

**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:

Jackie Edwards, CAVR
Chair, Certification
Royal University Hospital – Volunteer Services
103 Hospital Drive
Saskatoon, Saskatchewan
S7N 0W8
Telephone: (306)-655-1944
Email: jackie.edwards@saskatoonhealthregion.ca

Updated: September, 2008

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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

Fee: \$50.00

- Candidate shall meet a minimum level of 75% to meet requirements for re-certification
- Candidates who meet a standard of 90 – 100% may have papers published on the CAVR website
- To see published CAVR Recertification Papers go to www.cavr.org and enter *Recertification* on the menu.

The paper must:

- Not be less than 1,200 words and not more than 1,500 words in length
- Arial font size no smaller than 10 and no larger than 12
- Be on standard letter size paper (8.5" x 11")
- Be typed double-spaced
- Have pages numbered
- Be proof read to eliminate spelling and grammatical errors
- Include footnotes and bibliographies from published material, to acknowledge the source.
- Include ID number to adhere to anonymity
- No identifying sources in paper (i.e., provinces, your name, names of organizations, names of people, unless it is part of the bibliography)

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.

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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

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CAVR RE-CERTIFICATION CHECKLIST

- | | |
|---|--------------------------|
| One (1) typewritten paper using Re-Certification Criteria | <input type="checkbox"/> |
| Bibliography Included | <input type="checkbox"/> |
| Attached <i>Professional Development Record(s)</i> | <input type="checkbox"/> |
| Attached <i>Professional Development Summary Sheet</i> | <input type="checkbox"/> |
| Application Fee of \$50.00 | <input type="checkbox"/> |
| Electronic copy of paper to Chair, Certification | <input type="checkbox"/> |

Any Questions?

Contact:

Jackie Edwards

Chair, Certification

jackie.edwards@saskatoonhealthregion.ca

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