



# 2023 CVA RENEWAL GUIDELINES

## PURPOSE OF RENEWAL

In the constantly changing contemporary work environment, the standard of practice in volunteer resource management must remain relevant and effective. Professionals in all fields are expected to be up-to-date in their chosen area of expertise. Employers and communities alike have high expectations of the services provided by certified professionals.

The purpose of the CVA renewal process is to enhance continued competence of CVAs by requiring documentation of learning, reflection, and participation in activities related to this volunteer engagement and leadership. The specific requirements outlined here are designed to:

- include a full range of activities that are relevant today
- provide a balanced approach between passive “head learning” and “experiential” activities
- respond to specific suggestions from past CVA renewal candidates
- provide reflection, flexibility and meaning for the required written component
- emphasize the importance of professional ethics

Renewal of the CVA credential is required **every five years** to retain the right to use the professional credential, CVA (Certified in Volunteer Administration.) These guidelines explain the specific requirements and acceptable forms of documentation.

## GOVERNANCE OF THE CVA RENEWAL PROGRAM

The CCVA Board of Directors approves all policies, based on recommendations from the CVA Renewal Task Force. *CCVA reserves the right at any time and without notice to vary the content previously announced and to modify as appropriate to maintain program quality.*

## RENEWAL CYCLES

The 5-year renewal cycle starts with the notification of the CVA award. ***While your credential is valid until December 31st of your fifth year in holding the credential, CVAs have until December 1st in the year their credential expires to complete the renewal requirements.*** Your expiration date is listed on the CVA Registry at <https://cvacert.org/cva-registry/>

During any five-year renewal cycle, it is the responsibility of the CVA to **maintain current contact information including an email address with the CCVA staff.** This ensures you receive reminder notices, updates, and other communications which may affect your credential.

## WHEN TO APPLY FOR CERTIFICATION RENEWAL

CCVA will send a minimum of two email reminders during the year in which you are due to renew your CVA credential. While you may submit your renewal packet anytime during that year, it is recommended that you not wait until the last minute.

***The renewal deadline of December 1st is firm, and there is no grace period.*** However, based on extenuating circumstances a certificant may appeal the expiration of his/her CVA status. Appeals must be made in writing within 60 days of the expiration date.

***CVAs who do not renew their credential or who do not meet renewal requirements may no longer use the “CVA” designation.*** Their status will be shown as “EXPIRED” in the CVA database and they will no longer appear on the registry. Lapsed CVAs wishing to reinstate their CVA status must successfully complete the entire certification process again.

## RENEWAL FEE

Renewal fees may change over time, for the year 2023 the renewal fees are as follows:  
Early Bird Fee \$150 for renewals sent in from January 1, 2023 to May 31, 2023  
Regular Fee \$200 for renewals sent in by June 1, 2023 to December 1, 2023..

The fee may be paid by credit card on the CCVA website.

## SUBMISSION OF RENEWAL APPLICATION

The following documents must be submitted electronically through the Renewal Form on the CCVA website at <https://forms.gle/HcRNo5f8a84Coxec8>

- Cover sheet

- Tracking forms and
- Professional reflection

## NOTIFICATION OF RENEWED STATUS

CCVA will process your application within 30 days of receipt, and promptly notify you regarding your renewal status.

## COMPONENTS OF RENEWAL SUBMISSION

### Part One - Personal Reflection

- All **renewing CVAs are required to write a professional reflection essay of 500-750 words**. You may select one of 4 topics to write about. (See below)

### Part Two - Professional Development Units (PDUs)

- CVA renewal is required **every five years** counted from the year you were first awarded your CVA.
- Activities and/or PDUs may not be carried over from one renewal cycle to another.
- During the 5-year period you must earn the required **35 (thirty-five)** Professional Development Units (PDUs) through participation in a variety of activities ***beyond the requirements of your position/job***. Activities performed as a core responsibility or expectation of your regular job may NOT be included.
- It is a CVAs responsibility to maintain records documenting PDU activity. You should retain appropriate evidence of this activity; examples of acceptable documentation options are provided and must be submitted at the time of renewal.

# CVA RENEWAL PART 1 – PERSONAL REFLECTION

Select one of the following topics to address in an essay of 500–750 words:

## TOPIC A – DIVERSITY, EQUITY AND INCLUSION

What does diversity, equity and inclusion mean to you and how has this been reflected in your volunteer management practice over the past five years? How has this evolved throughout your career in volunteer engagement? Describe any efforts you have made in ensuring equity in access to volunteerism and opportunities for volunteering?

