

The Certification Process

Who decides if I will receive certification?

The CAVR Certification process is administered by the Certification Committee of CAVR, a group of Certified Administrators of Volunteer Resources from across the country who have demonstrated a commitment to competent and effective leadership in the administration of volunteer resources. Their responsibility is to ensure that the CAVR Certification Standards are upheld.

How does the process work?

Request a certification package by contacting the Chair of the Certification Committee or download from the CAVR website. The Chair will send you a personal identification number. The package contains detailed information about the process. You may also be assigned a mentor who will be available to answer questions and provide support.

The Chair of the Certification Committee will review your package to

ensure it is complete and then will forward your papers to three independent markers. Papers must receive a minimum grade of 75%. Published papers must have received at least 90% grade level.

How will I know if I have been successful?

The Chair of the Committee will advise you and your employer when certification has been granted.

How do I get my certificate?

Certificates are awarded annually at a special ceremony honoring Certified Administrators of Volunteer Resources. If you are unable to attend, your certificate will be forwarded to you.

What about re-certification?

Certification is valid for a period of three years, then must be renewed.

www.cavrcanada.org



Canadian Administrators
of Volunteer Resources

An Association of Professionals
Une Association de Professionnels



Canadian Administrators
of Volunteer Resources

Administrateurs
Canadiens Des
Ressources Bénévoles

Certification

CAVR is the only National Professional Association that offers ongoing certification in the field of Volunteer Resources Management.

www.cavrcanada.org

Certification Statement

CAVR strives to promote competence and excellence in the professional administration of volunteer resources and to acknowledge the accomplishments of its members.

CAVR's certification process is designed to achieve this end and is based on national standards of practice and excellence in the field of volunteer resources administration.



Canadian Administrators
of Volunteer Resources

The designation,
Certified Administrator of
Volunteer Resources,
is awarded to CAVR
members who fulfill the CAVR
certification criteria.

Benefits of Certification

To the Individual

- Recognizes accomplishments in the administration of volunteer resources.
- Demonstrates competency in the administration of volunteer resources in relation to national standards
- Indicates a commitment to professionalism and excellence

To the profession

- Enhances the image and credibility of the profession
- Contributes to the body of knowledge available to the profession as the best papers may be published.

Criteria

Initial certification

- Member of CAVR
- Three years experience in the profession
- A well articulated personal philosophy of volunteerism
- Demonstrated leadership in the administration of volunteer resources
- Fifty (50) hours of professional development within the last three years
- Competence in the administration of volunteer resources as demonstrated through two papers
- Application Fee

Re-certification

- Member of CAVR
- 25 hours of continuing education every three years
- Awareness of current challenges in the field of Administration of Volunteer Resources
- Application fee