



Canadian Centre for Diversity and Inclusion  
Centre canadien pour la diversité et l'inclusion

Canadian Certified Inclusion Professional (CCIP™)

# Certification Handbook

Version 6

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## About CCDI

The Canadian Centre for Diversity and Inclusion (CCDI) is a made-in-Canada solution designed to help employers, diversity and inclusion/human rights/equity, and human resources practitioners effectively address the full picture of diversity, equity and inclusion within the workplace. Founded and run by experienced diversity and inclusion practitioners, CCDI's focus is on practical sustainable solutions that help employers move toward true inclusion. Effectively managing diversity and inclusion, and human rights and equity is a strategic imperative for all Canadian organizations that wish to remain relevant and competitive.

### Who we are

We are a forward-looking social organization with research and learning woven into our DNA. Our mission is to help those we work with be inclusive, free of prejudice and discrimination, and to generate awareness, dialogue and action helping people to recognize diversity as an asset and not an obstacle.

Our leadership came together from the corporate world with a shared goal of helping employers celebrate diversity and difference with a model that blends social impact and proven business tactics for inclusive work environments that mobilize the potential of individuals – and of teams.

### What we do

We focus on the topics of inclusion that are relevant in Canada and the regional differences that shape diversity by addressing the issues that move employers from compliance to engagement. Our research, reports and events have become valuable cornerstones for people developing and implementing diversity plans.



## About CCIP™

### Background

Despite being relatively new, the diversity and inclusion field (“D&I”) has gone through a significant evolution over the last twenty years. A conference board report released in 2008 stated that “focus has progressed from valuing differences, which was largely achieved through awareness training and multi-cultural celebrations, to strategic global business growth”.<sup>1</sup> A more recent report by Bersin-Deloitte (2014) confirms the increasingly strategic role of diversity practitioners.<sup>2</sup>

Despite the expansion of D&I functions and roles within Canadian organisations, **no professional designation** exists for D&I professionals. The Canadian Certified Inclusion Professional designation (CCIP™)<sup>3</sup> intends to fill this gap. Standardizing what it means to be a D&I professional through designation is important, because it ensures employers, and others, that D&I practitioners are meeting rigorous standards when presenting themselves as D&I professionals.

### What is CCIP™?

CCIP™ is a professional designation, not an educational program. *Educational* programs are designed to provide training and instruction to help participants acquire or enhance their knowledge or skills, whereas *certification* programs such as CCIP™ are designed to assess an individual’s existing knowledge or skills against a set of pre-defined competencies. This is accomplished in a way that is completely independent from the provision of training or instruction.

The CCIP™ certification process is designed to assess the knowledge and experience of diversity and inclusion professionals against the standard established by the CCIP™ competency framework.

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<sup>1</sup> Lahiri, I. (2008). *Creating a Competency Model for Diversity and Inclusion Practitioners*. Council Perspectives. Insights from the Conference Board Council on Workforce Diversity.

<sup>2</sup> Sherman Garr, S., Shellenback, K., Scales, J. (2014). *Diversity and Inclusion in Canada. The Current State. A Research Report by Bersin By Deloitte*.

<sup>3</sup> Both “CCIP” and Canadian Certified Inclusion Professional” are registered trademarks of CCDI.



## Why get certified?

The CCIP™ designation will enable D&I professionals to obtain a formal and standardized acknowledgement of their knowledge, skills and experience in the D&I field.

By completing the requirements for the CCIP™ certification process, D&I professionals acquire the right to use the designation, Canadian Certified Inclusion Professional™, and the right to use the initials “CCIP” after their name.

*A CCIP™ professional has expertise in organizational diversity, inclusion, equity and/or human rights and people management, who has met the requirement of the CCIP™ certification process.*

*A CCIP™ professional is an inclusive leader and a global strategic thinker who is passionate about developing inclusive workplaces.*

*CCIP™ professionals work throughout Canada in for-profit companies, public sector organizations, educational institutions, healthcare, unions, non-profit and community organizations, or in private sector, in different capacities.*

*CCIP™ professionals provide:*

- *Subject matter expertise and strategic support to internal and external stakeholders related to initiatives aimed at addressing issues of diversity, equity and human rights in the workplace and promoting inclusion within organizations.*
- *A holistic understanding of diversity, equity and human rights as it relates to the impact of the organization on its customers or clients, members and communities.*

*CCIP™ professionals operate within the mandates of established Canadian legislation related to employment equity, human rights, and accessibility, to provide services that improve the quality of workplaces for all Canadians.*

By obtaining the CCIP™ designation, D&I professionals will be able to show employers and clients the breadth and depth of their experience and develop a competitive edge in a tough job market.

Please note that D&I is not a regulated profession in Canada. You are not required to have a licence to work in this field. As such, holding the CCIP™ designation is not a prerequisite for working in D&I.

