

The CVA Credential: *A Mark of Excellence*

Council for Certification in Volunteer Administration
www.cvacert.org



Today's Program: July 23, 2024

WHO we are:

- ▶ CCVA Mission & Vision
- ▶ Professional Credential vs. Certification
- ▶ History of the CCVA
- ▶ CVA Supporters

WHY certify:

- ▶ Benefits of Certification
- ▶ What You Get When You Certify

HOW is the exam created:

- ▶ Exam Building Blocks:
 - ▶ Job Task Analysis
 - ▶ Body of Knowledge & Competencies



Today's Program: July 23, 2024

WHAT is the certification & renewal process:

- ▶ Eligibility and Application
- ▶ 2024 Fees
- ▶ Steps for Taking the CVA Exam
- ▶ Certification Renewal

WHERE can you find support:

- ▶ Materials & Support (Handbook vs. Textbook)
- ▶ Who is Successful?
- ▶ Top Tips First-Time Exam Takers

WHEN will you certify?

- ▶ *Are YOU Ready!*



WHO we are:

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CCVA: Vision and Mission



- ▶ Our Vision:

- ▶ A world where competent, passionate leaders effectively engage volunteers.

- ▶ Our Mission:

- ▶ To advance excellence in volunteer administration by delivering professional certification and advocating ethical practice.



The CVA Credential...

IS:



- ▶ Universal and applicable to all settings.
- ▶ A competency-based certification.
- ▶ Voluntary.
- ▶ Internationally accessible.
- ▶ Inclusive.
- ▶ For experienced volunteer professionals with 3+ years experience.

IS NOT:



- ▶ A 'how-to' training course or class.
- ▶ For beginners/early career volunteer professionals.
- ▶ An education-based certificate of completion.
- ▶ Linked to a specific college or university.



History of the CCVA

Early 1980's:

- ▶ First competency based international certification developed by the Association for Volunteer Administration (AVA): CVA (Certified in Volunteer Administration).

2000:

- ▶ Revision to update the competencies to align with national certification standards.

2006:

- ▶ AVA dissolves; CCVA established as new home for the CVA credential and *Professional Ethics* materials.



2015:

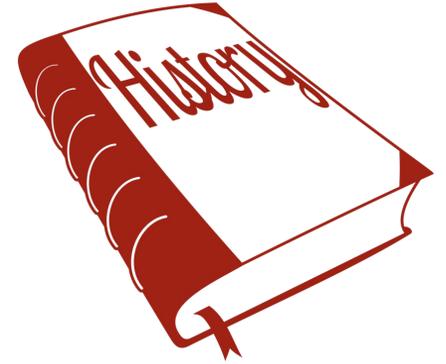
- ▶ Task force creates new Body of Knowledge and Competency Framework for basis of exam.

2016:

- ▶ Certification process changes to include application and exam only.

2020:

- ▶ CCVA receives re-accreditation from the Institute for Credentialing Excellence (ICE).



PROUD MEMBER



Institute for
Credentialing
Excellence™

CCVA Supporters

Canada:

- ▶ Volunteer Management Professionals of Canada (VMPC)
- ▶ Volunteer Canada
- ▶ Professional Association of Volunteer Leaders (PARVO)

US:

- ▶ Association of Leaders in Volunteer Engagement (AL!VE)
- ▶ VolunteerMatch
- ▶ VolunteerPro
- ▶ United Way Worldwide
- ▶ American Association of Zoos and Aquariums (AZA)

International:

- ▶ Habitat for Humanity
- ▶ Better Impact
- ▶ ENGAGE



We are always looking to partner with additional supporters!



WHY certify:

- ▶ Benefits of Certification
- ▶ What You Get When You Certify



Credentialing Benefits

- ▶ Certification = ACHIEVEMENT.
- ▶ Enhanced credibility.
- ▶ Learning more about yourself & skill set through the self-assessment.
- ▶ Increase your commitment to excellence in your practice.
- ▶ Increase or validate your knowledge and skills.
- ▶ External validation of professional competencies & recognition from colleagues.
- ▶ Supports continued professional development.
- ▶ International connections to other like-minded peers.



Why are YOU seeking certification? Tell us in the chat!



What You Get When You Certify

Award of CVA Status:

- ▶ Use of CVA designation.
- ▶ Receive your Digital Certification.
- ▶ Announcement Letter to your employer or others (available on request)
- ▶ Listed in CVA Registry on Website.
- ▶ Professional development opportunities: invitations to join committees within the CCVA.
- ▶ A community of CVAs around the world.

