

## CAVS and CVA: How Do They Compare?

	CAVS	CVA
<b>Credential Name</b>	Certified Administrator of Volunteer Services (CAVS)	Certified in Volunteer Administration (CVA)
<b>Focus: Intended Audience</b>	Directors and managers of volunteers in <u>healthcare settings</u> , primarily hospitals.	Directors, managers and leaders of volunteers in <u>any setting</u> or type of organization.
<b>Number of Total Certificants</b>	Approximately 500	Approximately 1000
<b>Candidate Eligibility</b>	<ul style="list-style-type: none"> <li>▪ Baccalaureate degree or higher plus 2 years associated professional paid experience in healthcare volunteer services management <u>OR</u></li> <li>▪ Associate degree plus 3 years experience <u>OR</u></li> <li>▪ High School diploma plus 4 years experience</li> <li>▪ USA candidates only</li> <li>▪ Must be in a paid position</li> <li>▪ At least 50% of current position is related to volunteer management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Equivalent of 3 years experience in volunteer management, paid or unpaid, any setting</li> <li>▪ At least 30% of current position is related to volunteer management</li> <li>▪ International candidates welcome, if they are comfortable reading and writing in English</li> <li>▪ May be in either a paid or unpaid position</li> </ul>
<b>Assessment Process: EXAM</b>	<ul style="list-style-type: none"> <li>▪ 110 multiple questions</li> <li>▪ 2 hour testing period</li> <li>▪ Electronic format offered year-round</li> <li>▪ Paper/pencil test also offered at annual AHVRP conference</li> <li>▪ Proctors and test sites arranged by candidates</li> <li>▪ Psychometrics provided by technical consultant</li> <li>▪ Recommended Study Guide available from AHVRP</li> </ul>	<ul style="list-style-type: none"> <li>▪ 80 multiple choice questions</li> <li>▪ 2 hour testing period</li> <li>▪ Electronic format</li> <li>▪ Offered once a year on the 3<sup>rd</sup> Wednesday of May</li> <li>▪ Proctors and test sites arranged by candidates</li> <li>▪ Psychometrics provided by technical consultant</li> <li>▪ Recommended primary and secondary references for study</li> </ul>
<b>Assessment Process: PORTFOLIO</b>	None	<ul style="list-style-type: none"> <li>▪ 1500-1750 word Management Narrative</li> <li>▪ 100-250 word Ethics Case Study</li> <li>▪ 100-250 word Philosophy Statement</li> <li>▪ Read &amp; scored by trained peer reviewers who are CVAs.</li> </ul>

<b>Registration Fee (2010)</b>	\$250 AHVRP Member \$375 Non-member	\$200 Early Bird (Oct. 1 – Dec. 31) \$250 Regular (Jan. 1-Mar.1)
<b>Certification Renewal</b>	<ul style="list-style-type: none"> <li>▪ Due every 3 years</li> <li>▪ Documentation of 45 contact hours of continuing education, OR re-taking the CAVS Exam</li> <li>▪ Fee = \$135 AHVRP Member \$225 Non-member</li> <li>▪ AHVRP handles CAVS renewals.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Due every 5 years</li> <li>▪ Documentation of 35 Professional Development Units</li> <li>▪ Fee = \$125</li> <li>▪ CCVA handles CVA renewals</li> </ul>
<b>Management &amp; Governance</b>	<ul style="list-style-type: none"> <li>▪ AHVRP Board of Directors determines related policies</li> <li>▪ Part-time Executive Director</li> <li>▪ Certification Chair</li> <li>▪ Program Committee</li> <li>▪ Item Writing Sub-Committee</li> <li>▪ Compliant with National Commission for Certifying Agencies (NCCA) standards</li> </ul>	<ul style="list-style-type: none"> <li>▪ CCVA Board of Directors</li> <li>▪ AHVRP representative serves on CCVA Board</li> <li>▪ Part-time Executive Director</li> <li>▪ Certification Chair</li> <li>▪ Test Committee</li> <li>▪ Peer Assessment Committee</li> <li>▪ Compliant with National Commission for Certifying Agencies (NCCA) standards</li> </ul>