## TOPIC B – FAILING FORWARD

Describe an experience of failure that you have had in your volunteer management practice over the past five years. In this failure, what went **right**?

Things to consider in your response are:

What could you have done differently to achieve a better result? What actions did you take to grow from this experience? How will you put this learning into practice in your work in volunteer engagement in the future? How will you put this learning into practice to change the outcome the next time?

## TOPIC C – ADVOCACY

The field of volunteer management has struggled to gain acceptance as an important professional element of volunteer-engaging organisations. As the holder of the CVA credential, explain the role that advocacy has played in your professional practice over the past five years.

Things to consider in your response are:

What have you learnt when advocating? How have these learnings impacted your future interactions? How do you advocate for the profession, especially in environments that are not supportive? How do you encourage other volunteer management professionals to advocate for themselves, their projects and their profession?

## TOPIC D – DISRUPTION & INNOVATION

To move our organizations and communities from the status quo towards being more resilient, just, and responsive, we must be both disruptive and innovative in our volunteer management practice. Describe a time during the past five years when you worked to accomplish these goals.

Things to consider in your response are:

How was your project successful and unsuccessful? Which of your efforts helped accomplish these goals and how did your efforts not work out? What mechanisms and relationships did you utilize, which helped accomplish your project? What mechanisms, that were outside of your influence, helped and hindered this project?

**There are two ways to submit your reflection:**

<b>WRITTEN FORMAT:</b> <ul style="list-style-type: none"><li>• Include your name and the topic you have selected at the top of the page</li><li>• Word count must be 500 – 750 words</li><li>• Double-spaced, with a 12-point font size<ul style="list-style-type: none"><li>• Correct spelling and grammar</li><li>• Must be submitted in PDF format</li></ul></li><li>• Upload your PDF with your renewal where indicated</li></ul>	<b>AUDIO or VIDEO FORMAT:</b> <ul style="list-style-type: none"><li>• Read your name and the topic you have selected at the beginning of your submission</li><li>• Minimum 5 minutes, maximum 10 minutes in duration</li><li>• Ensure audio is clear and easy to hear</li><li>• Graphics and visuals unnecessary, but welcome</li><li>• Upload your file as an unlisted link on YouTube and submit the link with your renewal where indicated</li></ul>
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**POTENTIAL USE BY CCVA:** CCVA may occasionally recommend that a personal reflection (or portion of) be used publicly to demonstrate the value of certification. If your personal reflection is selected, you will be notified to request your permission prior to use by CCVA.

**CVA RENEWAL PART 2 – PROFESSIONAL DEVELOPMENT UNITS (PDUS)**  
**35 PDUs must be accumulated.**

**How to Earn PDUs for CVA Renewal**

*NOTE: All activities must be beyond the requirements of your position/job.*

Category of Activity	PDU Value & Maximum PDUs Allowed	Acceptable Documentation
<p><b>In-person workshops, seminars.</b>            Topics related to volunteer resources management</p>	<p>1 contact hour = 1 PDU  <b>Category Maximum = 25 PDUs</b></p>	<ul style="list-style-type: none"> <li>● Proof of participation and completion provided by sponsoring organization. (<i>Evidence of registration is not sufficient.</i>)</li> <li>● Proof may include a certificate, an email statement from the sponsoring organization, a statement from your supervisor, or an attendance form signed by the presenter. (<i>See sample form provided at the end of this Handbook.</i>)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>● A brief essay of at least 500 words, summarizing learning content and how it applies to your work. Essay must include complete information on the nature of the activity, presenter, date, timeframe, and sponsoring organization.</li> </ul>
<p><b>E-learning self-study.</b>            Online seminars, self-instruction modules, virtual conferences, etc.</p>	<p>1 class or module = 1 PDU  <b>Category Maximum = 15 PDUs</b></p>	<ul style="list-style-type: none"> <li>● Proof of participation provided by sponsoring organization. (<i>Evidence of registration is not sufficient.</i>)</li> <li>● Proof may include a certificate, an email statement from the sponsoring organization, a statement from the CVA’s supervisor, or an attendance form signed by the presenter. (<i>See sample form provided at the end of this Handbook.</i>)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>● A brief essay of at least 500 words, summarizing learning content and how it applies to your work. Essay must include complete information on the nature of the activity, presenter, date, timeframe, &amp; sponsoring organization.</li> </ul>