HAVING SATISFIED THE REQUIREMENTS FOR CERTIFICATION THROUGH EDUCATION,
EXPERIENCE, AND EXAMINATION IS HEREBY DECLARED A

CERTIFIED VOLUNTEER ADMINISTRATOR

WITH ALL RIGHTS AND HONORS PERTAINING TO THE USE OF THE INTERNATIONALLY RECOGNIZED CVA DESIGNATION.

VALID THROUGH: FRI DEC 31 2021 07:00:00 GMT-0500 (EASTERN STANDARD TIME) CCVA IDENTIFICATION NUMBER: 16163



A handwritten signature in black ink, appearing to be 'A. M. L.', written over a horizontal line.

BOARD CHAIR, COUNCIL FOR CERTIFICATION
IN VOLUNTEER ADMINISTRATION



PROUD MEMBER OF
**Institute for
Credentialing
Excellence**





HOW the exam is created

- ▶ Exam Building Blocks:
 - ▶ Job Task Analysis
 - ▶ Body of Knowledge & Competencies



Exam Building Blocks: Job Task Analysis



2014:

- ▶ Task Force of CVAs in US and Canada worked together.
- ▶ Adoption of the Canadian National Occupational Standards for Managers of Volunteer Resources (2012) as a highly credible and current foundation.
- ▶ Conducted an international survey of practitioners with 850+ responses.

2015:

- ▶ Results yielded a new Body of Knowledge and Competency Framework.

- ▶ ***The CVA exam is based upon the Body of Knowledge and Competency Framework***



Exam Building Blocks: 2021 Body of Knowledge and Competencies

Seven (7) Unique Competencies:

- ▶ 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

These Seven Categories are further broken down into 67 tasks



CCVA Body of Knowledge and Competency Framework

Contents

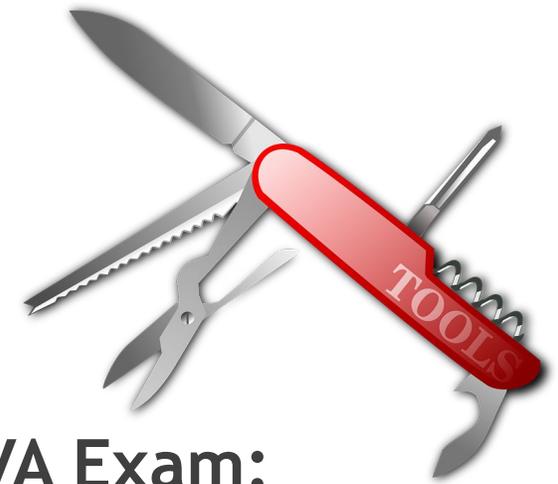
- ◆ Purpose of this Document
- ◆ Professional Management of Volunteer Engagement
- ◆ The CVA Credential
- ◆ 2014 Job Analysis:
 - Background
 - Validation Survey
 - Results
- ◆ Volunteer Management Competencies and Tasks
- ◆ Enabling Knowledge and Skills
- ◆ A Unique, Complex Role

Council for Certification in Volunteer Administration, 2015

www.CVAcert.org

***I am the basis for the exam.
Please read me!***

Exam Building Blocks: A Multi-Purpose Resource



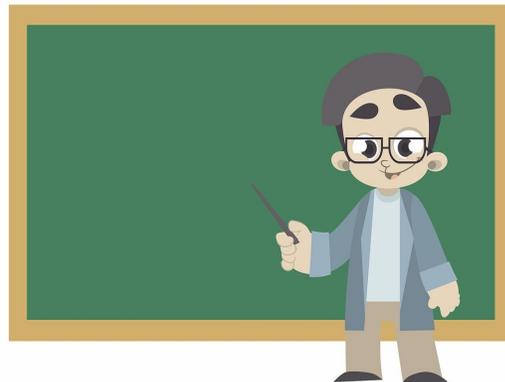
This work is not just used as the basis for the CVA Exam:

- ▶ Basis for other certification programs.
- ▶ Used for curriculum development by trainers and educators.
- ▶ Holistic framework for new practitioners.
- ▶ Hiring and capacity-building tool for HR managers and executives.
- ▶ Guidance for individual professional development.