## Competencies for diversity and inclusion professionals

The CCIP™ competency framework is the body of knowledge for diversity and inclusion professionals. It has been created under the direction of a national Advisory Committee and through consultation with more than 200 diversity and inclusion leaders across Canada. It describes the core competencies of diversity and inclusion professionals who practice in Canada. They can be downloaded from our website: <http://ccdi.ca/ccip-designation/>



## How to use this handbook

The certification handbook is the official source of information on the CCIP™ certification and a must-read for all candidates. By reading this handbook, candidates will gain a solid understanding of the requirements for the certification and the process to get certified.

Candidates must follow all policies, procedures and timelines outlined in this handbook. Upon registration on the CCDI website, candidates will be required to read and agree to the CCIP™ Terms of Use, Policies and Procedures.

*This handbook is the property of CCDI. Permission must be acquired in writing from CCDI to reproduce its contents.*



## Overview of the certification process

How do I get certified?

### [Step 1: Assess your eligibility](#)

You are eligible to undertake the certification process if:

- You are able to demonstrate a minimum of 3 years of relevant D&I work experience; and
- You have at least two references – colleagues, supervisors or clients – who can speak to your work experience in diversity and inclusion.

### [Step 2: Prepare your documents](#)

Prepare a resume and complete an [Assessment of Eligibility Form](#). In the form, you are required to describe your D&I work experience and provide two references.

### [Step 3: Register online](#)

Register on the CCDI website and upload your Assessment of Eligibility Form and resume. Once your payment and documents are processed, you will officially become a CCIP™ candidate.

### [Step 4: Take the CCIP™ exam](#)

The exam will test your knowledge of the CCIP™ competencies with a multiple-choice examination that can be taken remotely. All you need is a laptop or PC and a reliable Internet connection.

### [Step 5: Prepare and submit your professional experience dossier](#)

After successfully writing the CCIP™ exam, submit a [professional experience dossier \(PED\)](#). The PED is a collection of short essays that provide examples of practical work situations where you applied or demonstrated the competencies included in the CCIP™ competency framework. You will also be required to identify a priority and an alternative external assessor who should be able to review your submission against the CCIP™ competency framework.

### [Step 6: You officially are a Canadian Certified Inclusion Professional!](#)

Once your submission has been approved by your external assessor you officially become a CCIP. You can use the acronym (CCIP) in your signature and your name will be added to an online registry of CCIP™ professionals on the CCDI website.

### [Step 7: Maintain the certification](#)

Maintain the certification by providing evidence of 20 hours of continued professional development per year.



## Step-by-step guide to certification

### Step 1: Assess your eligibility

The first step is for you to establish that you are eligible to enter the CCIP™ certification process. You are eligible to enter the certification process if:

- You have 3 years of relevant D&I work experience.
  - Experience must be full time (35 hours/week or equivalent) and have a Canadian focus. Part-time and volunteer experience are applicable: you can claim one week of experience for every 35 hours of part-time and volunteer work.
  - At least two of the three years of experience must be relatively recent (i.e. acquired within the last six years).
- You have at least two references – colleagues, supervisors or clients – who can speak to your work experience in diversity and inclusion.
  - In order to guarantee an equal and objective eligibility process to all candidates, references must not be your direct report nor your relative – in principle, they should be able to assess your eligibility without a conflict of interest.

For the purposes of the Assessment of Eligibility Form, relevant work experience is defined as any professional experience that helps candidates develop the competencies included in the CCIP™ competency framework. Sample relevant tasks might include, but are not limited to:

- Develop/manage a D&I strategy
- Develop/deliver training or learning solutions on D&I topics
- Develop/implement communication plans to support D&I strategic goals
- Design/implement D&I strategic initiatives (events, learning programs, talent programs etc.)
- Work with internal stakeholders (e.g. HR department, CSR department, Executives/Leadership team, People Managers, Recruiters, Project Managers) to support/promote the advancement of D&I goals and initiatives
- Work with external stakeholders (e.g. Community Partners, Government bodies etc.) to support/promote the advancement of D&I goals and initiatives
- Provide advice and support to external/internal client on D&I topics
- Create/implement/analyze metrics to assess impact of D&I initiatives on business outcomes
- Create/implement metrics to support D&I strategic planning
- Ensure compliance with applicable legislation related to diversity, equity or human rights
- Conduct/present research to support/advocate for D&I initiatives

Use the eligibility checklist available on [our website](#) to thoroughly verify whether you meet the eligibility requirements.



