

Recertification Application

Package

2017-2018

Demonstrate your continued commitment to professional excellence



Recertification Application

Preamble

* Applications for recertification with the accompanying documentation may be submitted from January 1st to March 31st of the year in which the certification expires.
* It is the responsibility of the member to maintain current certification.
* Questions regarding the process may be made by writing to the recertification coordinator at: pavro@pavro.on.ca
* Recertification Options (within the previous 3 calendar years):
  + - Forty (40) hours of professional development through education **–- OR -­-**
    - Twenty (20) hours of professional development and one paper as instructed in the following guidelines.
* To Prepare:
  + Read the requirements completely,
  + Choose the preferred option
  + Gather the information to complete the form, and,
  + If required in the chosen option, write the paper.
* When prepared:
* Mail the application form, educational form and attachments, with the payment of $50.00 + HST = $56.50 (the application fee is **non-refundable)**, by cheque or money order, as per instructions on the application form.
* Timelines for processing (for applicants submitting a paper) will be communicated upon receipt of the application. The full application package, including all forms and papers, must be received within one year of the original application or else the submitted fee is forfeited.
* Certificates will be presented at the PAVRO Annual Conference. Members not in attendance will receive certificates in the mail after the conference.
* The names of successful applicants will be announced at the Annual Conference as well as through PAVRO’s communication processes.
* Recertification is valid for three years after successful completion of the process. The date will be identified on the certificate. To maintain certification status, recertification must be completed every three years.



# **Recertification Application**

**Requirements**

1. The applicant must be a **current registered member** of PAVRO.
2. The applicant must choose one of two options for recertification:
   * 1. **Forty (40)** hours of professional development through education, with no paper requirement (follow criteria below), OR,
     2. **Twenty (20)** hours of professional development and one paper as instructed in the following guidelines.
3. The applicant must demonstrate his/her commitment to professional development through educational opportunities:
   1. Education must be relevant to the Volunteer Engagement profession,
   2. Education must be provided by a recognized educational organization, institution or by an approved private training consultant:
      1. PAVRO recognizes Volunteer Centre, Universities, Community Colleges, CAVR, local AVAs and other Volunteer Engagement professional associations (both in Canada and abroad) as providers of professional development for volunteer management,
      2. Educational workshops or presentations at the workplace, if relevant to Volunteer Engagement, may be included when attendees are not limited to Volunteer Engagement departmental staff,
      3. Educational sessions or workshops presented by the applicant if attendees include others beyond departmental staff.
      4. Other educational providers may be submitted to the PAVRO Certification Committee for consideration,
   3. Hours must have been completed within three (3) years of the application date.
4. If the applicant chooses to combine workshops with a written paper for re-certification, the paper must adhere to the following topic:
   1. National Occupational Standards Application – 1500-2000 words (see Content and Guidelines for Certification Papers)

* All applications, including all content submitted, becomes the property of PAVRO and is administered by the Certification Committee.
* The names of successful applicants are announced by PAVRO to both internal and external audiences based on the organization’s communications strategy.
* Publication of papers will only be done with permission from the writer as indicated on the application form.
* Applicants who are unsuccessful in attaining recertification will be informed of gaps/areas of improvement and be given an opportunity to re-submit within a limited time frame. There will be no added fee for the re-submission.



Recertification Application

Application Form

Date: \_\_\_\_\_\_\_\_\_\_

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name Last Name

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apt/Unit Number Street

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/Town Province Postal Code

Phone Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business (include ext.) Home

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Contact: (If you would like your employer to be notified of your recertification status)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Supervisor’s Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s Email

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| --- | --- |
| **Mail** application and payment of $50.00 + HST (cheque or money order) to:  PAVRO2095 Nathaway Drive Youngs Point, Ontario K0L3G0    **Email** attachments and papers to:  [pavro@pavro.on.ca](mailto:pavro@pavro.on.ca)  Mailing is acceptable if email is not readily accessible. | |
| **Checklist for Application** | |
| Current membership with PAVRO |  |
| Recertification choice:   * Forty (40) hours of professional development through education   Or   * Twenty (20) hours of professional development through education and one written paper as per guidelines |  |
| Education - Attainment of Professional Development   * Form and attachments are to accompany application unless being scanned and emailed with papers. |  |
| Written Paper -   * + National Occupational Standards Application 1500-2000 words |  |
| Please circle appropriate response to the following statements:   * PAVRO does/ does not have permission to publish my paper * PAVRO does/does not have permission to publish my name and organization as a certified member in the Members Only section of the PAVRO website |  |
|  |
| Cheque or money order for $50.00 + $6.50 HST= $56.50 (non-refundable) |  |

