
- I am paying the fee personally

**PAYMENT OPTIONS:**

- Check:** Make checks payable to CCVA. All checks and money orders must be in USD. You are responsible for any service fees incurred by returned checks.
- Credit Card:** Credit card payments are accepted electronically via PayPal on the CCVA website at [www.cvacert.org](http://www.cvacert.org).
- Purchase Order:** Please attach.
- Please email an invoice to:**

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