



# Society for Healthcare Volunteer Leaders

## Checklist for Certification Application

Please email the following to the SHVL Certification VP

Enclosed:

- Name, title, organization, and daytime phone and email for exam proctor - OR - indicate if you will take the exam during the proctored exam time if offered at SHVL Conference
- The Policy & Procedure Manual Table of Contents for your Department of Volunteer Services
- One (1) Service/Position Description for volunteer duties
- Apply and pay for Certification ONLINE at the SHVL website (preferred method)
- OR - Mail Completed Application for Certification with \$100.00 check made payable to SHVL
- Completed Fact Sheet
- Completed Professional Participation Form
- One (1) Letter of Recommendation for Certification from the Administrator or Executive Officer to whom you report
- One (1) Letter of Recommendation for Certification from an organization in which you have had participation/affiliation/involvement within the past 2 years
- Policy forms of your department including:
  - An adult volunteer application
  - Volunteer Handbook
  - Evaluation form(s) for volunteers
  - Volunteer Department Infection Control Policy/Standard Precautions
  - Volunteer Department Confidentiality/HIPAA Policy
  - Orientation Agenda for volunteers
  - Benefits/Recognition offered to volunteers
  - Volunteer Department QA Policy. May also be called Quality Service, Service Improvement, Performance Improvement, etc.