



## CVA Renewal Guidelines

In the constantly changing contemporary work environment, the standard of practice in volunteer resource management must remain relevant and effective. 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.

The purpose of the CVA renewal process is to enhance continued competence of certificants by requiring documentation of learning, reflection, and participation in activities related to this volunteer engagement and leadership. The specific requirements outlined here are designed to:

- ✓ include a full range of activities that are relevant to today's trends and technology
- ✓ provide a balanced approach between passive "head learning" and "experiential" activities
- ✓ respond to specific suggestions from CVA renewal candidates
- ✓ provide flexibility and meaning for the required written component
- ✓ emphasize the importance of professional ethics

Renewal of the CVA credential is required **every five years** to retain the right to use the professional appellation, CVA. This Handbook explains the specific requirements and acceptable forms of documentation. Forms for tracking and submitting renewal information are provided separately.

These materials are also available on the CCVA website at <http://cvacert.org/current-cvas/renewal/>, including a version of the tracking forms which can be completed electronically.

Questions regarding renewal requirements should be directed to the CCVA office at (412) 901-9598 or [execdir@cvacert.org](mailto:execdir@cvacert.org).

## **Governance of the CVA Renewal Program**

The CCVA Board of Directors approves all policies, based on recommendations from the CVA Renewal Committee. CCVA reserves the right at any time and without notice to vary the content previously announced and to modify as appropriate to maintain program quality.

## **Renewal Cycles**

The 5-year renewal cycle starts with the notification of the CVA award. Certificants then have until December 31, five years later, to complete the recertification requirements. Your deadline for renewal is noted on your CVA certificate, and is also listed in the online Registry at <http://cvacert.org/resources-and-media/cva-registry/>.

## **When to Apply for Certification Renewal**

CCVA will send two email reminders during the year in which you are due to renew your CVA credential. While you may submit your renewal packet anytime during that year, it is recommended that you not wait until the last minute.

*The renewal deadline is firm, and there is no grace period.* However, based on extenuating circumstances a certificant may appeal the expiration of his/her CVA status. Appeals must be made in writing within 60 days of the expiration date.

*CVAs who do not renew their credential or who do not meet renewal requirements may no longer use the “CVA” designation.* Their status will be shown as “EXPIRED” in the CVA Registry. Lapsed CVAs wishing to reinstate their CVA status must recertify by registering for the program and successfully completing the entire certification process.

## **Renewal Fee**

Renewal fees may change over time, so check the CCVA website for the correct amount at the time of your renewal. An **Early Bird discount of 20% is available for those who submit their renewal packet by June 30 of the year in which it is due.** The fee may be paid by credit card on the CCVA website at <http://cvacert.org/> or by mailing a check made payable to CCVA.

## **Submission of Renewal Application**

Please mail or email your application materials (cover sheet, tracking forms, and professional reflection essay) to: CVA Renewal, Council for Certification in Volunteer Administration, P.O. Box 1292, Mars, PA 16046, [execdir@cvacert.org](mailto:execdir@cvacert.org).

## **Notification of Renewed Status**

CCVA will process your application within 30 days of receipt, and promptly notify you regarding your renewal status.

## **General Requirements**

- ✓ CVA renewal is required **every five years** counted from the year you were first awarded your CVA. Activities and/or PDUs may not be carried over from one renewal cycle to another.

- ✓ During the 5-year period you must earn at least 35 Professional Development Units (PDUs) through participation in a variety of professional development activities ***beyond the requirements of your position/job***. Activities performed as a core responsibility or expectation of your regular job may NOT be included.
- ✓ It is your responsibility to maintain records documenting PDU activity. You should retain appropriate evidence of this activity; examples of acceptable documentation options are provided in the “How to Earn PDUs” section. ***NOTE: This documentation is NOT forwarded to CCVA at the time of renewal, but rather retained by the CVA renewal candidate in case of audit.***
- ✓ 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 will be disqualified. Insufficient evidence of meeting the CVA Renewal requirements will result in cancellation of your renewal and termination of your CVA status.
- ✓ In addition to earning 35 PDUs, **all renewing CVAs are required to write a professional reflection essay of 500-750 words**. You may select one of 4 topics to write about. Details are provided on page 7 in this Handbook.
- ✓ During any five-year renewal cycle, it is your responsibility to **maintain current contact information including email address with the CCVA office**. This ensures you receive reminder notices, updates, and other communications which may affect your credential.
- ✓ CCVA will host an **optional conference call in February or March each year** to review the renewal requirements and answer questions. All CVAs will receive notification of this opportunity. A recording of the call will also be made available.

### **Audits**

Each year, 10% of renewing CVAs will be randomly selected for an audit of their PDU documentation. Further details will be provided to those selected.

### **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.

## How to Earn PDUs for CVA Renewal

*NOTE: All activities must be beyond the requirements of your position/job.*

Category of Activity	PDU Value & Maximum PDUs Allowed	Acceptable Documentation
<p><b>In-person workshops, seminars.</b> Topics related to volunteer resources management</p>	<p>1 contact hour = 1 PDU  <b>Category Maximum = 25 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Proof of participation and completion provided by sponsoring organization. <i>(Evidence of registration is not sufficient.)</i></li> <li>• Proof may include a certificate, an email statement from the sponsoring organization, a statement from your supervisor, or an attendance form signed by the presenter. <i>(See sample form provided at the end of this Handbook.)</i></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• A brief essay of at least 500 words, summarizing learning content and how it applies to your work. Essay must include complete information on the nature of the activity, presenter, date, timeframe, and sponsoring organization.</li> </ul>
<p><b>E-learning self-study.</b> Online seminars, self-instruction modules, virtual conferences, etc.</p>	<p>1 class or module = 1 PDU  <b>Category Maximum = 15 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Proof of participation provided by sponsoring organization. <i>(Evidence of registration is not sufficient.)</i></li> <li>• Proof may include a certificate, an email statement from the sponsoring organization, a statement from the CVA's supervisor, or an attendance form signed by the presenter. <i>(See sample form provided at the end of this Handbook.)</i></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• A brief essay of at least 500 words, summarizing learning content and how it applies to your work. Essay must include complete information on the nature of the activity, presenter, date, timeframe, &amp; sponsoring organization.</li> </ul>

