

**CANADIAN ADMINISTRATORS OF VOLUNTEER RESOURCES
ADMINISTRATEURS CANADIENS DES RESSOURCES BÉNÉVOLES**

*"AN ASSOCIATION OF PROFESSIONALS"
"UNE ASSOCIATION DE PROFESSIONNELS"*



CERTIFICATION PACKAGE

**Deadline Date:
Postmarked No Later than
February 28th**

Contact:

**Please use contact information from website at www.cavrcanada.org
to contact Certification Chair for mailing address.**

Updated: April 2010

**CANADIAN ADMINISTRATORS OF VOLUNTEER RESOURCES
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CAVR CERTIFICATION CRITERIA

Criteria 1

A member in good standing with CAVR

Criteria 2

Three (3) years experience in the profession (prior to application deadline date).

- *Work History Form* (Appendix I)

Criteria 3

Personal philosophy on volunteerism

- *Personal Philosophy Guidelines* (Appendix II)

Criteria 4

Demonstrated leadership in volunteer management

- *Guidelines for Leadership* (Appendix III)

Criteria 5

Fifty (50) hours of workshop and/or course study in professional development in the past three (3) years and recorded on the following forms:

- *Guidelines for Prof Devpt/Continuing Ed Credits* (Appendix IV)
- *Professional Development Record Appendix* (Appendix V)
- *Professional Development Summary Sheet* (Appendix VI)

Criteria 6

Demonstration of knowledge and experience in volunteer resource administration will be considered by the submission of two (2) written reports. Send one (1) copy of each paper, with your assigned ID number in the upper right corner. Also forward an electronic copy of each paper in a *Microsoft Word* format to the Chair, Certification.

Please do not indicate your name or the name of your organization in the papers.

Note: Candidate shall meet min level of 75% to meet requirements

- *Guidelines for Papers* (Appendix VII)
- *To see samples of Certification Papers, go to the CAVR website www.cavrcanada.org and access Certification on the menu.*

Criteria 7 – Mailed Package

- Certification Cover Page (Appendix VIII)
- Certification Application (Appendix IX)
- Certification Application Checklist (Appendix X)

Fee \$100

**Deadline Date: Postmarked no later than
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WORK EXPERIENCE (can be paid or not paid positions)
APPENDIX I

ORGANIZATION:
POSITION:
MAJOR RESPONSIBILITY:
SUPERVISOR:
LENGTH OF TIME:

ORGANIZATION:
POSITION:
MAJOR RESPONSIBILITY:
SUPERVISOR:
LENGTH OF TIME:

List Work Experience for the last five years both paid and non-paid as each experience is valued.

If you require more space, please print off additional forms as required.

PERSONAL PHILOSOPHY ON VOLUNTEERISM
APPENDIX II

The Philosophy Statement:

1. Shall be no less than 100 words and no more than 300 words
2. Shall be subject to a peer evaluation through CAVR Certification Markers.
3. Should reflect the individual's experiences, beliefs and values on volunteerism.
4. Shall be presented professionally and legibly in type written format

GUIDELINES FOR LEADERSHIP IN VOLUNTEER MANAGEMENT
APPENDIX III

1. Candidates require 50 points to fulfill the leadership criteria.
2. Points are awarded for each complete year the candidate holds this position. If the position is held for a portion of the year, then the points are awarded on a percentage basis.

Description Points

Description	Points
National Director of CAVR or any national volunteer organization	25
Provincial President of a volunteer organization	25
Officer of a provincial volunteer organization	20
Provincial representative to CAVR or a board member of a national volunteer organization	20
President or Chairperson of a local volunteer board	20
Officer or committee chairperson on a local volunteer board	20
Officer of a provincial volunteer association	20
Chairperson of a voluntary fundraising committee	15
Serve on a provincial volunteer board	10
Serve on a CAVR committee or on a national volunteer organization committee	10
Serve on a committee on a local volunteer board	10
Serve as a community volunteer (maximum 20 points)	5

Role	Organization	Year	Points
TOTAL POINTS			

**GUIDELINES FOR PROFESSIONAL DEVELOPMENT/
CONTINUING EDUCATION CREDITS
*APPENDIX IV***

In order to qualify as professional development hours (50+ hours) for certification, courses must meet the following criteria:

1. Must be relevant to the administration of volunteer resources.
2. Must be provided by a recognized educational organization or institution or by an approved private training consultant. CAVR recognizes Volunteer Centres, Universities, Community Colleges, CAVR and provincial associations of administrators of volunteer resources as providers of professional development for volunteer management. Other educational providers may be submitted to the CAVR Certification Committee for consideration.
3. Must have been completed within three (3) years of the application deadline date.
4. If you do not have or cannot get signed forms of completion please include some documentation to show your attendance. For example, name tag with your classes listed on the back from a conference and a brochure from the conference, or if you have completed a certificate or course, a copy of the brochure or registration form that indicates the topic, length of time, etc and a copy of something indicating that you completed it.
5. See Appendix V and VI.