## Step 2: Prepare your documents

If you believe you meet the eligibility requirements, prepare the documents you will need to submit as part of your online registration:

1. First, complete the Assessment of Eligibility Form, where you will be asked to describe your D&I work experience and provide two references. The form can be downloaded from our website at <http://ccdi.ca/ccip-designation/>
  - a. Save the document as a PDF and name it as follows:  
YYYYMMDD – Your last name – Assessment of Eligibility  
e.g. 20170424 – Nayak – Assessment of Eligibility
2. Second, prepare a **resume**. List the roles/positions in reverse chronological order. For each role/position indicate Job Title, Name of the Organization, Time of Employment (start and end date), and Job Responsibilities. An example of what this looks like is provided below (*Figure 1*).
  - a. Save the document as a PDF or MS Word document and name it as follows:  
YYYYMMDD – Your last name – Resume  
e.g. 20170424 – Nayak – Resume

Manager, Diversity and Inclusion at Big Firm

March 2014 – Present

- Overseeing design, delivery, and evaluation of organization-wide in-person educational program on Respectful workplace. So far program has been delivered to 500+ employees across three locations with 95% of attendees expressing the intention to implement more respectful workplace behaviors as a result of the training.
- Spearheading and leading the creation of three Employee Resource Groups (Women, Indigenous People, People with Disability). Responsible for project initiation, budgeting, project planning and management, internal communication, programming coordination and program evaluation.
- Coordinating national calendar of grassroots initiatives organized and promoted by BigFirm Employees with a focus on D&I and Corporate Citizenship (e.g. fundraising events, research initiatives, community engagement initiatives); overseeing national allocation of resources; liaising with Communication and Marketing department to ensure internal and external promotion of events.

Figure 1. Example of role/position on resume

These two documents will allow the CCIP™ Staff to verify that you have acquired the necessary relevant work experience within the mandatory timeline. Have these two documents ready as you begin the online registration process.



### Step 3: Register online

Go to the CCDI website (<http://ccdi.ca/ccip-designation/>) and register. As part of the registration process you will need to provide your contact information. You will also be prompted to upload both the Assessment of Eligibility Form and your resume.

#### When can you register?

You can register at any point during the year, online registrations are always open. However, each exam date has a specific registration deadline. For example, if you want to take the exam on October 22, 2019, you need to register by September 21, 2019. After September 21, you will only be able to register for the subsequent exam (spring 2020).

Review [Exam Cycles and Key Dates](#) to verify registration dates for the upcoming exams.

#### What happens after you register?

1. Immediately: if your payment has been successful, you will receive a confirmation of payment.
2. Within five business days after registration: your documentation will be reviewed by the CCIP™ Staff. If your documentation is complete and sufficient evidence has been provided detailing your relevant work experience, the CCIP™ Staff will send you an official confirmation of enrollment into the CCIP™ certification. The confirmation will include the confirmed date of your CCIP™ exam and a copy of the CCIP™ Reading List. If your documentation is incomplete, you will be contacted by our staff and required to provide additional information.

Once you have enrolled, you are expected to complete the certification within two exam cycles (see [Policy on Certification Completion](#)).

### Step 4: Take the CCIP™ exam

The CCIP™ exam is comprised of approximately 100 questions and will test your knowledge with respect to Areas 1-12 of the CCIP™ competency framework. You are expected to be knowledgeable in all the twelve areas of the CCIP™ competency framework – even though you are not required to have experience working in all the twelve areas.

You will receive detailed information from the CCIP™ Staff about the logistics of your exam. The CCIP™ exam is delivered online, so you will need access to a laptop or PC and a reliable internet connection to be able to complete the exam.

You will be immediately notified of your exam results following the exam. If you pass the exam you will be able to move on to the subsequent step of the certification, which is the submission of the professional experience dossier. If you fail the exam, the CCIP™ Staff will provide you with directions on how to retake it. You will not be required to resubmit any documentation.



### Exam copyright

CCDI holds the proprietary rights and copyright for the CCIP™ exam. Reproduction of any or part of the CCIP™ exam is prohibited by law.

## Step 5: Prepare and submit your professional experience dossier

Upon successfully writing the CCIP™ exam, you will need to prepare and submit a professional experience dossier (PED).

CCIP™ Staff will provide you with an online form to be used for the submission of your PED and will give you a deadline for submission of your completed PED. Should you wish to reschedule your submission, a rescheduling fee may apply (see [Professional Experience Dossier Policy](#)).

You will use the online PED submission form to provide examples of practical work situations (or set of situations) where you applied/demonstrated the competencies included in the CCIP™ competency framework – in an essay format.

### PED requirements

As a CCIP™ candidate, you are not expected to demonstrate experience in all 12 areas of the CCIP™ competency framework. To become certified, candidates must provide evidence of competence in both primary and secondary areas for a total of 50 points. A minimum score of 40 points must be obtained on primary areas, and a minimum score of 10 points must be obtained in secondary areas.

This combination of competencies ensures that the breadth of knowledge demonstrated through the CCIP™ exam is complemented by a depth of skills and experience in specific areas.

