



NACVA's
Certified Valuation Analyst® (CVA®)
Designation Application



Please complete the information below (Print or Type): Your name and address exactly as you wish it to appear in NACVA's Credentialed Member Directory and on your CVA Certificate. To better serve you, NACVA requests a curriculum vitae and a business photo (head shot) be submitted along with your application. Please read the certification criteria provided in *The Association* brochure prior to submitting this application. This information can also be accessed on NACVA's website at: http://www.NACVA.com/PDF/association_brochure.pdf

SECTION A:

NACVA Member #: _____

Name: _____ Designations held: _____

Firm Name: _____

Supervisor/Employer (if applicable)¹: _____

Address: _____

City: _____ State: _____ ZIP: _____

Tel: _____ Fax: _____ E-mail: _____

Signature of Applicant²: _____ Date: _____

¹ May we take the liberty to contact your supervisor/employer to extend our appreciation for their support in your pursuit of the CVA?

☐ Yes ☐ No ☐ N/A

² Your signature will authorize NACVA to confirm the information in this application via e-mail and/or fax, if necessary, and authorize NACVA to use either medium for future communication. NACVA will not disclose or share this information with third parties to secure confidentiality as described in the confidentiality policy in the CVA Candidate Handbook.

By signing this application, you acknowledge:

- That you have read and understand the information in the CVA Candidate Handbook (for CVA applicants).
- That you agree to: adhere to the Code of Conduct, keep all exam content confidential and not disclose or share in any manner content of the exam, and abide by all certification program policies.
- That you agree to promptly inform NACVA of any matters that affect your capability to fulfill CVA certification requirements.
- That you agree to comply with all certification requirements and provide NACVA with information, as needed, to confirm that you meet all requirements.
- That in the event your certification expires or is suspended or revoked, that you will refrain from any use of the certification or certification status in any manner and that if your certification is suspended or revoked, you will return any CVA certificates to the VCB.
- That you agree to make claims regarding certification consistent only with the scope of the CVA, to not make any statement regarding certification that is misleading or unauthorized by NACVA, and not to use the certification in any manner that would bring NACVA or the VCB to dispute.
- That you agree to allow NACVA to perform such audit procedures it deems necessary to validate the information provided herein, including your experience in business valuation and related areas.

If you have a disability covered by the Americans with Disabilities Act (ADA), please complete the Special Accommodations Request Form located in the CVA Candidate Handbook (pg. 24) and the Documentation of Disability-Related Needs Form. The information you provide, and any documentation regarding your disability and special accommodation, will be treated with strict confidentiality and will not be shared with any source, without your express written permission. ☐ Yes ☐ No

PROFESSIONAL STATUS/CONDUCT: (The following four questions **MUST** be answered to complete your application.)

1. If you are a CPA, do you hold a current CPA License? ☐ Yes ☐ No ☐ N/A—I am not a CPA If No, please explain: _____

2. Have you ever been convicted of any felony or any crime carrying a punishment of time in prison, whether or not time was served?

☐ Yes ☐ No If Yes, please explain: _____

3. Have you ever been convicted of a misdemeanor involving moral turpitude (lying, cheating, stealing, or other dishonest conduct) or any equivalent crime in any court of law? ☐ Yes ☐ No If Yes, please explain: _____

4. Have you ever had any professional/business license, professional certification, or professional membership revoked, refused, or suspended (other than for non-payment of dues)? ☐ Yes ☐ No If Yes, please explain: _____

NACVA reserves the right to refuse membership and/or certification to any person. A NACVA member or holder of a NACVA certification may have his or her membership or certification terminated based on appropriate grounds therefore as determined by the Executive Advisory Board.

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Print Applicant Name _____

SECTION B (Business References)³:

Company: _____ Contact: _____ Tel: _____

Address: _____ City: _____ State: _____ ZIP: _____

Company: _____ Contact: _____ Tel: _____

Address: _____ City: _____ State: _____ ZIP: _____

Company: _____ Contact: _____ Tel: _____

Address: _____ City: _____ State: _____ ZIP: _____

SECTION C (Personal References):

Company: _____ Contact: _____ Tel: _____

Address: _____ City: _____ State: _____ ZIP: _____

Company: _____ Contact: _____ Tel: _____

Address: _____ City: _____ State: _____ ZIP: _____

Company: _____ Contact: _____ Tel: _____

Address: _____ City: _____ State: _____ ZIP: _____

SECTION D:

☐ I have included a recent Curriculum Vitae or Resume with this application.

SECTION E:

IF YOU HOLD AN ACTIVE CPA LICENSE, please complete Section E: *(you do not have to complete Sections F and G)*

I am a Practitioner Member in good standing with NACVA⁴: ☐ Yes ☐ No ☐ Applying for Membership

I currently hold an active, valid, and unrevoked CPA license: ☐ Yes ☐ No

CPA License #: _____ State(s) Issued: _____ Year Licensed: _____

SECTION F:

IF YOU ARE NOT A CPA, please complete Sections F and G:

I am a Practitioner Member in good standing with NACVA: ☐ Yes ☐ No ☐ Applying for Membership

Business Degree(s): _____ Year Degree(s) received: _____

Received Degree(s) from what Accredited College or University: _____

☐ I have included a copy of my diploma(s) with this application. *If not, do you consent to allow NACVA to contact the institute(s) of higher education listed above for degree verification? (A \$25.00 fee is added to your application fee for us to conduct this verification.)*

☐ Yes ☐ No ☐ N/A

SECTION G:

Please describe your experience in business valuation. It must be substantial, as defined by the Association, and you must provide enough detail, i.e., references, employers/partners, clients, books written, etc., so the Association can adequately validate that you meet the experience requirement. Use Section F on page 3, if applicable. (Please include any relevant support documents with this application.)

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Print Applicant Name _____

SECTION F (use if applicable in documenting experience):

Valuation Date	Purpose of Valuation	Industry	Role/Duties Supporting the Valuation	Hours Worked

³ Your business references must be able to attest to your experiences as documented in Sections G and F, if applicable.

⁴Note: Effective January 1, 2018, membership in the National Association of Certified Valuators and Analysts® (NACVA®) is no longer required to obtain or maintain NACVA's Certified Valuation Analyst® (CVA®) credential. This policy change was enacted to comply with new standards promulgated by the National Commission for Certifying Agencies® (NCCA®), a division of the Institute for Credentialing Excellence™ (ICE™), with whom we have accredited our CVA credential. Candidates or designees who opt not to join/belong to NACVA as a Practitioner, Academician, Government, or Student member will be subject to annual CVA designee fees and tri-annual recertification fees; and new CVA candidates will be subject to both a CVA certification exam fee and a CVA designee enrollment fee. For NACVA members, these fees are embedded in the current dues and fee structure. If one chooses not to be a member, he or she will pay a little less in fees but receive no NACVA benefits other than the ability to use the credential in reports and for marketing purposes. Such designees will also have a NACVA directory listing and must comply with NACVA's Professional Standards. For more information on this non-member option and reduced pricing, contact NACVA headquarters for details at (800) 677-2009.

RETURN APPLICATION VIA E-MAIL, FAX, OR MAIL TO:

NACVA—National Association of Certified Valuators and Analysts

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