

AT A GLANCE

The Certification in Volunteer Administration (CVA) is the only international credential in volunteer resource management. Sponsored by the Council for Certification in Volunteer Administration (CCVA), the competency-based credential measures an individual's "knowledge-in-use" — the application of knowledge and skills — and recognizes professionals who meet high standards and pass a rigorous exam. There are 1200 CVAs worldwide!

About the CVA Credential

Anyone who leads volunteers, whether in a paid or unpaid role, can earn the credential.

Grounded in a body of knowledge identified and validated by a job task analysis.

Defines the standard of excellence and professionalism in volunteer leadership and engagement.

Renewable every 5 years with ongoing education, volunteerism & continued volunteer engagement.

7 Core Competencies

Seven core competencies are the foundation of the exam:

- Plan for strategic volunteer engagement
- Advocate for volunteer involvement
- Attract and onboard volunteer workforce
- Prepare vols for their roles
- Document vol involvement
- Manage performance & impact
- Acknowledge, celebrate and sustain volunteer involvement

Exam Eligibility

- Complete an online application form documenting your experience and education managing volunteers.
- Include a resume and reference letter in your application.
- Make your payment to take or retake the exam by the application deadline.

The Online Exam

The CVA exam is administered by YouTestMe, CCVA's testing vendor. Candidates have two (2) hours and 15 minutes to answer 100 multiple-choice questions. The test is in English.

The exam is based on the body of knowledge and 7 competencies and contains two kinds of questions:

Knowledge questions recognize specific information and facts.

Application questions require comprehension, interpretation, or manipulation of concepts or data.

Candidate Support

Candidates are encouraged to visit the website to find information about these and other resources.

- Attend a free Info Session
- Self-assessment tool to evaluate your knowledge of each core competency
- Informal support from CVA certificants
- Suggested references allow for self-paced study
- Sample exam questions

About the CVA Exam

April Testing Cycle

Applications due March 1
Exam Window: April 1-14

October Testing Cycle

Applications due September 1
Exam Window: October 1-14

Exam Fee: **\$400***
Retest Fee: **\$125***

**Fees quoted in USD*

Start your CVA journey at CVACert.org/Info