

**CVA Renewal Activity Tracking Forms for 2021**

The following worksheets are to be used to record your professional development activities for the purposes of renewing your CVA credential.

* + Each sheet is divided into sections that must be fully completed for each professional development activity.
  + A cover sheet is also provided which must be used in addition to the tracking forms.
  + The cover sheet and forms may be completed by hand or by computer.
  + You only need to complete the sheets which are applicable to you. You may add rows if needed. There is no need to submit sheets with categories where you have no PDUs to track.
  + When completed, upload the relevant sheets of your tracking form as part of your Renewal Application.

**IMPORTANT TO NOTE  
  
Retain a copy for your files.**

**Please do NOT send specific evidence of PDU activity to CCVA.**

**However, documentation should be retained for 2 years in case of audit.**

**CVA RENEWAL COVER SHEET**

Name:

Title and Organization:

Preferred Mailing Address (we recommend using a personal address):

Preferred Email Address (we recommend using a personal email) :

Preferred Phone Number(we recommend using a personal number):

**PDU Summary:** Please record the total number of PDUs you have earned in each professional development category below.

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| **Professional Development Category** | **Maximum**  **PDUs Allowed** | **PDUs Earned in the Category**  ***The number you record should not exceed the maximum allowed.*** |
| 1. In-person workshops / seminars | **25** |  |
| 2. E-learning self-study | **15** |  |
| 3. Self-study applied readings | **5** |  |
| 4. Post-secondary education | **30** |  |
| 5. Publishing | **20** |  |
| 6. Public speaking, teaching or consulting | **30** |  |
| 7. Volunteer leadership | **20** |  |
| 8. Volunteer activity | **5** |  |
| 9. Credentialing program service | **20** |  |
| 10. New CVA exam | **20** |  |
|  | **TOTAL PDUs**  ***(at least 35 required)*** |  |

**Professional Reflection Essay:**

□ *My essay of 500-750 words is enclosed*

**Renewal Fee:** □ check has been mailed □ credit card payment on the CCVA website

**Personal Affirmation:**

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

*I re-commit to uphold the principles of Professional Ethics in Volunteer Administration.*

*I understand I may be randomly selected for an audit during the next 2 years. If selected, I will provide accurate documentation for all the professional development activity claimed herein.*

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Print name or Date  
include signature above

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| **Category 1** | **PDU Value** | **Maximum PDUs Allowed** |
| **In-person workshops, conferences, seminars.**  *Topics related to volunteer resources management* | 1 contact hour = 1 PDU | **25** |

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| **Description of Activity**  *(Must be within the 5-year renewal cycle*  *and beyond the core requirements of your job.)* | **Dates of**  **Activity** | **Describe type of**  **documentation**  **available** | **# of**  **PDUs**  **earned** |
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| **Category 2** | **PDU Value** | **Maximum PDUs Allowed** |
| **E-learning self-study**  *Online seminars, self-instruction modules, virtual conferences related to volunteer resources management.* | 1 class or module = 1 PDU | **15** |

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| **Category 3** | **PDU Value** | **Maximum PDUs Allowed** |
| **Self-study applied readings or podcasts.**  *Read a book or article, listen to s podcast and write a brief essay.* | Reading of at least 2000 words = 1 PDU | **5** |

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| **Category 4** | **PDU Value** | **Maximum PDUs Allowed** |
| **Post-secondary**  **education**  *College level course,certificate programs ordegrees related to volunteer resources management (i.e. human resources, fundraising, community development, leadership, etc.)* | 1 course = 10 PDUs  Leadership program  certificate = 25 PDUs  Professional certification in a related field = 25 PDUs  Graduate degree in a  related field = 30 PDUs | **30** |

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| **Category 5** | **PDU Value** | **Maximum PDUs Allowed** |
| **Publishing.**  *Writing related to volunteer resources management (blogs, articles,podcasts, research reports, website content, email newsletters, etc.)* | 500 words = 2 PDUs | **20** |

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| **Category 6** | **PDU Value** | **Maximum PDUs Allowed** |
| **Public speaking, teaching, or consulting Presentations** *on topics*  *related to volunteer resources management. Can include teaching a college course.* | 1 contact hour = 2 PDUs | **30** |

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| **Category 7** | **PDU Value** | **Maximum PDUs Allowed** |
| **Volunteer leadership.**  *Examples: Serving on a nonprofit board of directors, chairing a committee, mentoring a colleague, leading a community initiative.* | 1 year of service = 5 PDUs | **20** |

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| **Category 8** | **PDU Value** | **Maximum PDUs Allowed** |
| **Volunteer activity.**  *Any type of direct service or advocacy volunteering* | 75 service hours = 1 PDU | **5** |

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| **Category 9** | **PDU Value** | **Maximum**  **PDUs**  **Allowed** |
| **Credentialing**  **program service.**  *Volunteer service with CCVA.* | 1 year on CCVA Board = 5 PDUs  1 year on CVA Exam Committee = 4 PDUs  1 year on other CCVA committees & task forces = 3 PDUs  Presenting a CVA workshop or webinar = 2 PDUs | **20** |

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| **Category 10** | **PDU Value** | **Maximum PDUs Allowed** |
| **NEW CVA exam.**  *Passing the CVA examination again within the five-year renewal cycle.*  *(Requires additional $50 testing fee.)* | 1 new exam = 20 PDUs | **20** |

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