



## Renewal Activity Tracking Forms

The following worksheets are to be used to record your professional development activities for the purposes of renewing your CVA credential. Each sheet is divided into sections that must be fully completed for each professional development activity.

A cover sheet is also provided which must be used in addition to the tracking forms.

The cover sheet and forms are also available on the CCVA website [www.cvacert.org](http://www.cvacert.org) and may be completed by hand or by computer.

When completed, please forward by hard copy or by email to:

CVA Renewal  
Council for Certification in Volunteer Administration  
P.O. Box 2153  
San Francisco, CA 94126  
[execdir@cvacert.org](mailto:execdir@cvacert.org)

Retain a copy for your files.

Please do NOT send specific evidence of PDU activity to CCVA. However, documentation should be retained for 2 years in case of audit.

# CVA RENEWAL COVER SHEET

Name:

Title and Organization:

Preferred Mailing Address:  Home or  Work

Preferred Email:

Preferred Phone:

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

<b>Professional Development Category</b>	<b>Maximum PDUs Allowed</b>	<b>PDUs Earned in the Category</b>
1. In-person workshops / seminars	<b>25</b>	
2. E-learning self-study	<b>15</b>	
3. Self-study applied readings	<b>5</b>	
4. Post-secondary education	<b>30</b>	
5. Publishing	<b>20</b>	
6. Public speaking, teaching or consulting	<b>30</b>	
7. Volunteer leadership	<b>20</b>	
8. Volunteer activity	<b>5</b>	
9. Credentialing program service	<b>20</b>	
10. New CVA exam	<b>20</b>	
	<b>TOTAL PDUs (at least 35 required)</b>	

**Professional Reflection Essay:**

*My essay of 500-750 words is enclosed*

**Renewal Fee:**  check enclosed  credit card payment on the CCVA website

**Personal Affirmation:**

*I affirm the information submitted is accurate and meets the renewal requirements of the CVA credential sponsored by CCVA.*

*I re-commit to uphold the principles of Professional Ethics in Volunteer Administration.*

*I understand I may be randomly selected for an audit during the next 2 years. If selected, I will provide accurate documentation for all the professional development activity claimed herein.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Category 1	PDU Value	Maximum PDUs Allowed
<b>In-person workshops, seminars.</b> <i>Topics related to volunteer resources management</i>	1 contact hour = 1 PDU	25

<b>Description of Activity</b> <i>(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)</i>	<b>Dates of Activity</b>	<b>Describe type of documentation available</b>	<b># of PDUs earned</b>
<b>TOTAL PDUs</b>			

<b>Category 2</b>	<b>PDU Value</b>	<b>Maximum PDUs Allowed</b>
<b>E-learning self-study</b> <i>Online seminars, self-instruction modules, virtual conferences related to volunteer resources management.</i>	1 class or module = 1 PDU	<b>15</b>

<b>Description of Activity</b> <i>(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)</i>	<b>Dates of Activity</b>	<b>Describe type of documentation available</b>	<b># of PDUs earned</b>
<b>TOTAL PDUs</b>			

<b>Category 3</b>	<b>PDU Value</b>	<b>Maximum PDUs Allowed</b>
<b>Self-study applied readings.</b> <i>Read a book or article and write a brief essay.</i>	Reading of at least 2000 words = 1 PDU	<b>5</b>

<b>Description of Activity</b> <i>(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)</i>	<b>Dates of Activity</b>	<b>Describe type of documentation available</b>	<b># of PDUs earned</b>
<b>TOTAL PDUs</b>			

Category 4	PDU Value	Maximum PDUs Allowed
<b>Post-secondary education</b> <i>College level course, certificate programs or degrees related to volunteer resources management (i.e. human resources, fundraising, community development, leadership, etc.)</i>	1 course = 10 PDUs  Leadership program certificate = 25 PDUs  Professional certification in a related field = 25 PDUs  Graduate degree in a related field = 30 PDUs	<b>30</b>

<b>Description of Activity</b> <i>(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)</i>	<b>Dates of Activity</b>	<b>Describe type of documentation available</b>	<b># of PDUs earned</b>
<b>TOTAL PDUs</b>			

Category 5	PDU Value	Maximum PDUs Allowed
<b>Publishing.</b> <i>Writing related to volunteer resources management (blogs, articles, research reports, website content, e-newsletters, etc.)</i>	500 words = 2 PDUs	20

<b>Description of Activity</b> <i>(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)</i>	<b>Dates of Activity</b>	<b>Describe type of documentation available</b>	<b># of PDUs earned</b>
<b>TOTAL PDUs</b>			

Category 6	PDU Value	Maximum PDUs Allowed
<b>Public speaking, teaching, or consulting</b> <i>Presentations on topics related to volunteer resources management. Can include teaching a college course.</i>	1 contact hour = 2 PDUs	30

Description of Activity <i>(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)</i>	Dates of Activity	Describe type of documentation available	# of PDUs earned
<b>TOTAL PDUs</b>			



<b>Category 7</b>	<b>PDU Value</b>	<b>Maximum PDUs Allowed</b>
<b>Volunteer leadership.</b> <i>Examples: Serving on a nonprofit board of directors, chairing a committee, mentoring a colleague, leading a community initiative.</i>	1 year of service = 5 PDUs	<b>20</b>

<b>Description of Activity</b> <i>(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)</i>	<b>Dates of Activity</b>	<b>Describe type of documentation available</b>	<b># of PDUs earned</b>
<b>TOTAL PDUs</b>			

<b>Category 8</b>	<b>PDU Value</b>	<b>Maximum PDUs Allowed</b>
<b>Volunteer activity.</b> <i>Any type of direct service or advocacy volunteering</i>	75 service hours = 1 PDU	<b>5</b>

<b>Description of Activity</b> <i>(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)</i>	<b>Dates of Activity</b>	<b>Describe type of documentation available</b>	<b># of PDUs earned</b>
<b>TOTAL PDUs</b>			

Category 9	PDU Value	Maximum PDUs Allowed
<b>Credentialing program service.</b> <i>Volunteer service with CCVA.</i>	1 year on CCVA Board = 5 PDUs  1 year on CVA Peer Assessment or Test Committees = 4 PDUs  1 year on other CCVA committees & task forces = 3 PDUs  Presenting a CVA workshop or webinar = 2 PDUs	<b>20</b>

<b>Description of Activity</b> <i>(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)</i>	<b>Dates of Activity</b>	<b>Describe type of documentation available</b>	<b># of PDUs earned</b>
<b>TOTAL PDUs</b>			

<b>Category 10</b>	<b>PDU Value</b>	<b>Maximum PDUs Allowed</b>
<b>NEW CVA exam.</b> <i>Passing the CVA examination again within the five-year renewal cycle.            (Requires additional \$50 testing fee.)</i>	1 new exam = 20 PDUs	<b>20</b>

<b>Description of Activity</b> <i>(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)</i>	<b>Dates of Activity</b>	<b>Describe type of documentation available</b>	<b># of PDUs earned</b>
<b>TOTAL PDUs</b>			