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.