

## CCIP™ Eligibility Checklist

Use this checklist to easily assess whether you are eligible to undertake the CCIP™ certification process, and whether you are qualified to obtain the CCIP™ designation. **If you are able to check off all the items on this list, you are ready to enroll in the certification process! \***

### I have at least 3 years of relevant DEI work experience

For the purposes of obtaining the CCIP™, relevant work experience is defined as any professional experience that helped you develop the competencies included in the CCIP™ Competency Framework. Sample relevant tasks might include, but are not limited to:

- Developing/managing a DEI strategy
- Developing/delivering training or learning solutions on DEI topics
- Developing/implementing communication plans to support DEI strategic goals
- Designing/implementing DEI strategic initiatives (events, learning programs, talent programs, etc.)
- Working with internal stakeholders (e.g. HR department, CSR department, Executives/Leadership team, People Managers, Recruiters, Project Managers, etc.) to support/promote the advancement of DEI goals and initiatives
- Working with external stakeholders (e.g. Community Partners, Government bodies, etc.) to support/promote the advancement of DEI goals and initiatives
- Providing advice and support to external/internal clients on DEI topics
- Creating/implementing/analyzing metrics to assess impact of DEI initiatives on business outcomes
- Creating/implementing metrics to support DEI strategic planning
- Ensuring compliance with applicable legislation related to diversity, equity or human rights
- Conducting/presenting research to support/advocate for DEI initiatives

### I have at least two references who can speak to my DEI knowledge and experience

You will be required to provide information regarding these references as part of the registration process. The CCIP™ Manager might contact your references to confirm the accuracy of the information you have provided regarding your DEI work experience.

### I am knowledgeable in the 12 Areas tested by the CCIP™ Exam

The CCIP™ Exam tests your knowledge of the CCIP™ Competency Framework's 12 Areas. Review these Areas so that you are familiar with the content on which you might be tested.

### I have experience in both the Primary and Secondary Areas of the CCIP™ Competency Framework

As part of the CCIP™ certification process, you will be asked to provide examples of situations where you effectively applied the competencies included in the CCIP™ Competency Framework. You are not expected to demonstrate experience in all areas of the CCIP™ Competency Framework, but you must provide ample evidence of competence in both the Primary and Secondary Areas for a total of 60 points. A minimum score of 40 points must be obtained in the Primary Areas, and a minimum score of 20 points must be obtained in the Secondary Areas. Review the point allocation below to assess whether you have sufficient experience:

Primary areas		Point allocation
Area 1	Make the case for Diversity and Inclusion	10
Area 4	Stakeholders' Engagement	10
Area 8	Measurement and Organizational Success	10
Area 9	Legislation and Compliance	10
Area 10	DEI Organizational Structures and Support	10
Area 11	DEI Subject Matter Expertise	20

Secondary areas		Points on PED
Area 2	Build a DEI strategy	10
Area 3	Implement a DEI strategy	10
Area 5	Workforce Planning	10
Area 6	HR Practices	10
Area 7	Training and Development	10
Area 12	Cultural Competence	10

## I have two External Assessors who can validate my experience

As part of the CCIP™ certification process, you will be required to provide the name of two **External Assessors**, a **priority assessor** and an **alternate assessor**, who will review and validate your experience. The External Assessors must meet the following criteria:

- **Good general understanding of the DEI space:** The external assessor does not necessarily have to be a diversity and inclusion professional, but they should have some knowledge around DEI.
- **Direct knowledge of your DEI 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 required to become a CCIP.
- **Independence:** The external assessor must not be your direct report nor your relative – in principle, the external assessor should be able to assess your submission without a conflict of interest.
- **Time availability:** The external assessor should be able to commit to approximately 60 minutes to provide input to support your certification process. Also, the external assessor should be willing to be contacted by the CCIP™ manager as required.

The External Assessors can be references provided in your Assessment of Eligibility Form.

## My leadership qualities are in line with Area 13 of the Competency Framework

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:

- Act ethically and with integrity.
- Behave in a way that generates trust and credibility.
- Be considered as a source of advice and impartial counsel by co-workers.
- Act as an advocate and a voice for perspectives, levels and cultures that are not otherwise represented.
- Negotiate and persuade effectively at all levels of the organization.
- Lead people through change by creating and conveying a compelling D&I vision.
- Possess the ability to influence and execute beyond positional power.
- Be able to identify and reduce one's own biases.

*\*The purpose of this document is simply to help you establish whether you meet the eligibility criteria and certification requirements to become a Canadian Certified Inclusion Professional™. This document does not replace the CCIP™ Certification Handbook, which is the main reference for candidates and includes a more comprehensive description of the requirements and policies for the certification. The CCIP™ Certification Handbook should be reviewed in its entirety by potential candidates along with the CCIP™ [Terms of Use](#) and [Privacy Policy](#).*