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 3 years of relevant D&I 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 diversity and inclusion (D&I) Strategy
- Developing/delivering training or learning solutions on D&I topics
- Developing/implementing communication plans to support D&I strategic goals
- Designing/implementing D&I 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) to support/promote the advancement of D&I goals and initiatives
- Working 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
- Conducting/presenting research to support/advocate for D&I initiatives

☐ **I have at least two references who can speak to my D&I knowledge and experience**

You will be required to provide information regarding these references as part of the registration process. The CCIP™ Staff might contact your references to confirm the accuracy of the information you have provided regarding your D&I 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 50 points. A minimum score of 40 points must be obtained in the Primary Areas, and a minimum score of 10 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: D&I Organizational Structures and Support	10
Area 11: D&I Subject Matter Expertise	20

Secondary Areas	Points on PED
Area 2: Build a D&I strategy	5
Area 3: Implement a D&I strategy	5
Area 5: Workforce Planning	5
Area 6: HR Practices	5
Area 7: Training and Development	5
Area 12: Cultural Competence	5

☐ **I have an External Assessor who can validate my experience**

As part of the CCIP™ certification process, you will be required to provide the name of an **External Assessor** who will review and validate your experience. The External Assessor 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 your 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 is able to substantiate your expertise and experience as they relate to the skills/abilities required to become a certified CCIP™. The External Assessor should know you well in a professional capacity, and be able to speak intelligently 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 experience 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 a candidate's certification process. Also, the External Assessor should be willing to be contacted by the CCIP™ Staff as required.

The External Assessor can be one of the two 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.*.*