

Certification Application

Package

2016-2017

Demonstrate your professional excellence and achieve the CVRM designation



Certification Application –

Preamble

* The completed certification package (with accompanying paperwork) must be submitted by May 1, 2017 in order to qualify for presentation at the Annual PAVRO Conference that same year.
* Questions regarding the process or personal qualifications may be made in writing to the certification coordinator at: [pavro@pavro.on.ca](mailto:pavro@pavro.on.ca)
* To prepare:
  + Read the requirements completely,
  + Gather the information to complete the forms, and,
  + Write the necessary papers.
* When prepared:
  + Start the application process by mailing (as directed on the application form):
    - The application form,
    - Payment ($130.00 plus HST) - The application fee is **non-refundable**
    - Education form and attachments
  + Upon receipt of the application form and payment, an email address will be given to you. Email:
    - The forms (see Work History, Leadership and Education), and,
    - Three papers
    - If email is inconvenient or unavailable, all forms and papers may be mailed with the application.
* Timelines for processing the application will be provided 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.
* Certification is valid for three years after the Annual Conference presentation. The date will be identified on the certificate. To maintain certification status, recertification must be completed every three years.
* Applicants who are unsuccessful in attaining certification will be informed of deficiencies/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.

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# **Certification Application**

**Requirements**

1. Complete an application (see Application).
2. The applicant must be a **current registered member** of PAVRO.
3. The applicant is required to provide a history of his/her experience in administration of volunteer resources:
4. **Three (3) years of experience** in administration of volunteer resources, paid or volunteer,
5. Work history for the **last five (5) years** demonstrating career direction outlining paid and volunteer roles using attached form. (see Work History)
6. The applicant must provide documentation demonstrating his/her leadership efforts within the Volunteer Engagement profession using the attached form. (see Leadership)

Total points required over 5 years for Certification: **50 points**

1. The applicant must demonstrate his/her commitment to ongoing professional development through educational opportunities which must be completed **within three (3) years** prior to the application date (see Education) and must be:
   1. **fifty (50) hours** minimum,
   2. relevant to the administration of volunteer resources,
   3. provided by a recognized educational organization, institution or by an approved private training consultant:
      1. PAVRO recognizes Volunteer Centres, 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,
      * Educational workshops or presentations at the workplace, if relevant to the administration of volunteer resources, may be included when attendees are not limited to volunteer resources departmental staff,
      * Educational sessions or workshops presented by the applicant if attendees include others beyond departmental staff.
      * Other educational providers may be submitted to the PAVRO Certification Committee for consideration
2. The applicant is required to write **three (3)** papers: (see Content and Guidelines for Certification Papers)
   1. Personal philosophy about the Volunteer Engagement Profession and Application – 1500-2000 words
   2. National Occupational Standards Application – 1500-2000 words
   3. Ontario Legislation – 500-600 words

* All applications submitted will become the property of the PAVRO 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 certification 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.



Certification 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 certification status)

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

Direct Supervisor’s Name Title

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

Employer’s Email

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| --- | --- |
| **Mail** application and payment (cheque or money order) to:  PAVRO2095 Nathaway Drive Youngs Point, Ontario K0L3G0  **Email** attachments and papers to address provided upon receipt of application.  Mailing is acceptable if email is not readily accessible. | |
| **Checklist for Application** | |
| Current membership with PAVRO |  |
| Work History - Experience in Volunteer Resource Administration |  |
| Leadership - Demonstration of Leadership |  |
| Education - Attainment of Professional Development   * Form and attachments are to accompany application unless being scanned and emailed with papers. |  |
| Written Papers –   * 1. Personal Philosophy about the Volunteer Engagement Profession and Application 1500-2000 words   2. National Occupational Standards Application 1500-2000 words   3. Ontario Legislation 500-600 Words |  |
| Please circle appropriate response to the following statements:   * PAVRO does/ does not have permission to publish my papers * 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 $130.00 plus HST = $146.90 (non-refundable) |  |

The certification 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 certification.**

***PAVRO Certification Committee***

|  |  |  |
| --- | --- | --- |
| **Office Use Only:** | | |
| Date Application Rec’d: | Payment Rec’d: | Membership Verified: |
| Date package forwarded: | Certification Coordinator will contact applicant regarding the email submission | |



# **Certification Application**

# **Work History**

Work history for last five (5) years: List both paid (p) and volunteer (v) work experience.

Experience must be in administration of volunteer resources or demonstrate career development with the last three (3) years in administration of volunteer resources.

