

Certification Handbook

Version 8
November 2022



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

www.ccdi.ca

Contents

- About CCDI..... 3
- About CCIP™ 4
- How to use this handbook..... 5
- Overview of the certification process 6
- Step-by-step guide to certification 7
- Certification fees 14
- Certification policies..... 15
- Frequently asked questions 20
- Appendix 1 – Exam cycles and key dates..... 23

About CCDI

The Canadian Centre for Diversity and Inclusion (CCDI) is a made-in-Canada solution designed to help employers, diversity, equity and inclusion professionals, human rights specialists, anti-racism advocates, and human resources practitioners effectively champion diversity, equity and inclusion within the workplace. Founded and run by experienced diversity and inclusion practitioners, CCDI focuses on practical sustainable solutions that help employers move toward true inclusion. Effectively managing diversity, equity and inclusion 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 our stakeholders be inclusive, free of prejudice and discrimination, and to generate awareness, dialogue and action all to help people 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. We use a model that blends social impact and proven business tactics to create 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 to Canada and on the regional differences that shape diversity by addressing the issues to move employers from compliance to engagement. Our research, reports and events have become valuable cornerstones for people developing and implementing diversity plans.

About the CCIP™ program

Background

Despite being relatively new, the diversity, equity, and inclusion (DEI) field has evolved significantly over the last twenty years. The Conference Board Council on Workforce Diversity 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.”¹ A more recent report by Bersin-Deloitte (2014) confirms the increasingly strategic role of diversity practitioners.²

Despite the expansion of DEI functions and roles within Canadian organisations, no professional designation previously existed for DEI professionals. The Canadian Certified Inclusion Professional designation (CCIP™)³ intended to fill this gap. Standardizing what it means to be a DEI professional through designation is important because it assures employers, and others, that DEI practitioners are meeting rigorous standards when presenting themselves as DEI professionals.

What is the CCIP™ designation?

The CCIP™ certification 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, equity and inclusion professionals against the standard established by the CCIP™ competency framework.

Why get certified?

The CCIP™ designation will grant DEI professionals a formal and standardized acknowledgement of their knowledge, skills, and experience in the DEI field.

By completing the requirements for the CCIP™ certification process, DEI 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™ holder has expertise in organizational diversity, inclusion, equity and/or human rights, and has met the requirement of the CCIP™ certification process.

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

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

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

- A CCIP™ holder is an inclusive leader and a global strategic thinker who is passionate about developing inclusive workplaces.
- CCIP™ holders work throughout Canada in for-profit companies, public sector organizations, educational institutions, healthcare, unions, non-profit and community organizations, or in the private sector, in different capacities.
- CCIP™ holders provide subject matter expertise and strategic support to internal and external stakeholders related to initiatives addressing issues of diversity, equity and human rights in the workplace and promoting inclusion within organizations, as they relate to the impact of the organization on its customers, members, and communities.
- CCIP™ holders 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, DEI professionals will be able to show employers and clients the breadth and depth of their experience and stand out in a competitive job market.

Please note that DEI 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 DEI.

Competencies for diversity, equity, and inclusion professionals

The CCIP™ competency framework is a reference point for diversity, equity, and inclusion professionals. It was 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, equity, and inclusion professionals who practice in Canada. It can be downloaded from [our website](#).

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 certification requirements and process.

Candidates must follow all policies, procedures and timelines outlined in this handbook. Upon application 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

Step 1: Assess your eligibility

You are eligible to undertake the certification process if:

- You can demonstrate a minimum of three (3) years of relevant DEI work experience; and
- You have at least two references – colleagues, supervisors, or clients – who can speak to your work experience in diversity, equity, 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 DEI work experience and provide two references.

Step 3: Apply online

Apply 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 computer 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 evaluate 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 recipient. 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 to establish that you are eligible to enter the CCIP™ certification process. You are eligible to enter the certification process if:

- You have at least three (3) years of relevant DEI work experience.
 - Experience must be full-time (35 hours/week or equivalent) and have a Canadian focus. Part-time and volunteer experience is 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, equity, and inclusion.
 - 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 validate 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:

- 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

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 application:

1. First, complete the [Assessment of Eligibility Form](#), where you will be asked to describe your DEI work experience and provide two references.

