Your CVA Credential Journey








1 Explore what CVA is all about

- Explore CCVA Website
- Talk to a current CVA
- Attend an Information Session and/or Ethics Session to learn more
- Attend a Speaker Series Session

2 Check if you're eligible

- Read the CVA Candidate Handbook to see if you meet the requirements
- Use the CVA Self Assessment Tool
- Identify if you need accommodations
- Get support from your employer or leadership

3 Make the leap and apply

- Attend an Information Session
- Request a reference letter for the application
- Update your resumé
- **Complete your application** (see below)
- Pay the Exam Fee

4 Prepare for the CVA Exam

- Attend Ethics Session
- Join a Study Group
- Review Exam Prep resources from CCVA:
  - Sample questions
  - Study & exam tips
  - Competency and Body of Knowledge
  - Ethical Decision-Making, Code of Ethics

5 Take the CVA Exam

- Follow emailed instructions from CCVA
- Complete your Trial Test & Tech Check
- Setup your space for comfort and to avoid distractions
- Take the Exam during the exam window (and support hours, if helpful)

6 Pass the Exam - Congratulations!

- Celebrate!
- Add "CVA" to your name
- Attend Speaker Series, volunteer with CCVA, & stay engaged
- Renew every 5 years through continued volunteer management and professional development

OR

Didn't pass the Exam - what's next?

- Have a Coaching Call with CCVA
- Determine if you are retaking Exam and return to Step 3
- Decide to not pursue certification

Completing your Application

- Answer questions about the benefit of the credential
- Share examples of when/where you demonstrate at least 5 of 7 competencies
- Identify your education or training that supports volunteer engagement
- Attach your reference letter and updated resumé
- Read & agree to uphold the principles of Professional Ethics in Volunteer Administration

CVA
Council for
Certification in Volunteer Administration