



Promoting Certification in Volunteer Administration in Your Community

As a local Volunteer Center or Hands On Affiliate, you are uniquely positioned to encourage various kinds of professional development for leaders of volunteers in your community. The **CVA (Certified in Volunteer Administration)** credential was originally developed in the 1970's by the Association for Volunteer Administration and is now sponsored by the Council for Certification in Volunteer Administration. This unique, international program recognizes practitioners in the field of volunteer resources management who meet specified standards as measured through an exam and a written portfolio. It is a self-study process requiring no travel or special classes, and is relevant to all types of organizations and settings.

Easy Ways to Support the CVA Credential

- Create a link from your website to the CCVA website at www.CVAcert.org
- Put a notice in your newsletter, and distribute CVA information at all training sessions and conferences you offer. (CCVA can provide articles and flyers.)
- Include mention that workshop and conference sessions qualify for credit toward CVA Recertification. (Contact CCVA for exact wording.)
- Include a discussion of certification as part of "Volunteer Management 101" workshops, so those new to the field are aware of this as a next step in professional development.
- Offer a 1-hour "information session" for anyone interested in learning more about the CVA credential (summer & fall are ideal times). Involve current CVAs, and/or connect CCVA staff by speakerphone to present an overview and answer questions.
- Ask a local CVA to present information about the CVA program at a meeting of local volunteer administrators. (CCVA can provide PowerPoint slides & handouts.)
- Host a study group for local candidates, to assist with preparing for the exam and maintaining their motivation. (CCVA can provide suggestions on how to make this work.)
- Arrange a local test site and/or serve as proctor for local candidates taking the May exam.

Why?

"Volunteer Centers have not only the tasks of recruiting and referring volunteers but the responsibility to enhance and strengthen the local volunteer resources management community. My CVA gives me the opportunity to both model professional achievement for colleagues and to educate the general public about the profession and the core competencies we practice."

Teresa Gardner-Williams, CVA – Prince George's Co. Volunteer Center (Maryland, USA)

Others Who Support the CVA Credential as a Mark of Excellence

Association for Leaders in Volunteer Engagement • Energize, Inc. • Idealist.org • International Association of Volunteer Efforts • International Volunteer Managers Day • National Association of Volunteer Programs in Local Government • National Human Services Assembly • People First – Total Solutions • Points of Light Institute & Hands On Network • United Way • Volunteer Match • Volunteer Today

Contact CCVA at
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