The following two tables illustrate how many points can be obtained on the PED for each area:

Primary Areas	Points on PED
<b>Area 1: Make the case for diversity and inclusion</b>	10
<b>Area 4: Stakeholders' engagement</b>	10
<b>Area 8: Measurement and organizational success</b>	10
<b>Area 9: Legislation and compliance</b>	10
<b>Area 10: D&amp;I organizational structures and support</b>	10
<b>Area 11: D&amp;I subject matter expertise</b>	20



Secondary Areas	Points on PED
<b>Area 2: Build a D&amp;I strategy</b>	5
<b>Area 3: Implement a D&amp;I strategy</b>	5
<b>Area 5: Workforce planning</b>	5
<b>Area 6: HR practices</b>	5
<b>Area 7: Training and development</b>	5
<b>Area 12: Cultural competence</b>	5

You are encouraged to provide evidence of competence for as many areas as you wish. Any combination of areas is acceptable if a minimum score of 40 points is obtained on primary areas, and a minimum score of 10 points is obtained in secondary areas.

For each area that you select, you will be required to write a brief essay to provide a performance example i.e. a situation (or set of situations) where you successfully demonstrated the competencies and skills in the selected area. A detailed description of the requirements for your essay is included [here](#).

The candidate is requested to include all the essays in one Microsoft Word document, clearly identifying which essay applies to which competency area, and to name the document as follows:

YYYYMMDD – Your last name – PED submission

e.g. 20170424 – Nayak – PED submission

Once the Word document is ready, the candidate should upload it in the online PED form:

### Step 3: Essays

**Submit one essay for each of the Areas that you have selected above.** Each essay must provide an example of a practical work situation (or set of situations) where you applied/demonstrated the skills/competencies in the Area. To review the competencies included in each area, view [the CCIP™ Competency Framework](#). Essays should be as concise as possible, **no longer than 500 words each**.

#### Essays \*

Submit Microsoft Word documents only, and combine all files into one document, clearly identifying which essay applies to which competency area.

No file chosen

*Figure 2. Screenshot of a section of the online Professional Experience Dossier form.*

The CCIP™ Staff will receive your submission, and will forward it to the elected external assessor for review and validation.



### PED external assessor

As part of the submission of the PED form, you will be required to provide the name of a priority and an alternative **external assessors**, who should be able to review and validate the PED submission. Both external assessors must meet the following criteria:

- Good general understanding of the D&I space. The external assessor does not necessarily have to be a diversity and inclusion professional, but they must have a clear understanding of the candidate's current or past work responsibilities and outcomes as they relate to the skills/abilities required to become a certified CCIP.
- Direct knowledge of your D&I work experience. The external assessor has worked with you closely (as a supervisor/manager/co-worker) for at least 6 months and must be able to substantiate your expertise and experience as they relate to the skills/abilities required to become a certified CCIP.
- Direct or indirect knowledge of the roles/experiences that you might have referenced in the PED submission. The external assessor should know you well in a professional capacity, and be able to speak in depth about your skillset, career progression and work ethics.
- Independence. The external assessor must not be your direct report nor your relative – in principle, the external assessor should be able to assess your submissions without a conflict of interest.
- Time availability. The external assessor should be able to commit to the approximately 60 minutes required to provide input to support your certification process. Also, the external assessor should be willing to be contacted by the CCIP™ staff as required.

Both external assessors can be references that candidates provide as part of their Assessment of Eligibility Form.

The external assessor will be required to review each essay and compare it against the skills/abilities required to perform the competencies included in each of the selected areas. The external assessor will then be asked to score the essay based on its alignment with the competencies in the area. Three options will be provided to the external assessor:

- Full marks (10 or 20 points for primary areas, 5 points for secondary areas)
- Partial marks (5 or 10 points for primary areas, 3 points for secondary areas)
- No marks (0 points – External assessor will be asked to provide a rationale)

Finally, the external assessor will also be asked to complete a Leadership Assessment to confirm that you possess most of the attributes that are included under Area 13 of the competency framework (Visionary and Ethical Leadership).

Once the external assessor has completed the evaluation of the professional experience dossier, the external assessor submits the PED back to CCIP™ Staff via email.



For more details related to external assessors, see the [External Assessors Policy](#).

### PED results

If the score provided by the external assessor meets the required passing score of 50 points *and* the Leadership Assessment is positive, you will become eligible to be certified and will receive an official notification of certification from CCIP™ Staff.

If the score provided by the external assessor does not meet the required passing score of 50 points *or* if the Leadership Assessment is negative, you will be asked to resubmit the PED within the subsequent exam cycle. A re-submission fee will apply (see [Professional Experience Dossier Policy](#)).

## Step 6: You are officially a Canadian Certified Inclusion Professional!

Once you receive your official notification of certification from CCIP™ Staff, you will be a Canadian Certified Inclusion Professional. Certified professionals can use the CCIP acronym in their signature and their name is added to an online national registry.

