CCIP^{TM} Continued Professional Development - Activity log

Canadian Certified Inclusion Professionals (CCIPs) are required to maintain the certification through professional development activities and continued education activities. Certification maintenance activities allow CCIPs 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^{TM} holders are required to **complete 20 hours of Continued Professional Development (CPD) each year**, after the first year of certification. See the Certification Handbook for more details. Please use this Activity Log to record your continuing professional development and education activities.

Continued professional development requirements

CCIP^{TM} holders are required to include **at least two different activities** in their CPD log. An activity can count towards the required 20 hours of CPD 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.

The activities submitted in the CPD log:

- must belong to at least two different categories, listed above;
- must align with **at least two different areas of the CCIP Competency Framework**.
  - o Please refrain from selecting more than two competency areas per activity.

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- o 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.
- o 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.

Note: Activities that are part of your professional duties are not eligible as professional development activities. Only activities that constitute developmental opportunities and enable the acquisition of new skills/knowledge are eligible.

Section 1: Personal information

First name	
Last name	
Email address	
Phone number	
Current job title (if applicable)	
Current organization (if applicable)	

Section 2: CPD details and signature

Date when you originally became certified (MM/YYYY)	
Calendar year for which you are submitting an activity log (YYYY)	

By digitally signing this document, I declare that all the information I have provided in this Activity Log is true and accurate to the best of my knowledge. I fully understand that any misrepresentation or incorrect information provided in the Activity Log might result in discipline, including suspension or revocation of my CCIP™ certification.

Digital signature (simply type your name)	
Date	

Use the tables below to list as many as five activities.

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CPD activity: # (use one sheet per activity, maximum of 5)		
Type of activity:	□ Formal education □ Self-directed learning □ Community engagement □ Teaching/thought leadership □ Special work project/initiative □ Research/publication	
Completion date (YYYY-MM-DD):		**Number of CPD hours claimed:**

Description of activity (maximum 300 words):

Please include the following information: *what you learned or accomplished, how the activity supports your continued professional development in the relevant competency areas, and, where applicable, names of courses, events, presenters, authors or organisations, and links to webpages.*

Areas of the Competency Framework enhanced with this activity (no more than two):

□ Area 1: Make the case for diversity and inclusion

□ Area 2: Build a DEI strategy

□ Area 3: Implement a DEI strategy

□ Area 4: Stakeholders engagement

□ Area 5: Workforce planning

□ Area 6: HR practices

□ Area 7: Training and development

□ Area 8: Measurement and organizational success

□ Area 9: Legislation and compliance

□ Area 10: DEI organizational structures and support

□ Area 11: DEI subject matter expertise

□ Area 12: Cultural competence

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Centre canadien pour la diversité et l'inclusion

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SIAC
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