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 your experience in reverse chronological order. For each position, indicate job title, name of the organization, time of employment (start and end date), and job responsibilities. Emphasize your professional experiences in DEI in your resume. Applications submitted with generic resumes detailing little or no DEI work responsibilities will be rejected. An example of what this looks like is provided below (Figure 1).

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™ program manager to verify that you have acquired the necessary relevant work experience. Have these two documents ready as you begin the online application process.

Step 3: Apply online

Go to the [CCDI website](#) and apply. As part of the application 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 apply?

Registration opens shortly after the previous exam and closes 6 weeks before the date of the exam. Review [Exam Cycles and Key Dates](#) to take note of application deadlines for the upcoming exams.

What happens after you apply?

1. As soon as your payment is processed, you will receive confirmation of payment immediately.
2. Within 5 to 10 business days after application, the CCIP™ program manager will review your application.
 - If your documentation is complete and sufficient evidence has been provided detailing your relevant work experience, the CCIP™ manager will send you an official confirmation of enrollment into the CCIP™ certification program. The confirmation includes a copy of the CCIP™ Reading List.
 - If your application materials are incomplete, you will be contacted by the program manager and required to provide additional information.
 - If you do not meet the CCIP™ eligibility requirements, you will be informed, and your application fees will be refunded.

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

Prior to the exam, you will receive detailed information from the CCIP™ manager about the logistics of your exam. The CCIP™ exam will be taken online, so you will need access to a computer and a reliable internet connection to complete the exam. If you require specific accommodations to take this exam, we can arrange for you to write the exam at a designated test center.

Upon completing the exam, you will be immediately notified of your exam results. If you pass, you will move on to the next step of the certification process, which is the submission of the professional experience dossier. If you fail, the CCIP™ manager will contact 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 all 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).

You are to submit the PED in an essay format. In these essays, you are asked to provide examples of practical work situations where you demonstrated the competencies listed in the CCIP™ competency

framework. Please refer to the timelines section of the CCIP™ handbook for the PED submission deadline corresponding to your exam cycle. Should you wish to reschedule your submission, a rescheduling fee may apply (see [Professional Experience Dossier Policy](#)).

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 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 secondary areas.

This combination ensures that the knowledge you demonstrate through the CCIP™ exam is complemented by practical skills and expertise in specific areas of the competency framework. The following two tables illustrate how many points you can obtain on the PED for each area:

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

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 in primary areas, and a minimum score of 20 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.

We recommend that you use the STAR model to structure your essays in a comprehensive way. Each essay should provide details on the following:

Situation: Describe the situation where you had to apply your DEI competencies. Were the circumstances standard/operational or exceptional? Was the situation high-stakes or low-stakes?

Task: Describe your responsibility in that situation. What did you have to do to resolve this challenge/problem? Describe the plan you designed to address this situation. Who else was involved and in which capacity?

Action: Recount how you completed the task. Provide a detailed and practical description of what you did. Which skills did you demonstrate? What tools did you utilize to respond to this situation?

Result: Finally, explain the outcomes or results generated by the action taken. Highlight what you accomplished, or what you learned. What were the indicators of success in that situation? Use data to support your answers (if applicable).

PEDs are to be submitted in one Microsoft Word document and should clearly identify the competency area for each essay. The document must be submitted in the following format:

YYYYMMDD – Your last name – PED submission
e.g., 20170424 – Nayak – PED submission

Once the Word document is ready, the candidate should submit it via the PED portal.

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.

Upon receipt, the CCIP™ manager will review your essays and forward them to your external assessor for evaluation.

PED external assessor

As part of the submission of the PED form, you are required to provide the name of a priority and an alternative external assessor who will evaluate the PED submission. Both 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.

Both external assessors can be references 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 demonstrate 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, 10 points for secondary areas)
- Partial marks (5 or 10 points for primary areas, 5 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 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 the CCIP™ program manager 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 60 points *and* the Leadership Assessment is positive, you will have completed the process and will receive an official notification of certification from the CCIP™ manager.

