



## V3 Continuing Activity Examples

The following table lists examples of activities that may be counted toward recertification Continuing Activity credits. Please note that the "Credits" column are the amount of credits GENERALLY awarded for that activity. An increase or decrease in credits -- based on the nature, scope, and time of the activity -- may be awarded. To submit your Activity, go to [www.dvsV3.com/CA](http://www.dvsV3.com/CA).

### Admin Activity

Activities under the "Admin" Category are generally those reports or submissions required by the V3 Program. They include V3 Quarterly Reports (with or without best practices / success stories), the Annual Hiring Pledge, and the Organizational Veteran Hiring Plan.

Activity	Description	Credits
<b>Quarterly Report</b>	V3 Companies may submit one report per quarter that will be counted as 1/2 a Continuing Activity Credit. Reports needn't be on the official V3 Quarterly Report form; however, they must comply with V3 Reporting Procedures. To download V3 Reporting Procedures, visit <a href="http://www.dvsV3.com/wp-content/uploads/V3-Reporting-Procedures1.pdf">www.dvsV3.com/wp-content/uploads/V3-Reporting-Procedures1.pdf</a> .	0.5
<b>Quarterly Report with Best Practice</b>	If a company submits a report that also includes a best-practice or success story in Veteran Recruitment, Hiring, or Retention, that company may be awarded additional 0.5 CA credits.	1
<b>Annual Pledge</b>	Companies may submit an annual pledge to the V3 Program, committing to hire a discrete number of Veterans. Veteran hire pledges may be submitted at any time, provided your organization has met or exceeded its previous commitment; however, only 2 pledges will be counted toward recertification. Pledges may be submitted at <a href="http://www.dvsV3.com/recommit">www.dvsV3.com/recommit</a>	1
<b>Organizational Veteran Hiring Plan</b>	Companies may submit once per year an updated Organizational Veteran Hiring Plan that identifies an organizational strategy for actively recruiting, hiring, and retaining Veterans.	1
<b>Attend V3 Strategic Alliance Meeting</b>	V3-certified companies will be invited to attend the bi-monthly Strategic Alliance Meeting, which includes federal, state, and local government representatives, as well as leading representatives of private-sector trade associations and chambers of commerce. V3-companies can participate via live webinar, and will be placed in listen-only mode for the duration. They will, however, be able to send their questions/comments via chat.	1
<b>Pledge met within one year</b>		2
<b>Completed V3 Survey</b>	Companies were given the opportunity to participate in a curriculum survey to determine the future subjects and current effectiveness of the V3 syllabus.	1

### Host / Sponsor Activity

Hosted or Sponsored Activities are those in which your company had a primary or secondary function in facilitating. They may include hosting or sponsoring a V3 Training Day, a VEC Recruiting Day, a V3/VTAP Recruiting Day, a Veterans Employment Open House, a Veterans Networking Event, or other similar activities. Note: A company may either serve as a host/sponsor of an event or an attendee -- they may not receive additional activity credit for attending their own hosted/sponsored activity.

