



# Volunteer Certification Program Recertification Requirements & Guidelines

## Summary of Recertification Process (Effective December 2011)

- CCUV designations must be renewed every 3 years.
- You have two options for recertification:

Option 1	Option 2
<p><b>Complete 15 hours of continuing education</b></p> <ul style="list-style-type: none"> <li>• Continuing education must be relevant to credit union/boards of directors/supervisory committee performance and duties.</li> <li>• Training can come from sources outside of CUNA (please be prepared to document the training)</li> <li>• You are not required to take or pass any exams for training to count toward recertification.</li> </ul>	<p><b>Attend one of CUNA’s Board/Volunteer Related Events</b></p> <ul style="list-style-type: none"> <li>• Governmental Affairs Conference (GAC)</li> <li>• America’s Credit Union Conference &amp; Expo (ACUC)</li> <li>• CUNA Volunteer Institute (CVI)</li> <li>• Community Credit Union &amp; Growth Conference</li> <li>• Economics &amp; Investments Conference (E&amp;I)</li> <li>• Supervisory Committee &amp; Internal Audit Conference (SCIA)</li> </ul>

- All recertification training must be earned within the 3-year recertification period which begins on the date of your most recent certification.

## Steps to Recertification

- Step 1** Complete 15 hours of continuing education during your 3-year certification period (option 1) **OR** attend one of CUNA’s board/volunteer specific events (option 2).
- Step 2** Information and an application form is sent to you for your recertification year.
- Step 3** List your qualifying continuing education credits on the VCP Recertification Application.
- Step 4** Your Recertification Certificate is mailed to you 6-8 weeks after processing the application.

E-mail the Training mailbox [training@cuna.coop](mailto:training@cuna.coop) or call 800-356-9655, ext. 4249.  
**FOR MORE INFORMATION**

Courses and Events
Conference/School/Seminar sessions are recorded for actual session time (i.e. 3, 90-minute breakout sessions in a day count for 4.5 hours, no time is granted for breaks, lunch, receptions, registration, etc.).
Webinars or audio conferences are acceptable training.
Online courses are acceptable and count for up to 2 hours per course.
Print courses are acceptable and count for up to 3 hours per course. Please estimate the time involved and include the number of pages in the course as well as any documentation about the material available (website, links, etc.)
Educational Programs Sponsored by CUNA/Leagues/Credit Unions
Credit union/volunteer-related training
Educational Programs Offered by Other Groups
Courses pertinent to credit union or boards/volunteers sponsored by non-degree granting institutions, professional or trade associations, business organizations, government agencies, voluntary non-profit agencies, or independent seminar producers.
Acting as the Instructor/Speaker at programs sponsored by organizations listed above or as a speaker on credit union board/volunteer issues. <i>Credit hours are for hours teaching and speaking, <u>not</u> for preparation time.</i>