Renewal Activity Tracking Forms

The following worksheets are to be used to record your professional development activities for the purposes of renewing your CVA credential. Each sheet is divided into sections that must be fully completed for each professional development activity.

A cover sheet is also provided which must be used in addition to the tracking forms.

The cover sheet and forms are also available on the CCVA website www.cvacert.org and may be completed by hand or by computer.

When completed, upload this form as part of your Renewal Application.

Retain a copy for your files.

Please do NOT send specific evidence of PDU activity to CCVA. However, documentation should be retained for 2 years in case of audit.

CVA RENEWAL COVER SHEET

<u>Name</u>:

<u>Title and Organization</u>:

<u>Preferred Mailing Address</u>:   □ Home   or   □ Work

<u>Preferred Email</u>:   <u>Preferred Phone</u>:

PDU Summary: Please record the total number of PDUs you have earned in each professional development category below.

Professional Development Category	Maximum PDUs Allowed	PDUs Earned in the Category
1. In-person workshops / seminars	25	
2. E-learning self-study	15	
3. Self-study applied readings	5	
4. Post-secondary education	30	
5. Publishing	20	
6. Public speaking, teaching or consulting	30	
7. Volunteer leadership	20	
8. Volunteer activity	5	
9. Credentialing program service	20	
10. New CVA exam	20	
	TOTAL PDUs *(at least 35 required)*	

Professional Reflection Essay:
        ▱ *My essay of 500-750 words is enclosed*

Renewal Fee: □ check enclosed   □ credit card payment on the CCVA website

Personal Affirmation:

I affirm the information submitted is accurate and meets the renewal requirements of the CVA credential sponsored by CCVA.

I re-commit to uphold the principles of Professional Ethics in Volunteer Administration.

I understand I may be randomly selected for an audit during the next 2 years.   If selected, I will provide accurate documentation for all the professional development activity claimed herein.

_____   _____

Signature   Date

Category 1	PDU Value	Maximum PDUs Allowed
In-person workshops, seminars. *Topics related to volunteer resources management*	1 contact hour = 1 PDU	**25**

Description of Activity *(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)*	**Dates of Activity**	**Describe type of documentation available**	**# of PDUs earned**
		TOTAL PDUs	

Category 2	PDU Value	Maximum PDUs Allowed
E-learning self-study *Online seminars, self-instruction modules, virtual conferences related to volunteer resources management.*	1 class or module = 1 PDU	**15**

Description of Activity *(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)*	**Dates of Activity**	**Describe type of documentation available**	**# of PDUs earned**
		TOTAL PDUs	

Category 3	PDU Value	Maximum PDUs Allowed
Self-study applied readings. *Read a book or article and write a brief essay.*	Reading of at least 2000 words = 1 PDU	**5**

Description of Activity *(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)*	**Dates of Activity**	**Describe type of documentation available**	**# of PDUs earned**
		TOTAL PDUs	

Category 4	PDU Value	Maximum PDUs Allowed
Post-secondary education *College level course, certificate programs or degrees related to volunteer resources management (i.e. human resources, fundraising, community development, leadership, etc.)*	1 course = 10 PDUs Leadership program certificate = 25 PDUs Professional certification in a related field = 25 PDUs Graduate degree in a related field = 30 PDUs	**30**

Description of Activity *(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)*	Dates of Activity	Describe type of documentation available	# of PDUs earned
		TOTAL PDUs	

Category 5	PDU Value	Maximum PDUs Allowed
Publishing. *Writing related to volunteer resources management (blogs, articles, research reports, website content, e-newsletters, etc.)*	500 words = 2 PDUs	**20**

Description of Activity *(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)*	Dates of Activity	Describe type of documentation available	# of PDUs earned
		TOTAL PDUs	

Category 6	PDU Value	Maximum PDUs Allowed
Public speaking, teaching, or consulting *Presentations on topics related to volunteer resources management. Can include teaching a college course.*	1 contact hour = 2 PDUs	**30**

Description of Activity *(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)*	Dates of Activity	Describe type of documentation available	# of PDUs earned
		TOTAL PDUs	

Category 7	PDU Value	Maximum PDUs Allowed
Volunteer leadership. *Examples: Serving on a nonprofit board of directors, chairing a committee, mentoring a colleague, leading a community initiative.*	1 year of service = 5 PDUs	**20**

Description of Activity *(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)*	Dates of Activity	Describe type of documentation available	# of PDUs earned
		TOTAL PDUs	

Category 8	PDU Value	Maximum PDUs Allowed
Volunteer activity. *Any type of direct service or advocacy volunteering*	75 service hours = 1 PDU	**5**

Description of Activity *(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)*	**Dates of Activity**	**Describe type of documentation available**	**# of PDUs earned**
		TOTAL PDUs	

Category 9	PDU Value	Maximum PDUs Allowed
Credentialing program service. *Volunteer service with CCVA.*	1 year on CCVA Board = 5 PDUs 1 year on CVA Peer Assessment or Test Committees = 4 PDUs 1 year on other CCVA committees & task forces = 3 PDUs Presenting a CVA workshop or webinar = 2 PDUs	**20**

Description of Activity *(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)*	**Dates of Activity**	**Describe type of documentation available**	**# of PDUs earned**
		TOTAL PDUs	

Category 10	PDU Value	Maximum PDUs Allowed
NEW CVA exam. *Passing the CVA examination again within the five-year renewal cycle.* *(Requires additional $50 testing fee.)*	1 new exam = 20 PDUs	**20**

Description of Activity *(Must be within the 5-year renewal cycle and beyond the core requirements of your job.)*	**Dates of Activity**	**Describe type of documentation available**	**# of PDUs earned**
		TOTAL PDUs	