Category of Activity	PDU Value & Maximum PDUs Allowed	Acceptable Documentation
<p><b>Self-study applied readings or podcasts.</b> Read a book or article, listen to a podcast and write a brief essay.</p>	<p>Reading of at least 2000 words = 1 PDU <b>Category Maximum = 5 PDUs</b></p>	<ul style="list-style-type: none"> <li>● Essay must address: <i>How was the content relevant to your work? What were your key learnings? How has it or will it influence your actions?</i></li> <li>● Essay must be at least 500 words in length.</li> <li>● Essay must include complete information (title, author, date) on the book or article.</li> </ul>
<p><b>Post-secondary education.</b> College level courses, certificates, certification or degrees related to volunteer resources management or leadership.  Related fields include human resources, fundraising, community development, etc.</p>	<p>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 <b>Category Maximum = 30 PDUs</b></p>	<ul style="list-style-type: none"> <li>● Proof of participation and completion provided by sponsoring organization. (<i>Evidence of registration is not sufficient.</i>)</li> <li>● Proof may include a certificate, an email statement from the sponsoring organization, a statement from your supervisor, or an attendance form signed by the presenter. (<i>See sample form provided at the end of this Handbook.</i>)</li> </ul>
<p><b>Publishing.</b> Publish content about topics related to volunteer resources management (blogs, articles, podcasts, research reports, website content, e-newsletters)</p>	<p>500 words = 2 PDUs 1 hour of podcasting = 2 PDUs <b>Category Maximum = 20 PDUs</b></p>	<ul style="list-style-type: none"> <li>● Proof of authorship and a copy of published material.</li> </ul>
<p><b>Public speaking, teaching, or consulting.</b> Presentations on topics related to volunteer resources management. Can include teaching a college course.</p>	<p>1 contact hour = 2 PDUs <b>Category Maximum = 30 PDUs</b></p>	<ul style="list-style-type: none"> <li>● Proof may include a program agenda, brochure, or website listing with your name and topic, or other communication from the sponsoring organization confirming your participation in this activity.</li> </ul>

Category of Activity	PDU Value & Maximum PDUs Allowed	Acceptable Documentation
<p><b>Volunteer leadership.</b> Examples: Serving on a nonprofit board of directors, chairing a committee, mentoring a colleague, leading a community initiative.</p>	<p>1 year of service = 5 PDUs <b>Category Maximum = 20 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Proof may include a board roster or welcome letter, meeting notes/minutes showing your name, or other communication from the sponsoring organization or other individual involved. Must include timeframe served.</li> </ul>
<p><b>Volunteer activity.</b> Any type of direct service or advocacy volunteering</p>	<p>75 service hours = 1 PDU <b>Category Maximum = 5 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Proof may include a welcome letter, volunteer roster including your name, or other communication from the organization involved. Must include timeframe and hours served, plus type of service activity.</li> </ul>
<p><b>Credentialing program service.</b> Volunteer service with CCVA.</p>	<p>1 year on CCVA Board = 5 PDUs 1 year on CVA Exam Committees = 4 PDUs 1 year on other CCVA committees &amp; task forces = 3 PDUs Presenting a CVA workshop or webinar = 2 PDUs <b>Category Maximum = 20 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Proof of committee service may include a Board or committee roster, or communication from CCVA. Must include timeframe served.</li> <li>• Proof of workshop presentation may include program announcement with name and date of your presentation, or email communication from sponsoring organization.</li> </ul>
<p><b>NEW CVA exam.</b> Passing the CVA examination again within the five-year renewal cycle. (Requires additional re-test fee of \$50.)</p>	<p><b>Category Maximum = 20 PDUs</b></p>	<ul style="list-style-type: none"> <li>• Communication from CCVA confirming successful passing score</li> </ul>

*This form may be used to document your participation in workshops, seminars, conferences, or e-learning activities. You may reproduce the form as needed.*

***Council for Certification in Volunteer Administration***  
**PDU Documentation for Educational Activities**

Type of Educational Event:

Title/Topic:

Sponsoring Organization:

Date(s) and Time:

Instructor/Speaker:

*This is to confirm that \_\_\_\_\_ attended and completed the educational event described above.*

Instructor/Speaker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*This is to confirm that \_\_\_\_\_ attended and completed the educational event described above.*

Instructor/Speaker Signature: \_\_\_\_\_ Date: \_\_\_\_\_