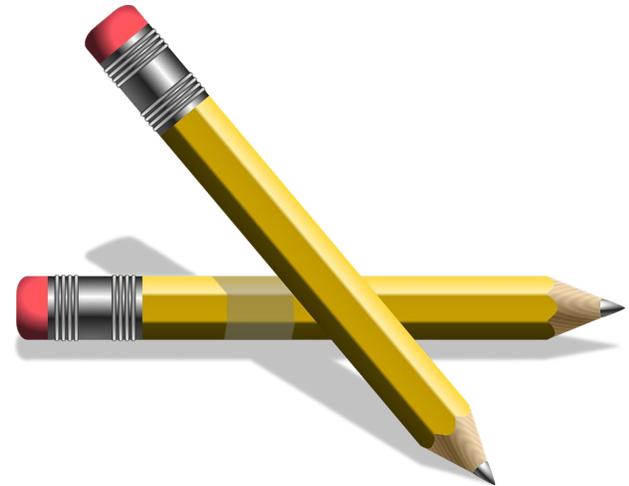
Exam Building Blocks: The Exam

- ▶ This is an exam created by the CCVA Exam Committee and a Psychometrician.
- ▶ A **psychometrician** is someone who practices the science of educational and psychological measurement, or in other words, testing. **Psychometricians** measure the validity, reliability, and fairness of an exam program, and are an integral part in the process of creating valid and reliable language tests.



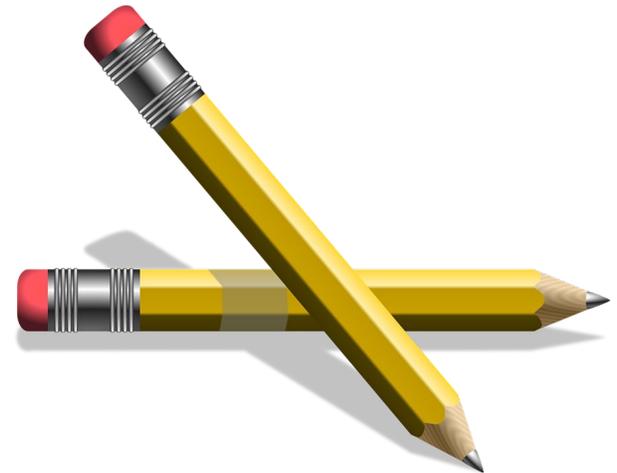
Exam Building Blocks: The Exam

- ▶ **100 multiple choice questions** to assess your ability to apply the concepts of effective practice:
 - ▶ *Knowledge*: recall of concepts and procedures.
 - ▶ *Application*: ability to apply knowledge to situations and scenarios.
- ▶ All questions are based on the Body of Knowledge & Competencies.
- ▶ All questions are equally weighted.
 - ▶ **The exam is NOT open book!**



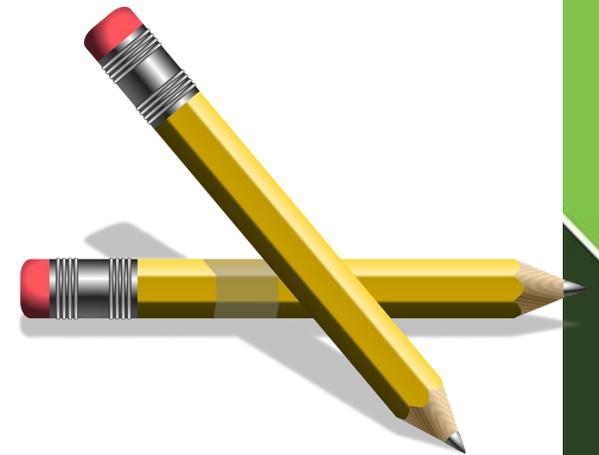
Exam Building Blocks: The Exam

- ▶ Exam questions are focused on scenarios:
 - ▶ *What would YOU do when presented with a certain situation?*
- ▶ It is not memorization of terms or theories.
- ▶ It is applicable to any area of volunteer management-not to a specific field.
- ▶ Not based on a single text or text book.



Exam Building Blocks: The Exam

- ▶ **Two-hours** are provided to complete the exam in one sitting.
 - ▶ Computer based testing and proctoring.
 - ▶ YouTestMe Platform.
- ▶ You can sit your exam anytime during the two week exam windows that you applied for:
 - ▶ **October Exam Window: October 1-14, 2024**
 - ▶ **April Exam Window: April 1-14, 2025**



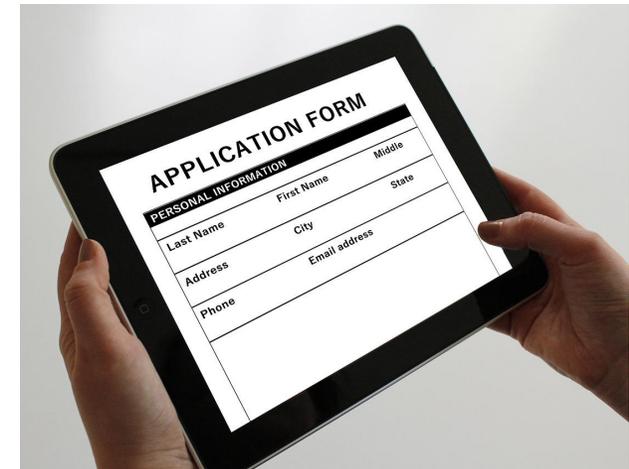
WHAT is the certification and renewal process:

