



## TOP TEN WAYS TO RECOGNIZE CVA CERTIFICANTS

The Certified in Volunteer Administration (CVA) is an international professional credential to recognize practitioners in the field of volunteer engagement. When your staff members earn the CVA, they have completed a rigorous process that includes demonstrating their professional and academic experience, making a commitment to professional ethics, and passing a two-hour certification exam. The certification exam assesses a candidate's ability to structure tasks, process ideas, and solve problems related to volunteer engagement. Below are some ideas on how to recognize this achievement:

1. Send an e-mail to your organization's Board of Directors, entire staff, or other appropriate stakeholders to notify them of this professional achievement.
2. Insert the notification letter sent to you from the Council for Certification in Volunteer Administration (CCVA) in your employee's personnel file.
3. Have a pinning ceremony! CCVA sends a lapel pin to each new certificant—this can be incorporated into a celebratory gathering when you:
  - bring in some goodies for staff and volunteers
  - read aloud the letter you receive from CCVA
  - pin the CVA lapel pin on your staff member
  - present the staff member with new business cards that include the CVA credential
4. Recommend a merit pay increase to acknowledge the accomplishment.
5. Treat your CVA employee to a special lunch or send flowers to honor him/her.
6. Make a verbal announcement of congratulations during your next Board or management team meeting.
7. Offer to frame the CVA certificate to hang in your staff member's office.
8. Post a congratulatory announcement in your organization's newsletter, on LinkedIn, and other social network sites. Send the announcement to your local newspaper.
9. Feature this success on your website for a period of time.
10. Encourage and support other staff members to become CVA candidates.