Activity	Description	Credits
<b>Hosted V3 Training Day</b>	Companies may host a V3 Training Day to receive 2 CA Credits. Facilities should accommodate approximately 30 people with an area for presentation, and room for catered refreshments (V3 provides refreshments unless the host wishes to). Digital and projector are ideal. For more information, contact Ross Koenig -- V3 Training Coordinator -- at <a href="mailto:Ross.Koenig@dvs.virginia.gov">Ross.Koenig@dvs.virginia.gov</a>	2
<b>Hosted VEC Recruiting Day</b>	VEC Recruiting Days are set up with Local Veteran Employment Representatives (LVERs), who will work with you to set up an on-the-spot recruiting day at your facility and bring qualified Veteran talent to your place of work. To locate a LVER nearest you, visit <a href="http://www.dvsV3.com/resource-guide">www.dvsV3.com/resource-guide</a> , or contact Ms. Charlie Palumbo -- VEC Veterans Program Manager -- at <a href="mailto:Charlie.Palumbo@vec.virginia.gov">Charlie.Palumbo@vec.virginia.gov</a>	2
<b>Hosted VTAP Event</b>	Virginia Transition Assistance Program (VTAP) Events may include transition seminars, employer panels, VTAP Recruiting Days or other events designed to educate, train, and connect transitioning service members to employment opportunities. For more information, contact Mr. Allen Fryman -- VTAP Coordinator -- at <a href="mailto:Allen.Fryman@dvs.virginia.gov">Allen.Fryman@dvs.virginia.gov</a>	2
<b>Sponsored Veterans Employment Event</b>	If a company sponsors an event that relates to employment opportunities for Veterans, they may submit that sponsorship activity toward V3 Recertification.	1
<b>Sponsored V3 Event</b>	Companies interested in sponsoring a V3 Event -- such as V3 Training Days, V3/VTAP Recruiting Days, or the Annual V3 Summit -- may receive CA credits for their sponsorship. If you are interested in sponsoring V3 Events (tax free), please visit <a href="http://virginiaveteransservicesfoundation.org/donate.php">http://virginiaveteransservicesfoundation.org/donate.php</a> .	1
<b>Sponsored VEC Event</b>	Companies interested in working with the VEC to sponsor events pertaining to employment opportunities for Veterans may receive CA credits for their sponsorship. If you are interested in sponsoring Veteran employment events with V3, please contact Ms. Charlie Palumbo -- VEC Veterans Program Manager -- at <a href="mailto:Charlie.Palumbo@vec.virginia.gov">Charlie.Palumbo@vec.virginia.gov</a>	1
<b>Hosted Other Event</b>	Other events, similar to those described above (such as events facilitated by ESGR, H2H, military installations, etc.) that your company hosts may be eligible for CA Credits as well -- provided such event pertains directly to employment opportunities for Virginia's Veterans. Please submit your requested number of credits based on guidelines above, and V3 will consider crediting your company.	1
<b>Sponsored Other Event</b>	Other events, similar to those described above (such as events facilitated by ESGR, H2H, military installations, etc.) that your company sponsors may be eligible for CA Credits as well -- provided such event pertains directly to employment opportunities for Virginia's Veterans. Please submit your requested number of credits based on guidelines above, and V3 will consider crediting your company.	0.5



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### Outreach Activity

Outreach Activities are those activities in which your company participated. They may include attending a military-friendly job fair, a V3/VTAP Recruiting Day, an employer panel for military/veteran personnel, a Veterans Networking Event, or other similar activities.

Activity	Description	Credits
<b>Participated in Military Employment Panel</b>	Employment panels may be facilitated by military installations, VTAP, VEC, or other organizations.	1
<b>Attended Military-friendly job fair</b>	Attending military-friendly job fairs, which are facilitated by various organizations throughout the Commonwealth, may count toward V3 Recertification.	1
<b>Attended V3/VTAP Recruiting Day</b>	V3/VTAP Recruiting Days are available for V3 Companies only. They are much more involved and engaged than traditional job fairs, and therefore count more toward recertification. If you would like to participate in a V3/VTAP recruiting day, please contact Mr. Allen Fryman -- VTAP Coordinator -- at <a href="mailto:Allen.Fryman@dvs.virginia.gov">Allen.Fryman@dvs.virginia.gov</a>	2
<b>Attended Veterans Networking Event</b>	Veterans networking events -- or transitioning service members networking events -- are often facilitated by various organizations throughout the Commonwealth. Attending one of these events -- provided its focus is on employment opportunities for Veterans -- may count toward recertification.	1
<b>Participated in V3/VTAP Employment Webinar</b>	In an effort to expose more Veterans and transitioning service members to employment opportunities offered by V3 companies, V3 will facilitate webinars during which companies may speak directly (online) to job-seeking Veterans and transitioning servicemembers. If your company is interested in participating in a scheduled V3/VTAP Employment webinar, please contact Mr. Ross Koenig -- V3 Training Coordinator -- at <a href="mailto:Ross.Koenig@dvs.virginia.gov">Ross.Koenig@dvs.virginia.gov</a>	2
<b>Other Outreach</b>	For those outreach events that do not fit into categories above.	1
<b>Veteran Employment Workshop</b>		1
<b>Other Outreach (Out Of State)</b>	Out of Virginia Military Recruiting Events counted as 1/2 credit.	0.5
<b>VEC Recruiting Day</b>		1

### Referral Activity

Companies may refer an unlimited number of companies/sponsors/resources to the V3 Program; however, CA credits will not be counted until the referred company becomes an enrolled member of the V3 Program (Credits may be awarded retroactively, however).