- ▶ Eligibility & Application
- ▶ 2024 Fees
- ▶ Steps for Taking the CVA Exam
- ▶ Certification Renewal



Candidate Eligibility

- ▶ Minimum of 3 years experience (paid or unpaid).
- ▶ At least 30% of current position related to volunteer resources management.
- ▶ Resume.
- ▶ Letter of Reference.
- ▶ Document of Eligibility.
- ▶ Complete online application in full.
- ▶ Submit fees by application deadline.



Document of Eligibility

- ▶ Documented educational and experiential readiness.
- ▶ Informational instruction sheet available.



CVA Candidate Name: _____

DOCUMENTATION OF ELIGIBILITY: Applications for certification require candidates to document activity in three categories. Points are awarded for various types of activity, with a minimum requirement for each category:

- **Education** = must document at least 15 points
- **Professional Experience** = must document at least 40 points
- **Application of Core Competencies** = must document at least 25 points

Candidates must document a total minimum of 80 points in order to be approved to take the CVA examination.

Please complete the table below to summarize your activity and points earned in each category.

EDUCATION (15 points minimum)	POINTS EARNED	DATES / DETAILS / EXPLANATION
Academic Degrees and Diplomas: may be in any field, and points are cumulative. <ul style="list-style-type: none"> • Associate's degree/diploma = 5 points • Bachelor's degree/diploma = 10 points • Post-graduate degree/diploma = 15 points 		
Informal or Continuing Education: related to leadership, volunteer administration, human resources, or other relevant topics <u>within the past 5 years</u> . Each hour of attendance at conference session, workshop, or webinar = 1 point Certificate from non-educational institution = 5 points		
Teaching: related to leadership, volunteer administration, human resources, or other relevant topics <u>within the past 5 years</u> . Each hour spent teaching educational conference sessions, workshops, or webinars = 3 points		
Authoring: related to leadership, volunteer administration, human resources, or other relevant topics <u>within the past 5 years</u> . <i>(Blogs and other writing as part of job requirements are not applicable.)</i> <ul style="list-style-type: none"> • Article in professional journal = 5 points • Book chapter = 5 points • Complete book = 10 points 		

PROFESSIONAL EXPERIENCE (40 points minimum)	POINTS EARNED	DATES / DETAILS / EXPLANATION
CVA candidates must have a minimum of the equivalent of three years of fulltime experience related to volunteer administration. This experience can be 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		
At least 30 percent of current position is related to volunteer administration = 10 pts.		

PROFESSIONAL PRACTICE (25 points minimum)	POINTS EARNED	DATES / DETAILS / EXPLANATION
CVA candidates must have some basic practical experience in <u>at least five (5)</u> of the seven (7) core competencies. Each competency = 5 points. Please provide <u>one</u> brief example of your experience with at least one task in each competency area. See Candidate Handbook for specific tasks included in each competency.		
Plan for Strategic Volunteer Engagement		
Advocate for Volunteer Involvement		
Attract and Onboard a Volunteer Workforce		
Prepare Volunteers for their Roles		
Document Volunteer Involvement		
Manage Volunteer Performance and Impact		
Acknowledge, Celebrate and Sustain Volunteer Involvement		

Candidate Application

Application:

- ▶ Online Google Form:
 - ▶ Complete in full.
 - ▶ Don't wait until the last minute to apply!
- ▶ Required Documents:
 - ▶ Letter of Reference.
 - ▶ Resume.
 - ▶ Completed Document of Eligibility.
- ▶ ***You sit for the exam period you applied for:***
 - ▶ October 2024 Deadlines:
 - ▶ Application and Fee: September 1, 2024
 - ▶ Exam Window: October 1-14, 2024
 - ▶ April 2025 Deadlines:
 - ▶ Application and Fee: March 1, 2025
 - ▶ Exam Window: April 1-14, 2025



2024 Fees

- ▶ Regular fee: **\$400 US**
- ▶ Member discounted fee: **\$350 US**
- ▶ CVA renewal fee (renew every 5 years):
 - ▶ **\$150 US** early bird (January 1-May 31)
 - ▶ **\$200 US** regular fee (June 1-December 1)
- ▶ One-time exam resit fee for the next immediate exam period: **\$125**
- ▶ 2024 fee due dates:
 - ▶ October: **September 1, 2024**
 - ▶ April: **March 1, 2025**



Note: *Payment is non-refundable (even if you fail the exam) & cannot be rolled over to a future exam period.*



Steps For Taking the CVA Exam Before Applying:



- ▶ Attend a CVA Exam Webinar Information Session.
- ▶ Take the Self-Assessment on the CVA website and identify areas where you may need to concentrate your study efforts.
- ▶ Read the CVA Certification Handbook on the CVA website.
 - ▶ NOTE this is updated annually and you should be checking the website for updated editions.
- ▶ Study up on areas with knowledge gaps using recommended resources. There are no required study resources for the exam.
- ▶ Take sample exam questions in the updated CVA Handbook on website.