The registry will allow employers to verify the credentials of potential candidates for employment, while enabling CCIP™ professionals to showcase their expertise as recognized by a knowledgeable third-party entity.

Certified CCIP™ professionals will be removed from the registry if they fail to maintain the certification as required.

## Step 7: Maintain the certification

CCIP™ professionals will be required to maintain the certification through professional development activities and continuing education activities.

Certification maintenance activities will allow certified CCIP™ professionals to:

- Enhance and strengthen essential skills and knowledge in the D&I field;
- Acquire new knowledge and skills in the D&I field;
- Stay current with respect to new issues and trends in the D&I field.

CCIP™ professionals are required to obtain **20 hours of continued professional development (CPD) each year**, after the first year of certification.

For example, if you received your certification between January 1<sup>st</sup> and December 31<sup>st</sup>, 2019, the CPD cycle will start on January 1<sup>st</sup>, 2020 and you will be required to submit evidence of completion of 20 CPD hours by December 31<sup>st</sup>, 2020.



You will provide evidence of completion of 20 CPD hours using the CPD activity log. You will fill in the CPD activity log (available on [our website](#)) and submit it by December 31<sup>st</sup> of each year to [ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca) along with payment of a CPD submission fee.

Failing to submit the CPD activity log and payment will result in suspension of your certification and removal of your credentials from the online registry of certified professionals.

For more details on which activities are eligible as part of certification maintenance, see the [CPD Policy](#).



## Certification fees

Fee schedule	Full	Employer Partners (15% discount)	Individual Practitioners (10% discount)
<b>Registration fee</b>	\$1,199	\$1,019	\$1,079
<b>Exam retake (if candidate fails exam)</b>	\$199	\$169	\$179
<b>Exam reschedule</b>	\$199	\$169	\$179
<b>PED reschedule fee (if candidate reschedules PED submission with less than 20 business days' notice)</b>	\$99	\$84	\$89
<b>PED resubmission (if PED does not meet requirements)</b>	\$99	\$84	\$89
<b>Re-registration fee (if candidate fails to complete certification within two exam cycles)</b>	\$799	\$679	\$719
<b>CPD submission - Annual fee</b>	\$99	\$84	\$89
<b>CCIP™ study guide</b>	\$400	\$340	\$360

### Payment options

All CCIP™ services must be purchased online using a credit card for payment. Payment must be made in full at time of purchase.

### Confirmation of payment

Upon payment, you will receive confirmation of registration and payment by email.



## Certification policies

### Accommodation

The CCIP™ Staff is committed to provide all CCIP™ candidates with an equitable opportunity to fulfill the requirements of the CCIP™ designation.

It is the CCIP™ Staff's policy to provide reasonable accommodations for candidates who request them, to the extent to which such accommodations do not cause undue hardship to CCDI or substantially modify the certification requirements and/or success criteria.

#### Exam accommodations

Should a CCIP™ candidate require accommodations for the exam, the candidate must notify the CCIP™ Staff upon registration (if possible), and in any case within **ten business days** prior to examination. If a candidate notifies the CCIP™ Staff in the ten business days before the exam, it may be not possible to guarantee the requested accommodation for the exam date chosen by the candidate, and the exam will be rescheduled to the next mutually agreeable exam date.

Should a CCIP™ candidate require accommodations for the exam, the candidate must indicate in writing which type of accommodations they require. Accommodations may include, but are not limited to:

- Extended exam time.
- Reader/writer/recorder of answers.

Accommodations cannot include a change in the official date(s) of the exam. The exam must be completed on the official exam date(s) and during the allotted exam window time to ensure the integrity of the exam content and process. Should a CCIP™ candidate be unable to write the exam on a given official exam date, the candidate can reschedule the exam to the next available official exam date.

If a CCIP™ candidate decides to reschedule the exam date(s) or to write the exam after hours, a rescheduling fee applies.

Should a medical or family emergency occur on or immediately before the exam date, the CCIP™ candidate is allowed to reschedule the exam without cost by submitting a formal request for rescheduling to [ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca). In case of medical emergency, a doctor's note must be provided along with the formal request. In case of a family emergency, no additional documentation is required.

The final decision on whether to allow a candidate to reschedule the exam with no cost will be made by CCIP™ Staff and cannot be appealed.



### Professional experience dossier (PED) accommodations

Should a CCIP™ candidate require accommodations for the submission of the PED, the candidate must notify the CCIP™ Staff upon registration (if possible), and in any case within **ten business days** prior to the PED submission deadline. If a candidate notifies the CCIP™ Staff in the ten business days before the submission, it may be not possible to guarantee the requested accommodation for the submission date chosen by the candidate, and the CCIP™ Staff may negotiate with the candidate another mutually agreeable submission date.

