



Demonstrate a commitment to your profession with the CVA Credential

- *Looking for a way to strengthen your professional credibility?*
- *Ready for the next step in professional development?*
- *Searching for a “competitive edge” in the job market?*

The **Certified in Volunteer Administration (CVA)** is an international professional credential to recognize practitioners in the field of volunteer engagement who meet specified standards as measured through demonstrated professional and academic experience, a commitment to professional ethics, and a certification exam.

Unlike certificate programs that involve classes or courses, the CVA is a competency-based professional certification program intended for those with a strong foundation in volunteer administration. The certification exam assesses a candidate’s ability to structure tasks, process ideas, and solve problems related to volunteer engagement. The exam is taken via computer at a local testing center. Candidates are encouraged to prepare through self-study and study groups. Individuals with the equivalent of at least 3 years of experience leading and directing volunteers are eligible to apply.

“After being hired in my current position I was told that my CVA designation automatically put my resume at the top of the pile of candidates. Having the CVA behind my name did not get me the job, but it certainly put me ahead of the rest.” —Nadine Gamble, CVA - Cleveland, OH

Those who successfully meet the standard are awarded the credential and may use the CVA designation. Renewal is required every 5 years to maintain CVA status.

The CVA Exam is offered twice a year:

Spring Exam Window:

- First 2 full weeks of April
- Application Deadline: March 15

Fall Exam Window:

- First 2 full weeks of October
- Application Deadline: September 15

2017 CVA Application Fees:

Regular Application Fee: \$350 USD Member

Discount Application Fee: \$315 USD

for members of Points of Light, ALIVE, VolunteerMatch, VMPC, NAVPLG, Habitat for Humanity International, Volunteer Canada, United Way Worldwide

Exam Re-sit Fee: \$95 USD

Will 2017 be your year? If you’re ready for the next step in your professional development, and you want to strengthen your professional credibility, then the answer is *YES!* Download the **2017 CVA Certification Handbook** at www.cvacert.org for complete details and application form.

“I have really enjoyed this process so far – from reading the text to forming a study group with a couple of women who were in my area. It really has been a great learning opportunity and after 5 years in this my position has really increased my feeling of validation that Volunteer Administration is a career.” —CVA candidate