Now, how do you feel?

Steps for taking the CVA Exam: *How do you feel?*

Ready!

1. Go to CVA website to apply.
2. Complete application in full:
 - a. Document of Eligibility
 - b. Reference Letter
 - c. Resume
3. Submit \$400 US Fee (or discounted fee) and Complete October 2024 Application by: September 1, 2024.



Steps for taking the CVA Exam: *How do you feel?*

Ready!

4. Receive credentials to take YouTestMe
October Trial Test: September 13, 2024.
 - a. Check your spam folder!
5. Take Trial Test with YouTestMe: September 14-25, 2024.
 - a. You cannot sit the exam if you do not complete the trial test.
 - b. Takes 15 minutes
 - c. **NOT** a CVA practice test.
6. Receive personal link to take October Exam: September 30, 2024.



Steps for taking the CVA Exam: *How do you feel?*

Ready!

7. Take exam anytime: October 1-14, 2024.
 - a. YouTestMe provides customer service Monday-Friday 12-8pm Central Time.
 - b. The CCVA would love to help you but YouTestMe staff are the tech experts!
 - c. Once you login and select the test, you are sitting the exam. You cannot leave or restart.
 - d. *Need an accommodation?* We have a form on our website!



Steps for taking the CVA Exam:

How do you feel?

Ready!

8. Once you hit submit, your exam is complete. You will not receive an initial score. Your proctoring report and footage will be reviewed and you will find out if you passed or failed after the exam period is complete.
 - a. Faiza Venzant, CVA and ED of the CCVA is the proctor.
 - b. Proctor reports are recordings of you taking the exam.
 - c. Both your test and proctor report must have passing scores
9. Questions immediately following your exam?
 - a. To respect the integrity of the exams and others testing, questions will not be answered until the October 14, 2024 exam period closing date.
10. Receive official score via email as well as digital certification and virtual badge via email! Celebrate!



Steps for taking the CVA Exam: *How do you feel?*

Still want to brush up on some knowledge, competencies, and skills?

- ▶ Complete the before applying steps until you are ready.
- ▶ You cannot defer or roll over your application to future exam periods so please make sure you are ready when you apply.
- ▶ Invest the time in yourself to prepare.
- ▶ We are here for you and want you to succeed.
- ▶ Apply when you are ready.



Certification Renewal Process: Required Every 5 Years

- ▶ Renewal demonstrates professional growth, leadership, and continued involvement (paid or unpaid) in the management of volunteers.
- ▶ Designed to allow maximum flexibility and ease in proof of continued involvement and growth
- ▶ Personal Reflection Essay (select 1 of 4 topics):
 - ▶ 500-750 Words.
 - ▶ Written or Audio.
- ▶ Professional Development Units (PDUs).
 - ▶ Stay tuned to our website for updates.





WHERE can you find support:

- ▶ Materials & Support (Handbook vs. Textbook)
- ▶ Who is Successful
- ▶ Top Tips First-Time Exam Takers



Materials and Support: Free CCVA Exam Reference Materials

- ▶ 2024 CVA Handbook
UPDATED EACH YEAR-CHECK THE WEBSITE!
- ▶ Thorough email communications from the CCVA with step-by-step instructions for the process from the time of your acceptance through to taking the exam and beyond.
- ▶ CCVA can provide reasonable accommodations if requested.
- ▶ YouTestMe platform IT support.



▶ info@cvacert.org

2023 CVA CERTIFICATION HANDBOOK



Statement of Nondiscrimination Policy

CCVA does not discriminate among applicants on the basis of age, gender, race, religion, national origin, disability, sexual orientation or marital status. The CVA credentialing program is open to salaried and non-salaried individuals in the field of volunteer resource management.

