



Top Ten Ways to Support CVA Candidates

When your staff become CVA candidates, they have committed to a year-long, rigorous process. The first part includes studying for and successfully passing a two-hour exam testing their knowledge, application and analysis of skills related to professional volunteer management. The second part includes preparation of a performance-based portfolio. Most CVA candidates spend an average of 40 hours on each part of the process. These are some ways to support your staff CVA candidates this year:

As staff considers CVA Candidacy:

1. Communicate the value of the CVA credential for your organization with the management staff and others. The CVA:
 - Demonstrates a commitment to excellence in the management of volunteer resources,
 - Improves credibility and community image,
 - Increases the organization's understanding of volunteer resources management,
 - Assesses the employee's application of core competencies, and
 - Identifies and documents leadership potential.
2. Encourage appropriate staff to become CVA candidates: www.cvacert.org.
3. Offer a scholarship to fund the cost of the Volunteer Administration Professional Practice text book and/or registration fee out of the professional development budget.
4. Consider including candidacy as a performance goal for the coming year.

After staff are accepted as CVA Candidates:

1. Give candidates some work time to study for the exam and prepare their portfolios.
2. CVA candidacy is approved by the Council for Certification in Volunteer Administrators. With permission from staff candidates, announce their candidacy through your internal communications.
3. Provide space and a proctor for staff and other local CVA candidates to take the May exam onsite.
4. Periodically encourage candidates. Spend a few minutes talking with them about how the process is going and ask what they're learning from it.
5. Offer to proofread a candidate's portfolio.
6. As the number of certificants grows in the organization, support CVA mentoring and the development of an internal study group.