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|  | Certification Application |

## APPLICANT INFORMATION



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|  |  |  |  |  |  |
| Full Name: |  |  |  | Date: | Click or tap to enter a date. |
|  | First | Last |  |  |  |

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| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

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| --- | --- | --- | --- |
|  |  |  |  |
|  | City/Town | Province | Postal Code |

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| --- | --- | --- | --- |
| Employer: |  | | |
| Business Phone: |  | Email: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer Contact | (If you would like your employer to be notified of your certification status) | | | | | | | | | |  | | | |
| Direct Supervisor: | |  |  | | | | | |  |  | | |
|  | | *Name* |  | | | | | | *Title* |  | | |
| Business Phone: |  | | | | | Email: | |  | | | | | | |
|  | | | |  |  | |  | | | | |  | |  | |
| CHECKLIST FOR APPLICATION | | | | | | | | | | | | | | |
| Current Member with PAVRO? | | | | YES | NO | | Member Since: | | | | | Click or tap here to enter text. | |

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| --- | --- | --- | --- | --- |
| Work History | YES | NO |  | Experience in Volunteer Engagement |

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| --- | --- | --- | --- |
| Leadership | YES | NO | Demonstration of Leadership |
|  |  |  |  |

|  |  |  |  |  |
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| Education | | YES | NO | Professional Development |
|  |  | | | |
| Consent | | YES | NO | Permissions |
|  |  | | | |

## WORK HISTORY

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| --- | --- |
| Work history for the last five (5) years: List both paid (P) and Volunteer (V) work experience. Experience must be in the administration of volunteer resources or demonstrate career development with the last three (3) years in volunteer engagement. | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Organization** | **Position** | **P/V** | **Major Responsibilities** | **Supervisor** | **Dates**  **Start/End** | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |

## LEADERSHIP

1. To fulfill the leadership criteria, applicants need fifty (50) points accumulated within the last 5 years.
2. Point are awarded for each complete year the candidate holds this position. If the position is held for a portion of the year, then the points are awarded on a percentage basis.
3. Points must be accumulated from a minimum of 2 categories. (See Leadership chart in Certification Package for point values.

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

## 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 scanning a copy of the receipt, copy of the agenda or the signature of the presenter or chair of the session.

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| --- | --- | --- | --- | --- |
| **Date Taken** | **Session** | **Presenter** | **Hours** | **Proof** |
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|  |  |  |  |  |
|  | | Total Hours |  |  |
|  | |  |  |  |

## CONSENT

PAVRO reserves the right to retain all written papers. Publication of papers for sharing with membership may be considered. Permission of the author will be requested for consent at the time of publication.

I understand PAVRO has the right to retain all written papers, respecting my confidentiality.

I agree PAVRO has my permission to publish my name and organization as a Certified Member in the Members Only section of the PAVRO website.

I certify that my answers for this application are true and complete to the best of my knowledge.

I would like to learn more about being matched with a mentor who has CVRM.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | Click or tap to enter a date. |

## FEES AND PAYMENT OPTIONS

Fees for Certification: $ 130.00 plus HST = $ 146.90. Fees are non-refundable.

The full application package and written papers must be received within one year of the original application or else the submitted fee is forfeited.

[VISA / MASTERCARD](https://pavro.on.ca/event-3003023)

Mail Cheque or Money Order to: PAVRO, 58 Steamer Drive, Whitby, ON L1N 9X3

## NEXT STEPS

Step 1 Submit completed Application package with supporting documents and payment (if paying by cheque) to PAVRO.

PAVRO will acknowledge the receipt of your application. Instructions for e-mailing written papers and timelines for processing your application will be provided. PAVRO will contact the Certification Coordinator to notify application complete.

Step 2 The Certification Coordinator will connect with you to advise when written papers can be submitted. All three written papers must be submitted at the same time. You will be assigned a code to protect your identity, ensuring confidentiality with Adjudicators.

Step 3 Adjudication – Three committee members will read your papers, identified by your code, completing a scoring template. Scoring and feedback from each Adjudicator will be sent to the Chair for compilation.

Step 4 Committee Chair will compile results of scoring and communicate feedback to Certification Coordinator. A score of 80% or higher indicates a pass. Otherwise, the applicant has an opportunity to resubmit their paper with edits for improvement based on feedback provided.

Step 5 Communication – Certification Coordinator will communicate the results and feedback with the applicant.

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

**Volunteer Engagement Profession by continuing to develop your career through Certification.**

**PAVRO Certification Committee**

## FOR OFFICE USE ONLY

|  |  |  |
| --- | --- | --- |
| Date Application Received: | Payment Received: | Membership Verified: |
| Date Package Forwarded: | Mentorship Committee – CVRM: | Consent Verified: |