2023 Council for Certification in Volunteer Administration.
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Materials and Support: Free CCVA Exam Reference Materials

- ▶ CCVA Body of Knowledge and Competency Framework (*basis of the exam content*).
- ▶ CVA Self-Assessment Tool.
- ▶ Sample Exam Questions.
- ▶ Professional Ethics in Volunteer Administration





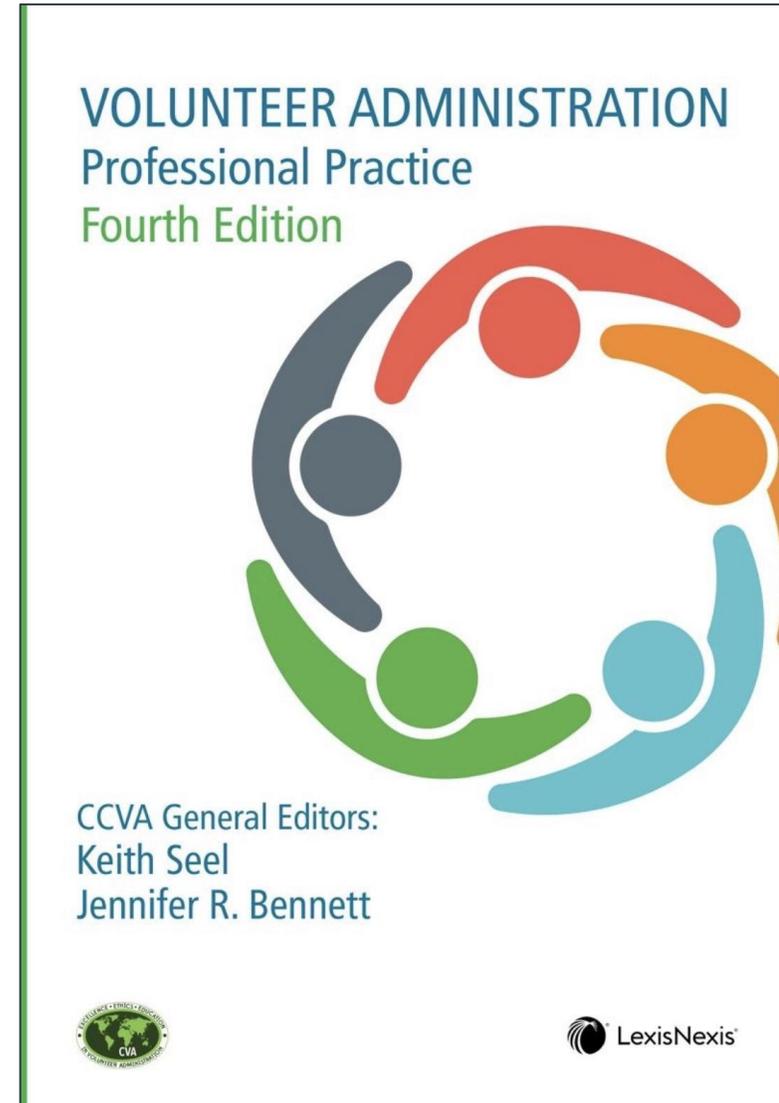
CVA Self-Assessment Tool
This document is intended to provide guidance when studying for the CVA Exam. By assessing your own level of knowledge and experience in each topic area, you can identify areas that might require further study or review.

1 = minimal or no knowledge or experience; requires study
 2 = some knowledge or experience; requires review
 3 = know and understand, with solid experience; little or no review needed

A. Plan for Strategic Volunteer Engagement	1	2	3
1. Assess organizational needs and opportunities for volunteers			
2. Promote organizational readiness (e.g., commitment, capacity, competency)			
3. Research and analyze related programs and services			
4. Develop goals and objectives for volunteer services			
5. Develop policies and procedures for volunteer services			
6. Develop supporting tools and resources for volunteer services (e.g. forms, databases)			
7. Develop evaluation plan for volunteer services			
8. Develop risk management plan for volunteer services			
9. Establish benchmarks for volunteer services			
10. Implement evaluation plan for volunteer services			
B. Advocate for Volunteer Involvement	1	2	3
11. Design communication plan for volunteer services			
12. Implement communication plan for volunteer services			
13. Evaluate communication plan for volunteer services			
14. Inform stakeholders of volunteer service opportunities			
15. Enlist stakeholders in promoting volunteer service opportunities			
16. Develop volunteers as advocates			
17. Advocate for volunteer services (to stakeholders and community)			
18. Cultivate stakeholder and partner relationships			
19. Collaborate with stakeholders			
C. Attract and Onboard a Volunteer Workforce	1	2	3
20. Identify current needs for volunteers			
21. Develop volunteer position descriptions			
22. Develop performance objectives for volunteer roles			
23. Design recruitment strategy for volunteers			
24. Implement recruitment strategy for volunteers			
25. Respond to volunteer inquiries			
26. Select applicants for interviews			
27. Conduct applicant interviews			
28. Administer screening process			
29. Match volunteers with assignments			
30. Evaluate placement of volunteers			
31. Evaluate recruitment strategies			

Materials and Support: Sample of Other Optional Resources

- ▶ Volunteer Administration: Professional Practice 4th edition Textbook.
- ▶ Ellis, Susan. From the Top Down. (1996).
- ▶ Engage - The Electronic Journal of the Volunteer Community.
- ▶ Study Groups.



