

Application Instructions

It is very important that we receive all information requested to make a credible certification. Information omitted or not included within the package cannot be evaluated or verified. You have worked very hard to obtain your education and experience and should be rewarded for your accomplishments. If all information is received and you obtain the points necessary for award of the PVA or MVA you will be awarded the appropriate designation.

1. Construct a letter requesting evaluation of your education and experience for the purpose of award of the PVA or MVA designation. Please ensure this letter is on your business letterhead. This letter must grant VACertification.com the authority to contact your references and former employers for verification purposes.
2. Please place one of your business cards in the package.
3. Create a personal Vitae or Chronological Resume.
 - Must be in-depth and include your date of birth and all experience. Experience must show a chronological sequence i.e.,
 - Jan 1970 – Dec 1975 Location and general description of duties. Contact information if known.
 - Jan 1976 – Jan 1980 Location and general description of duties. “Contact information if known”
4. Include copies of all diplomas or transcripts for education. All diplomas should be included. Because a specific course is not included on the evaluation form does not mean it will not be considered in the evaluation. All formal education will be included when computing your education level. If you have a transcript for college or a degree/diploma you do not have to include your high school diploma. You will be given credit for high school.
5. If you have Brainbench Certifications, Microsoft Office certifications, or any other certifications, please include them in your certification package. They will be counted in the overall points awarded.
6. Fill out the form attached for Professional References. Professional References can be anyone that can verify your professional competence as a Virtual Assistant. These references do not have to be clients. Any professional reference may be used including other Virtual Assistants.
7. Virtual Assistants are just that. They work virtually by using email, phone, fax and other communication means. All Virtual Assistants should have a web site. You will not be considered for the PVA or MVA unless you have a web

site posted on the Internet. The review team will visit your web site during the review process. Please ensure it is available.

8. Because you have submitted your package for certification does not mean you will be certified. You may not be qualified yet for certification. If you are not certified after a thorough review of your package you will be notified and a road map to professional growth will be provided to you. This road map will identify where you are now with the goal of obtaining PVA certification. It will show you ways to increase your points for certification.

9. Filling out the Certification Form:

- Education: Please indicate the number of years you attended school. Place a 1 in the appropriate block for each year of school completed. If you have not completed your education please use the basis of 30 CH per year for secondary education. If you have a degree please indicate you have the degree by placing a 1 in the appropriate block. If you have more than one degree you may indicate you have more than one, however, only one degree will be counted in each category.
- Certifications Achieved: You must have copies of the certifications you received contained in the package. Indicate which certifications you have. If you have other certifications please indicate this on the back of the form. All certifications will be considered in the evaluation process.
- Experience: Place the number of years experience you have in each category. Do not duplicate this experience. The experience contained on this page must match the experience you have on your resume.
- Personal Information

10. Once you have completed your package you can send it along with a \$75.00 check or money order to: Rt 1 Box 275 Red Oak, Oklahoma 74563. If you are an international customer you must pay your application fees online at: www.vacertification.com/creditcard.html

11. If you have any questions about the application process you may contact me at (918) 753-2716 or email your question to javo@comcast.net

VACertification.com

Certification Evaluation Form

		Years of Experience
Education		
High School (1-4 years)		
One Year of College (30 credit hours)		
Two Years of College (60 credit hours)		
Three Years of College (90 credit hours)		
Four Years of College (120 credit hours)		
Associate's Degree (Place a 1 if awarded)		
Bachelor's Degree (Count only one degree)		
Master's Degree (Count only one degree)		
Certifications Achieved		
VAU / AssistU or Equivalent (Count only one)		
Secretarial School (Place a 1 if you have a certificate)		
CVA or CPVA Designation		
IAAP CPS Designation		
Extra Credit Points: Brainbench Certifications (<i>You may have many certifications; however, VACertification.com will only award points for up to five certifications.</i>)		
Experience Evaluation		
Secretarial Experience (Example: 1.5, 1.25, etc.)		
Executive Assistant Experience		
Business Management Experience (Do not include your VA business)		
Virtual Assistant Experience		
Specialized Virtual Assistant Experience		

Personal Information	
Name	
Email	
Website URL	
Daytime Telephone	
Date	

Business References

(Three Names Required)

Name	Business Phone	Home Phone (Optional)	Email Address (If Known)