Should a CCIP™ candidate require accommodations for the submission of the PED, the candidate must indicate which type of accommodations they require. Accommodations may include, but are not limited to:

- Extended deadline.
- Submission in a different format.

We invite CCIP™ candidates to submit their professional experience dossier well before the deadline to avoid any unforeseen circumstances that may delay submission.

A CCIP™ candidate can reschedule the PED submission deadline up to 20 business days before the PED submission deadline without cost by emailing [ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca). In the 20 business days before the PED submission deadline, a rescheduling fee applies.

Should a medical or family emergency occur immediately before the PED submission deadline, the CCIP™ candidate can formally request an extension by emailing [ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca). In case of medical emergency, a doctor's note must be provided along with the formal request. In case of a family emergency, no additional documentation is required.

The final decision on whether to grant an extension to the PED submission deadline will be made by CCIP™ Staff and cannot be appealed.

### Certification completion

After registration, you will have two exam cycles (approximately 18 months) to successfully complete all the requirements of the CCIP™ certification.

An exam cycle begins with the CCIP™ exam date (selected upon registration), and ends with the subsequent PED submission and approval. This is the sample structure of an exam cycle:

April 15 – Exam date.

June 30 – PED submission is due.

August 30 – PED is approved and candidate is officially certified.



In this example: if you select April 15 as exam date upon registration, you will have the opportunity to complete the requirement(s) of the certification during the cycle you are registered to – that is by August 30.

If you fail the exam or you reschedule one of the components of the certification process (i.e. exam or PED), you will be able to complete the requirement(s) by the end of the following exam cycle.

If you do not complete the certification requirement within the two-cycle timeframe, you will have to re-register and a fee will apply.

See [Appendix 1](#) for more details on the upcoming Exam cycles and key dates.

## Continued professional development

An activity is eligible to be included in the CPD activity log and be used towards the 20 CPD hours if it belongs to one of the following categories:

- Formal education (i.e. university or college degree or certificate programs);
- Self-directed learning (e.g. readings, online courses, webinars, conferences etc.);
- Community engagement (e.g. mentoring; coaching; organizing or promoting community-based initiatives; outreach to community or advocacy organizations);
- Teaching/thought leadership (e.g. teaching or developing new programs; being a keynote or presenter at a conference; developing an innovative theory, methodology, approach, tool etc.);
- Special work projects/initiatives (e.g. initiatives that require the certified professional to develop new skills/knowledge);
- Research/publication.

An activity is eligible to be included in the CPD activity log and be used towards the 20 CPD hours if it is relevant to at least one of the areas of the competency framework. For each activity listed in the CPD activity log, certified professionals will be asked to identify which Area(s) the activity aligns to.

Certified professionals are required to include at least two different activities in the CPD log:

- The two activities must belong to two different categories;
- The two activities must align with two different areas of the competency framework;
- The two areas of the competency framework submitted as part of the CPD Activity Log in one given year cannot be repeated within the following two years. In other words, within three subsequent years a certified professional is required to provide evidence of continued professional development in at least six areas of the competency framework;



- In general, it is recommended that over the years certified professionals strive to select professional development activities that allow them to cover all twelve areas of the competency framework.

Activities that are part of the day-to-day job routine/operations of the certified professional are not eligible as professional development activities. Only activities that constitute developmental opportunities and enable the acquisition of new skills/knowledge can be considered eligible.

- For example, for a certified professional whose role is to train employees on diversity and inclusion, the delivery of a diversity and inclusion training session cannot be considered a developmental opportunity. Should the certified professional go beyond the requirements of their role and develop a brand-new training solution for a strategic initiative on a topic that was not familiar to the certified professional, this would be considered a developmental opportunity and can be listed on the CPD log as a “special project”.

Failing to submit the CPD activity log will result in suspension of the certification and removal of the certified professional's credentials from the online registry of certified professionals on the CCDI website. Certified professionals will be immediately notified of the suspension.

For the suspension to be revoked, the certified professional must provide evidence of continued professional development by sending a complete CDP activity log to [ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca).

Evidence of continued professional development must be provided only for the previous calendar year(s). For example, if a certified professional fails to submit a CDP activity log by December 31<sup>st</sup>, 2019, their certification will be suspended as of January 1<sup>st</sup> 2020 and their credentials will be removed from the online registry. If at any point during the calendar year 2020 the certified professional wants the suspension to be revoked, they have to submit a CDP activity log that covers the calendar year 2019.

The suspension can be revoked only within the three calendar years that follow the suspension. After three years, the suspension cannot be revoked and the certified professional will be considered lapsed.

Lapsed certified professionals will need to undergo the certification process in its entirety: provide evidence of eligibility, retake the exam and resubmit their PED, in order to become certified again.