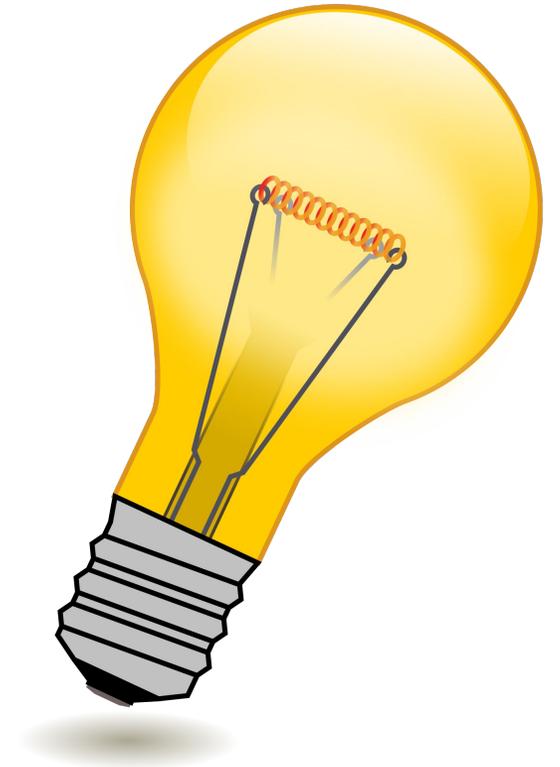
Who is successful?

- ▶ There are no trends in average years/length of career in Volunteer Leadership.
- ▶ Average 3-6 months to prepare.
- ▶ 50% use study groups; 50% do not; 50% use the textbook; 50% do not.
- ▶ Knowing what kind of support you need.
- ▶ Reading all the emails from the CCVA after you apply!
- ▶ Attending an information session!



Top Tips for First-Time Exam Takers

- ▶ **Applying when you are ready!**
 - ▶ The exam is offered twice per year
 - ▶ You cannot defer to another period
 - ▶ Wait until you are ready!
- ▶ **Read your emails from the CCVA after you apply!**
 - ▶ We send you all the information you need:
 - ▶ Updated Handbook for your Exam Period, YouTestMe manual, step-by-step instructions
 - ▶ Take the time to read the emails
 - ▶ Check your spam folder if you are ever missing emails!



Top Tips for First-Time Exam Takers:

How to Prepare

- ▶ **Give yourself the time you need to be successful in this endeavor.**
 - ▶ Stay calm and be prepared-don't stress yourself out! You got this!
 - ▶ Invest the time in yourself to prepare and read all materials.
 - ▶ This is a hard exam- so study and preparation are needed.
- ▶ **Your years of work and success in your specific field of volunteer management are valuable, but does not guarantee automatic success.**
 - ▶ The exam is about your understanding of the Body of Knowledge and Competencies in our field and how you can apply the skills and knowledge from the seven competencies in accordance with the Body of Knowledge and Competencies-not how well you do your specific job



Top Tips for First-Time Exam Takers: How to Prepare

- ▶ **Studying the Body of Knowledge and Competencies**
 - ▶ The exam is based off of the Body of Knowledge and Competencies.
 - ▶ Try to connect with people outside of your field to discuss these documents and see how they are applied in different setting.
- ▶ **Study with people in a different field than you!**
 - ▶ It is very helpful to get a universal perspective on our field to see the Body of Knowledge and Competencies applied in a setting outside of your own.
- ▶ **Taking the Self Assessment**
 - ▶ The self assessment helps you determine what areas your skills are lacking to help focus your studies.
 - ▶ Take it more than once to track your progress!



Top Tips for First-Time Exam Takers: Multiple Choice Exams

- ▶ **Multiple Choice Exam Tips.**
- ▶ Analyze the question looking for keywords that may point you to the correct answer.
- ▶ Watch for words like "all," "always," "never," "none," "few," "many," "some," "sometimes." They are meant to distract you.
- ▶ Extra details may be added to distract.
- ▶ Answer the question in your own words and compare that to the answer.
- ▶ Make sure you read every answer choice, even if you *think* you know the answer.
- ▶ Use process of elimination.
- ▶ Plug in your selected answer to the question to see if it sounds like a complete statement. Wrong answers may sound awkward.
- ▶ You can skip the question and come back to it in YouTestMe.