Activity	Description	Credits
<b>Company Referred to V3</b>	If a V3 company refers another organization who enrolls and commits to the V3 Program, that referral will be counted toward V3 recertification. Companies may refer unlimited numbers of companies for recertification credit.	1
<b>Sponsor Referred to V3</b>	If a V3 company refers an organization who wishes to sponsor V3 events, and that sponsorship is received by the V3 Program, that referral will be counted toward V3 recertification. Companies may refer unlimited number of sponsors for V3 recertification purposes.	1
<b>Employer Resource Referred to V3</b>	Countless resources exist to assist employers understand the Veteran population, how to better connect with them, and how to build your workforce environment to help them succeed. To submit an organization's employer resource, please visit <a href="http://www.dvsV3.com/submit">www.dvsV3.com/submit</a> . Companies may submit an unlimited number of resources; however, only a total of 1 credit will be granted (generally 2 resources submitted).	0.5

### Training Activity

Training activities are those activities in which your company trains another group of people -- to include members of the company staff. Whether conducting a training session for hiring managers on why they should give Veterans a second look, or training your supply chain and SubKs on effective Veteran recruiting, hiring, and retaining best practices, your engagement with your own staff and adjacent / supporting companies could be counted toward V3 re-certification.

Activity	Description	Credits
<b>Conducted Training for Internal Staff</b>	Companies that train their HR staff, hiring managers, executives, or other employees on topics pertaining to Veteran recruiting, hiring, or retention may receive credit for this activity. The V3 company encourages all organizations to use the V3 curriculum to educate and train their internal staff on the value of hiring and retaining Veterans. V3 curriculum workbooks may be requested through the V3 Program.	1
<b>Conducted Training for Subcontractors</b>	Prime contractors that hold training sessions for their subcontractors' HR staff, hiring managers, executives, or other employees on Topics pertaining to Veteran recruiting, hiring, or retention may receive credit for this activity.	1
<b>Conducted Training for Supply Chain</b>	Companies that hold training sessions for their supply chain's HR staff, hiring managers, executives, or other employees on Topics pertaining to Veteran recruiting, hiring, or retention may receive credit for this activity.	1
<b>Conducted Training for other external organizations</b>	Companies that hold training sessions for other organizations outside their company on topics pertaining to Veteran recruiting, hiring, or retention may receive credit for this activity.	1

Please note that unless your organization is an authorized provider of V3 training, or an approved trainer of the DVS V3 curriculum, the trained organizations may not use your company's training to join the V3 Program; however, it will still count toward your company's recertification activity.



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### Other Activity

For any activity that does not fit into a category described above, please enter it in this category, with as much detail as possible -- as long as it pertains to active Veteran recruiting, hiring, and/or retaining.

Activity	Description	Credits
<b>Other Activity</b>	This option is a general catch-all for non-classifiable activities that still merit credit, but do not necessarily have a categorical description. Please submit the number of credits requested based on similar categories' activities above, and with a detailed description of your activity.	1
<b>Narrative Report</b>	Total Credits awarded are based on detail, content, and relevance to Veteran engagement. Narrative differ from individual event submissions or spreadsheets, in that they attempt to portray the entire story by incorporating success stories and corporate philosophy with narrated event activity.	1
<b>ESGR Statement of Support</b>		1
<b>Attended V3 Summit</b>	The V3 Annual Summit culminates the V3 Training Year and highlights company success, best practices, and public support for the program.	2