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CAVR PROFESSIONAL DEVELOPMENT RECORD

Appendix V

1.	Course Date	
2.	Hours	
3.	Course Title	
4.	Course Description (Attach Photocopy of brochures, course outline, of not more than three (3) pages in length.	
5.	Describe how this course applies to the Administration of Volunteer Resources.	

Applicant Signature

Instructor Signature

GUIDELINES FOR CERTIFICATION PAPERS
APPENDIX V

1. One paper will be on a topic which demonstrates the candidate's knowledge of current trends and issues in the field.

2. One paper will outline the candidate's knowledge and how it has been applied in the administration of volunteer resources by:
 - a) "Challenge in the field of Volunteer Management"
 - b) "Initiating a New Volunteer Program"
 - c) "Evaluating a Volunteer Program"
 - d) "Improving Any Aspect of the Volunteer Management Process"

3. Papers must be:
 - a) Chosen from topics listed or approved by CAVR Certification Committee.
 - b) Not less than 1,500 words and not more than 2,000 words in length.
 - c) Arial Font may be no smaller than 10 and no larger than 12.
 - d) Margins must be no larger than one (1") inch.
 - e) Paper must be on letter size paper (8.5" x 11")
 - f) Paper must be typed double-spaced and pages numbered.
 - g) Footnotes and bibliographies must be included when using information from published material, to acknowledge the source.
 - h) Unidentifiable – To adhere to anonymity and confidentiality, the Candidate's Identification number must appear and no identifying sources should be evident in the paper (i.e. your name, provinces; names of organizations; names of people unless it is part of the reference listing) Applicants must obtain an identification number to be used on written papers.

4. To maintain confidentiality of you identity, you need to change the user information in word and it should be changed prior to saving your papers the first time. You do this by going to:
Tools, Options, User Information Tab – change your assigned ID #. You can remove your initials and address as well. This will allow us to forward electronic copies to the markers without them knowing the identity of the writer.

5. Papers will be marked out of 100%

Professionalism		75%
<i>Does the Paper...</i>		
Reflect professional experience/competencies and knowledge related to the management of volunteer programs?		40%
Apply principles and techniques related to directing volunteer resources/programs?		25%
Parallel the standards advocated by CAVR in the Canadian Code for Volunteer Involvement for the administration of Volunteer Resources?		10%
Publication Potential		20%
Is the paper publishable? Will readers/colleagues learn facts, glean new ideas or become acquainted with trends in volunteer management?		10%
Is there substantiation of information and is it suitably acknowledged (bibliographies & footnotes)?		10%
Presentation		5%
Does it have correct grammar & spelling?		5%

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CAVR CERTIFICATION COVER PAGE

Appendix VIII

Name:

Position:

Title:

Organization:

Address:

Postal Code:

Telephone:

Fax:

Email:

ID Number:

Please place your ID number on your papers. Do not include your name or organization in your papers.

Completed Certification Package must be mailed to the Chair, Certification.

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CAVR CERTIFICATION APPLICATION

Appendix IX

The following is to be completed by your direct Supervisor, Manager, Director, Executive Director, Administrator, CEO, Chairperson of the Board (as applicable to your organization), or by a peer who is a member in good standing with CAVR if you are self-employed.

I hereby certify that, **<insert applicant's name>** has completed the CAVR Certification Criteria.

Signature of Witness/Employer

Printed Name of Witness/Employer

Date Completed

Signature of Candidate

Application fee of \$100.00 is enclosed. Please make cheque or money order payable to CAVR.

Please provide your employers' name and address if you would like an acknowledgement sent to them once you successfully certified.

Name: _____

Title: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

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CAVR CERTIFICATION CHECKLIST

Appendix X

A member in good standing with CAVR <input type="checkbox"/>	Completed Professional Development <input type="checkbox"/>
Three (3) Years experience in the profession (prior to application deadline date) <i>See Certification Criteria</i> <input type="checkbox"/>	Bibliography Included <input type="checkbox"/>
Utilized the ID Number <input type="checkbox"/>	Copy of each of the 2 papers - typewritten – <i>See Guidelines for Papers</i> <input type="checkbox"/>
Personal Philosophy on Volunteerism <input type="checkbox"/>	Completed Cover Page <input type="checkbox"/>
Completed Guidelines for Leadership <input type="checkbox"/>	Completed Application Form <input type="checkbox"/>
Electronic Copy of each paper to Chair, Certification <input type="checkbox"/>	Application Fee \$100 <input type="checkbox"/>

Candidates who meet a standard of 90-100% may have their papers published. Please indicate if we may publish your papers below:

CAVR has permission to publish my papers: ___Yes ___No

CJVRM has permission to publish my papers: ___Yes ___No

CAVR has permission to put my papers onto the website: ___Yes ___No

* Certification Chair will contact prior to publishing if you indicate yes at this time.

Completed Certification Package must be mailed to the Chair, Certification

Please note:

- CAVR Certification Applications that are incomplete will be rejected.