



2023 Document of Eligibility Information Sheet

To apply for the CVA, applicants must document activity in three categories. Candidates must document a total minimum of 80 points in order to be approved to take the CVA examination. Points are awarded for various types of activity, with a minimum requirement for each category as follows:

Education - Document at least 15 points total

Volunteer Engagement Experience - Document at least 40 points total

Application of Core Competencies - Document at least 25 points

1. EDUCATION

In this section, a minimum of 15 points are required.

Points can be accumulated in any of the categories as follows:

a) **Academic Degrees and Diplomas:** may be in any field, and points are cumulative.

- Associate's degree/diploma = 5 points
- Bachelor's degree/diploma = 10 points
- Post-graduate degree/diploma = 15 points

b) **Informal or Continuing Education:** related to leadership, volunteer administration, human resources, or other relevant topics within the past 5 years.

Each hour of attendance at conference session, workshop, or webinar = 1 point

Certificate from non-educational institution = 5 points

c) **Teaching:** related to leadership, volunteer administration, human resources, or other relevant topics within the past 5 years.

Each hour spent teaching educational conference sessions, workshops, or webinars = 3 points

d) **Authoring:** related to leadership, volunteer administration, human resources, or other relevant topics within the past 5 years. (*Blogs and other writing as part of job requirements are not applicable.*)

- Article in professional journal = 5 points
- Book chapter = 5 points
- Complete book = 10 points

2. VOLUNTEER ENGAGEMENT EXPERIENCE

In this section, a minimum of 40 points are required.

Points can be accumulated as follows:

a) CVA candidates must have a minimum of the equivalent of three years of experience related to volunteer administration. This experience can be full time or a combination of several part-time positions, and can include both paid and non-paid roles. Each 6 months of volunteer administration experience = 5 points

b) At least 30 percent of current position is related to volunteer administration = 10 pts.

3. APPLICATION OF CORE COMPETENCIES

In this section, a minimum of 25 points are required.

Points can be accumulated as follows:

CVA candidates must have some basic practical experience in at least five (5) of the seven (7) core competencies. Please provide **one brief example of your experience** with at least one task in each competency area. See [Candidate Handbook](#) for specific tasks included in each competency and elaborate with an example.

Documented experience per competency = 5 points.