The recertification application coordinator will acknowledge the receipt of your application, provide instructions for emailing the forms and papers, present timelines for processing your application and provide a direct communication link to the coordinator, committee or chair.

**Thank you for your commitment to excellence and**

**the Volunteer Engagement profession by continuing to develop your career through recertification.**

***PAVRO Certification Committee***

|  |  |  |
| --- | --- | --- |
| **Office Use Only:** | | |
| Date Application Rec’d: | Payment Rec’d: | Membership Verified: |



Recertification Application –

# **Education**

The applicant must demonstrate his/her commitment to professional development through educational opportunities relevant to the administration of volunteer resources and or education presented to others in the administration of volunteer resources.

A minimum of twenty hours (with paper) or forty hours (if no paper submitted) must have been completed within three years of the application date.

**Proof of attendance** may be provided by attaching a copy of the receipt, a copy of the agenda, or having the signature of the presenter or chair of the session.

* Mail the Education form with the application form unless attachments are going to be submitted electronically.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Taken | Session | Presented by: | # of Hours | Proof |
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\*You may need to make photocopies of this document

**Written Paper Content:**

**National Occupational Standards Application**

Select a category from the following National Occupational Standards Task Chart (Please refer to <http://www.hrcouncil.ca/documents/NOS_taskchart.pdf> for the task chart and <http://hrcouncil.ca/documents/NOS_managersofvolunteerresources.pdf> for tasks and sub-tasks in each major category):

A. Develop Volunteer Services

B. Promote Volunteer Services

c. Conduct Volunteer Recruitment

d. Provide Volunteer Orientation

e. Maintain Volunteer Service Records

g. Manage Volunteer Performance

h. Recognize Volunteer Contribution

Illustrate how you have improved (or are in the process of improving) your program/department/organization using the NOS category you have selected. Provide action plans, tools, templates, policies, etc., **you** have created or revised as part of your portfolio.

**1500-2000 words**

**Written Papers Guidelines:**

1. To reduce time and costs it is preferred to have papers emailed. If emailing is not available or convenient, mailing is acceptable. If mailing, five (5) copies of each paper is required.
2. Do not indicate your name or the name of your organization in or on the paper. Each paper must have two (2) cover pages, one with the title of the paper only; one with the title and the author’s name and telephone number. The identifying page will be removed and a code assigned to ensure confidentiality and impartiality in marking.
3. Type on standard size letter page,
4. Type double-spaced,
5. Font no smaller than 11, no larger than 12,
6. Margins 1”,
7. Pages numbered,
8. Footnotes and bibliographies must be included when using information from published material, to acknowledge the source.
9. Paper will be judged to be a pass or failure.
   1. Three adjudicators will individually judge each paper forwarding comments and pass/fail mark to the chair.
   2. Upon completion of judging, the chair will oversee communication for the adjudicator committee, as required.
   3. The chair will provide feedback to applicants who are unsuccessful in their submissions.
10. Paper must:
    1. Reflect professional experience/competencies and current knowledge related to the management of volunteer programs,
    2. Apply principles and techniques related to directing volunteer services/programs,
    3. Demonstrate standards advocated by PAVRO for the administration of volunteer resources,
    4. Be written in an easy to follow, original format, with evident theme, introduction and conclusion.
    5. Be publishable: providing facts, new ideas or educational content of interest to colleagues.
    6. Contain referencing of sources to substantiate information presented.
    7. Be proofread with correct grammar and spelling.
11. For more information about how formatting papers correctly, please click <http://www.utm.utoronto.ca/asc/Handouts/APA%20Referencing%20System.pdf> .
12. We encourage you to read to review your work for plagiarism using this tool: <http://www.plagiarism.org/>

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