



Certified in Volunteer Administration

2013 REGISTRATION FORM

Registrations must be received by:
March 1, 2013

Mail or scan/email this completed form and two letters of recommendation to:

CCVA, P.O. Box 467, Midlothian, VA 23113 USA
 email: info@cvacert.org

Candidate Information:

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Telephone: _____ Fax: _____

Email: _____

Experience in Volunteer Resources Management: _____ # of years

Candidates must have the equivalent of three years of full-time experience related to volunteer resource management. The three years may be earned over several years and include part-time service. A minimum of 30% of your current position must be related to volunteer resource management. It may be volunteer or salaried experience and can include program development and management, consulting, teaching, writing, etc. Only include your most **recent** experience to meet the eligibility requirement. Use additional page if needed.

Dates: From	To	Organization Name and Location	Title/Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional References: Two reference letters must be submitted with your application. Letters should be from individuals familiar with your work in volunteer administration such as colleagues or supervisors. Letters should confirm your past activity in the field and that you are an appropriate candidate for the CVA credential.

Is English your native language? YES NO

How did you learn about the CVA program?

**STATEMENT OF ACCOUNTABILITY,
ETHICS AND CONFIDENTIALITY**

As a CVA candidate, I understand and agree to the following program expectations:

- I will arrange a local proctor by April 30, 2013 and notify CCVA accordingly.
- I understand I must take the CVA exam on May 22, 2013 at a computer location of my choice.
- I understand I must complete my Portfolio by December 31, 2013.

I affirm the information submitted above is accurate and meets the eligibility requirements of the CVA credential sponsored by CCVA.

I have read and agree to uphold the principles of Professional Ethics in Volunteer Administration as identified on page 6 of the CVA Candidate Handbook.

I agree not to share the specific content of CVA Exam questions with other candidates, colleagues, trainers or friends. I understand my responsibility to maintain the security of this Exam.

Name (print): _____

Signature: _____ Date: _____

Fees and Payment: Please check which fee you are paying. Membership will be verified to confirm eligibility for discounts.

	Early Bird (Oct. 1 – Dec. 31)	Regular (Jan. 1 – March 1)
Standard fee	<input type="checkbox"/> \$210 US	<input type="checkbox"/> \$265 US
Points of Light/HandsOn members (individual or organization)	<input type="checkbox"/> \$195 US	<input type="checkbox"/> \$225 US
ALIVE members (individual)	<input type="checkbox"/> \$195 US	<input type="checkbox"/> \$225 US
Volunteer Match members (individual or organization)	<input type="checkbox"/> \$195 US	<input type="checkbox"/> \$225 US
Volunteer Canada members (individual or organization)	<input type="checkbox"/> \$195 US	<input type="checkbox"/> \$225 US
CAVR members (individual)	<input type="checkbox"/> \$189 US	<input type="checkbox"/> \$225 US
CAVR members with CAVR certification	<input type="checkbox"/> \$105 US	<input type="checkbox"/> \$133 US

Textbook Order: You may order a copy of *Volunteer Administration: Professional Practice* from CCVA. (This is the primary reference for the CVA Exam.) You may purchase the book at the same time you pay your registration fee, or purchase it separately at any time.

YES – Please mail me a copy of the textbook.

I have included my textbook payment based on prices shown below:

- Book plus shipping within the U.S. \$81 US**
- Book plus shipping to Canada or Mexico \$88 US**
- Book plus shipping beyond North America \$92 US**

Payment Options:

- Check:** Make checks payable to CCVA. All checks and money orders must be in USD. You are responsible for any service fees incurred by returned checks.
- Credit Card:** Credit card payments are accepted electronically via PayPal on the CCVA website at www.cvacert.org. A personal PayPal account is not required to use this option.
- Purchase orders** are accepted. Invoice available upon request.

Request for Special Accommodations

Professional Documentation: This form must be completed by an appropriate professional to ensure CCVA is able to provide the required test accommodations. Include an explanation of the nature of the candidate's disability and the appropriate accommodation.

The applicant discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability s/he should be accommodated by providing special arrangements as indicated.

Name: _____

Title: _____

Phone: _____

Signature: _____

Date: _____