

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

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



RE-CERTIFICATION PACKAGE

**Deadline Date:
Postmarked No Later than
December 31st**

Contact:

Please go to website at www.cavrcanada.org to contact Certification Chair for mailing address

Updated: April 2010

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

CAVR RE-CERTIFICATION CRITERIA

Criteria 1

A member in good standing with CAVR

Criteria 2

Twenty-five (25) hours of workshop and/or course study in continuing education in the past three (3) years and recorded on the following forms:

- *Professional Development Record* (Appendix I)
- *Professional Development Summary Sheet* (Appendix II)

Criteria 3 – Choice of “one” of the following papers

1. Current challenges in the Field of Volunteer Administration
2. Biggest challenge in administering volunteers and how you over came it
3. Demonstration and documentation of workshop facilitation
 - To see published CAVR Recertification Papers go to www.cavrcanada.org under the Certification/Recertification tab
 - Candidate shall meet a minimum level of 75% to meet requirements for re-certification
 - *Guidelines for Papers* (Appendix III)

Criteria 4 – Mailed Package

- *Re-certification Cover Page* (Appendix IV)
- *Re-certification Application Checklist* (Appendix V)

Fee: \$50.00

**Deadline Date: Postmarked no later than
December 31st**

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

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

CAVR PROFESSIONAL DEVELOPMENT RECORD

Appendix I

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

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

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

**GUIDELINES FOR RE-CERTIFICATION PAPERS
APPENDIX III**

The paper should:

- Reflect professional experience/competencies and knowledge related to the management of volunteer programs.
- Apply principles and techniques related to directing volunteer resources and programs.
- Parallel the standards advocated by CAVR in the Canadian Code for Volunteer Involvement for the administration of volunteer resources.

Candidates will forward one (1) type written copy of the paper along with the re-certification fee and completed forms. One (1) electronic copy should be forwarded to the Chair; Certification after package has been mailed.

1. Papers must be:
 - a) Chosen from topics listed or approved by CAVR Certification Committee.
 - b) Not less than 1,200 words and not more than 1,500 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
2. Workshop Facilitation Submission Guidelines:
 - a) Should be written as a paper with same guidelines as above.
 - b) Written portion needs to include how/why topic was chosen, how/why you were selected to facilitate the workshop, how did you prepare for the workshop, what are the highlights of teaching that you presented/facilitate on, what did you learn as a result of the workshop, and from the evaluations that you received.
 - c) You may include the following if you are able to maintain anonymity – pdf of powerpoint (if applicable), a copy of the handout, copy of evaluation form, copy of summarized work if it was prepared after the workshop
 - d) Workshop needs to have happened in the last three years and should not be a topic that you have presented on previously.

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%
Learning Potential		20%
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%

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

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

CAVR RE-CERTIFICATION COVER PAGE

Appendix IV

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.

Contact:

Please go to website at www.cavrcanada.org to contact Certification Chair for mailing address

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

“AN ASSOCIATION OF PROFESSIONALS”
“UNE ASSOCIATION DE PROFESSIONNELS”

CAVR RE-CERTIFICATION CHECKLIST
Appendix V

- One (1) typewritten paper using Re-Certification Criteria
- Bibliography Included
- Attached *Professional Development Record(s)*
- Attached *Professional Development Summary Sheet*
- Application Fee of \$50.00
- Cover Page
- User Information changed or Anonymity completed
- Electronic copy of paper to Chair, Certification

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

Name: _____

Title: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Candidates who meet a standard of 90 – 100% may have papers published:

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.