### Exceptions to Continued Professional Development (CPD) completion

The CCIP™ Staff is committed to provide an equitable opportunity to all CCIP™ candidates in order to maintain the CCIP™ designation.

1. Should a CCIP be on leave during a given year (i.e. parental leave, sick leave, family emergency leave, etc.), they must notify the CCIP™ Staff as soon as possible in writing by



sending information to [ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca) about their leave and require an adjustment to their CPD requirements.

2. The certified CCIP on leave is required to accrue a number of CPD hours which are proportional to the months they are actually working during that year.
  - 2.1. For example, if a CCIP is going to be working 6 months in 2020, they should be doing 10 hours of CPD out of 20.
3. The number of CPD hours the candidate on leave is required to obtain will be calculated by the CCIP™ Staff and cannot be appealed.
4. Once the CPD hours are calculated, the CCIP™ Staff will communicate the number of hours to the CCIP on leave and send a revised CPD Activity Log that the certified CCIP will be required to fill in.
  - 4.1. If the number of CPD hours is less than three, the CCIP will be required to include only one activity which aligns with one area of the Competency Framework.
5. By December 31<sup>st</sup> of that year, the CCIP on leave is required to submit to the CCIP™ Staff ([ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca)) the following documentation:
  - the adjusted CPD Activity Log;
  - a letter stating the terms of their leave (e.g.. I was on leave from day x to day y in 2019).
6. If a CCIP does not work full-time for the duration of an entire year due to reasons other than being on leave, they are required to direct their inquiry to the CCIP™ Staff ([ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca)) and refer to the CCIP Accommodation Policy.

Unless otherwise specified in the Exceptions to CPD completion policy, the regulations included in the CCIP™ Certification Handbook are valid.

## Exam

As part of the online registration process, candidates will be required to select their CCIP™ exam date.

You can reschedule the exam up to 20 business days before your exam date without cost by emailing [ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca). In the 20 business days before the exam, you will need to pay a rescheduling fee (see [Certification fees](#)). Please note that, if you decide to reschedule the exam, your two-cycle timeframe still begins with the exam date you selected upon registration.



## Professional experience dossier

Upon passing the CCIP™ exam, you are automatically enrolled to submit your professional experience dossier during the first available submission window.

The submission window opens on the day of the exam and closes approximately two months later.

You can reschedule the submission of your professional experience dossier without cost up to 20 business days before the PED submission deadline by emailing [ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca). If you reschedule your submission within 20 business days before the PED submission deadline, you will need to pay a rescheduling fee (see [Certification Fees](#)).

See [Appendix 1](#) for more details on the upcoming exam cycles and key dates.

## Withdrawal policy

You can withdraw from the certification process at any time by emailing [ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca).

If you withdraw within 10 business days from registration, your registration fee will be reimbursed but you will be subject to a withdrawal fee equivalent to 15% of your registration fee. If you withdraw after 10 (or more) business days from registration, no reimbursement will be provided.

## Terms of use

You are expected to review and accept [CCIP™ Terms of use](#) upon registration through CCDI website.

## Privacy policy

You are expected to review and accept [CCIP™ Privacy policy](#) upon registration through CCDI website.



## Frequently asked questions

### How much does the CCIP™ certification cost?

The registration fee to enroll in the certification process is \$1199. A 15% discount applies to employees of CCDI Employer Partners. A 10% discount applies to CCDI individual practitioners and associates.

### Is the CCIP™ certification a course/degree?

No, the certification is not a course, nor is it a degree. It is not an educational program and it does not require any class time. The certification is a rigorous process through which the knowledge and experience of diversity and inclusion professionals are assessed against the standards established by the CCIP™ competency framework.

### What is the difference between a certificate and a certification?

*Certificate* programs are designed to provide training and instruction to help participants acquire or enhance their knowledge or skills, whereas *certification* programs such as CCIP™ are designed to assess an individual's existing knowledge or skills, in a way that is completely independent from the provision of training or instruction.

### What is the goal of the CCIP™ certification?

The goal of the CCIP™ certification is to set formal national standards, which currently do not exist, for the diversity and inclusion profession as practiced in Canada, thereby raising the standards and national profile of the D&I profession in this country.

### Why get certified?

The certification will enable D&I professionals practicing in Canada to obtain a formal and standardized acknowledgement of their knowledge, skills and experience in the D&I field.

By obtaining the CCIP™ designation, D&I professionals practicing in Canada will be able to show employers and clients the breadth and depth of their experience and develop a competitive edge in a tough job market.

### How is this certification different from HR certifications?

The CCIP™ competency framework has been designed to describe the competencies of D&I professionals. These competencies only partially overlap with the competencies of HR professionals.

The goal of the CCIP™ certification is to support D&I professionals who feel the need to increase their professional profile *specifically* as D&I professionals, regardless of whether they have an HR background or hold a HR designation.



