



PAVRO™

Professional Association of Volunteer Leaders - Ontario

LEADING VOLUNTEER ENGAGEMENT

RECERTIFICATION GUIDELINES 2024

Demonstrate your continued commitment to professional excellence

Maintaining a Certificate in Volunteer Resources Management (CVRM) is validation of your professionalism, experience and commitment to the field of Volunteer Engagement. It is the responsibility of the member to maintain current certification. Many employers recognize the importance of certification as a requirement in our field.

Applications for Recertification with accompanying documentation may be submitted in the year in which the certification expires. Please see options below for specific window dates for submission. Expiry date is noted on your Certification certificate: Valid until ____.

RECERTIFICATION OPTIONS

In the year in which your certification expires there are two options to consider for Recertification. Verification of education within the previous 3 calendar years is required.

OPTION 1 - Forty (40) hours of professional development through education

In the year certification expires, applications for Recertification and accompanying documentation may be submitted from January-December.

OPTION 2 - Twenty (20) hours of professional development and one paper as instructed in the Recertification guidelines

In the year certification expires, applications for Recertification, paper and accompanying documentation may be submitted from January-August to allow the applicant time for re-write as required.

TO PREPARE:

- Read the requirements completely
- Choose the preferred option
- Gather the information to complete the on-line application
- Education (with supporting documents)
 - Consents
 - Payment (\$50.00 + HST = \$ 56.50)
- Once the full application, including Education verification and payment are received by PAVRO, timeline and guidelines (for applicants submitting a paper) will be communicated upon receipt of application. Written paper must be received within one year of the original application fee or else the submitted fee is forfeited.
- Certificates will be sent by MAIL to successful applicants upon completion.
- The names of successful applicants will be announced through PAVRO's communication processes.
- To maintain certification status, recertification must be completed every three years.
- Applicants that choose to write a paper 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 however, the edited paper must be received at an agreed upon date between the chair and the applicant .

REQUIREMENTS

1. Applicant must be a ***current registered member of PAVRO***
2. ***Education:*** Applicant must demonstrate his/her commitment to professional development through educational opportunities relevant to the Volunteer Engagement profession.
 - a. **Option 1:** A minimum of forty (40) hours is required. **Option 2:** A minimum of twenty (20) hours of professional development in addition to a written paper. The sessions must have occurred within three (3) years preceding the application date.
 - b. Relevant to the Volunteer Engagement profession.
 - c. Provided by a recognized educational organization, institution or by an approved private training consultant:
 - i. 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,
 - ii. 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

List qualified sessions in the Education template of the on-line application.

Proof of attendance may be identified by scanning a copy of the receipt, copy of agenda or the signature of the presenter or chair of the session. Imbed the document in the proof column. *(Click in the **Proof** column to insert an existing document. On the **Insert** tab, in the **Text group**, click the arrow next to **Object** and then click **Object**. Select **Create from File** tab, **Browse** and select document, **Insert**)*

REQUIREMENTS (CONTINUED)

Written Paper: If the applicant chooses to combine workshops with a written paper for Recertification, the paper must adhere to one the following topics as outlined in the written paper guidelines:

Option A: National Occupational Standards (1500 to 2000 words)

or

Option B: Volunteerism: Past, Present and Future (1500 to 2000 words)

TIMELINES

Written paper can be submitted between January and August of the calendar year of the application to qualify for recertification.

- Adjudicators will review and comment on submissions received between January 1st to August 31st to allow time for re-writes to be made if required.
- Questions regarding this process or personal qualifications may be made to the Recertification Coordinator at: pavro@pavro.on.ca

All applications, including all content submitted, becomes the property of PAVRO and is administered by the Certification Committee.

Names of successful applicants are announced by PAVRO to both internal and external audiences based on the organization's communication strategy.

Publication of papers will only be done with the permission from the writer as indicated on the application form.

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Recertification Designation Guidelines 2024