If the score provided by the external assessor does not meet the required passing score of 60 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 the CCIP™ manager, you have become 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 allows employers to verify the credentials of potential candidates for employment, while enabling CCIP™ holders to showcase their expertise as recognized by a knowledgeable third-party entity.

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

Step 7: Maintain the certification

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

Certification maintenance activities will allow CCIP™ holders to:

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

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

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

You must provide evidence of completion of 20 CPD hours using the CPD activity log (available on [our website](#)) and submit it by December 31st of each year to ccip.certification@ccli.ca along with payment of the 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 *	Individual Practitioners ±
Application fee	\$ 1,199	\$ 1,019	\$ 1,079
Exam retake (if candidate fails exam)	\$ 199	\$ 169	\$ 179
Exam reschedule	\$ 199	\$ 169	\$ 179
PED resubmission (if PED does not meet requirements)	\$ 99	\$ 84	\$ 89
Re-application fee (if candidate fails to complete certification within two exam cycles)	\$ 799	\$ 679	\$ 719
CPD submission - Annual fee	\$ 99	\$ 84	\$ 89
CCIP™ study guide	\$ 400	\$ 340	\$ 360

* 15% discount

± 10% discount

Payment options

All CCIP™ services can be purchased online using a credit card for payment. Payment must be made in full at time of purchase. If you require an alternative means to pay, contact the CCIP™ manager.

Confirmation of payment

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

Certification policies

Accommodation

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

It is the CCIP™ program'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

If a CCIP™ candidate requires accommodations for the exam, the candidate should indicate in the application form the accommodation needed. They can also notify the CCIP™ program manager at least **10 business days** prior to examination. If a candidate fails to notify the CCIP™ manager at least 10 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 of the exam. The exam must be completed on an official exam date and during the allotted exam window time to ensure the integrity of the exam content and process. If a CCIP™ candidate is 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 their selected exam date or to write the exam after hours, a rescheduling fee applies.

Should a medical or family emergency occur on or immediately before their exam date, the CCIP™ candidate is allowed to reschedule their exam without cost by submitting a formal request for rescheduling to 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 their exam with no cost will be made by the CCIP™ program manager 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™ manager upon application (if possible), and in any case at least **10 business days** prior to the PED submission deadline. The CCIP™ manager 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 accommodation they require. Accommodations may include, but are not limited to:

- Extended deadline.
- Submission in a different format.

We ask 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 their PED submission without penalty by emailing ccip.certification@ccdi.ca. The new deadline will be that of the following cycle. If a candidate must reschedule more than once, re-application fees apply.

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. 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™ manager and cannot be appealed.

Certification completion

After application, 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 application) and ends with the subsequent PED submission deadline and results. This is the sample structure of an exam cycle:

April 15 – Exam date.

June 30 – PED submission is due.

August 30 – Candidates receive PED results and finish the certification process.

In this example: if you select April 15 as exam date upon application, you will have the opportunity to complete the requirement(s) of the certification during the cycle you are registered for – 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 allowed 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, etc.);
- 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 (i.e., 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 count 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 with.

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 consecutive 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.

For example, if a certified professional fails to submit a CDP activity log by December 31, 2019, their certification will be suspended as of January 1, 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 professional's certification will be considered lapsed.

Professionals with lapsed certifications will need to undergo the certification process in its entirety: provide evidence of eligibility, retake the exam, and resubmit their PED, to become certified again.

Exceptions to Continued Professional Development (CPD) completion

The CCIP™ program is committed to providing an equitable opportunity to all CCIP™ holders 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™ manager as soon as possible in writing by sending information to ccip.certification@ccdi.ca about their leave and request an adjustment to their CPD requirements.
2. The CCIP™ holder on leave is required to accrue an amount of CPD hours which are proportional to the months they are actually working during that year. 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 complete will be calculated by the CCIP™ manager and cannot be appealed.
4. Once CPD hours are calculated, the CCIP™ manager will communicate the number of hours required to the CCIP on leave and send a revised CPD Activity Log that the CCIP™ holder will be required to fill in. 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 of that year, the CCIP on leave is required to submit to the CCIP™ manager (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™ manager (ccip.certification@ccdi.ca) and refer to the CCIP Accommodation Policy.