There are many resources free online from universities that go over these skills.



Top Tips for First-Time Exam Takers: Preparing for a Multiple Choice Exam

► Let's Dissect this Sample Question!

Many managers at your organization are resistant to supervising volunteers. Which of the following actions will best ease the anxiety of these managers?

- A) Ask your supervisor for advice
- B) Evaluate managers on their volunteer supervisory skills
- C) Convene a brainstorming session with executive management
- D) Provide periodic training on the subject of volunteer supervision



What do you think the answer is? Select in the poll.

Top Tips for First-Time Exam Takers: Preparing for a Multiple Choice Exam

► ***D! Did you get it right?***

Many managers at your organization are resistant to supervising volunteers. Which of the following actions will best **ease the anxiety** of these managers?

- A) Ask your supervisor for advice
- B) Evaluate managers on their volunteer supervisory skills
- C) Convene a brainstorming session with executive management
- D) Provide periodic training on the subject of volunteer supervision

From the **Body of Knowledge and Competencies** (pg. 10)

F. Manage Volunteer Performance and Impact

51. Train staff to work with volunteers



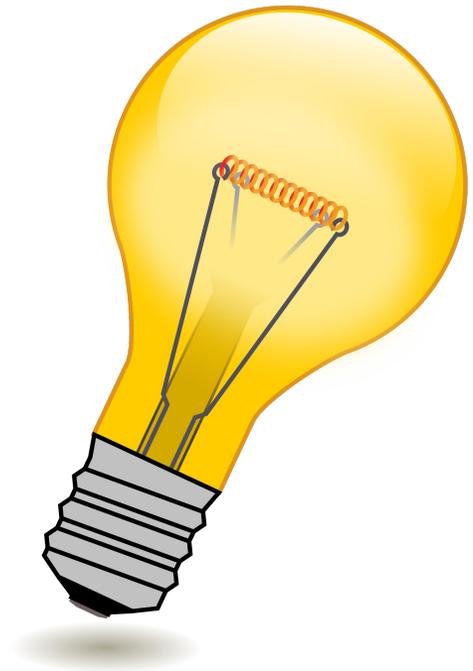
Top Tips for First-Time Exam Takers: YouTestMe

- ▶ **Take the YouTestMe trial test.**
 - ▶ It is a technology test for your camera and to practice how the multiple choice function works in the training platform.
 - ▶ Use the same computer you plan to take the exam on
 - ▶ DO NOT use this as a practice exam-the test questions are on sports!
 - ▶ Read the YouTestMe testing guide in full. It will be emailed to you and is housed on our website.
 - ▶ The YouTestMe Customer Support, and not the CCVA staff, can help with passwords, logging in, or other technology hiccups. Check the YouTestMe manual!
- ▶ Please make sure you are able to use a computer and network that allows you to share your screen and camera in order for remote proctoring to occur.



Top Tips for First-Time Exam Takers: During and After the Exam

- ▶ **Reviewing your answers if you have time during the exam.**
 - ▶ *Finish before the two-hour time period? Awesome! Take the time to go back and review your answers.*
- ▶ **Do not discuss the exam questions with anyone.**
 - ▶ Everyone in the same exam window has the same questions, though in random order.
 - ▶ You run the risk of being disqualified.





**WHEN Will You
Certify:**

- ▶ *Are you ready?*



Are YOU Ready...

To Make Certification a Professional Goal?



- ▶ 3+ years of experience.
- ▶ This is **NOT** about memorizing what you read.
- ▶ The emphasis is on understanding universal principles and concepts of effective practice.
- ▶ Questions relate to what would you do when presented with a situation-not terms, theories, or memorizations.
- ▶ Professional certification is a rigorous process requiring time and focus and is not a training certificate program.
- ▶ The CCVA are certifiers and not educators.
- ▶ Only apply when you are ready to sit to exam.



Are YOU Ready...

To Make Certification a Professional Goal?



- ▶ Only apply when you are ready to sit to exam
- ▶ Apply by the deadline, take the trial test, and sit the exam in that exam period
- ▶ **October 2024 Exam Application & Fee Deadline: September 1, 2024**
 - ▶ Exam Period: Sit the Exam October 1-14, 2024
 - ▶
- ▶ **April 2025 Exam Application Fee & Deadline: March 1, 2025**
 - ▶ Exam Period: April 1-14, 2025



Questions?

Council for Certification in Volunteer Administration (CCVA)

E: info@cvacert.org

W: <https://cvacert.org/>

