The CVA Credential:

A Mark of Excellence

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Agenda

- **History of the CVA credential**
- **Body of Knowledge and Competencies**
- **Professional certification vs. certificate**
- **Eligibility, Application and Fees**
- **The CVA Exam**
- **Resources and Candidate Support**
- **Renewal requirements**
- **Benefits of certification**

History

- **Early 1980's**: First competency-based, international certification developed by Association for Volunteer Administration: *CVA (Certified in Volunteer Administration)*

- **2000**: Revision to update competencies & align with national certification standards

- **2006**: AVA dissolves. CCVA established as new home for CVA credential and *"Professional Ethics"* material

- **2010**: CCVA also assumes management of certification program for volunteer resource professionals in U.S. healthcare settings

- **2005**: Cumulative 1400+ CVAs awarded in 10 countries

CVA Supporters

- Association of Leaders in Volunteer Engagement (AL!VE)
- Energize, Inc.
- Habitat for Humanity International
- Idealist.org
- International Association of Volunteer Efforts (IAVE)
- International Volunteer Managers Day
- National Assoc. of Volunteer Programs in Local Government (NAVPLG)
- National Human Services Assembly
- Points of Light & Hands On Network
- The Aging Network's Volunteer Collaborative
- United Way Worldwide
- Volunteer Canada
- Volunteer Management Professionals of Canada (VMPC)
- VolunteerMatch
- Volunteer Today

Two Certifications

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Council for Certification in Volunteer Administration

CVA

Certified in Volunteer Administration

- Paid or unpaid professionals in any setting
- International
- Sponsored by CCVA

CAVS

Certified Administrator of Volunteer Services

- For salaried professionals in healthcare settings
- USA only
- Sponsored by Association for Healthcare Volunteer Resource Professionals (AHVRP)

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Body of Knowledge & Competency

http://cvacert.org/resources-and-media/

- Plan for Strategic Volunteer Engagement
- Advocate for Volunteer Involvement
- Attract and Onboard a Volunteer Workforce
- Prepare Volunteers for their Role
- Document Volunteer Involvement
- Manage Volunteer Performance and Impact
- Acknowledge, Celebrate and Sustain Volunteer Involvement

The CVA Credential

IS...
Universal, applicable to all settings
Competency-based <u>certification</u>
Developed by peers
Voluntary
Internationally accessible

IS NOT...
A "how to" course or class
An education-based <u>certificate</u> of completion
Linked to a specific college or university

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Candidate Eligibility

- Minimum of 3 years experience (paid or unpaid)
- At least 30 % of current position related to volunteer resources management
- Documented educational and experiential readiness

How To Apply

- Registration opens October 1, 2015. Applications accepted continuously throughout 2016.

- Download Application form and CVA Certification Handbook from website

- Include resume and one letter of professional recommendation

- Submit via email or postal mail

- All materials must be submitted before review by CCVA. Incomplete applications not accepted.

2016 FEES

- Regular fee remains $350 US

- Member discounted fee remains $315 US
  - Points of Light – HandsOn
  - Association of Leaders in Volunteer Engagement
  - Volunteer Canada
  - VolunteerMatch
  - Volunteer Management Professionals of Canada
  - Habitat for Humanity International
  - National Association for Volunteer Programs in Local Government

- Exam re-sit fee is $95 US (direct cost to CCVA)
- CVA Renewal fee remains $175 US

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The CVA Exam

- 100 multiple choice questions to assess:
  - *Knowledge*: *recall of facts, concepts, procedures*
  - *Application*: *ability to apply knowledge to situations and scenarios*

- 10 Field Test questions (not scored)

- All questions based on Body of Knowledge and Competencies

- All questions equally weighted

- Two hours to complete the exam (computer based testing)

- Scored on a pass/fail basis

The CVA Exam

- Delivered via computer using Pearson VUE global network of testing centers with on-site proctoring
- Candidates schedule their own exam via PV website
- Exam Schedule:

Exam Window #1	**Exam Window #2**
April 4-15, 2016	October 3-14, 2016
Application Deadline	**Application Deadline**
March 15, 2016	September 15, 2016

Exam Reference Materials

- Exam content <u>not</u> based on memorization of any particular book or reference.

- Self-study focused on gaps in your knowledge and/or experience

- Sample references:

    <u>Volunteer Administration: Professional Practice</u>. (1st or 2nd edition)
    http://cvacert.org/resources-and-media/ccva-textbook/

    Ellis, Susan. <u>From the Top Down</u>. (1996)
    www.energizeinc.com/store/

    <u>e-Volunteerism – The Electronic Journal of the Volunteer Community</u>
    http://www.energizeinc.com/store/

    <u>Professional Ethics in Volunteer Administration</u> (free)
    http://www.cvacert.org/professional.htm

Candidate Support

- Comprehensive CVA Certification Handbook
- Self-Assessment tool
- Local study group or study-buddy
- CVASupport GoogleGroup
- Connections with CVAs near you or in similar settings
- Sample test questions (not intended as a major study tool)
- FAQ's
- Visit http://cvacert.org/cva-candidates/

Award of CVA Status

- Use of CVA designation
- Certificate
- Media release
- Announcement letter
- CVA Registry on website
- Invitation to join committees
- Lapel pin

Certification Renewal

- Required every 5 years
- Must earn 35 Professional Development Units (PDUs) per 5-year recertification cycle
- One PDU equals one contact hour or 0.1 CEU
- Demonstrate learning, professional growth, leadership
- Maximum flexibility, minimum time to track
- Details and tracking forms provided

Benefits of Certification

- Increased confidence

- Enhanced credibility

- Learning through self-assessment

- Increased commitment

- Transferable validation of knowledge and skills

- Affirmation of current practice

- Demonstrated organizational commitment to excellence in volunteer engagement

- External validation of professional competencies and leadership potential

Hear From Your Peers

Thoughts and advice from current CVAs...

Why did you pursue this credential?

What did you gain from the process?

How did you decide you were ready?

Are YOU Ready?

- 3+ years of experience
- More years of experience does not mean you have a better chance of success
- This is NOT about memorizing what you read
- Emphasis on understanding universal principles and concepts of effective practice
- Professional certification is a rigorous process requiring time and focus

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