Exam

You can reschedule the exam to the exam date of the next cycle up to 20 business days before your original exam date without penalty by emailing ccip.certification@ccdi.ca. If you reschedule within 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 application.

Professional experience dossier

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

You can reschedule the submission of your professional experience dossier to the subsequent cycle without penalty once by emailing ccip.certification@ccdi.ca.

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.

If you withdraw within 10 business days after application, your application fee will be reimbursed, but you will be subjected to a withdrawal fee equivalent to 15% of your application fee. If you withdraw after 10 business days from application, you will be subjected to a withdrawal fee equivalent to 20% of the application fee.

Terms of use

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

Privacy policy

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

Frequently asked questions

How much does the CCIP™ certification cost?

The application 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, equity, 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 the CCIP™ program are designed to assess an individual's existing knowledge or skills, completely independently 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 previously did not exist, for the diversity, equity, and inclusion profession as practiced in Canada, thereby raising the standards and national profile of the DEI profession in this country.

Why get certified?

The certification will grant DEI professionals practicing in Canada a formal and standardized acknowledgement of their knowledge, skills, and experience in the DEI field.

By obtaining the CCIP™ designation, DEI professionals practicing in Canada can show employers and clients the breadth and depth of their experience and stand out in a competitive job market.

How is this certification different from HR certifications?

The CCIP™ competency framework describes the competencies of DEI professionals. These competencies only partially overlap with the competencies of HR professionals.

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

The intent is not for the CCIP™ designation to replace or compete with existing HR certifications. A DEI professional might decide to hold both the CCIP™ designation and an 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, you can get certified.

Are there any education requirements to apply for the CCIP™ certification process?

There are no education requirements to enter the certification process. However, at least three years of experience in the DEI 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 application, 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 narration, and is accompanied by an alternate version in Microsoft Word, for candidates who use a screen reader. The study guide may be purchased at the time of application for the CCIP™ exam.

How can I learn more about the CCIP™ program?

Interested in learning more about the CCIP™ program before applying? Visit the [CCIP™ webpage](#) to read a brief overview of this program and to watch a [recording](#) of our virtual open house. You can also contact us at ccip.certification@ccdi.ca.

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

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

- Good general understanding of the DEI field. The external assessor does not necessarily have to be a diversity and inclusion professional.
- Direct knowledge of your DEI work experience. The external assessor has worked with the candidate closely (as a supervisor, manager, or co-worker) for at least six (6) months and must be able to substantiate the candidate's expertise and experience as they relate to the skills required to become a CCIP™ holder.
- Direct or indirect knowledge of the situations that the candidate might have referenced in the PED submission.
- 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 evaluate the candidate's PED submission. Also, the external assessor should be willing to be contacted by the CCIP™ manager 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 09

Application closes for Exam E09	September 18, 2022
Exam date – E09	October 18, 2022
PED submission deadline – P09	December 16, 2022
Deadline for external PED assessors – P09	January 30, 2023
Final results communicated to candidates	February 17, 2023

Exam cycle 10

Application opens for cycle 10	November 14, 2022
Application closes for cycle 10	March 7, 2023
Exam date – E10	April 18, 2023
PED submission deadline – P10	June 23, 2023
Deadline for external PED assessors – P10	July 30, 2023
Final results communicated to candidates	August 18, 2023

Exam cycle 11

Application opens for cycle 11	May 16, 2023
Application closes for cycle 11	September 5, 2023
Exam date – E11	October 17, 2023
PED submission deadline – P11	December 15, 2023
Deadline for external PED assessors – P11	January 29, 2024
Final results communicated to candidates	February 16, 2024

Exam cycle 12

Application opens for cycle 12	November 14, 2023
Application closes for cycle 12	March 5, 2024
Exam date – E12	April 16, 2024
PED submission deadline – P12	June 14, 2024
Deadline for external PED assessors – P12	July 29, 2024
Final results communicated to candidates	August 23, 2024