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| --- | --- | --- | --- | --- | --- |
| Organization | Position | P/V | Major Responsibilities | Supervisor | Dates  Start/End |
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# **Certification Application**

## Leadership

1. To fulfill the leadership criteria, candidates need fifty (50) points accumulated within the last 5 years.
2. Points are awarded for each complete year the candidate holds this position. If the position is held for a portion of a year, then the points are awarded on a percentage basis.
3. Points must be accumulated from a minimum of 2 categories below.

|  |  |  |
| --- | --- | --- |
| **Category** | **Category Name and options** | **Point Allotment** |
| **1** | **Opportunities available through PAVRO**   * Any role on the PAVRO Board * Any role on a PAVRO Committee * PAVRO Volunteer * PAVRO Mentors * PAVRO Mentees * Presentation at a PAVRO Conference | **Annually:**  20 points  15 points  10 points (to a maximum of 20)  15 points  5 points  5 points per presentation (to a maximum of 15 points per year) |
| **2** | **Other Volunteer Engagement Opportunities**   * Volunteer leadership within a volunteer centre or local association (AVA) * Committee member within a volunteer centre or local AVA * Volunteer at a volunteer centre or local AVA * Publishing related to volunteer engagement (ie. Canadian Journal of Volunteer Resources Management (CJVRM), Charity Village, Energize Inc) * Teaching a course in Volunteer Management at the college level * Delivering presentation related to Volunteer Engagement | **Annually:**  20 points  15 points  10 points per role (to a maximum of 20 points per year)  10 points per publication to a maximum of 20 points per year  20 points  5 points per presentation to a maximum of 15 points per year |
| **3** | **Other**   * Leadership role as a volunteer (ie. President, Board member, Committee Chair, Coach, Cub Scout Leader) * Any volunteer role – (ie. Committee member, Speaker’s Bureau member, parent volunteer, Meals on Wheel driver, event volunteer) | **Annually:**  15 points per role per year  5 points per role per year to a maximum of 15 |

**Leadership Roles**

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| --- | --- | --- | --- |
| Role | Organization/Publication | Year | Points |
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|  |  | Total: |  |



# **Certification Application**

# **Education**

The applicant must demonstrate his/her commitment to professional development through educational opportunities relevant to the Volunteer Engagement profession.

A minimum of fifty (50) hours is required. The sessions must have occurred within the three years preceding the application date.

**Proof of attendance** may be identified by attaching a copy of the receipt, a copy of the agenda or 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.

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



# **Certification Application**

# **Written Papers**

**Written Papers Content:**

1. **Personal Philosophy about the Volunteer Engagement Profession and Application**

Describe your philosophy on the Volunteer Engagement profession. In formulating your answer, you may want to consider questions like why you have chosen this field, what you have learned while working as a Volunteer Engagement professional and the skills you have developed. For examples of Personal Philosophy statements from other professions, click here (or see attachment)  
<https://sites.google.com/a/asu.edu/brandi-dahlin/philosophy-of-nursing>

<http://www-distance.syr.edu/ethics1.html>

<http://www.midwife.org.nz/quality-practice/philosophy-and-code-of-ethics/>

<http://www.aag.org/cs/about_aag/governance/statement_of_professional_ethics>

In addition to describing your philosophy on the Volunteer Engagement profession, please also consider one of the most ethically challenging situations you have experienced (or imagine you could experience) in your role. Include in your paper how/whether this situation challenged/could challenge the personal philosophy you describe? How did/could your personal philosophy support you in solving the situation?

**1500-2000 words**

1. **National Occupational Standards Application**

Select a category from the following National Occupational Standards Task Chart (Please refer to <http://www.cavrcanada.org/_Library/National_Occupational_Standards/NOS_taskchart.pdf> for the task chart and <http://www.cavrcanada.org/_Library/National_Occupational_Standards/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**

1. **Ontario Legislation**

Choose a piece of Ontario legislation (see examples below) and summarize your understanding of how it applies to or has affected your volunteers/department/organization. **500 - 600 words**

* Ontario Human Rights Code
* Bill 168 - Violence and Harassment in the Workplace,
* Long Term Care Act: Regulations
* Child and Family Services Act
* Criminal Record Act (CRA)
* Labour law & other legislation
* Insurance and volunteers
* Accessibility for Ontarians with Disabilities Act (AODA)

Identify the steps you have taken to ensure your volunteers/department/organization are adhering to these legislative guidelines (e.g. policies, training, etc.) **500 - 600 words**

**Written Papers Guidelines:**

1. To reduce time and costs it is preferable 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. Formatting:
   1. Type on standard size letter page
   2. Type double-spaced
   3. Font no smaller than 11 no larger than 12
   4. Margins 1”
   5. Pages numbered
   6. For more information about how formatting papers correctly, please click <http://www.utm.utoronto.ca/asc/Handouts/APA%20Referencing%20System.pdf>
   7. We encourage you to read to review your work for plagiarism using this tool: <http://www.plagiarism.org/>
4. Footnotes and bibliographies must be included when using information from published material, to acknowledge the source.
5. Papers 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. Have the potential to be published: providing facts, new ideas or educational content of interest to colleagues,
   6. Contain referencing of sources to substantiate information presented, and
   7. Be proofread with correct grammar and spelling.
6. Papers 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 adjudication committee, as required.
   3. The chair will provide feedback to applicants who are unsuccessful in their submissions.

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