Category of Activity	PDU Value & Maximum PDUs Allowed	Acceptable Documentation
<p><b>Self-study applied readings.</b> Read a book or article and write a brief essay.</p>	<p>Reading of at least 2000 words = 1 PDU</p> <p><b>Category Maximum = 5 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Essay must address: <i>How was the content relevant to your work? What were your key learnings? How has it or will it influence your actions?</i></li> <li>• Essay must be at least 500 words in length.</li> <li>• Essay must include complete information (title, author, date) on the book or article.</li> </ul>
<p><b>Post-secondary education.</b> College level courses, certificates, certification or degrees related to volunteer resources management or leadership.</p> <p>Related fields include human resources, fundraising, community development, etc.</p>	<p>1 course = 10 PDUs</p> <p>Leadership program certificate = 25 PDUs</p> <p>Professional certification in a related field = 25 PDUs</p> <p>Graduate degree in a related field = 30 PDUs</p> <p><b>Category Maximum = 30 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Proof of participation and completion provided by sponsoring organization. (<i>Evidence of registration is not sufficient.</i>)</li> <li>• Proof may include a certificate, an email statement from the sponsoring organization, a statement from your supervisor, or an attendance form signed by the presenter. (<i>See sample form provided at the end of this Handbook.</i>)</li> </ul>
<p><b>Publishing.</b> Write about topics related to volunteer resources management (blogs, articles, research reports, website content, e-newsletters)</p>	<p>500 words = 2 PDUs</p> <p><b>Category Maximum = 20 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Proof of authorship and a copy of written material.</li> </ul>
<p><b>Public speaking, teaching, or consulting.</b> Presentations on topics related to volunteer resources management. Can include teaching a college course.</p>	<p>1 contact hour = 2 PDUs</p> <p><b>Category Maximum = 30 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Proof may include a program agenda, brochure, or website listing with your name and topic, or other communication from the sponsoring organization confirming your participation in this activity.</li> </ul>

Category of Activity	PDU Value & Maximum PDUs Allowed	Acceptable Documentation
<p><b>Volunteer leadership.</b> Examples: Serving on a nonprofit board of directors, chairing a committee, mentoring a colleague, leading a community initiative.</p>	<p>1 year of service = 5 PDUs <b>Category Maximum = 20 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Proof may include a board roster or welcome letter, meeting notes/minutes showing your name, or other communication from the sponsoring organization or other individual involved. Must include timeframe served.</li> </ul>
<p><b>Volunteer activity.</b> Any type of direct service or advocacy volunteering</p>	<p>75 service hours = 1 PDU <b>Category Maximum = 5 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Proof may include a welcome letter, volunteer roster including your name, or other communication from the organization involved. Must include timeframe and hours served, plus type of service activity.</li> </ul>
<p><b>Credentialing program service.</b> Volunteer service with CCVA.</p>	<p>1 year on CCVA Board = 5 PDUs 1 year on CVA Peer Assessment or Test Committees = 4 PDUs 1 year on other CCVA committees &amp; task forces = 3 PDUs Presenting a CVA workshop or webinar = 2 PDUs <b>Category Maximum = 20 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Proof of committee service may include a Board or committee roster, or communication from CCVA. Must include timeframe served.</li> <li>• Proof of workshop presentation may include program announcement with name and date of your presentation, or email communication from sponsoring organization.</li> </ul>
<p><b>NEW CVA exam.</b> Passing the CVA examination again within the five-year renewal cycle. (Requires additional re-test fee.)</p>	<p><b>Category Maximum = 20 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Communication from CCVA confirming successful passing score</li> </ul>

## Professional Reflection Essay

*This is required of ALL renewing CVAs, in addition to 35 PDUs*

**CONTENT:** Select one of the following topics to address in an essay of 500-750 words:

- Topic A: Identify a work-related challenge you encountered during the past 5 years. How did you respond? What were the results, positive or negative? What were the lessons learned?
- Topic B: Based on your experience over the past 5 years, what advice would you give to new professionals in our field? What do you believe is most important for them to remember in order to be effective in their work?
- Topic C: How has earning the credential contributed to your success? What has happened during the past 5 years as a result of your achievement? What impact has certification had on your job or career?
- Topic D: In the past 5 years, what is something new or innovative you attempted in your organization or community related to volunteerism? What did you learn about yourself? What changed as a result of this experience?

### **FORMAT:**

- Word count must be 500 – 750 words
- Double-spaced, with a 12-point font size
- Correct spelling and grammar
- Include your name and the topic you have selected at the top of the page

### **POTENTIAL USE BY CCVA:**

The CVA Renewal Committee may occasionally recommend that an essay be used publicly to demonstrate the value of certification. If your essay is selected, you will be notified to request your permission prior to use by CCVA.

*This form may be used to document your participation in workshops, seminars, conferences, or e-learning activities. You may reproduce the form as needed.*

***Council for Certification in Volunteer Administration***

**PDU Documentation for Educational Activities**

Type of Educational Event:

Title/Topic:

Sponsoring Organization:

Date(s) and Time:

Instructor/Speaker:

*This is to confirm that \_\_\_\_\_ attended and completed the educational event described above.*

Instructor/Speaker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Council for Certification in Volunteer Administration***

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