



Two Certifications: *How Do They Compare?*

	CAVS	CVA
Credential Name	Certified Administrator of Volunteer Services (CAVS)	Certified in Volunteer Administration (CVA)
Focus: Intended Audience	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.
Number of Total Certificants	Approximately 700	Approximately 1100
Candidate Eligibility	<ul style="list-style-type: none"> ▪ Baccalaureate degree or higher plus 2 years associated professional paid experience in healthcare volunteer services management <u>OR</u> ▪ Associate degree plus 3 years experience <u>OR</u> ▪ High School diploma plus 4 years experience ▪ USA candidates only ▪ Must be in a paid position ▪ At least 50% of current position is related to volunteer management 	<ul style="list-style-type: none"> ▪ Equivalent of 3 years experience in volunteer management, paid or unpaid, any setting ▪ At least 30% of current position is related to volunteer management ▪ International candidates welcome, if they are comfortable reading and writing in English ▪ May be in either a paid or unpaid position
Assessment Process: EXAM	<ul style="list-style-type: none"> ▪ 110 multiple questions ▪ 2 hour testing period ▪ Electronic format offered year-round ▪ Paper/pencil test also offered at annual AHVRP conference ▪ Proctors and test sites arranged by candidates ▪ Psychometrics provided by technical consultant ▪ Recommended Study Guide available from AHVRP 	<ul style="list-style-type: none"> ▪ 80 multiple choice questions ▪ 2 hour testing period ▪ Electronic format ▪ Offered once a year on the 3rd Wednesday of May ▪ Proctors and test sites arranged by candidates ▪ Psychometrics provided by technical consultant ▪ Recommended primary and secondary references for study

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Assessment Process: PORTFOLIO	None	<ul style="list-style-type: none"> ▪ 1500-1750 word Management Narrative ▪ 100-250 word Ethics Case Study ▪ 100-250 word Philosophy Statement ▪ Read & scored by trained peer reviewers who are CVAs.
Registration Fee (2012)	\$250 AHVRP Member \$375 Non-member	\$210 Early Bird (Oct. 1 – Dec. 31) \$265 Regular (Jan. 1-Mar.1)
Certification Renewal	<ul style="list-style-type: none"> ▪ Due every 3 years ▪ Documentation of 45 contact hours of continuing education, OR re-taking the CAVS Exam ▪ Fee = \$135 AHVRP Member \$225 Non-member ▪ AHVRP handles CAVS renewals. 	<ul style="list-style-type: none"> ▪ Due every 5 years ▪ Documentation of 35 Professional Development Units ▪ Fee = \$125 ▪ CCVA handles CVA renewals
Management & Governance	<ul style="list-style-type: none"> ▪ AHVRP Board of Directors determines related policies ▪ Part-time Executive Director ▪ Certification Chair serves on CCVA Board ▪ Program Committee ▪ Item Writing Sub-Committee ▪ Compliant with National Commission for Certifying Agencies (NCCA) standards 	<ul style="list-style-type: none"> ▪ CCVA Board of Directors determines related policies ▪ Part-time Executive Director ▪ Test Committee ▪ Peer Assessment Committee ▪ Compliant with National Commission for Certifying Agencies (NCCA) standards

For more details, contact:

Council for Certification in Volunteer Administration (CCVA)

www.cvacert.org

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