The intent is not for CCIP™ to replace or compete with existing HR certifications. A D&I professional might decide to hold both the CCIP™ designation and a HR designation.

### **I already hold a professional designation: can I get another one?**

Yes. If your experience, knowledge and skills meet the requirements of the CCIP™ certification process, you can get certified.

### **Are there any education requirements to enter the CCIP™ certification process?**

There are no education requirements to enter the certification process. However, three years of experience in the D&I field are required.

### **How can I prepare for the CCIP™ exam?**

The CCIP™ exam does not have a textbook. The [CCIP™ competency framework](#) constitutes the foundation of the certification. Upon registration, candidates will also be provided with a reading list to prepare for the exam. We are also offering an online study guide to support CCIP™ candidates in preparing for the exam. These seven eLearning modules complement the reading list and walk candidates through pertinent information. Each module is available in both English and French, includes audio, and is accompanied by an alternate version in word, for those that use a screen reader. The study guide may be purchased at the time of registration/payment for the CCIP™ exam.

### **How can I learn more about CCIP™?**

Interested in learning more about the CCIP™ before registering? Sign up for a virtual open house. Open house sessions will be online and free of charge. View our events calendar for more details. You can also contact us at [ccip.certification@ccdi.ca](mailto:ccip.certification@ccdi.ca).

### **How do I select my external assessors to evaluate the professional experience dossier (PED)?**

Candidates will be required to provide the name of a primary and an alternative external assessor, respectively, who should be able to review and validate the PED submission. Both external assessors must meet the following criteria:

- Good general understanding of the D&I space. The external assessor does not necessarily have to be a diversity and inclusion professional, but they must have a clear understanding of the candidate's current or past work responsibilities and outcomes as they relate to the skills/abilities required to become a certified CCIP.
- Direct knowledge of your D&I work experience. The external assessor has worked with the candidate closely (as a supervisor/manager/co-worker) for at least 6 months and must be able to substantiate the candidate's expertise and experience as they relate to the skills/abilities required to become a certified CCIP.



- Direct or indirect knowledge of the roles/experiences that the candidate might have referenced in the PED submission. The external assessor should know the candidate well in a professional capacity, and be able to speak in depth about the candidate's skillset, career progression and work ethic.
- Independence. The external assessor must not be a candidate's direct report or relative – in principle, the external assessor should be able to assess the candidate's submissions without a conflict of interest.
- Time availability. The external assessor should be able to commit approximately 60 minutes to provide input to support the candidate's certification process. Also, the external assessor should be willing to be contacted by the CCIP™ Staff as required.

Both external assessors can be references that candidates provide as part of their Assessment of Eligibility Form.

**What happens if the priority external assessor I selected is not able to assess my professional experience dossier (PED)?**

If the priority external assessor the candidate selected is not able to assess the candidate's professional experience dossier (PED), the alternative external assessor will be contacted, and the candidate notified. For a more detailed explanation of the process, read [the External Assessors Policy](#).



## Appendix 1 – Exam cycles and key dates

### Exam Cycle 07

Registration closes for Exam E07	September 19, 2021
<b>Exam date – E07</b>	<b>October 19, 2021</b>
Last day to reschedule PED submission P07 without penalty	November 22, 2021
<b>PED Submission Deadline – P07</b>	<b>December 17, 2021</b>
Deadline for external PED assessors – P07	January 31, 2022
<b>Final results communicated to candidates – P07</b>	<b>February 18, 2022</b>

### Exam Cycle 08

Registration closes for Exam E08	March 20, 2022
<b>Exam date – E08</b>	<b>April 19, 2022</b>
Last day to reschedule PED submission P08 without penalty	May 30, 2022
<b>PED Submission Deadline – P08</b>	<b>June 24, 2022</b>
Deadline for external PED assessors – P08	July 31, 2022
<b>Final results communicated to candidates – P08</b>	<b>August 19, 2022</b>

### Exam Cycle 09

Registration closes for Exam E09	September 18, 2022
<b>Exam date – E09</b>	<b>October 18, 2022</b>
Last day to reschedule PED submission P09 without penalty	November 21, 2022
<b>PED Submission Deadline – P09</b>	<b>December 16, 2022</b>
Deadline for external PED assessors – P09	January 30, 2023
<b>Final results communicated to candidates – P09</b>	<b>February 17, 2023</b>

### Exam Cycle 10

Registration closes for Exam E10	March 19, 2023
<b>Exam date – E10</b>	<b>April 18, 2023</b>
Last day to reschedule PED submission P08 without penalty	May 29, 2023
<b>PED Submission Deadline – P10</b>	<b>June 23, 2023</b>
Deadline for external PED assessors – P10	July 30, 2023
<b>Final results communicated to candidates – P10</b>	<b>August 18, 2023</b>