

CVA CANDIDATE APPLICATION

DOCUMENTATION OF ELIGIBILITY: Applications for certification require candidates to document activity in three categories. Points are awarded for various types of activity, with a minimum requirement for each category:

- Education* = must document at least 15 points
- Professional Experience* = must document at least 40 points
- Application of Core Competencies* = must document at least 25 points

Candidates must document a total minimum of 80 points in order to be approved to take the CVA examination.

Please complete the table below to summarize your activity and points earned in each category.

EDUCATION (15 points minimum)	POINTS EARNED	DATES / DETAILS / EXPLANATION
<p>Academic Degrees and Diplomas: may be in any field, and points are cumulative.</p> <ul style="list-style-type: none"> ▪ Associate’s degree/diploma = 5 points ▪ Bachelor’s degree/diploma = 10 points ▪ Post-graduate degree/diploma = 15 points 		
<p>Informal or Continuing Education: related to leadership, volunteer administration, human resources, or other relevant topics <i>within the past 5 years</i>.</p> <p>Each hour of attendance at conference session, workshop, or webinar = 1 point</p> <p>Certificate from non-educational institution = 5 points</p>		
<p>Teaching: related to leadership, volunteer administration, human resources, or other relevant topics <i>within the past 5 years</i>.</p> <p>Each hour spent teaching educational conference sessions, workshops, or webinars = 3 points</p>		
<p>Authoring: related to leadership, volunteer administration, human resources, or other relevant topics <i>within the past 5 years</i>. (<i>Blogs and other writing as part of job requirements are not applicable.</i>)</p> <ul style="list-style-type: none"> ▪ Article in professional journal = 5 points ▪ Book chapter = 5 points ▪ Complete book = 10 points 		

PROFESSIONAL EXPERIENCE (40 points minimum)	POINTS EARNED	DATES / DETAILS / EXPLANATION
<p><i>CVA candidates must have a minimum of the equivalent of three years of fulltime experience related to volunteer administration. This experience can be a combination of several part-time positions, and can include both paid and non-paid roles.</i></p> <p>Each 6 months of volunteer administration experience = 5 points</p>		
<p>At least 30 percent of current position is related to volunteer administration = 10 pts.</p>		

PROFESSIONAL PRACTICE (25 points minimum)	POINTS EARNED	DATES / DETAILS / EXPLANATION
<p>CVA candidates must have some basic practical experience in <u>at least five (5)</u> of the seven (7) core competencies. Each competency = 5 points. Please provide <u>one</u> brief example of your experience with at least one task in each competency area. See Candidate Handbook for specific tasks included in each competency.</p>		
Plan for Strategic Volunteer Engagement		
Advocate for Volunteer Involvement		
Attract and Onboard a Volunteer Workforce		
Prepare Volunteers for their Roles		
Document Volunteer Involvement		
Manage Volunteer Performance and Impact		
Acknowledge, Celebrate and Sustain Volunteer Involvement		